



CITY OF STOCKTON

APPLICATION FOR FUNDING FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FY 2010-11*

Deadline for Submitting Applications:
5:00 PM, Tuesday, January 19, 2010

Submit to:
**Revitalization Department
Housing Division
425 N. El Dorado Street, 3rd Floor
Stockton, CA 95202**

Hand delivery suggested.

Faxed copies will not be accepted. Proposals received after deadline, regardless of postmarked date, will not be accepted. Applications submitted without the required attachments will not be accepted.

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**Note: Applications for HOME or ESG funds are not being accepted at this time. For more information contact Housing staff at (209)937-8539.*



GENERAL INFORMATION

The City of Stockton anticipates receiving federal funds from the U.S. Department of Housing and Urban Development (HUD) to assist low and moderate-income persons, expand economic opportunities, provide decent housing, and/or provide a suitable living environment. As a recipient of Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), and Home Investment Partnerships (HOME) funds, the City allocates these funds to different activities to meet priority needs and the specific objectives identified in the City's Consolidated Plan.

For the upcoming 2010-2011 Program Year, the City of Stockton expects to allocate approximately **\$220,000** under the CDBG program. These estimates are based on the City's 2009-2010 allocations so actual allocations may vary.

The City's Community Development Committee (CDC) will review all **eligible** proposals submitted for community projects, services, and/or programs. The CDC is a City Council advisory committee comprised of appointed residents from all sectors of the City. Please note that submitting an application does **not** guarantee funding. A variety of factors are used to make funding recommendations, such as eligibility, fit with priorities, project readiness, funding availability, etc.

ELIGIBILITY INFORMATION

CDBG - To be considered for CDBG funding, a proposed activity/project/service must qualify as an eligible use of funds **and** meet one of three national objectives as mandated by HUD.

The following activities are eligible uses of CDBG funds under HUD's guidelines: Acquisition of Real Property

- Disposition of Property
- Public Facilities and Improvements
- Public Services
- Relocation
- Removal of Architectural Barriers

- Housing Rehabilitation
- Code Enforcement
- Historic Preservation
- Commercial Rehabilitation
- Special Economic Development
- Homeownership Assistance

One of the following Federal objectives must be met under HUD's guidelines:

- Provide benefit to low and moderate-income persons
- Eliminate and prevent slums and blighting elements
- Meet a particularly urgent community need (defined as providing disaster relief from flooding, earthquakes, etc.)

(CDBG Continued)

In addition to the federally mandated eligibility criteria, the Stockton City Council has adopted local objectives for CDBG funds that support the City’s approved goals and objectives as outlined in the Five-Year Consolidated Plan.

Proposals should meet one of the following City of Stockton’s local objectives:

- Increase the availability of safe, affordable housing through both rehabilitation and new construction and promote neighborhood preservation
- Assist economic development through the support of activities which provide job retention or creation
- Provide assistance to public improvements and facilities that support Objective 1 and 2
- Support programs offering significant community benefit and which improve the quality of life for residents of Stockton
- Support projects and programs which utilize “green” technology and support Objectives 1 and 2

Program beneficiaries must be principally low or moderate-income persons.

This is defined as persons with incomes at, or below, 80% of the median family income for the Stockton Metropolitan Statistical Area. Current limits for 2009 are:

Household Size	1	2	3	4	5	6	7	8+
Median	44,500	50,900	57,250	63,600	68,700	73,800	78,850	83,950
80%	35,650	40,700	45,800	50,900	54,950	59,050	63,100	67,200

FEDERAL AND LOCAL REQUIREMENTS

CDBG programs are subject to numerous Federal and local requirements, some of which are listed below. Additional requirements can be found in the CDBG regulations on HUD's website at www.hud.gov; OMB Circular A-110, A-122, and A-133; and the City of Stockton's guide to Affirmative Action for Federally-funded projects. We encourage applicants to familiarize themselves with these requirements to ensure that their organization has adequate administrative systems in place.

- **Timeliness:** Federal guidelines require that these funds be spent in a timely manner. Funded projects will need to be underway and generating expenditures within twelve (12) months of execution of an agreement with the City; otherwise, funds may be de-obligated.
- **Program Income:** Funds generated as a result of CDBG and HOME funding must be reported and are subject to HUD regulations.
- **Audits:** Depending on the type of project or activity to be funded, an audit performed in accordance with Governmental Auditing Standards may be required. For additional information, visit <http://www.whitehouse.gov/omb/circulars/index.html>.
- **Accessibility:** Programs, services, and projects must be accessible to persons with disabilities. Access can be achieved in many cases without having to alter the existing facility.
- **Prevailing Wages:** Capital (building/construction) projects may trigger prevailing wages under the Federal Davis-Bacon Act and State SB 975. This generally increases the project cost by approximately 30 percent.
- **Lead-Based Paint:** Rehabilitation activities must comply with the latest revisions of the Lead-Based Paint Poisoning Act and Residential Lead-Based Paint Hazard Reduction Act.
- **Environmental Review and Historic Preservation:** Environmental review and historic preservation clearance must be completed before funds can be committed.
- **Ineligible Reimbursements:** Costs incurred and funds expended prior to execution of the grant or loan agreement are **not** reimbursable. All reimbursement requests will be reviewed at time of submission to determine eligibility.
- **Affirmative Action:** Organizations must demonstrate efforts to utilize minority and women-owned businesses in contracting for services.
- **Relocation:** Activities that temporarily or permanently displace residents or businesses are subject to Uniform Relocation Act regulations, which require monetary benefits be paid to those displaced. For additional information, visit www.hud.gov/offices/cpd/library/relocation/index.cfm.
- **Insurance:** The City requires all entities receiving funding to provide proof of insurance. Specific information on types and limits can be found on the City's website at <http://www.stocktongov.com/business/riskmanagement.cfm> or by contacting Risk Management at (209) 937-8629.

APPLICATION INSTRUCTIONS

- Complete one application for each activity. Forms should be typed.
- Return one (1) original unbound application and two (2) copies along with all **required** attachments.
- Submit application(s) by **Tuesday, January 19, 2010, before 5:00 p.m.** Applications must be returned in hardcopy format with original signatures.
- Hand delivery suggested. Faxed copies or applications received after the deadline, regardless of postmarked date, will **not** be accepted.
- **Submit the following items with each application.** Incomplete applications will **not** be considered for funding.

Financial Statements – Please submit one of the following:

- **For organizations that received City funding in prior years:** an audited or reviewed compilation report performed by a Certified Public Accountant.
- **For all other organizations, an audited report:** a compilation report, or the organization's bookkeeping records in the form outlined above (Balance Sheet, etc.), for the most recent year.

Operational Budgets – A copy of the organization's operational budget for the current fiscal year and proposed budget for the 2010-2011 fiscal year.

Project Budget – A copy of the project budget (if different from operational budget) showing all funding sources and uses. **Identify** specific items that City funds would pay for if approved. For public facility improvement/construction projects; care should be taken in presenting a budget which reflects accurate labor and material costs.

Tax Status – If the organization has a 501(c)(3) status, submit one of the following verifying documents:

- A determination letter from the U. S. Internal Revenue Service, confirming 501(c)(3) Tax-exempt status of organization; or
- A letter from the California State Franchise Tax Board certifying tax-exempt status of organization.

Board of Directors Roster – A current roster of the organization's officers and members of its Board of Directors, which includes their name, position held, address, telephone number, and current employers.

All applicants will be notified in writing of funding recommendations in **March 2010**. The City Council will conduct a public hearing on the recommended applications in **April 2010**. Funds will be made available after HUD's final approval and after contracts between the organization and City are executed, which is expected to occur in **Fall 2010**.

For additional information, please contact the City of Stockton Revitalization Department, 425 North El Dorado Street, 3rd Floor, Stockton, California, 95202, or call (209) 937-8539.

HELPFUL HINTS

The following may help your application to be more competitive. Please remember that due to limited resources, submitting an application does **not** guarantee that it will be funded.

Answer all questions completely. Include as much information as possible (such as cost estimates and all predevelopment activities completed to date).

Submit the application before the deadline. If additional space is needed, please attach additional pages. This application is available on the City's website at www.stocktongov.com/housing or via email by calling 937-8539.

Applications must be typed. Applications are read and reviewed by the Community Development Committee.

Davis-Bacon. Please note all federally funded construction projects are subject to Davis-Bacon prevailing wage requirements. For further information about Davis-Bacon wages call 937-8539.

Leveraging funds. Budgets should reflect all sources of leveraged financial sources of funds. The availability of other resources in the community is foremost in the City's mind when evaluating applications. We suggest applicants be aware of and pursue other larger funding resources, if/when applicable.

Funds must be used within 12 months. Given the federal timeliness requirements in the use of funds, the City will only recommend funding of projects that are ready to begin operation/construction within 12 months of execution of an agreement with the City. Organizations should be able to demonstrate in their application that all other funding sources have been leveraged/secured and the project/program is ready to move forward.

Payments against allocated funds are administered on a reimbursement basis. Any costs incurred prior to execution of contractual agreements with the City of Stockton cannot be paid per Federal Regulations of these funds.

Attachments. Remember to include **all** the required attachments (financial statements/budgets, rosters, tax status etc).

Letters. Letters of recommendation or endorsement are **not** required.

DUNS Numbers. DUNS numbers are required for each organization that receives federal funding. Numbers may be obtained at <http://fedgov.dnb.com/webform>

10. What is the current program/project status, and if funds are awarded, when will they be spent?

11. What specific types of services/activities/projects does your organization provide?

12. **Briefly** describe the organization's history and experience in providing services to the community. (Provide number of years in operation and accomplishments to date.)

13. The City's funding is intended to benefit residents of the City of Stockton. **Briefly** define your entire service area. (e.g., a portion of the city, entire city, county)

14. Using the chart provided, please list **all** CDBG funds received within the last 3 years including funding amount and their status.

Activity Title	Source of Funding (City and/or County)	Fund Amount	Status of Project (complete, underway, or canceled)

15. Lists all committed and proposed funding sources for your proposed project, and indicate the status of each source. Attach copies of any commitment letters you may have.

16. If the City approves your application for less than the amount requested, how will your project be accomplished? (**Briefly** explain.)

17. Briefly explain how this service/activity/project differs from other programs providing similar services in Stockton/San Joaquin County. Also indicate any networking or collaboration which occurs with agencies or programs providing the same or like services.

18. Identify any potential conflict of interest with this application for federal funds. Conflict of interest may exist with employees of the organization who sit on community boards, commission, or committees. Similarly, City of Stockton Council members or City employees who may sit on your board of directors pose possible conflicts of interest.

19. How was the need for this service/activity/project determined?

20. Federal regulations require that the use of these funds benefit principally low or moderate-income persons. Describe the method you will be using to count and monitor the beneficiaries or program recipients.

21. Indicate the percentage of clients to be served in FY **2010-2011** by income level (refer to the chart on page 3).

Very Low Income (<50% Median)	Low Income (51%-80% Median)

22. Does your program target a special group (i.e., homeless, special needs, elderly) that benefits or will benefit from your program. What are your eligibility requirements?

23. Describe the outreach and service delivery methods used to reach your target population.

24. List the average number of **unduplicated** clients served daily, the total **unduplicated** number served annually, and the percentage of clients served that reside in Stockton for the current year, as well as the number you anticipate serving in Fiscal Year (FY) 2010-2011.

Reporting Year	Average <u>unduplicated</u> # of Clients Served Daily	Total <u>unduplicated</u> # of Clients Served Annually	Percentage of Clients Served residing in Stockton
2009-2010 (Projected - If currently providing this service)			
2010-2011 (Anticipated)			

25. **(a) For Public Facility activities only.** Please describe all planning/predevelopment steps that have been completed to date. (e.g., architectural plans, engineering, land use approvals, permits, funding commitments, etc.)

(b) When will construction start and end? (Provide a timeline with all critical milestones.)

(c) Is this project a multi-phased activity? Yes No

26. **For Public Service, Economic Development, and Emergency Shelter activities only.** Is this a new program/service or an expansion of an existing program/service? Explain.

27. **For Economic Development activities only.** Indicate the number of full-time and part-time jobs you expect to be created and retain, if your application is funded. Also indicate number of jobs likely to be filled by a low-income person:

Job Type	Total Full-time Jobs	Total Jobs Full-time & Low-income	Total Part-time Jobs	Percent of Part-time Jobs that will be Low-income
Expect to Create				
Expect to Retain				

AUTHORIZED SIGNATORY

Required for all activities.

I hereby certify that I have read this application, and the exhibits thereto, and know the contents thereof, and that the statements therein are true, and that I have been authorized by the governing board to submit this application.

Authorized Representative Signature

Date

Name and Title (Please Print)

I hereby certify that the Board of Directors has approved the submission of this application:

Board President Signature

Date

Name (Please Print)

PLEASE RETURN ONE (1) ORIGINAL UNBOUND APPLICATION AND TWO (2) COPIES ALONG WITH THE REQUIRED ATTACHMENTS