

City of Rancho Cordova 2018-19 CDBG Application

Community Development Block Grant Application

Please note, this application will not allow you to save and return later. It must be completed and submitted in the same session. Please see the Application Template to identify what will be required for a complete submission. All applicants must attend the application workshop, held at City Hall on February 8, 2018 in order for their application to be accepted. If you have questions, need special accommodation, or would like to attend the required workshop by webinar, please contact Jessica Hayes at jhayes@mbakerintl.com or 916-517-4495 or Stefan Heisler at sheisler@cityofranhocordova.org or 916-851-8700.

1

Contact Information

2

Program/Project Information

3

Program/Project Goals and Accomplishments

4

Administrator Capacity

5

Program/Project Budget

6

Required Documents

Applicant Name (Agency or Non-Profit) *

Maximum Allowed: 140 characters. *Currently Used: 0 characters.*

Primary Contact *

First Last

Address *

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

Email *

Phone Number *

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Required Documents

Program or Project Name *

Is your application for one year or two years of funding? *

Amount for the 2018-19 funding cycle. *

\$.
Dollars Cents

Please enter just the amount you would like for the 2018-19 year, even if you are applying for two years of funding.

Program or Project Description *

1000 character limit

Maximum Allowed: 1000 characters. *Currently Used: 0 characters.*

Select the category which best describes your project or program. *

Which HUD objective does your project or program meet? *

Low-income means households earning less than 80% of the area median income.

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How will you report your accomplishments? *

- Individuals
- Households
- Housing Units
- Low-Income Neighborhood

This is to help us understand how you will track the people or households you assist.

About how many people/households/housing units will your project or program help? *

What are the goals of your program or project and what community need will they address? *

1000 character limit

Maximum Allowed: 1000 characters. *Currently Used: 0 characters.*

Describe your organization's experience with similar programs/project. *

1000 character limit

Maximum Allowed: 1000 characters. *Currently Used: 0 characters.*

Describe your experience in managing federal and/or state grants. *

Individuals means unique persons. Households and housing units are tracked the same, but are reported separately. For neighborhoods, please estimate the number of low-income residents in the neighborhood. Don't worry if you don't know the full number of low-income persons in neighborhood accomplishments. We can help you figure that out.

1000 character limit

Maximum Allowed: 1000 characters. *Currently Used: 0 characters.*

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Required Documents

Contact information for the day to day project or program manager.

Name *

First

Last

Address (if different than the contact information address on Page 1)

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

Email *

Phone Number *

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Position or Title *

Years of Experience *

How many full time employees will work on your project or program?

How many part-time employees will work on your project or program?

How many volunteers will work on your project or program?

Will your organization be partnering with any outside agencies or groups? *

If so, with whom?

Full time is 40 hours per week (please include full time staff that will work on this project even if they will only be working part time or a few hours a week on this specific project/program). If zero put 0.

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Could your program/project be successful if you received less than your requested grant funding? *

- Yes
- No
- Unsure

If you answered "Yes" to the above, please describe the changes your organization will make so that the program or project is successfull with reduced funding.

1000 character limit

Maximum Allowed: 1000 characters. *Currently Used: 0 characters.*

Please attach your program/project budget for the 2018-19 year. *

No file chosen

Please upload a spreadsheet (excel) budget that includes all alternative funding, in-kind donations and labor, and any other resources.

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Required Documents

Articles of Incorporation and By-Laws and Amendments

No file chosen

Secretary of State Certification of Good Standing

No file chosen

Organizational Chart and Agency Mission Statement

No file chosen

Certified Audit (most recent)

No file chosen

Profit and Loss Statement for most recent year

No file chosen

Current Fiscal Year Agency Budget - including all funding commitments/sources

No file chosen

Insurance documentation

No file chosen

If you have uploaded these for a previous CDBG application, please ignore. If the file is more than 5 mb, please email to jhayes@mbakerintl.com

Community Development Block
Grant Program
Application
Workshop

CDBG Basic Information

- Administered by the U.S. Department of Housing and Urban Development
- Cities, counties, and states are eligible to receive CDBG funds from HUD

CDBG Goals

- Provide decent, safe, and sanitary housing
- Provide a suitable living environment
- Expand economic opportunities

National Objectives

- Provide a benefit to low- and moderate-income persons
- Prevent or eliminate slum and blight
- Meet an urgent community need that threatens the health or welfare of residents

Application Process

**Applications Due:
February 23, 2018 at 5:00 p.m.**

Eligible Organizations

- **City departments**
- **Government and Quasi-Government agencies**
- **Non-Profits and Non-Profit Partnerships**

Eligible Activities

- **Public Services**
 - Youth, Seniors, Persons with a Disability, Low-Income families
- **Public Infrastructure and Facilities**
 - ADA improvements, public right of way, community facilities and centers
- **Housing Preservation**
 - Code Enforcement
 - Housing Rehabilitation
- **Planning and Administration**
 - Fair Housing
 - Community Development Studies

Eligible Activities

- Only programs that serve primarily low- and moderate-income individuals, households, or neighborhoods will be eligible for funding.
- The definition of moderate-income is no more than 80 percent of the area median income adjusted for household size.
- Some groups are assumed to be low- or moderate-income, such as: victims of domestic abuse, elderly persons, handicapped persons, homeless persons.

Eligible Costs

- Personnel/staff (salary and benefits)
- Office/facility rental or lease costs
- Materials and supplies
- Communications
- Travel/mileage

Ineligible Costs

- Programs that do not serve primarily low- and moderate-income individuals or families
- Programs or services that promote religion
- Political activities
- Marketing, incentives, or fundraising
- Payment of debt or expenses incurred prior to agreement
- Entertainment, furnishings, or personal property
- Generally equipment, unless necessary to implement an eligible activity

Selecting Type of Benefit

- **Limited Clientele** designation is used for an activity that benefits specific individuals in the community (e.g., homebound elderly, homeless)
- **Area** designation is given to an activity that benefits everyone in a certain area (e.g., library, neighborhood center) and the service area would need to be at least 51% low- and moderate-income

Setting Goals

- It is important to be realistic in estimating the number of people served by your program
- Include only Rancho Cordova residents in your goal
- Your goal cannot be lower than the number of Rancho Cordova residents you serve now
- Roughly estimate the number of low- and moderate-income people if you don't already have data
- For limited Clientele projects and programs, a minimum of 71% of participants must be low-income

Application Tips

- Check the Application Template Document first, so you can begin collecting required documents as soon as possible
- All applications must be completed electronically
- Call Jessica Hayes, (916) 517-4495, if you have any questions

Grant Application Ranking

- Priorities are LMI benefit, youth services, senior services, neighborhood revitalization activities
- Capacity to implement the activity
- Leveraged funding and collaboration

What Happens if You Are Selected to Receive a Grant

Basic Information

- All agreements will run from July 1, 2018 to June 30, 2019
- Agreements will have a scope of work and a budget (for CDBG funds only) that you will need to adhere to
- Proof of insurance coverage required
- The City will pay you on a quarterly basis for funds expended

Required Reports

- Intake sheets - every organization is required to record information on ethnicity/race, family characteristics, and usually income
- Quarterly reports – summary reports that show demographics of people you have helped (information from intake sheets)
- Quarterly invoices – detailed description of funds spent with supporting documentation

Technical Assistance

- We will always be available to help you to understand our forms and requirements
- Once a year, we may complete a monitoring visit, where we look at your financial information (e.g., invoices) and intake sheets
- Files on CDBG-related funds and requirements must be maintained for five years

Completion Code

CDBG18-19CORC