# City of Carroll

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**MEMO TO:** Mike Pogge-Weaver, City Manager

**FROM:** Laura A. Schaefer, Finance Director/City Clerk

**DATE:** March 21, 2019

**SUBJECT:** 2019 Community Development Block Grant (CDBG) Owner Occupied Housing Rehabilitation Grant

In Fall 2016, the City began working with Region XII to gather information to apply for a CDBG owner occupied housing rehabilitation grant. Council took a number of steps at the January 14, 2019 Council meeting including approving the target area, allocating $100 per applicant for income verification and approving the process to procure technical services contingent upon grant award.

Karla Janning, Region XII Housing Programs Coordinator, plans to attend the Council meeting to discuss the next step for city/community match. The city must provide matching funds. Funds can come from the city or other sources. It is recommended to have multiple sources to emphasize community support. The city is working to identify some possible sources. The recommendation for city match is $1,000 - $2,000/project.

Currently there are three applicants that have been income verified and one in the process of being verified. Region XII recommends to include at least four applicants for grant funding.

The next steps in the process include the following (action dates have been changed to aid in the income verification process):

- Council motion to approve the proposed target area – January 14, 2019 (done)
- Income verification process ($100/applicant) – January 14, 2019 (done)
- Council motion to procure for technical services contingent upon grant award – January 14, 2019 (done)
- Discussion and approve match funds – March 25, 2019
- Hold public hearing and approve technical services contract – ~~March 26, 2019~~; April 22, 2019
- Approve administrative services contract – ~~March 26, 2019~~; April 22, 2019
- Approve a resolution committing match funds and number of projects – ~~March 26, 2019~~; April 22, 2019
- Approve other resolutions (satisfy federal regulations) as necessary for application – ~~March 26, 2019~~; April 22, 2019
- Authorize signature form for application – ~~March 26, 2019~~; April 22, 2019

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Grant applications are due April 26, 2019 with award notification August 2019.

**RECOMMENDATION:** Council discussion and motion to approve City match funds in an amount to be determined by Council for the 2019 Community Development Block Grant (CDBG) Owner Occupied Housing Rehabilitation Grant.