
Program Year 2008-09
Application for Grant Funding
Participating Cities

Fresno County
Community Development Block Grant (CDBG) Program

County of Fresno
Department of Public Works and Planning
Community Development Division
2220 Tulare Street, 8th Floor
Fresno, California 93727

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“Communities that receive entitlement funds from the CDBG program are required to use their funds in a timely manner.” (HUD’s handbook *Guidelines for Grantee Selection, Management, and Oversight of Subrecipients in the CDBG Program*).

INTRODUCTION:

The County Board of Supervisors annually receives CDBG grant funds from the federal Department of Housing and Urban Development (HUD) and has approved the issuance of the 2008-09 grant application for participating cities. Participating cities receive an annual allocation of CBGG funds, and select activities for funding consistent with the 5-year CDBG Consolidated Plan. The County’s Department of Public Works and Planning, Community Development Division is responsible for the administration and implementation of the County’s CDBG-funded activities subject to terms and regulations, and in accordance with the provisions of Title I of the Housing and Community Development Act of 1974, (the Act) as amended, and the laws of the State of California.

The Community Development Division has issued this Application for grant requests for eligible activities within participating cities to be implemented beginning July 1, 2008.

Cities are required to submit proposals using the 2008-09 application form supplied by the County and included in this packet.

The deadline for application submittal and any additional supporting documentation required for filing is close of business day (5:00 p.m.) on Friday, September 28, 2007.

Before submittal, review the application carefully; answer all questions and attach any required supporting documentation.

NOTE: An Application Workshop to answer questions and assist applicants with the preparation of the CDBG Application is scheduled for **August 8, 2007 from 1:00 p.m. to 3:00 p.m. at the County Community Development Office.** You are strongly encouraged to attend this training. Please call the Community Development Division at (559) 262-4292 to reserve your space and/or for questions.

THRESHOLD REQUIREMENTS:

- Applications must be received by the submittal deadline **Friday, September 28, 2007 (5:00 p.m.)**
- Applications must be submitted on the current-year's application form including all required attachments and all questions must be answered completely.
- Application must include evidence of the noticed public hearing. Attach a Minute Order authorizing submission of the application and the name of person authorized to sign the grant agreement.
- Activity must be ready to proceed once funding is approved.
- The activity must be able to be completed within 12 to 18 months of funding.
- The activity must be a priority for the city and listed in the Consolidated Plan for Fresno County, Program Year 2005-2009. (A copy of the Consolidated Plan is available at www.co.fresno.ca.us/4510/4360/forms/com_dev/Grants/Draft%202005-09ConPlan.pdf and/or can be obtained from the Community Development Office).
- Application must include a map showing the street boundaries of the area that will benefit from the activity and/or must include a description of the eligible beneficiaries.

Completed Applications may be mailed or hand delivered and must be received by close of business (5:00 p.m.), Friday, September 28, 2007.

MAIL COMPLETED APPLICATIONS TO: Fresno County Department of Public Works and Planning, Community Development Division, Attn: Community Development Grants Manager, 2220 Tulare Street, 6th Floor, Fresno, CA 93721.

HAND DELIVERED APPLICATIONS WILL BE ACCEPTED AT: The Community Development Office located at Fresno County Plaza Building, 2220 Tulare Street, 8th Floor, Fresno, CA.

The 2008-09 Application packet is also available on the County's website and may be downloaded at: www.co.fresno.ca.us (go to: Departments, Public Works and Planning, Community Development, Community Development Grants Management, CDBG application).

APPLICATION CHECKLIST:

- ___ Application Summary (Section I)
- ___ Site Map/Site Control (Section I)
- ___ Public Hearing Documents, proof of publication notice (Section II)
- ___ Applicant Certification (Section III)
- ___ Detailed Project Description (Section V)
- ___ Project Timeline (Section VI)
- ___ Project Cost Estimate (VIII)
- ___ Environmental Questionnaire (Section XI)
- ___ Other Supporting Documentation

**SECTION I
APPLICATION SUMMARY**

A. Name of Applicant: _____

B. Applicant Address: _____

City: _____ Code: _____

C. Applicant Tax ID Number: _____

D. Contact Person Name and Title: _____

Telephone Number: _____ FAX: _____ E-Mail: _____

E. Name of Project Engineer: _____

Telephone Number: _____ FAX: _____ E-Mail: _____

F. Proposed Activity: _____

G. Grant Amount Requested: \$ _____

H. Provide a brief description of proposed activity: _____

I. Attach a site map (*Attachment A, Project Site Map/Site Control*) of the project location that shows street boundaries for all areas that will benefit from the project, outline the area around the project that encompasses all areas that will benefit, and/or include a description of the persons that will benefit from the activity (i.e. low-moderate income persons, at risk youth, senior citizens, disabled persons, etc). Submit supporting documentation under *Attachment H, Other Supporting Documentations/Maps*.

SECTION II PUBLIC HEARING/CITIZEN PARTICIPATION

Cities are required to conduct a noticed public hearing before their governing boards to provide interested citizens the opportunity to comment on all activities submitted for funding.

A. Describe the means used to obtain citizen involvement, any accommodations made to encourage broad participation, and how all persons that may benefit from the project were provided an opportunity to participate: _____

B. The following supporting documentation will illustrate compliance with this section. Submit as part of this Application the following supporting documentation:

- Proof of publication notice;
- Certified Minute Order authorizing submission of application and naming person authorized to sign on behalf of the Applicant;

Include all supporting documentation for this Section under *Attachment B, Evidence of Public Hearing/Local Support.*

SECTION III
APPLICANT CERTIFICATION AND COMMITMENT OF RESPONSIBILITY

As the official designated by the governing body, I hereby certify that if approved by the County of Fresno for Community Development Block Grant Program funding, _____ (Applicant name) assumes the responsibilities for carrying out the activity specified in this application in a timely manner and certifies that:

- It possesses the legal authority to apply for the grant funds and to execute the proposed activity;
- The Applicant does not have any unresolved audit findings for prior CDBG or other federally-funded activities or projects;
- There are no pending lawsuits that would impact the implementation of this activity;
- It will comply with all statutes and regulations governing the federal Community Block Grant Program;
- The information, statements, and attachments contained in this application are, to the best of my knowledge and belief, true and correct;
- The Applicant has the ability to perform the duties for the activity applied for in accordance with the CDBG program regulations.

I authorize the Department of Public Works and Planning, Community Development Division to contact any agency, whether or not named in this application, which may assist in determining the eligibility of the project. All information contained in this application is acknowledged to be public information.

Signature _____ Title _____

Type or Print Name _____ Date _____

**SECTION IV
DETAILED PROJECT DESCRIPTION**

A. Project Description *(A complete description of the activity to be undertaken will include the activity or services to be provided, where the activity will be provided, how the activity will be provided, and whom will the activity will benefit):*

1. Provide a detailed description of the project and the scope of work to be funded with CDBG grant. _____

2. Describe how and who (i.e. low-moderate income persons, at risk youth, senior citizens, disabled persons, etc) the project will benefit. _____

3. Describe the project location. Provide street address of project and street boundaries of the entire area that will benefit from the project. _____

4. List any other agencies currently active in the project area. _____

5. Are the proposed activities part of a targeted revitalization effort?
Yes _____ No _____

If yes, submit a copy of the neighborhood or community revitalization plan
(Attachment H, Other Supporting Documentation/Maps).

6. Describe **other** projects proposed and/or needed in the community or neighborhood that are anticipated in the next 5 years should funding be available (include housing, infrastructure and/or economic activities).

7. _____

8. Describe how the proposed project will benefit the persons, neighborhood or community it will service. _____

9. How many persons are expected to benefit from this project? _____
or
How many jobs will be generated or retained as a result of the project, **and** how many **low/mod income persons** will be employed in those jobs? Number of jobs _____ Number employed _____

Note: Projects that are proposed to meet the Low/Moderate-Income National Objective by creating/retaining jobs for Low/Moderate-Income persons will require a Supplemental form to be provided by the Community Development Office after this application is submitted.

B. Project Funding:

List all sources of funds anticipated to be received for this project. If letter of commitment already received, include copy as supporting documentation, (*Attachment F, Other Funding Commitments*).

- | | |
|--|----------|
| 1. Community Development Block Grant (CDBG) funds: | \$ _____ |
| 2. Local funds: _____ | \$ _____ |
| 3. Other federal funds _____ | \$ _____ |
| 4. State funds: _____ | \$ _____ |
| 5. Other funds or in-kind services: _____ | \$ _____ |

C. Project Priority:

1. Is the proposed activity included in the County's five year Consolidated Plan for Program Years 2005-09? Yes _____ No _____

**SECTION V
PROJECT READINESS**

CDBG funds are required to be spent in a timely manner. The city is required to complete this project in a timely manner. CDBG funding for program year 2008-09 will become available on July 1, 2008, and funded activities can commence upon completion of a fully executed grant agreement with the County.

A. Project Readiness to Proceed once Funded:

1. If selected for funding, can the project be completed within 12 to 18 months from the date of agreement. Yes_____ No_____
2. Will the project require any PG& E activity? Yes_____ No_____
3. Has environmental review for California Environmental Quality Act (CEQA and/or National Environmental Policy Act (NEPA) been completed or initiated for this project? Yes_____ No_____

Please check and indicate date.

	<u>CEQA</u>	<u>NEPA</u>
Initiated on:	_____	_____
Completed on:	_____	_____

B. Identify any known facts that could delay the implementation of this project; for example—archeological or historical environmental concerns, right of way acquisition, easements, etc. _____

C. Does the applicant have site control as evidenced by supporting documentation? Yes_____ No; site control is expected by_____

SECTION VI PROJECT TIMELINE

Attach timeline for the proposed project (from proposal submittal to project completion). Include milestones or key actions that will take place once your project is approved for a CDBG grant by the County Board of Supervisors. Show start and finish dates for each milestone and indicate the project's completion date (the final notice of completion date).

A sample timeline sheet is below for your use. The first item on the timeline will be receipt of proposal by County for CDBG grant.

PROPOSED CDBG PROJECT TIMELINE AND MILESTONES

Activity Milestone	Start Date	Finish Date
1. Proposal received & reviewed	September 28, 2007	_____
2. Environmental Review	_____	_____
3. Agreement for CDBG grant	_____	_____
4. Engineer selected and hired	_____	_____
5. Submit Design Plans	_____	_____
6. Bid Packet submitted	_____	_____
7. Bid and Award	_____	_____
8. Preconstruction Meeting	_____	_____
9. Notice to Proceed issued	_____	_____
10. Construction start date	_____	_____
11. Engineer Progress Report (project 5% complete)	_____	_____
12. Second Progress Report	_____	_____
13. Third Progress Report	_____	_____
14. Final walk through/inspection	_____	_____
15. Project completed	_____	_____
16. Notice of Completion filed & issued	_____	_____

SECTION VII PROJECT COST ESTIMATE

A. Construction Costs

Work Item #	Description	Quantity	Unit of Measure	Unit Price	Cost of work Item
SUBTOTAL					\$

B. Estimated Engineering or Architectural Cost including:

- 1. Design engineering and/or architectural fee: \$ _____
- 2. Special services (Conditional Use Permit/Zone Change/site plan review, foundation or archeological investigations, extensive environmental work) \$ _____
- 3. Construction Engineering: \$ _____
- 4. Maintenance Plan Preparation: \$ _____

C. Advertising/Award (printing and noticing) \$ _____

- D. Property Acquisition (if applicable)
- 1. Real Property \$ _____
 - 2. Appraisals, title work and related work: \$ _____

E. Contingency \$ _____

F. Other (specify) \$ _____

G. TOTAL PROJECT COST \$ _____

Date _____

Prepared by: _____ Name and Title (print or type)

SECTION VIII
ENVIRONMENTAL ASSESSMENT QUESTIONNAIRE

Participating Cities

The following information is required to complete the federal and state (NEPA and CEQA) environmental assessment; **and** will be provided to the County's environmental staff for required review. **All questions must be addressed and include supporting documentation.** It is advised the Project Engineer complete the questions and sign the form. **This section is a threshold requirement which will assist in determining project readiness.**

1. Project Name: _____
2. Existing Zone District: _____
3. Existing General Plan Land Use Designation: _____
4. Is the project in conformance with local land use, circulation and drainage plans?
Yes (include supporting documentation) No Unknown
5. Present land use: _____
6. Describe major vegetative cover: _____
7. Proposed source of water: _____
8. Proposed sewage disposal method: _____
9. List existing physical site conditions to be improved by the project, such as buildings, wells, pipelines, roads, etc. (if improvement is to an existing building, provide age of existing building(s):

10. Surrounding land uses (e.g., agriculture, residences, school, factory). Include photographs as Attachment G, *Environmental Supporting Documentation*:
North: _____
South: _____
East: _____
West: _____
11. During the next two years, if there are other similar or related project(s) under consideration in the same geographic, describe the project and its proposed location.
Summary may be attached as Attachment I, Other Projects.
12. Identify any agencies from which a permit is required for this project:

13. Has your agency prepared any environmental work for this project? _____

(If yes, include copy with *Attachment G, Environmental Supporting Documentation*)

Provide Information requested in questions 14 and 15 below with Attachment G

14. Provide a written **description** and **map** (or maps) illustrating (in detail) the **location and size of EXISTING** sewer, water and/or drainage lines to be replaced or installed and/or **location and size of EXISTING** curb, gutter and/or sidewalk improvements to be repaired or constructed.
15. Provide a written **description** and **map** (or maps) illustrating (in detail) the **location and size of PROPOSED** sewer, water and/or drainage lines to be replaced or installed and/or **location and size of PROPOSED** curb, gutter, and/or sidewalk improvements to be repaired or constructed, and size and location of material or equipment staging areas
16. Complete the Environmental Supplemental Questionnaire on the following page.

ENVIRONMENTAL SUPPLEMENTAL QUESTIONNAIRE

In an effort to meet HUD's timeliness of expenditure requirements for the CDBG Program, complete all of the questions below. The information provided will assist in determining whether the project is ready to proceed.

	YES	NO	N/A
<p>1. Is the project in conformance with your local land use, circulation, and drainage plans? (Note: A project may not be accepted or processed if it does not conform to the appropriate General or Community Plan.)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Will the project require rezoning, a conditional use permit, variance, parcel map, or subdivision map?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p style="padding-left: 20px;">a. Can zoning etc. be changed prior to July 1? <small>(Note: Projects in the unincorporated areas may not be accepted or processed if rezoning, etc. is necessary.)</small></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3. Does the applicant have clear title to all properties involved in the project?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p style="padding-left: 20px;">a. Will the applicant need to acquire real property, road rights-of-way, or easements, as part of the project? <small>(HUD requires compliance with its acquisition procedures.)</small></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p style="padding-left: 20px;">b. Will the project cause displacement of residents, businesses, or farms?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p style="padding-left: 20px;">c. Can an alternate site be selected to avoid displacement?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. The applicant's operating budget includes revenues and/or mechanisms in place to maintain improvements.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. Does the applicant have sufficient, qualified personnel to properly maintain the project upon completion?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p style="padding-left: 20px;">a. If not, are local service fees sufficient to hire additional staff to properly maintain the project?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p style="padding-left: 20px;">b. If not, is the applicant willing to raise local service fees to meet this obligation?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO	N/A
c. Does the applicant have a written maintenance plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. If required by the County, will the applicant set up a depreciation fund to replace the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Would this requirement cause an increase in service fees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. If so, is the applicant willing to increase service fees to set up a fund?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are all improvements affixed to the property? Furniture, and other equipment and improvements, (except for fire equipment) not affixed to the property are ineligible for CDBG funding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is all of the property in the project area within the applicant's jurisdictional limits (i.e. the project area will not require annexation prior to project construction)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is the project designed to eliminate slums and blight? (Answer N/A if the project predominantly serves low and moderate income persons.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. If so, is the project in an approved redevelopment area and in conformance with the redevelopment plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Will all funding needed to complete the project be in place by next July 1, 2008?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. If no, can the project proceed without the funding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. If no, can the project be delayed for another?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Can the project be designed with deduct items if bids exceed budget?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. If not, is the applicant able to cover cost overruns from local resources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES	NO	N/A
-----	----	-----

- b. If not, can the project proceed in phases using the CDBG funds in the initial phase? YES NO N/A

- 12. Will the project require the formation of an assessment district?

(NOTE: There may be federal eligibility problems when an applicant intends to form an assessment district. Discuss with County staff.)

 YES NO N/A

- 13. Does the applicant have a multi-year contract with an engineering firm to perform engineering work?
 - a. If no, will the applicant contract with an engineer and/or architect to design this project? YES NO N/A
 - b. Will the applicant complete the contract process prior to July 1, 2008 with its own local resources?

(NOTE: Contact County staff for specific required federal procedures for hiring consulting engineers/architects.)

 YES NO N/A

- 14. If necessary, has the applicant received all clearances, and/or funding commitments, from any public utilities, or railroads, that may be involved in the project?
 - a. Will the applicant have these clearances, and/or commitments, by the date indicated for beginning construction in your time schedule? YES NO N/A

- 15. If the project involves a water well, has the applicant received necessary permits from the Health Department? YES NO N/A

- 16. Will all drainage, as a result of the project, be contained on-site or in applicant-owned drainage basins?
 - a. If no, has the applicant paid required State permit fees for storm water discharges into rivers and streams? (If fees have been paid, attach proof of payment.) YES NO N/A

17. Does the project address any serious health and safety questions?
If yes, please attach correspondence the agency has received from a health or regulatory agency to confirm the seriousness of the problem with Attachment H)

YES	NO	N/A
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

18. Is any of the land to be improved by the project under an agricultural contract (Williamson Act)?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

19. Is any of the land to be improved subject to the approval of Airport Land Use Commission due to the property's proximity to an airport?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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To the best of my knowledge, the foregoing information is true.

Signature—Project Engineer

Date

Name

Title

APPENDIX

Application Approval Timeline
CDBG Program Description
Sample Press—Release/Public Notice

APPLICATION APPROVAL TIMELINE

<u>Activity</u>	<u>Time Frame</u>
Public Hearing Meeting(s) Conducted by the City	(August 2007)
CDBG Application Submittal Deadline	(September 28, 2007)
Application review period	(September, 2007 – January, 2008)
Environmental Assessment review period	(January 8, 2007 – May, 2008)
Board of Supervisors Conducts Public Hearing for Approval of Recommended Projects, Programs	(April – May, 2008)
2008—09 Program Year Begins	(July 1, 2008)

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

The CDBG Program is a federally assisted program administered through the U.S. Department of Housing & Urban Development (HUD) and initiated in 1974. Under the program, Participating cities are entitled to receive a certain annual allocation for various housing and community development activities. The following is a list of eligible and ineligible projects.

- I. Public Facility and Infrastructure Improvements
(includes acquisition, construction, reconstruction, rehabilitation or installation of the following types of activities)
 - A. Water System Improvements - Acquisition of private systems, installation of new systems, extensions to under-served areas and improvements to existing systems.
 - B. Sewer System Improvements - Extensions to non-sewered areas, replacement of existing lines, connections of private properties, and improvements to sewer treatment plants.
 - C. Street and Drainage Improvements - Drainage basins and lines, streets, curbs, gutters, sidewalks, lights, bridges, and canal undergrounding.
 - D. Fire Protection Improvements - Fire stations, hydrants, and fire protection equipment.
 - E. Neighborhood Facilities - Single or multi-purpose facilities to provide health, social, recreational, or similar services as well as branch libraries and facilities for specific groups, such as senior citizens and the handicapped.
 - F. Parks & Recreation Facilities - Site acquisition, development and improvements to new and existing parks, playgrounds and other recreational facilities.
 - G. Solid Waste Facilities & Equipment
 - H. Removal of Architectural Barriers (curb cuts, park improvements, and improvements to public buildings to meet ADA requirements)
 - I. Energy Conservation Measures
- II. Housing Rehabilitation and Downpayment Assistance
 - Rehabilitation of properties including privately owned homes and commercial or industrial building
 - Downpayment/Mortgage Assistance

- III. Special Economic Development*
 - Grants, loans, loan guarantees, interest subsidies to businesses
 - Business incubator construction
- IV. Public Services
 - Employment Training
 - Crime Prevention
 - Child Care
 - Recreation, Senior and Youth Center Programs
 - Help for the Needy/Homeless
- V. Historic Preservation
- VI. Property Acquisition and Disposition
- VII. Property Clearance
- VIII. Targeted Code Enforcement
- IX. Commercial or Industrial Rehabilitation

* Requires Supplemental Forms, must contact Community Development Office.

INELIGIBLE ACTIVITIES

Activities involving the following are **ineligible activities** under the CDBG program:

- I. Civic Buildings - Such as city halls, courthouses, police stations:
- II. Operating - Maintenance Expenses:
- III. Political Activities:
- IV. Purchase of Equipment - (Except for fire and solid waste), furnishings and personal property:
- V. New Housing Construction - (Except under conditions identified in Section 570.207(b)(3) of CDBG Program regulations:

Every project proposal **MUST** contain evidence of citizen participation and support for the proposal. This evidence must include documentation of at least one Public Hearing at which the specific project was discussed and opportunities provided for citizen input.

SAMPLE PRESS RELEASE/PUBLIC NOTICE

to Consider Proposals
for CDBG Grant Funds

The _____ (Insert Applicant Name) will hold a public hearing to consider projects that could be financed by the Federal Community Development Block Grant (CDBG) Program.

The meeting will be held on _____, 2007, at ____ p.m. in the _____, located at _____ . Interested individuals and organizations are encouraged to attend to voice project recommendations for their community or neighborhood.

The Community Development Block Grant (CDBG) is a Federal grant program administered by Fresno County to address housing and community development needs of low- and moderate-income persons. Types of eligible projects include (public works improvements such as water, sewer, streets and drainage, fire protection facilities and equipment, solid waste facilities, libraries and community centers.)

For further information, you can contact the (Applicant/Agency Name) at (559) _____ or the Fresno County Community Development office at (559) 262-4292.

ATTACHMENTS

Include all required material and supporting documentation under the appropriate Attachment. If needed, Applicants may provide additional attachments beyond those listed in the Table of Contents.

RM:pl
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7-27-07

