

# City of Rancho Cordova Application Instructions 2021 CDBG Program Year

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## GENERAL INFORMATION

The City of Rancho Cordova solicits applications for its anticipated 2021 Community Development Block Grant (CDBG) funds. Eligible organizations are limited to nonprofits and local government entities. Funds awarded will be available on January 1, 2021, with the complete expenditure of awarded funds expected by December 31, 2021. Applications received will be considered for the 2021 funding.

**The application is available to download from the City's CDBG webpage:**

<https://www.cityofranhocordova.org/government/community-development/neighborhood-planningprojects/community-development-block-grant>

**Applications must be received with all required materials by Friday, August 31, 2020 at 5:00 p.m.**

Please see the 2021 Notice of Funding Availability on the City's website for more information.

All parts of the application, including all attachments must be submitted by the deadline. Applications must use the required forms and include all required attachments. If you have not previously received CDBG funding, please contact City staff for assistance in determining the eligibility of your proposed project.

## 2021 FUNDING

Annual allocations of CDBG funds are made by the federal government after the federal budget is approved. The actual amount of funding available under this application will be revised once the City receives an award notification from US Department of Housing and Urban Development (HUD). For planning purposes, the City estimates receiving approximately \$600,000 in CDBG entitlement grant for the 2021 program year.

Please note that 20 percent, or approximately \$120,000 of the annual funds will be allocated to program administration, and 15 percent will be available for public services (HUD limits public services spending to a maximum of 15 percent of the grant award). Thus, approximately \$90,000 will be available for public service programs, and the remaining \$390,000 will be available for capital improvement projects.

## ELIGIBLE ACTIVITIES

CDBG may be used for a number of activity types. This application is for nonprofit organizations and public agencies to provide public services, make improvements to public facilities, or address housing needs. All funded activities must primarily benefit low- and moderate- income persons. Please reach out to CDBG program staff (contact information below) to inquire about the eligibility of your proposed project.

## APPLICATION SUBMISSION

Only complete applications will be accepted; applicants should check to make sure they have answered all questions and provided all attachments. Applications must be submitted by email. Word, Excel, PDF, and JPEG are the preferred forms of documents.

**Submittal by Email:** email the application and attachments to Stefan Heisler ([sheisler@cityofranhocordova.org](mailto:sheisler@cityofranhocordova.org)) and CC Chance Finley-Ross ([cfinleyross@cityofranhocordova.org](mailto:cfinleyross@cityofranhocordova.org)) (No more than 40 MB in attachment size), and clearly label the e-mail as “2021 CDBG Application” in the subject line.

Applicants will receive an email confirming the timely receipt of the application. Applicants should make sure they receive this email confirmation and should confirm that they have received this receipt.

## APPLICATION REVIEW CRITERIA

Proposed activities will be evaluated on the following criteria:

- **Benefit to Low- and Moderate-Income Persons** - Activities providing a clear benefit to at least 70 percent very low, low- and moderate-income persons or households will be ranked higher than those that do not.
- **Readiness to Proceed** - Project will be evaluated for feasibility of implementation, overall and within the allotted program year time frame.
- **Cost Reasonableness and Effectiveness** - Budgets will be reviewed to determine completeness and reasonableness of all costs related to the request for CDBG funding, as well as cost against benefit. All budgets should factor in the most recent cost estimates available.
- **Activity Management and Implementation** - Applicants must demonstrate the ability to carry out the proposed activities. Each applicant will be evaluated on experience, administrative capacity, and financial management. For organizations which have previously received CDBG funding, performance in prior years will be considered.
- **Experience** - The City will evaluate the applicant’s experience implementing similar programs or projects.
- **Past Performance** - For grantees receiving funds from the City in the past five years, the City will evaluate timely expenditure of funds, record of report submission, and progress in meeting identified goals. Applicants who have not received City grants in the previous five years will receive higher points in this category.
- **Matching Contributions** - Consideration will be given to the amount of non-CDBG funds committed to the project. The greater the financial support or leveraging from local and other sources, the greater the potential impact that CDBG funds will have on meeting local community needs.

## STAFF CONTACTS

If you have questions or comments on CDBG funding or this application, please contact:

**Stefan Heisler**  
Housing Manager  
City of Rancho Cordova  
(916) 851-8757

[sheisler@cityofranhocordova.org](mailto:sheisler@cityofranhocordova.org)

OR

**Chance Finley-Ross**  
CDBG Program Specialist  
Michael Baker International  
(916) 231-2246

[cfinleyross@cityofranhocordova.org](mailto:cfinleyross@cityofranhocordova.org)