

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

December 2009

Applications must be received by 5:00 p.m., Friday, February 5, 2010.

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**

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

A complete CDBG application includes the following:

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. The narrative should address, at the very least, the information contained in the ranking criteria (Page 7). The applicant is responsible for supplying sufficiently detailed information for staff and the City Manager's Office to fully evaluate the proposal. **As a reminder, prior to submission of your application, you MUST discuss your proposed project with the City Manager's Office.**

B. Optional Attachments

Any other documents/information necessary for staff and the City Manager's Office to fully evaluate your proposal.

Submit:

1. One original and two copies of the completed Application Form (Exhibit A).
2. Print all Forms single sided on 8½" x 11" paper with all pages numbered consecutively.
3. Three copies of the Optional 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.

Applications must be delivered no later than Friday, February 5, 2010, by 5:00 p.m. to:

City of Redding Housing Division
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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.
June 2010	CDBG contracts and MOUs developed and signed (in anticipation of HUD's approval of Council approved projects).
July 2010	New CDBG year begins (pending HUD's approval).

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 page 8 for the 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 and City departments 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

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document may be reviewed or purchased from the City's Housing Division Office and/or viewed online at www.ci.redding.ca.us - select City Departments, Housing Division, Online Documents.

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. All applications must be delivered by **5:00 p.m. on Friday, February 5, 2010**. Applications delivered after the 5:00 p.m. deadline will be returned to the applicant and will not be considered for funding. It is your responsibility to ensure that the application is delivered on time.

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; 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:

- C Acquisition of real property;
- C Relocation and demolition;
- C Rehabilitation of residential and non-residential structures;
- C Construction 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; and
- C Providing assistance to profit-motivated businesses to carry out economic development and job creation/retention activities.

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;

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- 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.

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. Staff will evaluate and summarize the application providing the City Manager with input regarding: general comments; department/division capacity; cost effectiveness/budget; and, other issues. A written evaluation of each application will be prepared. The City Manager will 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 City Manager's recommendation regarding all other categories of funding requests and the Community Development Advisory Board's (CDAC) recommendation regarding public service 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 City Manager'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 Action Plan and submitted to HUD for its review.

IV. CDBG PROGRAM ADMINISTRATION

CDBG MEMORANDUM OF UNDERSTANDING (MOU)

Following the City Council's approval of the 2010 CDBG proposed activities and, in anticipation of the completion of the HUD review, staff will prepare CDBG MOUs for all approved activities. Each MOU will contain the terms and conditions of the CDBG funding and a description of the approved activity and costs. The City Department will be required to sign the CDBG MOU and return it to the Housing Division. All MOUs will then be executed by the Housing Division. CDBG MOUs will be for an initial term not to exceed 12 months beginning, at the earliest, July 1, 2010.

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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 MOU 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 MOU.

APPLICANT FINAL CHECKLIST	
T	Double check your application and make sure everything requested is included.
T	Is each question answered clearly and completely? Refer, again, to the Application Ranking Criteria, to ensure that your responses clearly reflect the NEED, PROJECT EFFECTIVENESS, and COST EFFECTIVENESS/BUDGET of your proposed project.
Application Document Submittal Checklist	
Documents	Yes
Exhibit A - Application Form (original and two copies)	T
Optional Attachments (three copies)	T

Good luck!

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V. APPLICATION RANKING CRITERIA

<p>Your application will be rated based on:</p>
<p>NEED AND JUSTIFICATION The activity will be evaluated in terms of:</p> <ul style="list-style-type: none"> • 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); • The potential impact on the community of the activity; • The benefits and products resulting from implementation of the activity; • Justification of the need for the activity; • The need for the funding request; and • Be consistent with a CDBG National Objective.
<p>PROJECT EFFECTIVENESS The CDBG proposal must:</p> <ul style="list-style-type: none"> • Be sufficiently detailed to determine that the project contains specific and measurable goals and objectives that appear to be achievable and realistic; • Describe a method to evaluate the success of the project and determine whether objectives were accomplished; C Be based on the identified need described in the narrative; C Demonstrate that the objectives can be achieved within the 12-month contract period; C Demonstrate the applicant possesses sufficient staff resources, technical expertise, and experience to carry out the proposed project; C Describe clearly the criteria for determining success; C Identify process and staff responsible for submitting necessary progress reports; and C Demonstrate ability to solve routine problems relative to the project.
<p>COST EFFECTIVENESS/BUDGET The activity will be evaluated in terms of:</p> <ul style="list-style-type: none"> • Its impact on the identified need; • Its implementation costs and funding request relative to the financial and human resources; • 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 • The cost incurred per person or per unit and the justification for a particular level of funding.
<p>EXPERIENCE AND PAST PERFORMANCE The activity will be evaluated based on documentation and information, including:</p> <ul style="list-style-type: none"> • Experience in undertaking projects of similar complexity as the one for which funds are being requested; • Length of time in business; and • 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 • Sufficiently describe any past performance issues and provides convincing evidence that change has been implemented to prevent re-occurrence.

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VI. 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.

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**EXHIBIT A - APPLICATION FORM
for City of Redding Departments**

A. APPLICANT INFORMATION

Applicant:

Address:

Project Name:

Project Address:

Contact Person:

Title of Contact Person:

Telephone:

Fax:

E-mail address:

Amount Requested:

Amount of other funds to be used for the project:

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B. PROJECT DESCRIPTION

Using 25 words or less, provide a concise description of the proposed project. This 25-word description is required in order for this application to be considered complete.

C. PROJECT CHARACTERISTICS

1. This project/activity must meet at least one of the HUD National Objectives listed below (please check all applicable).
 - Benefits Low/Moderate income individuals/households
 - Addresses the prevention or elimination of slums or blight
 - Addresses urgent community development needs.

2. Check all statements that describe how this project/activity meets one of the National Objective above:
 - 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 Census tract and 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 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 Census definition of severely disabled, persons living with AIDS, and migrant farm workers.
 - Low/Moderate Housing:** This project/activity adds or improves permanent residential structures that will be/are occupied by low/moderate income household upon completion.
 - 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.

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- 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.
- 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.
- 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

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- 4. Describe your proposed project, its purpose, its beneficiaries, and its proposed location. Please keep your description to one page. You may attach applicable maps and plans as exhibits.**

A large, empty rectangular box with a black border, intended for the applicant to describe their proposed project, its purpose, beneficiaries, and location. The box is currently blank.

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5. Will your department be overseeing the project, but not actually completing the proposed work? 9 Yes 9 No

If yes, who will be completing the proposed work and what are their qualifications?

6. Describe the time line of your proposed project.

Phases	Beginning Date	Ending Date
Design Phase		
Bid Phase		
Construction Phase		

7. Clearly, and in detail, explain why the project is needed - use statistics, demographics, or other factual information. Provide convincing reasons why your project should be funded.

8. Estimate the number of unduplicated people whom this project will serve during fiscal year 2010-11:

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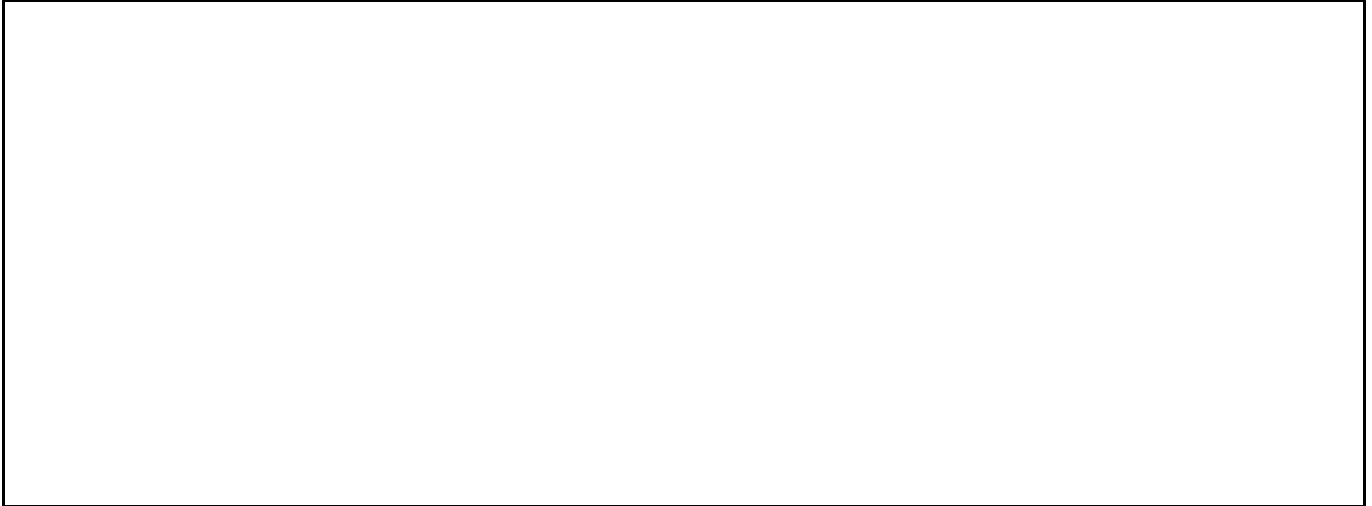
- 9. Describe the geographic area and population your project will serve. Be as specific as possible, including neighborhood and demographic descriptions of clients.**

- 10. 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)?**

- 11. What method will you use to document project outcomes (i.e., client surveys, statistical data from a verifiable source, etc.)?**

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- 12. How does your proposed project address an identified gap in service or current need in the community?**



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D. PERFORMANCE OUTCOME MEASUREMENTS

1. Select one HUD objective:

9	Suitable Living Environment: Activity benefits communities, families, or individuals by addressing issues in their living environment.
9	Decent Affordable Housing: 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.
9	Creating Economic Opportunity: Activity relates to economic development, commercial revitalization, and job creation.

2. Select one HUD outcome:

9	Availability/Accessibility: 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.
9	Affordability: Activity provides affordability in a variety of ways including: creation /maintenance of affordable housing; infrastructure hookups; services such as transportation /day care.
9	Sustainability: Activity provides livable / viable communities / neighborhoods by providing services that benefit principally low / moderate income people or by removing slums / blight.

3. Describe how you will measure the success of your project should you receive CDBG funds?

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E. PROJECT BUDGET

1. Please list all activities/tasks your department will be undertaking during the 2010-11 Program Year and all funding sources and amounts for those activities/tasks in the appropriate columns.

For: (Please list)	CDBG Share	Other Sources	List Name of Other Sources	Total Budget
Program/Project Implementation (Direct Program/Project Costs)				
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
Personnel/Other Costs (Program/Project Administration)				
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
Total for Project	\$	\$		\$

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2. Provide any narrative you consider necessary to explain the above budget.

Authorized Signature:

To the best of my knowledge, the information provided on this application is true and I am authorized to submit this application on behalf of the City Department.

Name and Title: _____ **Phone:** _____

Signature: _____ **Date:** _____