



CITY OF WILDOMAR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

*Application
2012-2013
Program Year*

Supplement to County of Riverside Economic
Development Agency CDBG Application

**Application Due Date
Wednesday, November 23, 2011
5:00 P.M.
Wildomar City Hall
23873 Clinton Keith Rd Ste. 201**



City of Wildomar COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM 2012-2013 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 2012-2013 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 FORUM

Tuesday, November 1, 2011

Where:

23873 Clinton Keith Rd Ste. 201

Wildomar, CA 92595

951.677.7751

The City of Wildomar will conduct a public forum in the Council Chamber, at which time the public will have a chance to offer suggestions on how block grants should be spent locally. **Potential applicants are not required to attend, but are strongly encouraged to do so.**

APPLICATION DEADLINE

To be considered for funding, fully completed application must be at City Hall by Wednesday, November 23, 2011, 5:00 p.m. **Applications received after the deadline will not be accepted.** See "How to Apply" section.

CITY COUNCIL CONSIDERATION

The City Council will consider the allocations of funds during its regular meeting on Wednesday, December 14, 2011.



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 \$5,000**.

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.

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.

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 to City Hall, 23873 Clinton Keith Rd. Ste. 201 by the **deadline date of November 23, 2011, 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 two (2) copies (total of four) of the completed application with signatures, attachments, dividers, and labels to:

Gary Nordquist, Assistant City Manager
23873 Clinton Keith Rd Ste. 201
Wildomar, CA 92595

FOR ASSISTANCE

For information regarding the program or eligibility of activities, call the City of Wildomar's CDBG coordinator: Gary Nordquist, Assistant City Manager at 951.677.7751.

ADDITIONAL INFORMATION

CDBG funds for 2012-2013 will not be available until after July 1, 2012, and are subject to receipt of authorization to incur costs. Applicants receiving funding will be required to meet the City and County insurance requirements, file regular reports to the City of Wildomar regarding their activities, performance measures, and income verification forms for beneficiaries of services funded.

Funding is typically 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 is unknown at this point. Whatever the allocation, however, the total sum available for public service projects is limited to no more than 15 percent of the total amount received from the County of Riverside.

Due to County guidelines, applications for amounts of less than \$5,000 will not be considered.

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.



City of Wildomar
COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR 2012-2013
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 2012-2013 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 2010-2011, how many unduplicated **Wildomar** clients/persons were served by your program from July 1, 2010 through June 30, 2011: _____
10. If you received CDBG funds in 2010-2011, please quantify the increase in service that you will be providing in 2012-2013 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 2010-2011, how many unduplicated **Wildomar** clients/persons were served by your program from July 1, 2011 through June 30, 2012: _____
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 2012-2013 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

2012-2013 Program Year

You may also locate the County of Riverside
Application on their website at:

<http://www.rivcoeda.org/LinkClick.aspx?fileticket=CVA6yh7CZvA%3d&tabid=488>

City of Wildomar CDBG Application

Submission Deadline:

City Hall

23873 Clinton Keith Rd Ste. 201

Wednesday, November 23, 2011

5:00 p.m.



**County of Riverside
Economic Development Agency
Community Services Division**



Community Development Block Grant (CDBG)

Application for the

2012-2013 Program Year

Submission Deadline

December 15, 2011

5:00 P.M.

County of Riverside County
Economic Development Agency
2012-2013 Community Development Block Grant
Application Instructions

The following CDBG Application is to be used for the County of Riverside's 2011-2012 CDBG Program Year. This application form is intended for the use by non-profit organizations [501(c)(3)] and government agencies that will be requesting CDBG funds from the five Supervisorial Districts. The County of Riverside's 2012-2013 CDBG funds will not be available until after September 15, 2011.

An original and one copy (**total of two**) of the complete 2012-2013 CDBG Application are due **no later than 5:00 PM on Thursday, December 15, 2011**, at either of the following locations:

Economic Development Agency
ATTN: Elizabeth Wilson
3403 Tenth Street, 5th Floor
Riverside, CA 92501
(951) 955-8916

Economic Development Agency
ATTN: Michelle Davitt
44-199 Monroe Street, Suite B
Indio, CA 92201
(760) 863-2552

Applications received after the above deadline will not be accepted. A complete application for each activity or project must be submitted by all organizations applying for CDBG funds. All questions must be answered completely, and all required documentation must be attached. If additional sheets are required to complete a response, please continue the answer as an attachment.

Attachments to the Application: All applicants must submit a detailed index of all attachments to the CDBG applications. All attachments must be individually tabbed and labeled to correspond to the specific section of the application. Non-profit organizations are only required to submit one copy of their Articles of Incorporation, Bylaws, and current board membership.

Should you require any assistance in completing the application, contact a CDBG representative at (800) 984-1000 (Western Riverside County) or (760) 863-2552 (Eastern Riverside County). You are encouraged to submit your application well before the deadline to allow ample time for review, completeness, and accuracy. You may also obtain an electronic version of the application via e-mail or other methods. To do so, please contact the Economic Development Agency at (800) 984-1000.

2012-2013 CDBG PROGRAM OVERVIEW

At this time, the County of Riverside will utilize a ***Priority Evaluation and Project Rating System*** for all proposals. As part of the review and evaluation process, 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?
- Does 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?

Minimum Activity Funding:

In an effort to ensure effective, efficient, and appropriate allocation and use of CDBG funds, the County may reject any proposed CDBG activity in an amount less than **\$10,000**. The only exceptions to this policy include, but are not limited to, traditionally county-wide activities (city/county, multiple city, etc.) or a project or activity serving a very remote location. These exceptions must be pre-approved by EDA prior to the application submittal.

Leverage Funding:

Verification of at least FIVE percent 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 leverage will be disqualified. Leverage may include, but limited to Federal, State, local, private, donations, in-kind, volunteer hours at \$5.00 hour, etc.

Acquisition of Real Property / Displacement:

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.

EDA USE ONLY

PROPOSAL NUMBER _____ REVIEWER _____

DOCUMENT STAMP DATE RECEIVED: _____

**COUNTY OF RIVERSIDE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
2012- 2013
APPLICATION FORM**

I. GENERAL INFORMATION:

Applying Entity or Agency:

Location:

City:

Zip Code:

Mailing Address:

Zip Code:

Telephone Number:

Fax Number:

Executive Director:

Telephone Number:

E-mail:

Program Manager:

Telephone Number:

E-mail:

Address (*If different from above*):

Grant Writer:

Telephone Number:

E-mail:

II. ORGANIZATIONAL HISTORY: (*This is applicable only if you are a non-profit organization*)

Date Organization founded:

Date Organization incorporated as a non-profit organization:

Federal Identification Number:

State Identification Number:

DUNS Number:

Number of paid staff:

Number of volunteers:

ATTACH: *Current Board of Directors (Label as Attachment I.A)
Articles of Incorporation and By-Laws (Label as Attachment I.B)*

III. PROJECT ACTIVITY:

CDBG Funds Requested:

(total amount for the project only)

Where will the proposed activity occur (be specific as to the geographic scale of the proposed activity)? If the project involves a new or existing facility, what is the proposed service/benefit area for the facility?
(Attachment II Project Activity)

Countywide (check if project will serve multiple districts and/or cities).

City (ies):

Community (ies):

Regions:

Other:

What Supervisorial District does the activity occur within?

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

Check ONLY the applicable category your application represents.

Real Property Acquisition

Public Service

Housing

Rehabilitation/Preservation (please provide picture of structure)

Public Facilities Improvements (construction)

Other (provide description)

IV. PROJECT NARRATIVE:

A. Name of Project:

Specific Location of Project *(include street address; if a street address has not been assigned provide APN)*

Street:

City:

Zip Code:

APN:

Attach maps of proposed project(s) location and service area.

B. 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. *(Attach additional sheets if necessary – Attachment III Project Description)*

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

D. Outcomes and Performance Measures

Number of clients or units of service to be provided using CDBG funds during the term of the grant:

NOTE: *This is based on the expected number of clients to be served if the County funds your project for the requested amount.*

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

Unduplicated number of clients/persons projected to serve (e.g., 25 clients, 50 seniors):

Units of service (Example: 25 clients x 10 visits = 250 units of service):

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

Men

Women

Children

Men/Women

Range of children's ages:

Men/Women/Children

Families

Seniors

Severely Disabled Adults

Migrant Farm Workers

Homeless

Number of beds of facility:

Anticipated number of "new" beds:

Length of stay (if residential facility):

E. 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 both qualitative and quantitative)?

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

G. 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?

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

- I. 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?

V. **PROJECT BENEFIT:**

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

CATEGORY 1: Benefit to low-moderate income persons (must be documented).

Please choose either subcategory A, B, or C.

A. 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. This determination is based upon 2000 Census data. If you need assistance in determining the appropriate census data, please call EDA.

Census Tract and block group numbers:

CT	BG	CT	BG
CT	BG	CT	BG
CT	BG	CT	BG

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

Total low-moderate population in Census Tract(s) / block group(s)

B. 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.

- C. 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 |

Describe your clientele to be served by the activity.

CATEGORY 2: Prevention or Elimination of Slums and Blight: The proposed project or activity must directly benefit an identified slum and blighted area.

Is the project located in a Redevelopment Area? Yes No

If yes, attach map of the area with the site highlighted, and provide the Redevelopment Project Area (excerpts accepted) which documents the existence of slum/blight. Also, document the specific redevelopment objectives pertaining to the proposed project. *(Label as Attachments: IV Category 2, Exhibit 1, 2, etc.) NOTE: this National Objective Category must be approved by EDA in writing prior to the submittal of your application.*

CATEGORY 3: Documented Health or Safety Condition of Particular Urgency:

Condition shall have been of recent (18 months) origin and must be designated by the Board of Supervisors. Provide documentation which demonstrates the health or safety condition has existed within the previous 18 months. *(Label as Attachments: V Category 3, Exhibit 1, 2, etc.) NOTE: this National Objective Category must be approved by EDA in writing prior to the submittal of your application.*

VI. FINANCIAL INFORMATION:

A. Proposed Project Budget

Complete the following annual program budget to begin July 1, 2011. If your proposed CDBG-funded activity will start on a date other than July 1, 2011, please indicate starting date. If these budget line items are not applicable to your activity, please attach an appropriate budget. Provide total Budget information and distribution of CDBG funds in the proposed budget.

The budgeted items are for the activity for which you are requesting CDBG funding - not for the budget of the entire organization or agency.

(EXAMPLE: The Valley Senior Center is requesting funding of a new Senior Nutritional Program. The total cost of the program is \$15,000. A total of \$10,000 in CDBG funds is being requested for operating expenses associated with the proposed activity. Other non-CDBG funding will be used to pay pick-up the remaining costs for the program).

	TOTAL ACTIVITY/ PROJECT BUDGET (Include CDBG Funds)	CDBG FUNDS REQUESTED
I. Personnel		
A. Salaries & Wages	\$	\$
B. Fringe Benefits	\$	\$
C. Consultants & Contract Services	\$	\$
SUB-TOTAL	\$	\$
II. Non-Personnel		
A. Space Costs	\$	\$
B. Rental, Lease or Purchase of Equipment	\$	\$
C. Consumable Supplies	\$	\$
D. Travel	\$	\$
E. Telephone	\$	\$
F. Other Costs	\$	\$
SUB-TOTAL:	\$	\$
III. Architectural/Engineering Design	\$	\$
IV. Acquisition of Real Property	\$	\$
V. Construction/Rehabilitation	\$	\$
VI. Indirect Costs	\$	\$
TOTAL:	\$	\$

B. Leveraging

Identify other funding sources (commitments or applications) from other sources to assist in the implementation this activity. *Attach current evidence of commitment (Attachment VI-A, Exhibits 1, 2, etc.).* If commitments are pending, indicate amount requested and attach documentation regarding previous year's funding.

Funding Source	Amount Requested	Date Available	Type of Commitment

C. Provide a summary by line item of your organization's previous year's income and expense statement (Attachment VI-B, Exhibits 1, 2, etc.).

D. If this project benefits 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

E. Was this project previously funded with CDBG funds? Yes No

If yes, when?

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

If yes, explain:

VII. MANAGEMENT CAPACITY:

A. Describe your organization's experience in managing and operating project or activities funded with CDBG or other Federal funds. Include within the description a resource list (partnerships) in addition to the source and commitment of funds for the operation and maintenance of the program.

Source	Activity	Year	Allocation	Amount Expended

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. Provide a detailed organizational chart (*Attachment VII-A, Exhibits 1, 2, etc.*).

D. Should the applying entity be awarded CDBG funds, please identify the primary project objectives and goals using an *Estimated Timeline for Project Implementation*:

OBJECTIVE	START DATE	COMPLETION DATE

APPLICATION CERTIFICATION

Undersigned hereby certifies that (initial after reading each statement and 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 on the project funded in full or part 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.
- _____ 5. If CDBG funds are approved, the applicant acknowledges that sufficient 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:

Applicant's 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. 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 Description
<input type="checkbox"/>	<input type="checkbox"/>	5. Project Benefit, Category 2. Slum Blight Documentation
<input type="checkbox"/>	<input type="checkbox"/>	6. Project Benefit, Category 3, Urgency
<input type="checkbox"/>	<input type="checkbox"/>	7. Leveraging
<input type="checkbox"/>	<input type="checkbox"/>	8. Income and Expense Statement
<input type="checkbox"/>	<input type="checkbox"/>	9. Management Capacity
<input type="checkbox"/>	<input type="checkbox"/>	10. Board Written Authorization approving submission of application