

Case Study 1: Adding Projects

Your 2009 Annual Action Plan included the following proposed projects:

- 1. Housing Rehabilitation** **\$550,000**

The Housing Rehabilitation Program has two components: a Comprehensive Rehabilitation Program (CRP) and an Emergency Repair Program (ERP). The CRP 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.
- 2. Brightwood Neighborhood Street Improvements** **\$250,000**

CDBG funds will be combined with state and local sources to reconstruct deteriorated streets in the Brightwood neighborhood, including Brightwood Avenue and 3rd Street. The grantee has secured additional funding of \$750,000 from state and local sources. Census data of the neighborhood indicates that the 400-home service area has a population of 862. According to the income survey, 690 of the residents qualify as low and moderate income (80%).
- 3. Business Loan Program** **\$300,000**

CDBG funds will be used to provide economic development loans to new and expanding businesses for the purchase of new equipment and/or site improvements. In exchange, businesses agree to create a new job (full-time equivalent (FTE) at living wages and with health insurance) for each \$10,000 loaned. The city estimates that the program will assist 10 businesses, create 60 new jobs over a 3-year span, and add more than \$2.3 million to the local economy.
- 4. Public Services** **\$40,000**

CDBG funds will be used to fund an expansion of the local Head Start Program. Funds will be used to hire an additional aide and to purchase classroom equipment. Capacity is expected to increase by 20% from 25 to 30 children. The program is operated 5 days a week at the community center at 654 3rd Street, resulting in 1,500 units of child care annually that low- and moderate-income families could otherwise not afford.
- 5. Administration and Planning** **\$200,000**

CDBG funds will be used for the city's staff costs to provide oversight, compliance monitoring, and reporting functions for the other CDBG-funded programs.

ASSIGNMENT:

1. You just received notice from your local HUD office that your 2009 Annual Action Plan is approved. Using the information above, set up the IDIS projects for the 2009 program year.
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Case Study 2: Housing

The 2009 Annual Action Plan budgeted \$550,000 of CDBG funds to its Housing Rehabilitation Program. The program has two components: a Comprehensive Rehabilitation Program (CRP) and an Emergency Repair Program (ERP). The CRP program is available to both owner-occupied units and rental units and 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 city funds the first \$1,000 of each grant or loan from a local housing trust fund. The city will use any program income received from the program to make additional loans.

DISCUSSION QUESTION:

1. How many activities will the city set up in IDIS to report on the rehabilitation program?
2. The city budgeted \$60,000 to pay for the program delivery costs of a downpayment assistance program funded from their local HOME consortium (i.e., Housing Services). How will this use of CDBG funds be reported in IDIS?

ASSIGNMENT:

1. It is July 14th. You are two weeks into the 2009 Program Year. The city's rehabilitation manager informs you that the first emergency rehab job has been finished. Using the information on the next page, provide annual accomplishment data for 456 S. Cedar Avenue.

FOLLOW-UP QUESTION: If the city funded 456 S. Cedar Avenue from its 2009 budget but completed the work in 2010, in what year would you report the accomplishments?

2. The city is rehabilitating 346 W. Elm Street, a five unit rental complex. Each unit requires extensive rehabilitation to be brought up to local codes, including the removal of lead-based paint. Based on the amount of assistance, all units must remain affordable for 10 years. None of the units are designated for special needs populations or will receive additional project-based subsidies. Three units were rehabbed in 2008 and you need to get this information in IDIS in time for the CAPER. Use the information on the next page to report data for the three units completed in 2008.

FOLLOW-UP QUESTION: What steps must you take in IDIS regarding the final two units once they are completed in 2009?

EMERGENCY REHABILITATION PROGRAM

Address: 456 S. Cedar Avenue 77850
 Owner: Degas, Bruno
 Household Size: 4
 Household Income: \$34,355 (Low)
 Race: White
 Ethnicity: Hispanic
 Female-Headed: No
 Elderly: No

Scope of Work: Removed burst pipe. Fitted new pipe. Repaired damaged drywall.
 Contractor: Ramirez, P.
 Amount: \$1,900
 CDBG Portion: \$900
 Local Trust Fund: \$1,000

Date Completed: 7/12/09
 Inspected By: Jones, J.
 Date Inspected: 7/13/09

RENTAL REHABILITATION PROGRAM

Address: 346 W. Elm Street, 77850
 Owner: Brown, Finley
 Amount: \$55,000
 CDBG Portion: \$50,000
 Local Trust Fund: \$5,000

Tenant and Unit Data

Tenant Name:	Dirkson	Quincy	Lopez
Unit #	2A	2B	2C
Household Size:	1	5	3
Household Income:	\$14,355 (Ext. Low)	\$24,355 (Ext. Low)	\$23,000 (Low)
Race:	African American	White	White
Ethnicity:	Non-Hispanic	Non-Hispanic	Hispanic
Female Headed HH?	Yes	Yes	No
Affordable?	Yes	Yes	Yes
Elderly?	Yes	No	No
Energy Star?	No	No	No
504 Accessible?	Yes	No	No
Date Completed:	6/1/09	6/1/09	6/1/09
Inspected By:	Jones, J.	Jones, J.	Jones, J.
Date Inspected:	6/6/09	6/6/09	6/6/09

Case Study 3: Public Facilities and Infrastructure

The 2009 Action Plan budgeted \$250,000 of CDBG funds for street improvements in the Brightwood neighborhood. The city has secured additional funding of \$750,000 from state and local sources. Census data of the neighborhood indicates that the area qualifies as low and moderate income.

DISCUSSION QUESTIONS:

1. What are the most appropriate Matrix Code and National Objective to use for this award?
2. Assume the city completes half of the improvements by the end of the year. How will this affect accomplishment reporting in IDIS?
3. As part of a separate CDBG project, the city budgets \$40,000 to remove architectural barriers from three public facilities located throughout the city. Each facility serves the entire city. What national objective is most appropriate? How many IDIS activities are required to report on this scope of work?
4. The city plans on building a community center in the Brightwood neighborhood in the following program year. What type of accomplishment information should be collected?

ASSIGNMENT:

1. You are in the beginning of your 2009 program year and you need to add the street improvements activity to IDIS and fund it. Use the information found in the case study to update the IDIS system.
 2. You are at the end of the 2009 program year and you need to update the street improvements activity. Assume that 80% of the work is completed. The remaining 20% of the work will be completed in 2010. Use this information to update the street improvements activity.
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Case Study 4: Public Service

The 2009 Annual Action Plan awarded the local Head Start Program (located at 123 Elm Street) a \$40,000 CDBG grant 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 5 days a week at the community center at 654 3rd Street, resulting in 1,500 units of child care annually that low- and moderate-income families could otherwise not afford.

DISCUSSION QUESTIONS:

1. Based on the information above, what number will the grantee put in the Proposed Unit field?
2. Assume that the program has difficulty hiring the new aide and cannot fill the position for 4 months. As a result, the program has an unexpended balance of \$10,000 at the end of the program year. The city 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.
3. Edward Wiley, the principal of East Elementary School, submitted a CDBG application for an after-school program. Mr. Wiley thinks that virtually all of the students would qualify as low income since 94 percent of the children participate in the free and reduced lunch program, which is based on poverty levels. In addition, the school serves only the immediate neighborhood, which is 83 percent LMI according to Census data. However, Mr. Wiley does not think the school can verify income of the students' families. Is there a way to fund this after-school program? If so, what national objective(s) can be used? How will the city report this activity in IDIS?

ASSIGNMENT:

1. Using the information in the case study above, add an activity to IDIS for the 2009 Head Start Program.
2. Using the demographic data below, report end-of-year accomplishment data for the Head Start Program in IDIS.

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

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

Case Study 5: Economic Development

The 2009 Annual Action Plan budgeted \$300,000 of CDBG funds to provide economic development loans to new and expanding businesses for the purchase of new equipment and/or site improvements. In exchange, businesses agree to create a new job (full-time equivalent (FTE) for each \$10,000 loaned. The action plan estimates that the program will assist 10 businesses, create 60 new jobs over a 3-year span, and add more than \$2.3 million to the local economy.

DISCUSSION QUESTIONS:

1. What are the most appropriate Matrix Codes and National Objectives to use for this award?
2. How many IDIS activities will the city add to the IDIS to track the award?
3. It's 10 years later and the city budgets an additional \$300,000 of CDBG funds for economic development. This time the funds will be used to make site improvements to a redeveloped business park. Businesses that relocate to the new business park will agree to create additional jobs for low- and moderate-income persons. , How will the IDIS setup for this activity differ from the 2009 economic development program? What are the most appropriate Matrix Code and National Objective to select?

ASSIGNMENT:

1. You are halfway through your 2009 program year. Your economic development specialist just e-mailed you the quarterly report for the loan program. The only update was a new loan to Thompson Automotive that created five jobs. Use the information found on the next page to update the IDIS system.
2. You are halfway through your 2010 program year. Thompson Automotive hired another front office assistant to satisfy its job creation requirements. Use the following data to update the Thompson Automotive activity:

Income: Low
Race/Ethnicity: White, Non-Hispanic
Previously Unemployed: Yes

ECONOMIC DEVELOPMENT LOAN PROGRAM

Business: Thompson Automotive
Address: 1212 31st Avenue
Owner: Thompson, Barry
Loan Amount: \$50,000
Loan Standing: Good

Jobs to be created: 1 Floor Manager (full time)
3 Front office assistant / clerical (full time)
2 Technicians (20 hours per week)

Jobs Created to Date: none
Prior to Report

Jobs Created this Quarter: Manager (non-low/mod income, African American, Non-Hispanic)
Front office assistant (moderate income, Asian, Non-Hispanic)
Front office assistant (low income, White, Non-Hispanic)
Part-time Technician (low income, African American, Non-Hispanic)
Part-time Technician (low income, White, Hispanic)

Jobs Still to be Created: Front office assistant

Quarterly Narrative: Five jobs created (3 full-time, 2 part-time). All of the full-time jobs include employer-sponsored health benefits. One of the new employees was unemployed before being hired. Once the company is able to hire a full-time front office assistant, its job creation requirements will be satisfied.

Case Study 6: Reports

Your CAPER is due in one month and you need to generate the IDIS reports that you typically submit. 2009 Annual Action Plan budgeted \$300,000 of CDBG funds to provide economic development loans to new and expanding businesses for the purchase of new equipment and/or site improvements. In exchange, businesses agree to create a new job (full-time equivalent (FTE) for each \$10,000 loaned. The action plan estimates that the program will assist 10 businesses, create 60 new jobs over a 3-year span, and add more than \$2.3 million to the local economy.

ASSIGNMENT:

1. Review the sample PR03 report and mark any data that needs to be updated in IDIS before publication and submission to HUD.

Case Study 7: Program Income

It is the last day of the program year and you need to drawdown funds for a number of activities, including:

- \$500 for office supplies against CDBG General Administration activity.
- \$5,000 for the Head Start Program
- \$23,456 for the Brightwood Street Improvements activity.

Before you log on to IDIS, you notice an envelope in your in-box that contains a loan pay-off for \$3,000 from the CDBG-funded housing rehabilitation program. You will need to enter the receipt in IDIS as well.

DISCUSSION QUESTIONS:

1. Given the situation above, what steps do you need to take in IDIS to correctly enter the data into the system? HINT: The steps have changed in IDIS Online from the old IDIS system.

2. Assume that the Annual Action Plan states that any program income received during the program year will be used to increase the housing rehabilitation budget. Will this effect how the data is entered into IDIS? HINT: The grantee does NOT have a revolving loan fund (RL).

3. If this information is entered a week later (i.e. in the next program year), will the data entry be any different? Will the information be reflected differently on the IDIS reports included in the CAPER, specifically the CDBG Financial Summary Report (PR26)?

ASSIGNMENT:

1. Create a receipt for the loan pay-off (\$3,000) and create a drawdown for the Headstart Program (\$5,000).
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