

**CDBG Five-Year Consolidated Plan - Consultant Funding Request**

Per requirements from the Department of housing and Urban Development (HUD), all Community Development Block Grant (CDBG) entitlement communities are required to have a five-year Consolidated Plan in place in order to guide CDBG program activities. According to HUD, “the Consolidated Plan is designed to help states and local jurisdictions to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions”.

The Consolidated Plan then is carried about by the Annual Action Plan, which provides a summary of the actions, activities, and specific resources that will be used each program year to achieve the goals identified by the Consolidated Plan. The community then reports on these goals at the end of each program year in the Consolidated Annual Performance and Evaluation Report (CAPER).

The City of Pocatello’s current Consolidated Plan covers program years 2017-2021. Program Year 2021, spanning from April 1, 2021 – March 31, 2022 is the fifth and final year of the current Consolidated Plan. Therefore, the City must submit a new five-year Consolidated Plan to HUD.

Consolidated Plans are due to HUD 45 days ahead of the final program year, or February 15, 2022, for approval.

Because the Consolidate Plan planning process requires in-depth research, analysis of data, community and public outreach, and proper reporting into the HUD system (the eCon Planning Suite), the Neighborhood and Community Services Division will seek the assistance of an outside consultant to complete the plan, particularly to conduct the mandated needs assessment, market analysis, and public surveying. The planning process requires a series of public outreach meetings and formal public hearings, including those before the City Council for adoption. Therefore, the Staff will need to secure a consultant through a competitive Request for Proposals process as soon as possible in order to meet the timeline for submission to HUD. It is anticipated that the City will engage a consultant from approximately June, 2021 – April, 2022 for a not to exceed amount of \$50,000.

Below is a preliminary timeline for this request:

- Advertise RFP – May 15, 2021
- Award Consultant – June 15, 2021
- Consultant Commences Work – June 15, 2021
- Data Collection, Research, Analysis – June 15 – September 15
- Community Outreach – September 15 – Nov 15
- Draft Consolidated Plan due – December 15, 2021
- Plan released for public comment – Dec 15 – Jan 15
- Presentation to Council - Jan 20, 2022
- Submitted to HUD for Review (45 days before PY) – February 15, 2022

The Department is requesting the Consultant be paid from an FY21 General Fund Transfer. While CDBG funding can be used toward the Consolidated Plan, that is not recommended by Staff. CDBG funds are limited as to their eligible uses with only 20% of the total Program Year funds being allocable toward administrative expenses. The annual CDBG entitlement appropriation is approximately \$450,000, limiting administrative expenses to \$90,000. This is to cover all administrative expenses, including all personnel expenses, fringe, supplies, etc. With the expiration of the Lead Hazard Control Grant approaching, the

addition of CDBG-CV (CARES Act) funds to administer, and a lack of preparing from previous Program Years for the Consolidated Plan expense, there is a lack of funding in the existing CDBG admin appropriation to cover the cost of a consultant without jeopardizing administrative funding or potentially exceeding the allowable HUD expenditure limit.

This upfront appropriation for a consultant will result in a plan that will be used for 5 years, equal to an annual expense of only \$10,000. In addition, this will ensure compliance with HUD regulations and an anticipated entitlement appropriation of over \$2.245M over the five years the plan will be in effect (based on approximately \$450,000/year for five years).

Overall, the timeline and budget constraints are necessitating this request and will ensure compliance with federal regulations as well as future CDBG funding for the City.