

City of Rancho Cordova
Coronavirus Aid, Relief, and Economic Security Act (CARES Act)
Community Development Block Grant (CDBG-CV)
Application Instructions

GENERAL INFORMATION

In an effort to respond to the negative impacts resulting from the COVID-19 pandemic within the community, the City of Rancho Cordova's (City) Community Development Department is soliciting applications from local service providers to assess potential projects and programs that could be funded to help better serve the community during this crisis. **Please read the following instructions thoroughly.**

The application, application instructions, and scoring rubric will be available to download from the City's CDBG webpage starting **December 14, 2020**, at the following web address:

<https://www.cityofranhocordova.org/departments/community-development/housing/community-development-block-grant>

Applications must be received with all required materials by Friday, January 15, 2021 at 5:00 p.m.

Please see the CDBG-CV 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 above. Applications must use the required forms. If you have not previously received CDBG funding, please contact City staff for assistance in determining eligibility of your proposed project.

CDBG-CV FUNDING

The Coronavirus Aid, Relief and Economic Security (CARES) Act makes available \$5 billion in supplemental Community Development Block Grant (CDBG) funding for grantees to prevent, prepare for, and respond to the coronavirus (CDBG-CV grants). Additionally, the CARES Act provides CDBG grantees with flexibilities that make it easier to use CDBG-CV grants for coronavirus response and authorizes HUD to grant waivers and alternative requirements.

The U.S. Department of Housing and Urban Development (HUD) has allocated additional funds to jurisdictions across the Country to help better respond to immediate needs resulting from the COVID-19 pandemic. The City of Rancho Cordova (City) was allocated approximately \$487,000 in additional Community Development Block Grant (CDBG-CV) funds.

NATIONAL OBJECTIVE

Proposed activities must meet one of the three national objectives:

1. Benefits low-income individuals or households
2. Addresses the prevention or elimination of slums or blight
3. Meets a particularly urgent community development need

Most projects will fall within the first national objective.

ELIGIBLE ACTIVITIES AND RECIPIENTS

Eligible programs/projects must be consistent with the objectives of the CARES Act, which are to be used to "prevent, prepare for, and respond to the coronavirus pandemic" and have a direct impact on our low- and moderate-income City residents and businesses. Please see the following list of potential priority activities:

- Homeless assistance programs, including outreach efforts
- Emergency home repairs during isolation
- Hygiene kits for homeless students/families
- School supplies for preschool students/students
- General supplies for low-income households, including school supplies
- Distribution of supplies for children/infants
- Food assistance programs (drive-thru, to-go, and delivery)
- Rental housing deposit assistance for homeless residents
- Rent or utility assistance to maintain housing for low-income residents

Eligible activities are not limited to the above list. Please contact the CDBG staff (Contact information below) for questions on eligible activities.

Eligible recipients of these funds will be non-profit, government, and non-government organizations and agencies. Eligibility will also be based on organizational capacity to successfully complete projects in a timely manner, fiscal responsibility and viability to complete the project, grant management experience, CDBG funding eligibility, and how thoroughly the project addresses community needs

AREA BENEFIT OR LIMITED CLIENTELE

Proposed projects must have an area benefit or serve a limited clientele. An area benefit means the project serves clientele within a census block or designated area (neighborhood) where at least 51 percent of residents are low- to moderate- income. A project that serves limited clientele means the project limits its services/benefit to specific clientele, which would include low- to moderate-income persons/households, seniors over 62 years old, persons who are disabled, homeless, or migrant farmworkers, or certain other similar categories.

DUPLICATION OF BENEFITS

Duplication of Benefits (DoB) is not allowed under the CDBG-CV program. Duplication of Benefits occurs when financial assistance is provided to a person or entity to address losses resulting from a declared emergency that have been addressed by any other source and the total amount received exceeds the total need. For example, if an organization experiences a loss of \$5,000 and receives \$5,000 from one source of assistance and \$5,000 from another, the amount of assistance received exceeds the total loss, resulting in a duplication of benefits. However, it is important to note that organizations may receive assistance from multiple sources if the total amount received does not exceed the need.

City staff will ask that each applicant understands and complies with DoB provisions prior to being awarded a CDBG allocation. **Please review the Duplication of Benefits Quick Guide for more information regarding DoB requirements:**

<https://files.hudexchange.info/resources/documents/CDBG-CV-Duplication-of-Benefits-Quick-Guide.pdf>

If your organization is unfamiliar with DoB provisions or has any questions about these requirements, please reach out to City CDBG staff for clarification.

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 and PDF are the preferred forms of document submittal.

Submittal by Email: email the application and attachments to Chance Finley-Ross (cfinleyross@cityofranchocordova.org), with a CC to Stefan Heisler (sheisler@cityofranchocordova.org) and Tanner Wolverton (tanner.wolverton@mbakerintl.com) (no more than 40 MB in attachment size; if files are too large, send two emails), and clearly label "CDBG-CV Application" in the subject line.

Applicants will receive an email confirming 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** - Project must assist in the prevention, preparation, and/or response to the COVID-19 pandemic within the community.
- **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 as to the availability of other non-CDBG funds to address the described need, and the applicant's efforts to obtain additional funding.

STAFF CONTACTS

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

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