

# **Community Development Business Group**

## **MISSION STATEMENT**

It is the mission of the Community Development Business Group to formulate and implement programs designed to improve the quality of the City's neighborhoods, to create and retain jobs, and to expand and protect the tax base.

## **PRIMARY FUNCTIONS**

The services provided in this Division are organized around four different areas of focus:

- **Community Development Block Grant (CDBG) Administration** - Staff performs the day to day administration required for overall program management, coordination, monitoring, reporting, and evaluation of programs and activities. In addition, staff provides assistance to various groups including the Citizen Participation Committee, the Homestead Board, and non-profit development corporations.
- **Economic Development** - Provide technical and financial assistance to the City's industrial and commercial businesses.
- **Neighborhood Development** - Administer all City housing rehabilitation and new construction programs, housing acquisitions, demolitions, community public services and facilities assistance projects, and coordinate the efforts of others to bring about economic, physical, and social improvements in selected neighborhoods.
  - **Home Investments Partnership Program (HOME)** - Annual Federal housing grant program designed to fund operating, project expenses, and provide for homebuyer's assistance to Community Housing Development Organizations (CHDO) and other housing developers that provide affordable housing; offer direct homebuyers assistance; and fund housing rehabilitation for existing low-income homeowners.
  - **CDBG** - Annual Federal housing grant program designed to fund operating and project expenses, rehabilitation, the demolition of substandard property, public services and facilities, and code enforcement.

## **OBJECTIVES FOR FISCAL YEAR 2014**

- Administer multi-year projects, such as Discovery Center and its 21<sup>st</sup> Century after school program, and other new public service and facilities improvements projects.
- Continue existing housing owner occupied rehab and evaluate new construction project requests and other strategic rental or home ownership projects.
- Replace the private sanitary sewer system in the Coronado-Haskell neighborhood and bring assisted housing up to local code.
- Code Enforcement will continue to provide needed services to Community Development Block Grant areas.
- Homebuyer Assistance will be available for purchasers of our past and future single family home developments. The Tax Incentive Program provides tax rebates to purchasers purchasing abandoned homes within eligible areas. The City will begin a partnership with NWHomeStart to provide homebuyer and rehabilitation assistance to purchasers thanks to the receipt of a competitive grant through the Illinois Housing Development Authority.
- Continue work towards the build out of the subdivision at Springfield Corners, Garrison Lofts/Townhomes , Thatcher Blake Riverwalk, the Valencia Apartments at Fisher Street and redevelopment within the Jackson School TIF by the Swedish American Foundation or other TIF eligible projects.
- Plan, develop, and administer programs according to CDBG and HOME Federal requirements and monitor sub-recipient activity.

## **Community Development Business Group**

- Seek proposals from eligible Community Housing Development Organizations (CHDOs) for operating sub grants; administer and monitor use of funds. Also provide funds to eligible CHDO rehabilitation and new construction projects once they meet the pre-qualification and financing requirements.
- Work with NWHomeStart to administer the national foreclosure settlement award of \$2.5 million. This will include our administration of a roof repair program.
- Provide technical assistance to potential Community Housing Development Organizations (CHDO) so that Rockford has at least one certified CHDO.
- Continue partnerships with the Winnebago County Health Department and the Human Services Department to address lead based paint hazards in homes and leveraging our federal funds when feasible.
- Continue to administer the Federal Home Loan Bank's Affordable Housing Program grant. The grant will be closed out in 2014.
- Demolish blighted properties through the fast track demolition process and identify additional sources of revenue to address the growing need.
- Continue to seek proposals for the redevelopment of Church School (1419 Furman) and 21xx Reed Avenue and sell other excess property acquired with Community Development Block Grant or Neighborhood Stabilization Program funds.
- Apply for funds through sources other than entitlement grants, such as the State of Illinois, for housing related activity.
- Continue to lend our support to various committees throughout the community.
- Continue to administer and report on the status of the Neighborhood Stabilization Program1 grant, complete the program activities, and use program income when available.
- Complete the 2015 Annual Plan for CDBG and HOME funds and the 2014 CAPER (annual report).
- Begin the request for proposals process for developing the 2015-2019 CAPER.

# Community Development Business Group

## COMMUNITY DEVELOPMENT BUSINESS GROUP BUDGET SUMMARY

### DEVELOPMENT FUND BUDGET SUMMARY

APPROPRIATION	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2013 <u>ESTIMATED</u>	2014 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
PERSONNEL	\$594,110	\$657,788	\$656,188	\$627,256	(\$30,532)
CONTRACTUAL	366,205	149,440	226,211	167,693	18,253
SUPPLIES	1,995	2,000	1,853	2,000	0
OTHER	<u>3,060,745</u>	<u>3,127,722</u>	<u>2,615,330</u>	<u>3,228,607</u>	<u>100,885</u>
TOTAL	<u>\$4,023,055</u>	<u>\$3,936,950</u>	<u>\$3,499,582</u>	<u>\$4,025,556</u>	<u>\$88,606</u>

FUNDING SOURCE	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2014 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
CURRENT FUNDS					
COMMUNITY DEVELOPMENT GRA	\$1,923,517	\$1,917,939	\$1,999,811	\$2,054,135	\$54,324
HOME PROGRAM	812,727	768,479	935,887	819,929	(115,958)
OTHER FEDERAL/STATE	92,558	92,558	166,572	246,263	79,691
PROGRAM INCOME	<u>74,820</u>	<u>71,955</u>	<u>116,500</u>	<u>76,000</u>	<u>(40,500)</u>
	2,903,622	2,850,931	3,218,770	3,196,327	(22,443)
REPROGRAMMED FUNDS-PRIOR YEARS					
COMMUNITY DEVELOPMENT GRA	410,418	300,223	213,225	20,000	(193,225)
HOME PROGRAM	<u>472,825</u>	<u>666,034</u>	<u>505,191</u>	<u>842,166</u>	<u>336,975</u>
	<u>883,243</u>	<u>966,257</u>	<u>718,416</u>	<u>862,166</u>	<u>143,750</u>
TOTAL	<u>\$3,786,865</u>	<u>\$3,817,188</u>	<u>\$3,937,186</u>	<u>\$4,058,493</u>	<u>\$287,500</u>

### COMMUNITY DEVELOPMENT BUSINESS GROUP AUTHORIZED POSITIONS

POSITION TITLE	POSTION <u>RANGE</u>	2013 <u>EMPLOYEES</u>	2014 <u>EMPLOYEES</u>	INCREASE/ <u>(DECREASE)</u>
DEVELOPMENT PROGRAMS MANAGER	E-10	1.00	1.00	0.00
GRANTS COMPLIANCE SPECIALIST II	E-7	1.00	1.00	0.00
GRANTS COMPLIANCE SPECIALIST I	E-6	1.00	1.00	0.00
HOUSING REHAB SPECIALIST II	E-6	1.00	1.00	0.00
HOUSING REHAB SPECIALIST I	E-5	1.00	1.00	0.00
REHAB CONST SPECIALIST I	CD-15	1.00	1.00	0.00
SENIOR ADMINISTRATIVE ASSISTANT	E-6	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>
<b>TOTAL PERSONNEL</b>		<b><u>7.00</u></b>	<b><u>7.00</u></b>	<b><u>0.00</u></b>

### BUDGET HIGHLIGHTS

- Personnel budget numbers reflect wage adjustments associated with the new AFSCME contract, a 2% wage increase for non-represented staff, recommended salary study adjustments to pay bands are implemented, and a reduction in health insurance rates.
- Contractual expenses increase due to reductions in purchase of services that are offset by an increase in consultant fees.

# **Community Development Business Group**

## **CAPITAL EQUIPMENT**

For 2014, the Division will not have any capital purchases.

## **COMMUNITY DEVELOPMENT BUSINESS GROUP FIVE YEAR FORECAST**

The 2015-2019 five-year forecast assumes that both Federal and local funding sources will stagnate and expenditures will not exceed revenue limits. It is further assumed that the Division will spend its annual budget. No assumptions are made for new programs.

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Revenues	\$4,055	\$4,177	\$4,302	\$4,431	\$4,564
Expenditures	<u>4,055</u>	<u>4,177</u>	<u>4,302</u>	<u>4,431</u>	<u>4,564</u>
Excess(Deficit)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Beginning Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Balance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

## **COMMUNITY DEVELOPMENT BUSINESS GROUP PERFORMANCE MEASUREMENTS**

	2012 ACTUAL	2013 BUDGET	2013 ACTUAL	2014 BUDGET
HOMEOWNER REHAB PROGRAM	6	6	5	6
DISCOVERY CENTER-CHILDREN ASSISTED	243	240	278	240
HEALTHY NEIGHBORHOODS	2	0	0	0
CODE ENFORCEMENT	6,740	3,455	4,193	3,455
HOME-HOMEOWNER REHAB PROGRAM	12	33	21	13
HOME-HOMEBUYER ASSISTANCE	2	39	2	13
CHDO OPERATING SUBSIDY	0	2	0	1
CHDO REHAB & NEW CONSTRUCTION UNITS	1	3	0	4
NSP REDEVELOPED UNITS COMMITTED	7	N/A	0	1
NSP HOMEBUYER ASSISTANCE	0	N/A	1	0
CDBG DEMOLITIONS	20	19	22	20
GENERAL FUND/TIF DEMOLITIONS	12	0	0	80
NSP DEMOLITIONS	2	N/A	0	0
WATER HOOK UP PROGRAM	9	10	5	10
TAX INCENTIVE PROGRAM	0	3	7	2