

A. Organization Profile

Completed by molly.fair@como.gov on 5/10/2023 9:02 AM

Case Id: 12399

Name: Code Enforcement - Neighborhood Services -

Address: 701 E. Broadway

A. Organization Profile

Please provide the following information.

ORGANIZATION

A.1. Organization Name

City of Columbia

A.2. Doing Business As (DBA)

City of Columbia

A.3. Federal EIN

436000810

A.4. SAM.gov Identifier

WZR4KM9CBTV3

A.5. Organization Type

Government

A.6. Address

701 E. Broadway PO Box 6015 Columbia, MO 65201

CONTACT INFORMATION

A.7. Head of Organization

De'Carlon Seewood

A.8. Head of Organization Title

City Manager

A.9. Phone

(573) 874-7504

A.10. Email

leigh.kottwitz@como.gov

A.11. Website

www.CoMo.gov

B. Mission/Goals

Completed by leigh.kottwitz@como.gov on 5/8/2023 3:02 PM

Case Id: 12399

Name: Code Enforcement - Neighborhood Services -

Address: 701 E. Broadway

B. Mission/Goals

Please provide the following information.

B.1. Organizational Mission Statement

To serve the public equitably through democratic, transparent and efficient government.

B.2. Description of Organizational Goals

The City of Columbia's Strategic Plan has five priority areas: organizational excellence, safe neighborhoods, reliable infrastructure, inclusive community and resilient economy. Residential code enforcement, the focus of this grant request, falls under safe neighborhoods to "...ensure the city is considered safe for all residents..." and the objective to Improve outcomes associated with the City's community safety function. Specific performance measures are to attain a 95% voluntary compliance rate with code violations and to improve resident satisfaction with public safety services.

B.3. Describe the geographic service area.

The Office of Neighborhood Services, a Division of Community Development, conducts residential code enforcement activities throughout the boundaries of the City of Columbia. The funding request for this grant is to conduct enforcement activities related to residential structures in central Columbia and the East Campus, White Gate and Indian Hills neighborhoods.

B.4. Describe the populations served by your organization.

Code enforcement activities conducted by Neighborhood Services has a broad range of stakeholders: property owners, tenants, neighbors and visitors. The entire community benefits when properties are maintained to the City's adopted codes related to property maintenance.

B.5. What percent of participants served in your previous fiscal year are identified as local Minority populations, persons with disabilities or non-English speaking persons as identified in 24 CFR 91.105(a)2(i)?

24.00 %

B.6. How does your organization operationalize the values of diversity, inclusion and social equity?

Equity is one of the City's six core values and Inclusive Community is one of the five strategic priority areas. Neighborhood Services staff participate in training offered through our Human Resources Department related to diversity and inclusion. The City recently hired a Diversity, Equity and Inclusion Officer to help City staff and our services better address these values.

B.7. Does the organization promote and provide board representation from local minority populations, persons with disabilities or non-English speaking persons as identified in 24 CFR 91.105(a)2(i)?

Yes

B.8. Does the organization's top 5 paid employees employed include local minority populations, persons with disabilities or non-English speaking persons as identified in 24 CFR 91.105(a)2(i)?

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Yes

B.9. Is your organization a Section 3 employer, or does the proposed project include the Utilization of Section 3 employers in accordance with the Housing and Urban development Act of 1968?

No

Documentation

Articles of Incorporation

***No files uploaded*

By-laws

***No files uploaded*

Strategic Plan

Final_StrategicPlanReport-2021-9-8.pdf

Organizational chart

***No files uploaded*

IRS Tax Exempt Status Determination Letter

***No files uploaded*

Financial Statement

***No files uploaded*

IRS 990 or 990EZ

***No files uploaded*

Financial policies and procedures

***No files uploaded*

MO Secretary of State Registration

***No files uploaded*

C. Governance Board

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Name: Code Enforcement - Neighborhood Services -

Address: 701 E. Broadway

C. Governance Board

Please provide the following information.

C.1. Board Members

Name	Board Position	Address	Term Begin Date	Term End Date
Barbara Buffalo	Member	701 E. Broadway	04/01/2022	4/1/2025
Nick Knoth	Member	701 E. Broadway	04/01/2023	04/01/2026
Andrea Waner	Member	701 E. Broadway	04/01/2021	04/01/2024
Roy Lovelady	Member	701 E. Broadway	08/02/2022	04/01/2025
Nick Foster	Member	701 E. Broadway	04/01/2022	04/01/2025
Don Waterman	Member	701 E. Broadway	04/01/2023	04/01/2026
Betsy Peters	Member	701 E. Broadway	04/01/2021	04/01/2024

D. Proposal Summary

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Case Id: 12399

Name: Code Enforcement - Neighborhood Services -

Address: 701 E. Broadway

D. Proposal Summary

Please provide the following information.

D.1. Provide a summary describing the proposed project.

Funds are being requested to support code enforcement efforts with the City's Office of Neighborhood Services, a division of Community Development. The funds requested would allow 0.5 FTE of our Code Enforcement Specialists to work specifically on property maintenance code issues within the Neighborhood Response Team (NRT) area which includes residential areas of residents with low to moderate incomes. By designating staff time for this purpose, our staff can be proactive on addressing property maintenance issues in these areas.

This proposal supports the Neighborhood Revitalization and Stabilization goal meeting the need of exterior code compliance. Code Enforcement Specialists monitor the NRT area for exterior property maintenance issues on all types of residential properties and send notices when when violations are found. The violations can be remedied through voluntary compliance, referral to Housing Programs Staff for assistance, prosecution in municipal court, or demolition.

This proposal supports the Neighborhood Revitalization and Stabilization goal meeting the need of exterior code compliance. Code Enforcement Specialists monitor the NRT area for exterior property maintenance issues on all types of residential properties and send notices when when violations are found. The violations can be remedied through voluntary compliance, referral to Housing Programs Staff for assistance, prosecution in municipal court, or demolition.

CDBG funding plays an important role in carrying out this work. Without this funding, the City would rely on the General Fund which is limited and has many other priorities. Much of the remaining work of the Code Enforcement Specialists who conduct this work is offset by fees collected through the Rental Unit Conservation Law or from the Solid Waste Utility.

D.2. Select the production goal(s) within the 2020-2024 Consolidated Plan that this project will fulfill:

- Rehab and Repair of Homes
- Technical Assistance to Businesses
- Direct Homebuyer Assistance
- Sidewalk Construction
- Direct Housing Counseling and Education
- Storm Water Improvements
- New Home Construction
- Acquisition and Demolition of Dilapidated Structures

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- Production of Rental Units
- Code Enforcement
- Tenant Based Rental Assistance
- Public Facilities and Improvements
- Vocational Training
- Homeless Facility Improvements

D.3. Project service area: Will this project service individuals and households within the City of Columbia?

Yes - City of Columbia - Neighborhood Response Team Area

D.4. Number Served: How many individuals or households will this project benefit? What is the target population?

Please provide data to support.

The target is to serve the residents and property owners within the Neighborhood Response Team (NRT) area, identified through previous consolidated plans as an area serving those with low to moderate incomes and housing stock in need of attention. The NRT area is located in parts of seven Census Tract Areas with an eighth in the Hanover/Rice/McKee area that staff believes needs similar attention. The total population in these eight tracts is 24,254 with 12,412 housing units.

D.5. Outcomes: Identify the specific, measurable and desired outcomes for this project.

The work of the Code Enforcement staff funded with CDBG funds support the Neighborhood Revitalization and Stabilization objective that states the priority need for exterior code compliance. The goal in the 2020-2024 Consolidated Plan is to bring 325 homes into compliance.

D.6. Outcome Data: What data will be collected to evaluate the outcomes for this project?

Outcomes will be measures through the number of property maintenance cases opened and resolved through compliance that are located within the NRT area. In 2022, Neighborhood Services handled 128 code cases related to property issues.

D.7. How does the proposed project address and promote systemic changes towards social and racial equality?

Everyone benefits when residential neighborhoods are well-maintained. Residents have safe and healthy housing, the value of properties is preserved, and criminal activity at vacant properties is reduced. The 2020 Census indicates that there is a Black or African American population of 5,074 or 28% in the eight Census tracts served in the NRT area. These neighborhoods also have the highest vacancy rate in Columbia with an average of 12.5% of all housing units vacant. Code enforcement efforts in these neighborhoods aims to protect quality of life for residents living in these areas of our community.

D.8. Does the organization have control of the site(s) for the project?

No

D.9. Is the proposed project compliant with existing zoning and land use ordinances?

Yes

D.10. Describe actions to rezone the property to allow for desired use

N/A

D.11. Neighborhood Consultation: Describe how the neighborhood has been consulted regarding this project.

As part of City government, we are in regular communication with residents throughout the City. In the City's 2022 fiscal year, Neighborhood Services handled 3,580 code enforcement cases. We have contact information to communicate with neighborhood associations when needed and also communicate with residents on issues regarding specific properties. There are seven code enforcement specialists that work throughout the City who stay in regular contact with property owners and residents.

D.12. Who is the proposed program administrator to ensure compliance with HUD and City regulations and source of funding for this position.

Compliance occurs through two primary means. Staff note on their timesheet hours spent toward work within the NRT area. Also, code cases are entered and updated within the Energov software that is used to track code enforcement activities. The City's Neighborhood Services Manager with support from our Finance Department and Housing Staff will ensure compliance.

D.13. What is the prior experience of the organization's personnel with this type of project? Include the following: 1) Credentials, including resumes and licenses necessary to accomplish the job. 2) Number of years of experience with this type of project; 3) List of representative projects completed in the past.

City of Columbia Code Enforcement staff have been supported with CDBG funds to work in the NRT area for well over 15 years. In the coming funding cycle, we plan to distribute this work among four Code Enforcement Specialists that bring previous industry experience. One inspector is certified with the International Code Council. These staff have expertise working on property inspections and applying the International Property Maintenance Code. Specific cases are many and varied.

D.14. Does the proposed project include the utilization of qualified MBE/WBE contractors or subcontractors, which may include construction, services or operational supplies?

No

D.15. For construction projects, who is the designated person or firm designing and inspecting construction projects.

n/a

D.16. Provide a brief summary on previous City funding received, any funding remaining, and the measurable results from previous City funding.

Code enforcement staff have received CDBG funds for work in the NRT for more than 15 years. Staff time is charged to this project with each pay period so we can gradually spend down the funds. Results are provided each year during the annual CAPER. In 2022, Neighborhood Services handled 128 code cases related to property issues. This program was not funded for the City's FY23.

D.17. Please provide what year of funding you wish to use for this proposed project and the date that the funds will likely be fully expended.

2024; Funding can be used to support 0.5 FTE of our Code Enforcement staff that can be included in the City's FY24 budget that ends September 30, 2024.

Documentation

Project timeline

***No files uploaded*

Site map/diagram

***No files uploaded*

Site pictures

NRT app 2023 photos.pdf

Letters of commitment

***No files uploaded*

Project personnel resumes

***No files uploaded*

E. Budget

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E. Budget

Please provide the following information.

* - denotes ineligible CDBG funding activity

** - denotes ineligible HOME funding activity

E.1.

Activities	CDBG	HOME	Cash Applicant Providing	In Kind Services	Other
Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Architectural	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Relocation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Inspection	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
New Housing Construction*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Demolition and Site Improvements**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Public Improvements Construction**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Housing Rehabilitation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Minor Home Repair**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Professional	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Housing Infrastructure**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Homeownership Assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tenant Based Rental Assistance*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office and Utilities (Costs only CDBG eligible for public services activities)**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies (Equipment is ineligible)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Developer Fee for Housing Development (limited to 10% of total development cost)*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Project Personnel	\$40,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Administration**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TBRA Administration*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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Tenant Based Rental Assistance*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies (Equipment is ineligible)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$40,500.00	\$0.00	\$0.00	\$0.00	\$0.00

F. Required Documents

No data saved

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Required Documents

Please upload the following files:

Documentation

Articles of Incorporation ***Required**

***No files uploaded*

By-laws ***Required**

***No files uploaded*

Strategic Plan ***Required**

Final_StrategicPlanReport-2021-9-8.pdf

Organizational chart ***Required**

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***No files uploaded*

Financial Statement ***Required**

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IRS 990 or 990EZ

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MO Secretary of State Registration ***Required**

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Certification

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Certification

Please provide the following information.

LEAD AGENCY

I certify that I have been authorized by the applicant's governing body to submit this application and that the information contained herein is true and correct to the best of my knowledge.

Authorized Name and Title

Molly Fair, Administrative Technician

Telephone

(573) 874-7288

Authorized Signature

Molly Fair

Electronically signed by molly.fair@como.gov on 5/10/2023 9:11 AM