

CITY OF REDDING

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 2020-21 PROGRAM YEAR APPLICATION

Applications must be received by:
5:00 p.m. on Friday, January 31, 2020

Postmarks will not
be considered.

Submission Address:

City of Redding, City Clerk's Office
Attn.: CDBG Administrator
Redding City Hall
777 Cypress Avenue

Mailing Address:

P.O. Box 496071
Redding, CA 96049-6071

Program or Application Inquiries: (530) 225-4393

The City of Redding does not discriminate against any person on the basis of race, color, national origin, disability, or age in admission, treatment, or participation in its programs, services and activities, or in employment.

All materials are available in alternate formats and for individuals with disabilities or for individuals with limited English proficiency upon request. Please allow a minimum of 72 hours for your request to be processed.

Contact Michelle Kempley by telephone at 530-225-4393 or email:
mkempley@cityofredding.org The TTY relay may be reached by dialing 7-1-1.

TABLE OF CONTENTS

I. APPLICATION CONTENTS AND SUBMISSION INSTRUCTIONS	1
II. CDBG SCHEDULE (Program Year 2020-21).....	3
III. CDBG PROGRAM SUMMARY AND GUIDELINES.....	3
IV. CDBG APPLICATION AND AWARD PROCESS	6
V. CDBG PROGRAM ADMINISTRATION	7

I. APPLICATION CONTENTS AND SUBMISSION INSTRUCTIONS

The CDBG application must contain the following in the order listed:

Application Form – Original and One (1) Copy

Applicants must complete and submit the Application Form. Please complete each question in the area provided. Your responses must clearly and concisely describe and justify each task presented in the proposal. 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. Be sure to include the signed Conflict of Interest and Application Authorization on page 12.

Please note, you do not need to include the application instructions (pages 1 through 7) with your application submission.

Required Attachments – One (1) Copy

- 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)*
- Most recent Audited Financial Statement, if available. An un-audited Financial Statement prepared by an accountant may be acceptable*
- Proof of non-profit [501(c)(3)] status (if applicable)
- 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
- Recent print-out of Business Entity Detail from the California Secretary of State web site (<http://businesssearch.sos.ca.gov/>) indicating status of organization as "Active"
- Resumes of Program Administrator, Fiscal Officer, and key personnel associated with your project

**These Items are not required for governmental bodies or schools.*

Optional Attachments – One (1) Copy

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

APPLICATION SUBMISSION INSTRUCTIONS

1. Print all forms single sided on 8½" x 11" paper with all pages numbered consecutively.
2. If attachments were originally published or printed on two-sided, color, and/or glossy paper, please re-copy to single-sided 8½" x 11" white paper.
3. Bind documents with clip or staple. Notebooks or folders are not acceptable.
4. Please provide typed responses on your application.
5. Please limit typed responses to the visible space provided for each question to ensure that all information appears when the application is printed. You may attach additional documentation as needed.
6. Please do not submit the instructions and introductory pages with your completed application.

All Applications must be received by 5:00 p.m. on Friday, January 31, 2020.

Postmarks will not be considered

Submit Application packets to:

City of Redding City Clerk's Office

Attn.: CDBG Administrator

Redding City Hall, 777 Cypress Avenue

P.O. Box 496071

Redding, CA 96049-6071

For questions related to the application process or regarding the CDBG program in general, please contact the following:

Michelle Kempley
Management Analyst
City of Redding, Housing and
Community Development Office
(530) 225-4393
mkempley@cityofredding.org

II. COMMUNITY DEVELOPMENT BLOCK GRANT SCHEDULE

(PROGRAM YEAR 2020-21)

DATE	ACTIVITY
December 30, 2019 - January 31, 2020 at 5:00PM	Application Period
February 5, 2020	Community Development Advisory Committee (CDAC) Kick-Off Meeting *
February 5 - March 13, 2020	Staff and CDAC Members review applications
March 23 and 24 (tentative)	Applicants make oral presentations to CDAC (Public Service Applications Only)*
March 31, 2020 (tentative)	CDAC meets to rank Public Service applications;* City Manager ranks all other applications
April 3, 2020	Notification to applicants of application status
May 3 - June 2, 2020	Public Comment Period for Annual Action Plan including projects recommended for CDBG funding
June 2, 2020	Redding City Council public hearing to consider and approve projects to be funded
June 2020	CDBG Agreements developed and signed (in anticipation of HUD approval)
July 2020	Beginning of 2020-21 CDBG Program Year

**Note: All CDAC Meetings are open to the public. CDAC meetings are marked as tentative, as final approval of the CDAC calendar will take place at the Kick-Off Meeting on February 5, 2020.*

III. CDBG PROGRAM SUMMARY AND GUIDELINES

BACKGROUND

In April of each year, the City of Redding (City) is typically notified by the U.S. Department of Housing and Urban Development (HUD) whether it will receive CDBG funding, and the approximate amount that will be awarded. For the 2019-20 program year, the City was awarded \$704,159 in CDBG funds. Of these funds, up to 15% is allowable for public service activities, and the balance of funds is allocated for all other activity categories as well as for CDBG program administration. Similar funding levels are projected for the 2020-21 grant cycle, and it is anticipated that approximately \$100,000 may be available for public service activities.

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 2020-24 Consolidated Plan describes the programs and funding priorities established locally for the five-year period. Communities are required to give maximum feasible priority to activities which benefit low- and moderate-income (LMI) persons. 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 projects or activities that meet one or more of the three (3) CDBG National Objectives and that will further the City's CDBG goals and objectives, as stated in the Consolidated Plan. Copies of the Consolidated Plan may be reviewed or purchased from the City's Housing and Community Development Office and/or viewed online at: <http://www.cityofredding.org/departments/housing-division/housing-community-development/strategic-planning-documents>

LMI BENEFIT DETERMINATION

To the extent feasible, activities and programs which benefit LMI persons are priorities for CDBG funding. To determine whether an individual or household can be considered LMI, the household size needs to be taken into consideration, and the total household income needs to be less than 80 percent of the local area median income. The current income guidelines as established by HUD are summarized in the following table:

CDBG INCOME GUIDELINES - EFFECTIVE June 28, 2019						
	30% of MEDIAN INCOME		50% of MEDIAN INCOME		80% of MEDIAN INCOME	
	<u>EXTREMELY LOW</u>		<u>LOW</u>		<u>MODERATE</u>	
Family Size	Annual	Per Month	Annual	Per Month	Annual	Per Month
1	\$13,650	\$1,138	\$22,700	\$1,892	\$36,300	\$3,025
2	\$15,600	\$1,300	\$25,950	\$2,163	\$41,500	\$3,458
3	\$17,550	\$1,463	\$29,200	\$2,433	\$46,700	\$3,892
4	\$19,450	\$1,621	\$32,400	\$2,700	\$51,850	\$4,321
5	\$21,050	\$1,754	\$35,000	\$2,917	\$56,000	\$4,667
6	\$22,600	\$1,883	\$37,600	\$3,133	\$60,150	\$5,013
7	\$24,150	\$2,013	\$40,200	\$3,350	\$64,300	\$5,358
8	\$25,700	\$2,142	\$42,800	\$3,567	\$68,450	\$5,704

APPLICANT ELIGIBILITY

Eligible applicants are limited to 501(c)(3) nonprofit organizations, government agencies, school districts, and, under limited circumstances, for-profit businesses. Projects must be located within the City of Redding limits and must predominately serve residents from the City.

TERM

The term for the expenditure of a CDBG funding award is generally one (1) year starting on July 1st and ending on June 30th.

NUMBER OF GRANTS AWARDED

Beginning with the 2018-19 Program Year, the Community Development Advisory Committee recommended limiting the number of public service awards to five.

APPLICATION FILING PROCEDURES

Applications must be mailed or hand-delivered to the City Clerk's Office located on the 3rd floor of City Hall. Applications must be received by 5:00 p.m. on Friday, January 31, 2020. Applications received after this date, will be ineligible and will not be considered for funding. It is your responsibility to ensure that the application is received 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 LMI 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 the following (See Code of Federal Regulations §570.201 for a complete listing of basic eligible activities):

- Acquisition of real property;
- Relocation and demolition;
- Rehabilitation of residential and nonresidential structures;
- 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;
- Public services;
- Activities relating to energy conservation and renewable energy resources;
- Providing assistance to profit-motivated businesses to carry out economic development and job creation/retention activities;
- Microenterprise assistance; and
- Historic preservation.

ELIGIBLE ACTIVITY COSTS MAY INCLUDE:

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

INELIGIBLE ACTIVITIES/COSTS

Generally, the following types of activities are ineligible:

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

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

- Any costs not directly related to the implementation of the activity described in the approved application;
- Costs incurred prior to July 1, 2020, or after the expiration of the CDBG Agreement; and
- Administrative costs that are considered excessive or unreasonable.

IV. 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. 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 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 eligible applicants requesting funding in the public service category will be scheduled to make a short (approximately seven (7) 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 according to the following general criteria:

- Need and Justification (30 points)
- Project Effectiveness (30 points)
- Cost Effectiveness/Budget (30 points)
- Experience and Past Performance (10 points)

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.

NOTE: All CDAC meetings are open to the public.

The City Manager's Office shall consider staff's written evaluation on all non-public service requests and formulate a funding recommendation to be forwarded to the City Council.

CITY COUNCIL AWARD OF FUNDING

The Redding City Council will consider the funding recommendations from CDAC and the City Manager's office at its meeting on Tuesday, June 2, 2020. 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 recommendations prior to the City Council meeting. Those activities approved for funding by the City Council will be included in the City's 2020-21 Annual Action Plan and submitted to HUD for its review and approval.

V. CDBG PROGRAM ADMINISTRATION

CDBG AGREEMENT

Following the City Council's approval of the 2020-21 CDBG proposed activities, the City's Annual Action Plan will be submitted to HUD for review. While waiting for HUD's review, and in anticipation of HUD's 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, which typically includes 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 in anticipation of approval from HUD. CDBG Agreements will be for a term not to exceed twelve (12) months beginning, at the earliest, July 1, 2020. Sample agreements, insurance requirements, and monthly reporting requirements are available upon request.

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 monthly progress report regarding the funded activity. The City CDBG 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. For questions related to the eligibility of your specific activity, it is strongly recommended that applicants contact City CDBG staff prior to submittal of this application.