



CITY OF WILDOMAR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

Supplement to County of Riverside Economic
Development Agency CDBG Application

**Application Due Date:
Thursday, September 21, 2017 5:00 P.M.
City of Wildomar
Attn: Matthew Bassi
23873 Clinton Keith Rd Ste. 201
Wildomar, CA 92595**

*Application
2018-2019
Program Year*



City of Wildomar COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM 2018-2019 Program Year Application Instructions

The City of Wildomar is inviting eligible non-profit organizations 501(c)(3) to submit applications for Community Development Block Grant (CDBG) funds for the 2017-2018 Program Year.

Accompanying this announcement is the City of Wildomar's Application (Attachment A), which is a supplement to the County of Riverside CDBG Application (Attachment B), and procedures that must be followed by all non-profit organizations applying for Community Development Block Grant (CDBG) funds from the City of Wildomar. The City of Wildomar is a sub-recipient of a portion of Riverside County's share of CDBG funds, and the County's application and procedures are also used in processing and considering applications.

IMPORTANT DATES

PUBLIC WORKSHOP

Thursday, September 7, 2017, 6:30 P.M.

Where:

City of Wildomar Council Chambers
23873 Clinton Keith Rd Ste. 106
Wildomar, CA 92595

The City of Wildomar will conduct a public workshop so that interested groups can review the process of submitting an application to be considered for funds.

Potential applicants are not required to attend, but are strongly encouraged to do so.

APPLICATION DEADLINE

Thursday, September 21, 2017, 5:00 P.M.

To be considered for funding, fully completed application must be at City Hall by this date.

Applications received after the deadline date and time will not be accepted. See "How to Apply" section for more information.

CITY COUNCIL CONSIDERATION

Wednesday, October 11, 2017, 6:30 P.M.

The City Council will consider the allocations of funds during its regular meeting on Wednesday, October 11, 2017, 6:30 p.m.

APPLICATION TO COUNTY DEADLINE

Monday, October 30, 2017

Non-profit applications that are selected for funding will be submitted by the City to the County of Riverside by October 30, 2017.



MINIMUM FUNDING REQUEST AND LEVERAGE FUNDING

Minimum Allocation Request: In an effort to ensure effective, efficient, and appropriate allocation, and use of CDBG funds, the County of Riverside requires any proposed CDBG activity in an **amount not less than \$10,000**. Applications less than \$10,000.00 will not be considered.

Leverage Funding: Verification of at least FIVE percent (5%) matching funds must be provided prior to the date of the grant awarded to the grantee. Funds used to match a previous CDBG grant may not be used to match a subsequent grant award. Applications with zero leveraging will be disqualified. Leverage may include, but are not limited to Federal, state, local, private, donations, in-kind, volunteer hours at \$5.00 hour, etc.

Acquisition of Real Property/Displacement: **PLEASE NOTE:** Any organization considering the submittal of an application for CDBG funds for a project that involves acquisition of real property and/or the displacement of tenants **must** consult with the EDA **prior** to submitting the application.

QUALIFYING CRITERIA

Applicants **MUST BE** legally established non-profit entities. This typically means a governmental agency or an entity created under Section 501(c)(3) of the Internal Revenue Code.

- Proposed projects **MUST** meet one of the following federal criteria (24 CFR 507.201) to be eligible:
- The activity predominantly benefits low to moderate-income people (more than 51% of the persons served by the activity).
- The activity eliminates slums or blight.
- The project meets a need having a particular urgency. The condition of urgency must be of recent origin, generally being developed or becoming critical less than 18 months preceding the application for assistance.

In considering application proposals, the City will pay particular attention to the amount of benefit received by Wildomar residents. Applicants are strongly encouraged to take special care in identifying and quantifying the program and the number of Wildomar residents who have benefited from the activity in the past, and who would be served by the activity in the next year (See Attachment A). Selected funding recipients will be required to prepare and submit reports to the City, including bi-annually quantifiable performance measures reports, demonstrating the number served and the applicable benefit received.

Applicants should refer to the Notice of Funding Availability on the City's website at www.cityofwildomar.org for additional eligibility requirements.



HOW TO APPLY

1. Complete **Attachment A – City of Wildomar Application and Attachment B – Riverside County CDBG Application** form provided by the City of Wildomar and submit with required attachments by the **deadline date of September 21, 2017, 5:00 p.m.**

IMPORTANT Reminders:

- ✓ All applications must include a detailed index of all attachments to the CDBG application, and must be individually tabbed and labeled to correspond to the specific section of the application.
- ✓ The application cannot be altered. If additional space is needed to complete a response, continue the answer on an attached sheet, in sequence, and with the section header and numbered responses corresponding with the application.
- ✓ All questions on the application must be answered and documentation requests must be attached. Incomplete applications will not be processed.

2. **Submit two (2) originals with wet signatures and (1) one copy (total of three) of the completed application with signatures, attachments, dividers, and labels to:**

City of Wildomar
Attn: Matthew Bassi
23873 Clinton Keith Rd Ste. 201
Wildomar, CA 92595

FOR ASSISTANCE

For information regarding the program or eligibility of activities, please contact Felicia Folmar, Finance Department, at 951-677-7751 x239 or via email at ffolmar@cityofwildomar.org.

ADDITIONAL INFORMATION

CDBG funds for 2018-2019 will not be available until after July 1, 2018, and are subject to receipt of authorization to incur costs. Applicants receiving funding will be required to meet the County insurance requirements, file regular reports to the County regarding their activities, performance measures, and income verification forms for beneficiaries of services funded. Funding is provided on a reimbursement basis for services already rendered and paid for by the non-profit service provider.

The amount of funding available to the City for FY 2018-2019 is \$147,699 of which the City Council can award up to 14% of the amount allotted towards eligible projects.

Since a great deal of effort is required to put together an application, potential applicants are encouraged to discuss their proposals with the City's block grant coordinator in advance to make a preliminary determination on eligibility of the organization and project.



Attachment A

City of Wildomar
COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR 2018-2019
Application

GENERAL INFORMATION:

Applying Entity or Agency: _____

Site Location Address: _____

City, State, Zip Code: _____

Telephone Number: _____ Fax: _____

Executive Director Name: _____

Title: _____

Email: _____

What is your organization's mission and vision (Limited to the space below):

How is your program different from other organizations providing the same type of services to Wildomar residents (Limited to the space below):



B. OUTCOMES AND QUANTIFIABLE PERFORMANCE MEASURES SPECIFIC TO WILDOMAR:

NOTE: If your project receives requested funds, the following questions are based on the expected number of Wildomar clients to be served.

1. Number of Wildomar clients or units of service to be provided using CDBG funds during the term of the 2018-2019 grant: _____
2. Length of CDBG-funded activities or service to **Wildomar clients** (weeks, months, year): _____
3. Unduplicated number of Wildomar clients/persons projected to serve (e.g., 25 clients, 50 seniors): _____
4. Units of service (Example: 25 clients x 10 visits = 250 units of service): _____
5. Service will be provided to Wildomar (check one or more):
 Men Women Children – Age Range _____
 Men/Women Men/Women/Children Families Seniors
 Severely Disabled Adults Migrant Farm Workers Homeless
6. Number of beds of facility: _____
7. Anticipated number of “new” beds: _____
8. Length of stay (if residential facility): _____
9. If you received CDBG funds in FY 2016-2017, how many unduplicated Wildomar clients/persons were served by your program from July 1, 2016 through June 30, 2017: _____
10. If you received CDBG funds in FY 2016-2017, please quantify the increase in service that you will be providing in 2018-2019 Program Year, and explain why there is a new demand or an unmet need in the community for this service: _____

11. If you did not receive CDBG funds in FY 2016-2017, how many unduplicated Wildomar clients/persons were served by your program from July 1, 2016 through June 30, 2017: _____
12. Wildomar CDBG Funds Requested (total requested Wildomar CDBG amount for this project only): \$ _____



13. Provide a detailed description of the proposed use of the CDBG funds only (e.g. client scholarships, purchase of specific piece of equipment, rent, supplies, utilities, salaries, etc.):

Proposed Use of CDBG Funds Only		Amount
	Total	

14. Other leveraging funding:

Leveraging Source of Funds		Amount
	Total	



Please attach the County of Riverside
2018-2019 fully completed CDBG
Application and Attachments with
applicable labels, tabs and dividers as
required by the County and above in
“How to Apply” Section Pages 2 & 3.



Attachment B

County of Riverside Economic Development Agency Community Development Block Grant (CDBG) Application for the 2018-2019 Program Year

Since the City of Wildomar is a cooperating City, City Council will make funding decisions; however, all applications are subject to EDA review and Board of Supervisors approval.

The Board of Supervisors for the County of Riverside will make final CDBG funding decisions for the 2018-2019 CDBG allocation in early May 2018 during a regular meeting.

Non-profit entities that are selected for funding by the City of Wildomar City Council will also be required to complete and submit the [CDBG Questionnaire and Acknowledgement Quiz](#). The County will not issue the Notice to Incur Cost Letter for your CDBG-funded activity until the quiz is submitted.

EDA is providing an online presentation regarding the CDBG program. [The Community Development Block Grant \(CDBG\) On-Line Presentation](#) is intended for the County's 2018-2019 CDBG sub-recipients as well as other interested persons. The presentation provides an overall very basic understanding of the program and a more detailed discussion of compliance with rules, regulations, national objectives, conflict of interest, record keeping, conflict of interest, procurement and more.



The County of Riverside uses a ***Priority Evaluation and Project Rating System*** for all CDBG proposals. As part of the review and evaluation process, Riverside County Economic Development Agency (“EDA”) staff will review and evaluate all proposals utilizing the following checklist:

I. ACTIVITY EVALUATION

- Does the activity address an established need?

- Is the proposed activity eligible (24 CFR 570.201) under the CDBG program?

- Does the proposed activity meet one of the three broad National Objectives:
 - Principally benefit low and moderate-income persons;
 - Prevents or eliminates slum and blight; or
 - Addresses an urgent need or problem in the community;

- Has the applicant provided sufficient explanation concerning their ability to adequately and accurately document the benefit to low and moderate income persons?

- Can the project be implemented and completed within a reasonable amount of time (Public Service activities 1 year / all other activities 2 years maximum)?

- Has the applicant identified all the major tasks or components that will be required in carrying out the activity? Are there any potential issues or concerns?

- Has the applicant provided a reasonable estimate of the resources necessary for each component of the project, and has it developed a realistic budget that reflects these resources? Are other sources of funds (leveraging) committed to this project?

- Is the proposed budget for the CDBG-funded activity separate from other activities undertaken by the applicant?



II. APPLICANT (ORGANIZATIONAL) EVALUATION

- Has the applicant ever undertaken the proposed activity before? What were the results?

- Does the applicant have experience with CDBG or other Federal programs? Has the applicant conducted a Single Audit (OMB A-133) within the last two years?

- Do the applicant and prospective staff understand the additional requirements associated with Federal funding?

- Does the applicant have qualified staff for all the necessary functions associated with the proposed activity? Is there adequate staff time available?

- Does the applicant possess adequate administrative structures, management systems, and policies & procedures?

- Does the applicant possess adequate financial stability? Will the applicant be overly dependent upon CDBG funding?



Does your Organization expend \$750,000 or more a year in federal funds? Y or N

Number of paid staff:

Number of volunteers:

Members/Board of Directors (*Attach*):

III. PROJECT ACTIVITY

A. Name of Project:

B. Specific Location of Project

(Attach Project Map - include street address; if a street address has not been assigned provide APN)

Street or APN:

City:

Zip Code:

C. CDBG Funds Requested:

(total amount for the project only)

D. Where will the proposed activity occur (be specific as to the geographic boundaries)? If the project involves a new or existing facility, what is the proposed service/benefit area for the facility?

E. In which City (ies)/Communities does the activity occur?

City (ies):

Community (ies):

NOTE: EDA will make the final determination of the appropriate service area of all proposals.

F. If this project benefits residents of more than one community or jurisdiction, have requests been submitted to those other entitlement jurisdictions? (i.e., County district(s) 1st, 2nd, 3rd, 4th, and/or 5th, City of Palm Springs, City of Moreno Valley, City of Riverside, etc.)

G. Check ONLY the applicable category your application represents.

- Public Service
- Homeless Activities
- Real Property Acquisition (Must consult with EDA prior to submitting application)
- Housing
- Rehabilitation/Preservation (please provide picture of structure)
- Public Facilities (construction)
- Infrastructure (i.e. Streets, Sewer, Sidewalk, etc.)
- Other: (provide description) _____

H. Respond to A & B only if this application is for a ***public service*** project.

(a) Is this a NEW service provided by your agency? Yes No

(b) If service is not new, will the existing public service activity level be substantially increased or improved?

IV. PROJECT NARRATIVE

A. Provide a detailed Project Description. The description should only address or discuss the specific activities, services, or project that is to be assisted with CDBG funds. If CDBG funds will assist the entire program or activity, then provide a description of the entire program or activity:

B. Provide a detailed description of the proposed use of the CDBG funds only (e.g. client scholarships, purchase of specific equipment, rent, supplies, utilities, salaries, etc.):

C. What are the goals and objectives of the project, service, or activity? How will you measure and evaluate the success of the project to meet these goals and objectives (measures should be qualitative)?

D. Please identify the project milestones using an Estimated Timeline for Project Implementation:

V. PROJECT BENEFIT

A. Indicate the number of people or households that will directly benefit from your proposal using CDBG funds: *Note: This is based on the expected number of clients to be served if the County funds your project for the requested amount.*

B. Indicate the number of unduplicated clients that will be served (*An unduplicated client is counted only once, no matter how many direct services the client receives during a funding year*):

C. Length of proposed CDBG-funded activities or service (weeks, months, year):

D. Service will be provided to (check one or more):

Men

Women

Children (Range of children's ages : _____)

Homeless (Number of beds at facility : _____)

Seniors

Severely Disabled Adults

Migrant Farm Workers

Families

E. What methods will be used for community involvement to assure that all who might benefit from the project are provided an opportunity to participate?

F. What evidence is there of a long-term commitment to the proposal? Describe how you plan to continue the work (project) after the CDBG funds are expended?

VI. National Objective

All CDBG-funded activities must meet at least one of the following National Objectives of the CDBG program. Indicate the category of National Objective to be met by your activity.

CATEGORY A: Benefit to low-moderate income persons (must be documented). Please choose either subcategory 1 or 2:

1. Limited Clientele:

The project serves clientele that will provide documentation of their family size, income, and ethnicity. Identify the procedure you currently have in place to document that at least 51% of the clientele you serve are low-moderate income persons.

2. Clientele presumed to be principally low- and moderate-income persons:
The following groups are presumed by HUD to meet this criterion. You will be required to submit a certification from the client (s) that they fall into one of the following presumed categories.

The activity will benefit (check one or more)

- | | |
|---|---|
| <input type="checkbox"/> Abused children | <input type="checkbox"/> Homeless persons |
| <input type="checkbox"/> Battered spouses | <input type="checkbox"/> Illiterate adults |
| <input type="checkbox"/> Elderly persons | <input type="checkbox"/> Persons living with AIDS |
| <input type="checkbox"/> Severely disabled adults | <input type="checkbox"/> Migrant Farm workers |

- a. Describe the clientele above to be served by this activity:

- b. Discuss how this project directly benefits low- and moderate- income residents:

CATEGORY B: Area Benefit - The project or facility serves, or is available to, ALL persons located within an area where at least 51% of the residents are low/moderate-income. (Applicant is welcome to contact a County of Riverside, EDA CDBG Program Manager for Census Information)

2010 Census Tract and Block Group numbers:

Total population in Census Tract(s) / block group(s): _____

Total percentage of low-moderate population in Census Tract(s) / block group(s): _____

CATEGORY C: Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/moderate-income persons.

Proposed Job Creation/Retention

Total Jobs Expected to Create:

Total Jobs Expected to Retain:

CATEGORY D: Activities that provide assistance to micro-enterprise owners/developers who are low/moderate-income.

Proposed Assistance to Businesses

New Businesses expected to assist:

Existing Businesses expected to assist:

Enter Total Businesses expected to assist:

VII. FINANCIAL INFORMATION

A. Proposed Project Budget

Complete the following annual program budget to begin July 1, 2017. If your proposed CDBG-funded activity will start on a date other than July 1, 2017, please indicate starting date. Provide total Budget information and distribution of CDBG funds in the proposed budget.

The budgeted items are for the specific activity for which you are requesting CDBG funding - NOT for the budget of the “entire” organization or agency. (Note: CDBG funds requested must match amount requested in Project Activity, C above.)

(EXAMPLE: The Valley Senior Center is requesting funding for a new Senior Nutritional Program. The total cost of the program is \$15,000 and \$10,000 in CDBG funds is being requested for operating expenses associated with the proposed activity. The total Activity/Project Budget will include \$5,000 of other non-CDBG funding and \$10,000 in CDBG funds for a Grand Total of \$15,000).

	TOTAL ACTIVITY/ PROJECT BUDGET (Include non-CDBG Funds and CDBG Funds)	CDBG FUNDS REQUESTED-Only
I. Personnel		
A. Salaries & Wages	\$	\$
B. Fringe Benefits	\$	\$
C. Consultants & Contract Services	\$	\$
PERSONNEL SUB-TOTAL	\$	\$

II. Non-Personnel		
A. Space Costs	\$	\$
B. Rental, Lease or Purchase of Equipment	\$	\$
C. Consumable Supplies	\$	\$
D. Travel	\$	\$
E. Telephone	\$	\$
F. Utilities	\$	\$
G. Other Costs	\$	\$
NON-PERSONNEL SUB-TOTAL:	\$	\$
III. Other		
A. Architectural/Engineering Design	\$	\$
B. Acquisition of Real Property	\$	\$
C. Construction/Rehabilitation	\$	\$
D. Indirect Costs	\$	\$
E. Other	\$	\$
OTHER SUB-TOTAL:	\$	\$
GRAND TOTAL:	\$	\$

B. Leveraging

List other funding sources and amounts (commitments or applications) which will assist in the implementation of this activity. Current and pending evidence of leveraging commitments/applications must be submitted with application. **(Attach)**

Federal:

State/Local:

Private:

Fees:

Donations:

Other:

C. What type of long-term financial commitment is there to the proposal? Describe how you plan to continue the work (project) after the CDBG funds are expended?

D. Provide a summary by line item of your organization's previous year's income and expense statement. **(Attach)**

E. Does this project benefit residents of more than one community or jurisdiction, have requests been submitted to those other jurisdictions? Yes No

If yes, identify sources and indicate outcome.

If no, please explain.

F. Was this project or activity previously funded with CDBG? Yes No

If yes, when?

Is this activity a continuation of a previously funded (CDBG) project? Yes No

If yes, explain:

VIII. MANAGEMENT CAPACITY

A. Describe your organization's experience in managing and operating project or activities funded with CDBG or other Federal funds.

B. Management Systems

Does your organization have written and adopted management systems (i.e., policies and procedures) including personnel, procurement, property management, record keeping, financial management, etc.?

C. Capacity

Please provide the names and qualifications of the person(s) that will be primarily responsible for the implementation and completion of the proposed project.

IX. APPLICATION CERTIFICATION

Undersigned hereby certifies that (check box after reading each statement and digitally sign the document):

1. The information contained in the project application is complete and accurate. _____
2. The applicant agrees to comply with all Federal and County policies and requirements imposed upon the project or activity funded by the CDBG program. _____
3. The applicant acknowledges that the Federal assistance made available through the CDBG program funding will not be used to substantially reduce prior levels of local, (NON-CDBG) financial support for community development activities. _____
4. The applicant fully understands that any facility built or equipment purchased with CDBG funds shall be maintained and/or operated for the approved use throughout its economic life, pursuant to CDBG regulation. _____
5. If CDBG funds are approved, the applicant acknowledges that sufficient non-CDBG funds are available or will be available to complete the project as described within a reasonable timeframe. _____
6. On behalf of the applying organization, I have obtained authorization to submit this application for CDBG funding. **(DOCUMENTATION ATTACHED Minute Action and/or written Board Approval signed by the Board President)** _____

DATE: _____

Signature: _____

Print Name/Title

Authorized Representative: _____

CHECK-LIST:

The following required documents listed below have been attached. Any missing documentation to the application will be cause for the application to be reviewed as INELIGIBLE.

Yes	No	ATTACHMENT
<input type="checkbox"/>	<input type="checkbox"/>	1. Members/Board of Directors
<input type="checkbox"/>	<input type="checkbox"/>	2. Articles of Incorporation and Bylaws
<input type="checkbox"/>	<input type="checkbox"/>	3. Project Activity Map
<input type="checkbox"/>	<input type="checkbox"/>	4. Project Benefit, Category B, Low Mod Area Maps (Attach if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	5. Leveraging (Current evidence of commitment)
<input type="checkbox"/>	<input type="checkbox"/>	6. Income and Expense Statement
<input type="checkbox"/>	<input type="checkbox"/>	7. Management Capacity (Detailed organizational chart)
<input type="checkbox"/>	<input type="checkbox"/>	8. Board Written Authorization approving submission of application