

CDBG FUNDING APPLICATION INSTRUCTIONS

All organizations wishing to apply for Community Development Block Grant (CDBG) funds must complete an application form and submit **(both as a hard copy and in electronic format)** in order to be considered. All applications must be received at Temecula Community Development Department, Attn: Frank Perez, CDBG Program Consultant, 41000 Main Street, Temecula, California, 92590 by **4:00 PM on Friday, January 10, 2020**. Electronic forms can be submitted via flash drive or emailed to Frank.Perez@temeculaca.gov and Lynn.Lehner@temeculaca.gov. Late applications will not be accepted.

SUBMISSION REQUIREMENTS

The completed application package shall be single-sided and bound with a binder clip or rubber band (please no binders, comb/spiral binding, portfolio covers, staples, brads, etc.). The application package (both electronic and hard copy) shall include one copy of the CDBG Funding Application Form and one copy of the supporting documents listed below, as applicable.

All Applicants

Submit the following documents:

1. A cover letter that introduces your organization and provides a summary of the proposed Program/Project;
2. A complete, signed CDBG Funding Application Form;
3. Continuation sheets for any of the narrative questions (as necessary); and
4. Any additional information pertinent to your proposal which is not conveyed in the CDBG Funding Application Form (e.g. photographs, maps, marketing materials, etc.). Such materials shall not exceed 8 pages and shall be on 8.5" x 11" paper.

Nonprofit Organizations (ONLY)

In addition to documents 1-4 above, submit:

5. Most recently filed IRS-990;
6. A list of your Board of Directors; and
7. A copy of a corporate resolution authorizing the Executive Director or Chief Executive to bind the corporation solely in contracts and to submit the application and to enter into an agreement with the City in the event that the application should receive funding from the City.

Nonprofit Organizations that are not currently receiving CDBG funds from the City

In addition to documents 1-7 above, submit:

8. IRS letter confirming your 501(c)(3) non-profit status; and
9. A copy of your Articles of Incorporation and Bylaws.

CDBG FUNDING APPLICATION FORM

The CDBG Funding Application Form is a five-page Microsoft Word document containing fillable form fields. Use the tab key to navigate the form fields. When filling in the application, do not exceed the space provided. Applicants are advised that this form was intentionally designed to limit the length of each response. Responses should be brief and should include the most pertinent information.

A "help" dialog box is available for each form field and may be accessed by pressing the "F1" key, which will launch the "help" dialog box. Clicking the "OK" button or pressing the "Esc" key will take you back to the

application form. The following sections provide information on each of the fields of the CDBG Funding Application Form.

Applicant Information (Page 1)

1. Provide the name of your organization.
2. Provide the name of the person in your organization that the City should contact with any questions regarding the application for CDBG funding.
3. Corporate Status:
 - a. Check “Nonprofit” if your organization is a nonprofit organization recognized by the Internal Revenue Service.
 - b. Check “For-profit” if your organization is a corporation, sole proprietorship or other type of for-profit organization.
 - c. Check “Public” if your organization is a government agency (e.g. City, County, Special District, etc.).
4. Insert the Title for the contact person listed above.
5. Organization Address:
 - a. Insert the Number and Street name for your organization’s principal place of business. This is the address where all correspondence will be sent.
 - b. Insert the City, State, and Zip Code for your organization. This is the address where all correspondence will be sent.
6. Insert the telephone number for the contact person listed above. Please include the area code followed by the phone number. You will need to enter any necessary punctuation.
7. Insert the SAMs number for your organization. Your agency is required to be registered with SAMs (System of Award Management) to apply for and receive federal grants.
8. Insert your Federal Tax ID number.
9. Insert the email address for the contact person listed above.
10. Insert your Data Universal Numbering System (DUNS) number. Pursuant to the Federal Funding Accountability and Transparency Act of 2006 (FFATA,) Effective October 1, 2010, this is a requirement for all CDBG-assisted subrecipients, contracts and subcontracts. For more information on how to obtain a DUNS number if your organization does not already have one, visit:
<http://fedgov.dnb.com/webform/index.jsp>
11. Insert the name and title of the person who is authorized to sign contracts on behalf of your organization. If you are selected to receive CDBG funds, this name will appear as the person signing the contract between the City and your organization.

Program/Project Information (Page 1)

1. Insert the title of your Program/Project. The title should be no more than six words in length and describe the project (e.g., Senior Center Facility Construction, Meals on Wheels, etc.)
2. Check the applicable Program/Project type. A new Program/Project is a Program/Project that is not currently offered in the jurisdiction or that has not previously been implemented. An existing Program/Project indicates the application is for continued funding of an existing CDBG Program or that additional funds are being requested for the completion of an existing CDBG Project. An expanded Program/Project indicates that the proposed Program/Project application is to expand or enhance an existing Program/Project, without regard to prior CDBG assistance.
3. Input the amount of CDBG funding being requested. Note that you do not need to insert the \$ sign while inputting the information. The \$ will automatically be inserted for you.
4. Program/Project Site Address
 - a. Insert the Number and Street name for the location of the proposed Project. For public right-of-way projects, attach a map with the locations where the work will take place.
 - b. Insert the City, State, and Zip Code for the location of the proposed Program/Project.
5. Has your Organization previously received HUD or CDBG funds? (Check One):

- a. Check the box if you have received HUD or CDBG funds in prior years.
- b. Check the box if you have never received HUD or CDBG funds in prior years.

Narrative Questions (Pages 2 and 3)

Provide a response to each of the five narrative questions. Do not exceed the allotted space in response to these questions. Type responses directly into the form fields provided. The document will not expand to accommodate your narrative entries, so please be brief and include the most pertinent information first.

Note: The City Council adopted the 2017-2021 Consolidated Plan which included the following nine priority needs. They included the following:

- Promote the development of affordable housing
- Preserve the existing housing stock
- Ensure equal access to housing opportunities
- Provide public services for low-income residents
- Provide public services for residents with special needs
- Provide public services for the homeless and those at risk of homelessness
- Public services for seniors and veterans
- Improve neighborhoods, public facilities, and infrastructure
- Promote economic opportunity

Proposed Program/Project Operating Budget (by column) (Page 4, for Capital Improvement Projects, CDBG funds in excess of \$2,000 affects the entire budgeted amount for the project)

CDBG Funds Requested

1. Insert the amount of CDBG funds requested for personnel costs, including staff salaries and benefits.
2. Insert the amount CDBG funds requested for non-personnel costs, including items expenses such as supplies, consultants or other operating expenses.
3. For capital improvement projects only, insert the amount of CDBG funds requested for expenses such as acquisition, demolition, design, construction, etc. for a public facilities or infrastructure project or for construction/rehabilitation contract costs for rehabilitation programs.
4. Insert the total CDBG funds requested, inclusive of personnel, non-personnel and capital improvement costs. This figure should match the amount of CDBG funds requested on Page 1.

Leveraged Funds

Leveraged funds are not required for Programs/Projects, but will enhance your proposal. Leveraged funds are the other non-CDBG funds that will be used in conjunction with CDBG funds to implement the Program/Project. Leveraged funds include, but are not limited to cash, gifts, in-kind gifts, or volunteer labor. These funds must be firmly committed to the Program/Project and immediately available by July 1, 2020.

1. Insert the amount of leveraged funds for personnel costs for the CDBG Program/Project.
2. Insert the amount of leveraged funds for non-personnel costs for the CDBG Program/Project.
3. Insert the amount of leveraged funds for capital improvement costs for the CDBG Program/Project.

4. Insert the total leveraged funds, inclusive of personnel, non-personnel and capital improvement costs.

Total Program/Project Operating Budget

In this column, enter the sum of CDBG funds requested and leveraged funds for each cost category. The sum of the total Program/Project Operating Budget column is the total CDBG funding request.

Total Organization Operating Budget

In this column, enter your organization's annual budget for all personnel, non-personnel and budgeted capital improvements. This information is used to gauge the size of the proposed CDBG Program/Project in the context of your organization's overall operating budget.

Sources of Funding (Page 4)

List all of the sources of funding you anticipate using to implement the City CDBG Program/Project by source, amount and status. The amount of CDBG funding you are seeking in this application is listed in the first row. Fill in the remaining rows to indicate all other leveraged funds for the Program/Project. The total of all sources listed in this table should equal the Total Program/Project Operating Budget in the Proposed Program/Project Operating Budget table.

Public Service Program Accomplishments (Page 5)

(Only complete this section if your application is for a Public Service Program)

1. Second Column: Insert the total number of unduplicated people or households that your Program served / will serve during the program year(s) indicated on the application form, inclusive of the number of City residents and non-City residents. Insert quantity even if you did not receive CDBG funds during that particular program year. If your program did not exist at the time, indicate zero.
2. Narrative Question: Describe how the program will benefit low- and moderate-income residents of the City. For Programs that previously received CDBG funds, discuss the number of people or households served in prior years and provide the number expected to be served in the event that this application is fully or partially funded.

Capital Improvement Project Implementation Schedule (Page 5, timelines for project can span over multiple program years)

(Only complete this section if your application is for a Capital Improvement Project)

1. Column 1: Insert the target date for the completion of each milestone listed.
2. Column 2: Insert any comments concerning the milestone or date.

Capital Improvement Project Special Requirements (Page 5)

(Only complete this section if your application is for a Capital Improvement Project)

1. Check "yes" if you have successfully implemented a project during the last five years involving the prevailing wage requirements of the Davis-Bacon Act.
2. Check "yes" if your organization has successfully implemented a project during the last five years that was subject to the Equal Employment Opportunity and Women's/Minority owned Business Requirements (W/MBE).
3. Check "yes" if your organization has successfully implemented a project during the last five years that was subject to the contracting, employment and training requirements of Section 3 of the Housing and Urban Development Act of 1968.

Certification and Signature (Page 5)

The application shall be signed and dated by the official authorized to enter into a contract with the City on behalf of your organization in the event that the proposed Program/Project is selected for CDBG funding.

ADDITIONAL RESOURCES

CDBG Program Regulations: 24 CFR Part 570, found at www.ecfr.gov
Current CDBG Income Limits: <https://www.hudexchange.info/programs/cdbg-entitlement/>
City of Temecula Community Development Block Grant website:
<http://temeculaca.gov/422/Community-Development-Block-Grants-CDBG>

REFERENCE MATERIALS

CDBG – Low and Moderate Income Area Map
Consolidated Plan 2017-2021 - <https://temeculaca.gov/424/CDBG-Program-Overview>