



CITY OF IOWA CITY MEMORANDUM

Date: November 5, 2008

To: Steve Long, Community Development Coordinator

From: Eleanor M. Dilkes, City Attorney *E.M. Dilkes*
Susan Dulek, Assistant City Attorney

Re: Jumpstart and CDBG Assistance--Weighting Criteria and Disability Determination

This Memorandum is to confirm the criteria used to rank applicants for Jumpstart Iowa and CDBG assistance and to explain the City's policy with respect to a specific criterion, disability.

At its October 6, 2008, work session, the City Council discussed how to rank the applicants for Jumpstart and CDBG assistance. This was especially needed for the Jumpstart funds because the City received only \$686,196.58, and recipients are eligible for up to \$60,000 in assistance. City Council directed staff to use the system based on weighting criteria that has been employed for many years in making decisions about who will receive CDBG assistance for rehabilitation and home repair, with one exception. Because the Iowa Jumpstart program rules (unlike the CDBG regulations) do not base eligibility on household income, the City used the income criterion only to break a tie.

Excluding income, the City's CDBG weighting criteria are: elderly, disabled, large family, medium family, and single parent household. If an applicant for Jumpstart met any of those criteria, the applicant received a certain number of points. The points are as follows:

If any member of the household is elderly (age 62 or over)	30 points
If any member of the household is disabled	30 points
If the household is a large family (5 or more people)	25 points
If the household is a medium family (3 or 4 people)	10 points
If the household is headed by a single parent	25 points

If, after adding up those points, there was a tie, then income was used. For example, if three households all had 55 points, then the household with the lowest median income would be ranked first and the household with the highest income would be ranked last. The median income for a household of 1 is \$50,800, a household of 2 is \$58,000, a household of 3 is \$65,300, a household of 4 is \$72,600, and so on.

For Jumpstart funds, the key date for determining income, age, and disability is October 14, 2008, which was the deadline to apply for Jumpstart Iowa funds. In other words, a household whose oldest member turned 62 on October 16, 2008, would not receive 30 points for having an elderly household member.

City staff will not accept changes to the weighting criteria provided on the application. However, for Jumpstart funds, verification of the weighting criteria provided on the application will take place after the application deadline, or in the case of the state form, upon inquiry from staff made a statement that a household member is disabled. For example, the applicant did not have to submit verification of disability before October 14, but had to have checked the box on the City form indicating a household member was disabled.

Because the CDBG program does not have a deadline, applicants can continue to provide additional information and amend their applications.

One matter that staff verifies is whether a household member is disabled. If the applicant checks the box indicating that a household member is disabled, staff will send the applicant a release that authorizes the City to contact the person's physician. The person will need to return the signed release to the City within five (5) working days. City staff will then request the physician to complete a form and return it to the City within five (5) working days. The deadlines are necessary because the ranking, and hence award of funds to those lower in the ranking, is dependent on verification of the disability. If the forms are not returned in this time frame, the City will proceed to the next person on the list. That particular household will then "lose" its 30 points and will move down in the ranking accordingly.

We know that there have been requests for the list that ranks all applicants, and it is our understanding that that is available from your office in hard copy and pdf.

Copies to:

City Manager

Assistant City Manager

Director of Planning and Community Development