

CITY OF REDDING  
COMMUNITY DEVELOPMENT BLOCK GRANT  
2010-11 PROGRAM YEAR APPLICATION

December 2009

Applications must be received by 5:00 p.m., Friday, February 5, 2010.  
Postmarks will not be considered if the proposal is received after the due date.

City of Redding Housing Division  
Attn.: CDBG Administrator  
Redding Civic Center  
777 Cypress Avenue  
P.O. Box 496071  
Redding, CA 96049-6071  
(530) 225-4405

COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

TABLE OF CONTENTS

---

I.	CDBG APPLICATION INSTRUCTIONS AND SUBMITTAL CHECKLIST .....	1
II.	CDBG PROGRAM SUMMARY AND GUIDELINES .....	3
III.	CDBG APPLICATION REVIEW AND AWARD PROCESS .....	5
IV.	CDBG PROGRAM ADMINISTRATION .....	5
V.	APPLICANT FINAL CHECKLIST .....	6

FORMS AND DOCUMENTS

EXHIBIT A: APPLICATION FORM .....	A-1
EXHIBIT B: ADDITIONAL INFORMATION FORM FOR PUBLIC SERVICE/PUBLIC IMPROVEMENT PROJECTS .....	B-1
EXHIBIT C: ADDITIONAL INFORMATION FORM FOR ECONOMIC DEVELOPMENT PROJECTS .....	C-1
EXHIBIT D: CONFLICT OF INTEREST QUESTIONNAIRE .....	D-1
EXHIBIT E: APPLICATION RANKING CRITERIA .....	E-1
EXHIBIT F: INCOME GUIDELINES .....	F-1

COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

**I. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
APPLICATION INSTRUCTIONS AND SUBMITTAL CHECKLIST**

**The CDBG application must contain the following in the order prescribed:**

**A. Application Form (Exhibit A)**

All applicants must complete the Application Form (Exhibit A). Please complete each question in the area provided. Your responses must clearly and concisely describe and justify each task presented in the proposal. Your responses should address, at the very least, the information contained in the Application Ranking Criteria (Exhibit E). You are responsible for supplying sufficiently detailed information for staff and the Community Development Advisory Committee (CDAC) or the City Manager's Office to fully evaluate the proposal.

**. Additional Information Form (Exhibit B OR Exhibit C - whichever is applicable)**

All Public Service/Public Improvement applicants must complete Exhibit B  
All Economic Development applicants must complete Exhibit C

**C. Conflict of Interest Questionnaire (Exhibit D)**

All applicants must complete the Conflict of Interest Questionnaire (Exhibit D).

**D. Required Attachments (one copy only)**

Board Resolution - To include Authorization to Request Funds and Designation of Authorized Official

Copy of organization's most recently submitted Federal Tax Returns (Form 990 or 990EZ) (Not applicable to governmental bodies or schools.)

Most recent Annual Audit and/or Financial Statement

Proof of non profit [501(c)(3)] status

Articles of Incorporation/Bylaws

List of Board Members - must include the name, telephone number, address, occupation or affiliation of each member and must identify the principal officers of the governing body.

Organizational Chart - describe the agency's administrative framework and staff positions, indicates where the proposed project will fit into the organizational structure, and identifies any staff positions of shared responsibility.

Resumes of Program Administrator, Fiscal Officer, and key personnel associated with your project

**E. Optional Attachments (one copy only)**

Letters of Support are optional. Letters of support should be specific to the current CDBG application and reflect an understanding of the project.

COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

**Submit:**

1. One original and two copies of the completed Application Form (Exhibit A), the applicable Additional Information Form (Exhibit B for Public Service/Public Improvement Applicants or Exhibit C for Economic Development Applicants), and Conflict of Interest Questionnaire (Exhibit D).
2. Print all Forms single sided on 8½" x 11" paper with all pages numbered consecutively.
3. One copy of the other Attachments. All Attachments, originally published or printed on two-sided, color, and/or glossy paper, should be recopied on single 8½" x 11" white paper.
4. Bindings are restricted to a clip or staple. Notebooks or folders should be avoided.
5. Proposals should be prepared on a word processor or typed.

**All Applications must be received by 5:00 p.m. on Friday, February 5, 2010.  
Postmarks will not be considered if the Application is received after the due date.**

**Submit Application packets to:**

City of Redding Housing Division  
Attn.: CDBG Administrator  
Redding Civic Center, 777 Cypress Avenue  
P.O. Box 496071  
Redding, CA 96049-6071

**2010-11 Community Development Block Grant Schedule**

DATE	ACTIVITY
December 15, 2009 - February 5, 2010	Application period.
February 8, 2010 - March 3, 2010	Staff and Community Development Advisory Committee (CDAC) review applications.
March 10 and 11, 2010	Applicants make oral presentations to CDAC (Public Service applications only).
March 17, 2010	CDAC meets to rank Public Service applications; City Manager ranks all other applications.
March 19, 2010	Notification to applicants of application status.
April 2, 2010 - May 4, 2010	Public comment period.
May 4, 2010	Redding City Council considers & approves projects to be funded.
May 15, 2010	City's Action Plan submitted to HUD for final approval.
June 2010	CDBG contracts developed and signed; pending HUD approval.
July 2010	CDBG recipients begin execution of projects; pending HUD approval.

COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

## II. CDBG PROGRAM SUMMARY AND GUIDELINES

### BACKGROUND

In December of each year, the City of Redding (City) is typically notified by the U.S. Department of Housing and Urban Development (HUD) that Redding will receive approximately \$850,000 in Community Development Block Grant (CDBG) funds for its annual grant cycle. Up to 15% of this amount is used for public service activities. The balance of funds is allocated for all other activity categories as well as for CDBG program administration.

HUD awards grants to communities to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services. Individual communities are allowed to develop their own programs and funding priorities with public input. The City of Redding Consolidated Plan describes the programs and funding priorities established locally for the five-year period. The 2010-14 Consolidated Plan is being developed in conjunction with this year's Action Plan. An Action Plan is prepared annually to implement the Consolidated Plan. Communities are required to give maximum feasible priority to activities which *benefit low- and moderate-income persons*. (See Exhibit F for 2009 Income Guidelines). Activities may also *aid in the prevention or elimination of slums or blight*, or, in certain circumstances, *meet other community development needs having a particular urgency*. These three categories of activities are referred to as the "CDBG National Objectives."

The City provides a portion of its CDBG funds on a competitive basis to eligible outside agencies for specific eligible activities that meet one or more of the above CDBG National Objectives and that will further the City's CDBG goals and objectives, as stated in the Consolidated Plan. Copies of this document may be reviewed or purchased from the City's Housing Division Office and/or viewed online at [www.ci.redding.ca.us](http://www.ci.redding.ca.us) - select Housing Division under City Departments, then Online Documents.

### APPLICANT ELIGIBILITY

Eligible applicants are limited to 501(c)(3) nonprofit organizations, government agencies, school districts, and, under limited circumstances, for-profit businesses.

### GRANT TERM

The term of the grant is generally for a 12-month period. **All costs must be incurred and requests for payment received by the City during this term.**

### APPLICATION FILING PROCEDURES

Applications may be mailed or hand-delivered to the City's Housing Division Office. Applications must be received by **5:00 p.m. on Friday, February 5, 2010**. Applications received after the 5:00 p.m. deadline on February 5, 2010, will be returned to the applicant and will not be considered for funding. It is your responsibility to ensure that the application is received on time.

COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

**ELIGIBLE ACTIVITIES/COSTS**

CDBG funds must be used for activities which meet a CDBG National Objective. As described earlier, the National Objectives for the CDBG Program are to support activities which: 1) provide primary benefit to lower-income persons or households (See Exhibit F for the 2009 Income Guidelines); 2) aid in the elimination of slums or blight; or 3) meet other identified community development needs having a particular urgency. Eligible activities may include, but are not limited to (See Code of Federal Regulations §570.201 for a complete listing of Basic eligible activities):

- C Acquisition of real property;
- C Relocation and demolition;
- C Rehabilitation of residential and nonresidential structures;
- C Acquisition, construction, rehabilitation, or installation of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes;
- C Public services;
- C Activities relating to energy conservation and renewable energy resources;
- C Providing assistance to profit-motivated businesses to carry out economic development and job creation/retention activities;
- C Microenterprise assistance; and
- C Historic preservation.

Eligible activity costs may include:

- C Direct personnel costs necessary to carry out the activity;
- C Reasonable administrative costs relating to oversight of the activity;
- C Materials and supplies necessary to the activity; and
- C Rent, insurance, and utilities associated with the activity location.

**INELIGIBLE ACTIVITIES/COSTS**

Generally, the following types of activities are ineligible:

- C Those activities not meeting a CDBG National Objective;
- C Acquisition, construction, or reconstruction of buildings for the general conduct of government;
- C Maintenance and repair of public facilities and improvements;
- C Political or religious activities; and
- C Construction of new housing.

Generally, the following types of costs are ineligible for funding:

- C Any costs not directly related to the implementation of the activity described in the approved application;
- C Costs incurred prior to July 1, 2010, or after the expiration of the CDBG contract; and
- C Administrative costs that are considered excessive or unreasonable.

COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

### III. CDBG APPLICATION REVIEW AND AWARD PROCESS

#### APPLICATION REVIEW

After the close of the application period, City staff will review each submitted application for completeness and for basic CDBG Program eligibility. Those applications determined to be either incomplete or ineligible for funding will be returned to the applicant. Staff will evaluate and summarize the application and provide CDAC members or the City Manager's Office with input regarding: general comments; agency capacity; cost effectiveness/budget; and other issues. A written evaluation of each application will be prepared, however, no score will be assigned by staff. Following staff's review, **all applicants requesting funding in the public service category will be scheduled to make a short (approximately seven minutes) oral presentation before the CDAC.** Public Service applicants will be notified in writing of the time and place they are to appear before the CDAC. Following the oral presentations, CDAC members will rate and rank each proposal using the criteria in Exhibit E. The maximum points an application can receive will be 100. The CDAC will determine its funding recommendation to be forwarded to the City Council based in part upon the proposal's cumulative average numerical score, as well as staff's input on each application.

**For all other types of funding requests, the City Manager's Office shall consider staff's written evaluation and formulate a funding recommendation to be forwarded to the City Council.**

#### CITY COUNCIL AWARD OF FUNDING

The Redding City Council will consider the CDAC's recommendation regarding public service funding requests and the City Manager's Office recommendation regarding all other categories of funding requests at its meeting on Tuesday, May 4, 2010. In addition, a public hearing will be conducted at the same time to allow additional public comment on the proposed activities. Staff will notify applicants of the CDAC's and City Manager Office's recommendations prior to the City Council meeting.

Those activities approved for funding by the City Council will be included in the City's annual 2010-11 Action Plan and submitted to HUD for its review.

### IV. CDBG PROGRAM ADMINISTRATION

#### CDBG AGREEMENT

Following the City Council's approval of the 2010-11 CDBG proposed activities, the City's Annual Action Plan will be submitted to HUD for review. While waiting for HUD's review and approval, staff will prepare CDBG Agreements. Each Agreement will contain the terms and conditions of the CDBG funding, a description of the approved activity and costs, and will specify applicable City insurance requirements, including comprehensive general liability, automobile liability, and workers' compensation insurance. The person designated in the application will be required to sign the CDBG Agreement and return it to the City. All Agreements will be executed by the City upon approval from HUD. CDBG Agreements will be for a term not to exceed 12 months beginning, at the earliest, July 1, 2010.

COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

**PAYMENT OF CDBG FUNDS**

CDBG funds are paid on a reimbursement basis for actual costs directly related to the implementation of the project as approved. Payment will be made only for costs described in the applicant's approved Project Budget and narrative upon submittal of payment request and all required documentation (e.g., receipts, invoices, etc.).

**REPORTING REQUIREMENTS AND MONITORING**

CDBG recipients shall be required to submit a semiannual progress report regarding the funded activity. The City CDBG Grant Administrator may request additional reporting from a recipient. Noncompliance could result in suspension or termination of the contract and reallocation of the CDBG funds.

The City's CDBG Administrator or designee will schedule periodic on-site monitoring of all funded activities. Each CDBG recipient is responsible for maintaining written records sufficient to confirm the eligibility of individual activity participants as well as all activity financial records required by the CDBG Agreement.

<b>APPLICANT FINAL CHECKLIST</b>					
<b>T</b>	<b>Double check your application and make sure everything requested is included and in the order prescribed.</b>				
<b>T</b>	<b>Is each question answered clearly and completely? Refer, again, to Exhibit E, Application Ranking Criteria, to ensure that your responses clearly reflect the NEED, PROJECT EFFECTIVENESS, and COST EFFECTIVENESS/BUDGET of your proposed project.</b>				
		<b>Public Service/Public Improvement Applicants</b>		<b>Economic Development Applicants</b>	
<b>Documents</b>		<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
<b>Exhibit A - Application Form (original and two copies)</b>		T		T	
<b>Exhibit B - Additional Information Form (original and two copies)</b>		T			T
<b>Exhibit C - Additional Information Form (original and two copies)</b>			T	T	
<b>Exhibit D - Conflict of Interest Questionnaire (original and two copies)</b>		T		T	
<b>Required Attachments (one copy)</b>		T		T	
<b>Optional Attachments (one copy)</b>		T		T	

**GOOD LUCK!**

COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

**EXHIBIT A - APPLICATION FORM**

**F. APPLICANT INFORMATION**

**Applicant/Organization Name:**

--

**Project Title/Name:**

--

**Project Address (physical):**

--

**Organization Type:**

<b>9 Non-Profit</b>	<b>9 Government</b>	<b>9 For-Profit</b>
---------------------	---------------------	---------------------

**Project Type:**

<b>9 Public Service Activity</b>	<b>9 Planning or Fair Housing</b>	<b>9 Public Improvement Project</b>
----------------------------------	-----------------------------------	-------------------------------------

**Tax ID No:**

**DUNS Number:**

--	--

**Contact Person:**

**Title of Contact Person:**

--	--

**Mailing Address:**

--

**Telephone Number:**

**Fax Number:**

( ) - Ext.	( ) -
------------	-------

**CDBG Funding Request:**

**Amount of other funds to be used for the project:**

\$	\$
----	----

COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

**Agency Mission:**

**Agency Goals:**

**B. PROJECT DESCRIPTION**

**Using 25 words or less, provide a concise description of the proposed project.**

**C. PROJECT CHARACTERISTICS**

1. This project/activity must meet at least one of HUD's CDBG National Objectives listed below (please check all applicable).
- Benefits Low/Moderate income individuals / households
  - Addresses the prevention or elimination of slums or blight
  - Community development need having a particular urgency (very rare)

2. Check all statements that describe how this project/activity meets one of the National Objective above:

- 9 **Low/Moderate Area Benefit:** The project serves only a limited area which is proven by 2000 Census data or survey to be a low-income area. By choosing this category you must be able to prove your project/activity primarily benefits low-moderate income households.

List the following:

Census tract:	Block Group:
---------------	--------------

- Low/Moderate Limited Clientele:** The project/activity benefits a specific group of people (rather than all areas in a particular area), at least 51% of whom are low/moderate income persons. Note: Income verification for

COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

clients must be provided for this category. The following groups are presumed to be low/moderate: abused children, elderly persons (62 or older), battered spouses, homeless persons, adults meeting the Census definition of severely disabled, illiterate adults, persons living with AIDS, and migrant farm workers.

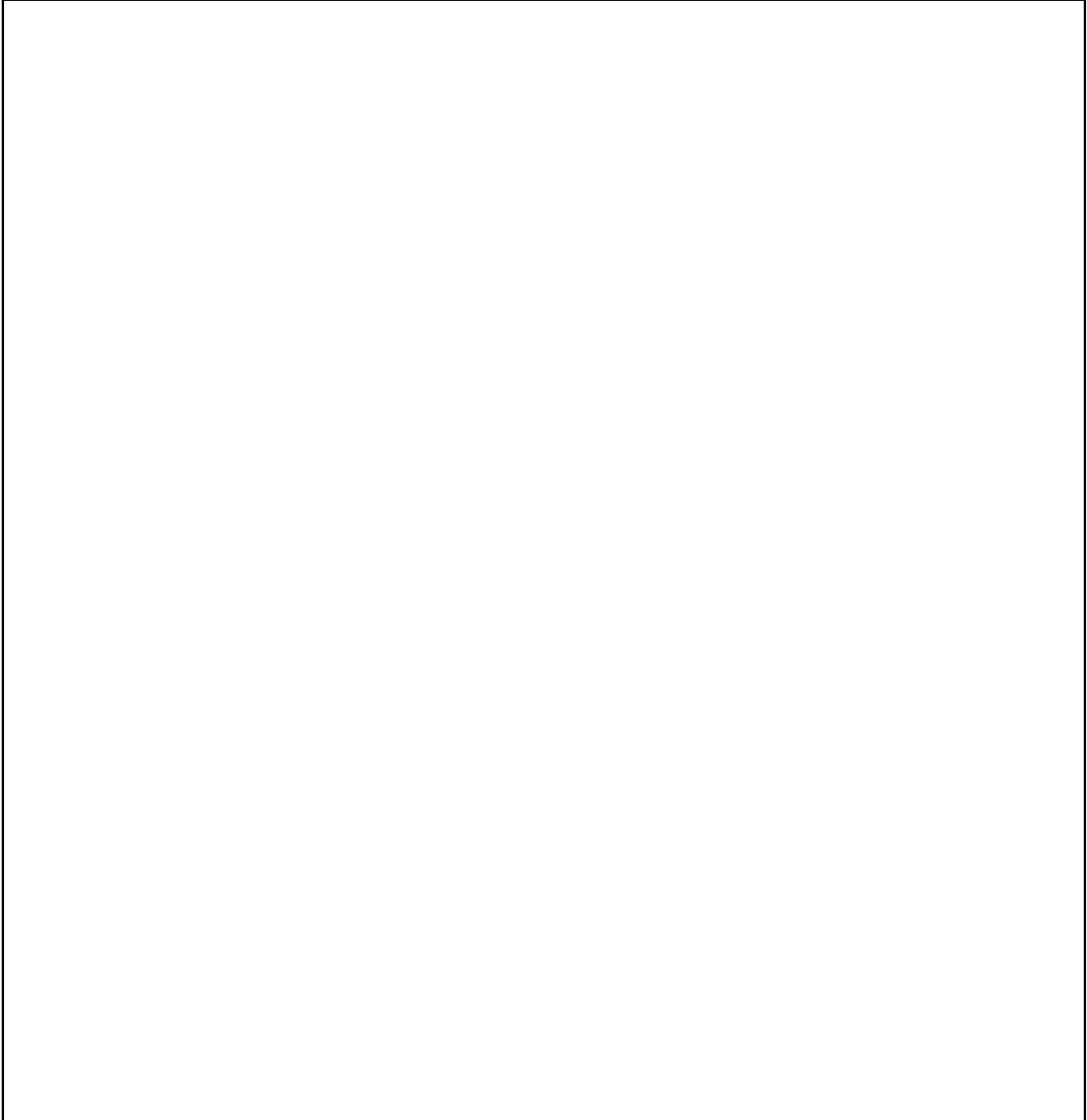
- 9 **Low/Moderate Housing:** This project/activity adds or improves permanent residential structures that will be/are occupied by low/moderate income household upon completion.
- 9 **Low/Moderate Jobs:** This project/activity creates or retains permanent jobs, at least 51% of which are taken by low/moderate income persons or considered to be available to low/moderate income persons.
- 9 **Slum or Blight on an Area Basis:** Area basis activities must be within an officially designated area as defined under State of local law and address one or more of the conditions that contributed to the deterioration of the area.
- 9 **Slum or Blight on a Spot Basis.** Spot basis activities must be designed to eliminate specific conditions of blight or physical decay not located in a designated slum or blighted area and are limited to acquisition, clearance, historic preservation, relocation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.
- 9 **Urgent Needs.** Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs. (very rare)

3. **Select the Eligible Activity your proposed project will meet.**

9	Acquisition of Real Property	9	Construction of Housing
9	Disposition	9	Homeownership
9	Public Facilities & Improvement	9	Microenterprise Activities
9	Clearance Activities	9	Technical Assistance
9	Public Services	9	Institutions of Higher Learning
9	Interim Assistance	9	Rehabilitation
9	Payment of Non-Federal Share	9	Code Enforcement
9	Urban Renewal Completion	9	Historic Preservation
9	Relocation	9	Renovation of Closed Buildings
9	Loss of Rental Income	9	Lead-based Paint Activities
9	Housing Services	9	Economic Development
9	Privately Owned Utilities	9	Planning

COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

- 4. Describe your proposed project, its purpose, its beneficiaries, and its proposed location. Be as specific as possible, including neighborhood and demographic descriptions of clients. Provide convincing reasons why your project should be funded. Please attach applicable maps, plans, and brochures.**



COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

**5. Unit of Service:**

**A. Please select the Accomplishment Type this project will serve.**

	People		Businesses		Housing Units
	Households		Organizations		Public Facilities
	Jobs				

**B. Number proposed to be served:**

**For People Only: Estimate the number of unduplicated persons this project will serve during fiscal year 2010-11:**

Total to be served:
Total City of Redding residents to be served:

**Is the Primary Purpose of your project to . . .**

Help prevent homelessness?	9 Yes 9 No
Help those with HIV/AIDS?	9 Yes 9 No
Generate Program Income?	9 Yes 9 No
Help the homeless?	9 Yes 9 No
Help persons with disabilities?	9 Yes 9 No

**6. Specifically, what outcomes will you achieve from your project (outcomes are the changes you expect to occur in clients' lives and/or the community as a result of your proposal)? What method will you use to document project outcomes (i.e., client surveys, statistical data from a verifiable source, etc.)?**

COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

7. **How does your proposed project/activity address an identified gap in service or current need in the community? If a similar service is provided by another agency/organization, how will your project/activity differ?**

8. **List CDBG funds your agency has received in the past four years. List each funded project separately.**

Project	2006-07	2007-08	2008-09	2009-10

9. **Explain your past experience in undertaking activities of similar complexity as the one for which funds are being requested. Were stated goals and objectives met in a timely manner and funds expended at a reasonable rate?**

COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

**D. PERFORMANCE OUTCOME MEASUREMENTS**

**1. Select one HUD objective:**

<b>9</b>	<b>Suitable Living Environment:</b> Activity benefits communities, families, or individuals by addressing issues in their living environment.
<b>9</b>	<b>Decent Affordable Housing:</b> Housing activity that meets individual or community needs. This objective should not be used for activities where housing is an element of a larger effort.
<b>9</b>	<b>Creating Economic Opportunity:</b> Activity relates to economic development, commercial revitalization, and job creation.

**2. Select one HUD outcome:**

<b>9</b>	<b>Availability/Accessibility:</b> Activity makes services, infrastructure, shelter, or jobs available or accessible to low / moderate income people, including persons with disabilities. Note: accessibility does not refer only to physical barriers.
<b>9</b>	<b>Affordability:</b> Activity provides affordability in a variety of ways including: creation /maintenance of affordable housing; infrastructure hookups; services such as transportation /day care.
<b>9</b>	<b>Sustainability:</b> Activity provides livable / viable communities / neighborhoods by providing services that benefit principally low / moderate income people or by removing slums / blight.

**Authorized Signature:**

To the best of my knowledge, the information provided on this application and all attached forms is true and I am authorized to submit this application on behalf of the applicant agency. Also, I acknowledge that insurance coverage (which may include, but is not limited to, Comprehensive General Liability, Automobile Liability, Worker's Compensation, and Professional Liability) will be required before CDBG funds can be made available to approved projects.

Name and Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

**EXHIBIT B - ADDITIONAL INFORMATION FORM  
FOR PUBLIC SERVICE/PUBLIC IMPROVEMENT PROJECTS**

**A. PROJECT INFORMATION**

- . **When was your agency organized/incorporated?**

- . **Is your agency a California State nonprofit corporation?**      **9 Yes 9 No**

- . **Does your agency have federal IRS nonprofit status?**      **9 Yes 9 No**  
If yes, when did your agency receive its nonprofit status?

- . **List any required accreditation you must have in order to do business.**

- . **Explain how your agency's mission meets local community development needs?**

- . **Is this the first year of the proposed activity?**      **9 Yes 9 No**  
If no, what year did this activity begin?

COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

7. **If you received funding last year, please quantify the increase in service that you will provide during 2010-11 and explain why there is a new demand or an unmet need in the community for this service (Public Service Activities only).**

8. **Does your agency charge a fee for services provided? 9 Yes 9 No  
Please explain (including, if not, why not).**

9. **Is your agency a “faith-based” organization? 9 Yes 9 No**  
Generally, a faith based-organization was founded or inspired by faith or religion. Such organizations often chose to demonstrate that faith by carrying out one or more activities that assist persons who are less fortunate. Separation of the project/activity from the religious activities or organization must be shown.  
If yes, please address how the separation of the project/activity from the religious activities or organization will be shown.

COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

**B. PROJECT BUDGET**

1. Please use the following format to present your proposed line item budget. In Column A, list the items for which you anticipate the need for CDBG funds during the 2010-11 Program Year. In Column B, provide the projected request for CDBG funds. In Column C, provide the total of other funds to be used. In Column D, list the name(s) of the other funding source. In Column E, list the total line item budget. Please round your request to the nearest ten.

Column A Budget Item	Column B CDBG Request	Column C Other Sources	Column D List Name(s) of Other Sources	Column E Total Budget
<b>PERSONNEL</b> (List Salaried Position Job Titles)				
Fringe Benefits				
<b>OPERATING COSTS</b>				
Supplies				
Equipment				
Rent/Lease				
Insurance				
Printing				
Utilities				
Other:				
<b>BUDGET TOTAL</b>				

COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

2. Provide any narrative you consider necessary to explain the above budget, including why you consider your program costs to be reasonable.

3. What fund raising activities have you undertaken in the past year? What has been the success of those activities?

4. Describe the status of current and pending funding sources that will be used to undertake the proposed project. Be specific.

Current/Pending Income		
Source	Amount	Status (i.e., approval date; pending status)

COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

5. Describe the funding sources received during the past year that will no longer be received. Be specific.

Expiring Income Sources		
Source	Amount	Comments (i.e., why no longer received)

6. What is your cost per unit of service (amount of CDBG funds requested /number of City residents to be served during the 2010-11 Program Year)?

7. What is your administrative cost ratio (administrative costs/total project costs)? Administrative costs are those costs and charges related to the planning and execution of your proposed activity (i.e., reasonable costs of overall activity management, coordination, monitoring, and evaluation). This does not include staff and overhead costs related directly to carrying out the activity.

8. Complete the following for key personnel who will be responsible for implementing and/or administering your project.

Name	Title	Rate of Pay	% of time to Project

COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

9. Provide a brief description of the duties of each of the key personnel listed above.

10. Describe the effect of partial or no CDBG funding on your project/activity (i.e., What will happen to your program/services if no CDBG funds are awarded? What would be lost?).

COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

**EXHIBIT C - ADDITIONAL INFORMATION FORM  
FOR ECONOMIC DEVELOPMENT PROJECTS**

**A. PROJECT INFORMATION**

- . **Economic Development Projects must principally benefit low- and moderate-income persons. Describe how your project will meet this requirement.**

- . **Demonstrate: a) how your project will meet the minimum federal CDBG threshold of providing one full-time job per \$35,000 of CDBG funds and b) how more than one half (at least 51%) of the total jobs created by the project will be filled by very low-, low- and moderate-income people?**

COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

- Complete the following table related to your proposed project and the jobs to be created:

Job Title	Brief Job Description

	Full-Time		Part-Time	
	Total #	# Low/Mod	Total #	# Low/Mod
Expect to Create				
Expect to Retain				

- Economic diversification is a major goal of this community. How will your project assist the community in meeting this goal?

- Will your project provide training or employment for very low-, low-, and moderate-income persons so that they can increase their self-sufficiency?  
9 Yes 9 No

If so, explain how this will be accomplished.

COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

**B. PROJECT BUDGET**

1. Please use the following format to present your proposed line item budget. In Column A, list the items for which you anticipate the need for CDBG funds during the 2010-11 Program Year. In Column B, provide the projected request for CDBG funds. In Column C, provide the total of other funds to be used. In Column D, list the name(s) of the other funding source. In Column E, list the total line item budget. Please round your request to the nearest ten.

Column A Budget Item	Column B CDBG Request	Column C Other Sources	Column D List Name(s) of Other Sources	Column E Total Budget
<b>PERSONNEL</b> (List Salaried Position Job Titles)				
Fringe Benefits				
<b>DELIVERY COSTS</b>				
Acquisition				
Development				
Rehab Hard Costs				
Physical Inspection				
Architectural Engineering				
Rehab Loan Costs				
Permits and Fees				
Insurance				
Legal Fees				
Financing				
Appraisal Costs				
Other:				
<b>BUDGET TOTAL</b>				

COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

2. **Provide any narrative you consider necessary to explain the above budget, including why you consider your program costs to be reasonable.**

3. **What fund raising activities have you undertaken in the past year? What has been the success of those activities?**

4. **Describe the status of current and pending funding sources that will be used to undertake the proposed project. Be specific.**

Current/Pending Income		
Source	Amount	Status (i.e., approval date; pending status)

COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

5. Describe the funding sources received during the past year that will no longer be received. Be specific.

Expiring Income Sources		
Source	Amount	Comments (i.e., why no longer received)

6. What is your cost per unit of service (amount of CDBG funds requested /number of City residents to be served during the 2010-11 Program Year)?

7. What is your administrative cost ratio (administrative costs/total project costs)? Administrative costs are those costs and charges related to the planning and execution of your proposed activity (i.e., reasonable costs of overall activity management, coordination, monitoring, and evaluation). This does not include staff and overhead costs related directly to carrying out the activity.

8. Complete the following for key personnel who will be responsible for implementing and/or administering your project.

Name	Title	Rate of Pay	% of time to Project

COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

**9. Provide a brief description of the duties of each of the key personnel listed above.**

**10. Describe the effect of partial or no CDBG funding on your project/activity.**

COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

**EXHIBIT D - CONFLICT OF INTEREST QUESTIONNAIRE**

Federal, State, and City law prohibits employees and public officials of the City of Redding from participating on behalf of the City in any transaction in which they have a financial interest. This questionnaire must be completed and submitted by each applicant for Community Development Block Grant (CDBG) funding. The purpose of this questionnaire is to determine if the applicant, or any of the applicant's staff, or any of the applicant's Board of Directors would be in conflict of interest.

- 1. Is there any member(s) of the applicant's staff or any member(s) of the applicant's Board of Directors or governing body who is or has been, within one year of the date of this questionnaire, (a) a City employee or consultant, (b) a City Council person, or (c) a member of the Community Development Advisory Committee (CDAC)?**  Yes  No

**If yes, please list the name(s) and information requested below:**

Name of person	Job Title of person	Indicate: City employee or consultant; City Council person; CDAC member	Identify City Department

- 2. Will the CDBG funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who is currently or has been, within one year of the date of this questionnaire, (a) a City employee or consultant, (b) a City Council person, or (c) a member of the Community Development Advisory Committee (CDAC)?**  Yes  No

**If yes, please list the name(s) and information requested below:**

Name of person	Job Title of person	Indicate: City employee or consultant; City Council person; CDAC member	Identify City Department

COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

3. **Is there any member(s) of the applicant’s staff or member(s) of the applicant’s Board of Directors or other governing body who are business partners or family members of: (a) a City employee or consultant, (b) a City Council person, or (c) a member of the Community Development Advisory Committee (CDAC)?** **9 Yes 9 No**

**If yes, please identify the City employee, consultant, or Council person with whom each individual has family or business ties.**

Name of member	Indicate name of: City employee or consultant, City Council person, or CDAC member	Indicate type of tie (Family or Business)	If family, indicate relationship

<b>Authorized Signature:</b>	
Signature of Applicant’s Representative	Title
Date	

COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

**EXHIBIT E - APPLICATION RANKING CRITERIA**

MAXIMUM POINTS 100	Your application will be ranked and rated based on:
30	<p><b>NEED AND JUSTIFICATION</b> The activity will be evaluated in terms of:</p> <ul style="list-style-type: none"> <li>• The documentation and demonstration of the local need for the activity (i.e., that the activity addresses an identified gap in service or current community need);</li> <li>• The potential impact on the community of the activity;</li> <li>• The benefits and products resulting from implementation of the activity;</li> <li>• Justification of the need for the activity;</li> <li>• The need for the funding request; and</li> <li>• Be consistent with a CDBG National Objective.</li> </ul>
30	<p><b>PROJECT EFFECTIVENESS</b> The CDBG proposal must:</p> <ul style="list-style-type: none"> <li>• Be sufficiently detailed to determine that the project contains specific and measurable goals and objectives that appear to be achievable and realistic;</li> <li>• Describe a method to evaluate the success of the project and determine whether objectives were accomplished;</li> <li>• Be based on the identified need described in the narrative;</li> <li>• Demonstrate that the objectives can be achieved within the 12-month contract period;</li> <li>• Demonstrate the applicant possesses sufficient staff resources, technical expertise, and experience to carry out the proposed project;</li> <li>• Describe clearly the criteria for determining success;</li> <li>• Identify process and staff responsible for submitting necessary progress reports; and</li> <li>• Demonstrate ability to solve routine problems relative to the project.</li> </ul>
30	<p><b>COST EFFECTIVENESS/BUDGET</b> The activity will be evaluated in terms of:</p> <ul style="list-style-type: none"> <li>• Its impact on the identified need;</li> <li>• Its implementation costs and funding request relative to the financial and human resources;</li> <li>• That the resources needed to implement the proposed activity are in place, taking into consideration factors that may accelerate or slow down the ability to implement the activity in a timely manner; and</li> <li>• The cost incurred per person or per unit and the justification for a particular level of funding.</li> </ul>
10	<p><b>EXPERIENCE AND PAST PERFORMANCE</b> The activity will be evaluated based on documentation and information, including:</p> <ul style="list-style-type: none"> <li>• Experience in undertaking projects of similar complexity as the one for which funds are being requested;</li> <li>• Length of time in business; and</li> <li>• Past performance in relation to local, state, or federal funding programs with reference to the attainment of objectives in a timely manner and expenditure of funds at a reasonable rate in compliance with the agreement; and</li> <li>• Sufficiently describe any past performance issues and provides convincing evidence that change has been implemented to prevent re-occurrence.</li> </ul>

COMMUNITY DEVELOPMENT BLOCK GRANT  
CITY OF REDDING - 2010-11 PROGRAM YEAR

**EXHIBIT F - INCOME GUIDELINES**

Effective: March 19, 2009

Family Size	Maximum Annual Income					
	Extremely Low		Very Low		Low	
	Year	Month	Year	Month	Year	Month
1	\$11,750	\$979	\$19,550	\$1,629	\$31,250	\$2,604
2	\$13,400	\$1,117	\$22,300	\$1,858	\$35,700	\$2,975
3	\$15,100	\$1,258	\$25,100	\$2,092	\$40,200	\$3,350
4	\$16,750	\$1,396	\$27,900	\$2,325	\$44,650	\$3,721
5	\$18,100	\$1,508	\$30,150	\$2,513	\$48,200	\$4,017
6	\$19,450	\$1,621	\$32,350	\$2,696	\$51,800	\$4,317
7	\$20,750	\$1,729	\$34,600	\$2,883	\$55,350	\$4,613
8	\$22,100	\$1,842	\$36,850	\$3,071	\$58,950	\$4,913

CDBG guidelines include all sources of income in the determination of Adjusted Gross Income except for amounts specifically excluded by any Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under a category of assistance programs under any program to which the exclusions set forth in 24 CFR 5.609(c) apply. Some, but not all, of the exclusions are listed below:

- a. Income from employment of children under the age of 18 years;
- b. Payments received for the care of foster children or foster adults;
- c. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses;
- d. Amounts that are specifically for or in reimbursement of the cost of medical expenses;
- e. Income of a live-in aide;
- f. Student financial assistance paid directly to the student or educational institution;
- g. Special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
- h. Amounts received under training programs funded by HUD;
- i. Amounts received by a person with a disability that are disregarded for a limited time for purposes of SSI eligibility because they are set aside for use under PASS;
- j. Amounts received for other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred and which are made solely to allow participation in a specific program;
- k. Amounts received under a resident service stipend (not to exceed \$200 per month);
- l. Incremental earnings and benefits resulting from participation in qualifying State or local employment training programs with clearly defined goals and objectives;
- m. Temporary, nonrecurring or sporadic income (including gifts);
- n. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era.