

CDBG **APPLICATION** **FY 2009-2010**

WEB ADDRESS

for reference of Annual Action Plan, Consolidated Plan, & CAPER

<http://www.stancounty.com/planning/cdbg/cdbg.shtm>

STANISLAUS COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG) CONSORTIUM:
STANISLAUS COUNTY, CITIES OF CERES, NEWMAN, OAKDALE
PATTERSON, AND WATERFORD

Guidelines for Funding Requests
Community Development Block Grant (CDBG)
Program Year 2009-2010

To be eligible for Community Development Block Grant (CDBG) funds, a project must meet one of the three National Objectives of the Community Development Block Grant Program. They are established by the U.S. Department of Housing and Urban Development (HUD). These objectives are: **1) Directly benefit low and moderate income people; 2) Prevent or eliminate slum and blight conditions; 3) Meeting a particular urgent community development need.** (The last objective is generally considered by HUD to mean an unusual condition posing an immediate threat to health and welfare such as an earthquake or other natural disaster.) HUD has established a list of eligible activities, and allows the local grantee, Stanislaus County (County), to select activities in accordance with its own community development objectives.

The County may fund non-profit organizations under the "Public Services" category. To be eligible for CDBG assistance, a public service project **must serve low and moderate income households.** Low and moderate-income families are defined as those at or below 80% of the area median income. An income table is attached for your reference.

Public services include, but are not limited to: job training, child care, drug abuse counseling and treatment, services for senior citizens, health care, recreation programs, energy conservation counseling, services for homeless persons, education programs, public safety services, and fair housing counseling.

Activity Example(s)	Program Example(s)
Childcare/Safety/ Pre-School	Programs that provide childcare assistance to low and moderate-income parents to allow them to attend school, receive job training or maintain gainful employment.
Homeless Assistance	Programs that provide services to the homeless; emergency shelter, and food programs.
Life Skills	Educational, ESL classes, counseling, case management, employment training and placement, tutorial programs, parenting classes, self-sufficiency programs, homeownership education.
Social Services	Transportation, employment, health care, referral programs for seniors, disabled, legal assistance, substance abuse programs, food bank programs, medical clinics.
Youth/Alternative Education	Programs that offer mentoring, social athletic or cultural activities to youth and provide supportive group programs for youth in order to increase self-esteem and positive behavior and decrease crime, teen pregnancy and gang involvement

Requests for funding (Applications) will be accepted until **5:00 P.M., Friday, February 13, 2009**, from incorporated non-profit organizations for Fiscal Year 2009-2010 (July 1, 2009 to June 30, 2010) for CDBG eligible activities. **The maximum grant award is \$20,000.** An application may

be prepared requesting less, but in no case will a grant award exceed the maximum permitted by statute. On Wednesday or Thursday February 18th & 19th 2009, respectively, non-profit agencies will have a ten-minute opportunity to present their proposal to the Stanislaus County CDBG Public Services Grant Committee. Those proposals best suited to meet the requirements of the Stanislaus County CDBG Consortium Consolidated Plan will be recommended to the Board of Supervisors for approval.

Please provide a one page Executive Summary of your proposal. Include the name of your organization, the organization's mission statement, the amount you are requesting, the number of persons you will serve and their income level, how you will determine their income level, a brief description of the service you will perform with CDBG funds, and how you will count the people served throughout the program year. The summary should be supported by the application in detail. Label "Exhibit A".

The County will use the following five criteria to judge funding requests:

1. **Management capability of applicant/organization:** How capable is the organization of managing the proposed project? Is there a successful record of prior accomplishments? Is there a record of timely and appropriate use of funds from previously funded programs?
2. **Clear description of project:** Is the project well defined and practical, and are the benefits clearly shown? High administrative costs and/or equipment purchase with CDBG funds is generally not approved by the County. **Please limit funding to no more than three (3) items.**
3. **Leveraging of funds:** Does the project/program rely solely upon CDBG funds? Is there other funding? What is the status of other funding? A clear and detailed budget is required. Verification of a match will be required, if applicable.
4. **Clear and measurable output and outcomes :** What will be accomplished within the year in measurable terms so performance can be evaluated? **There needs to be both outputs and outcomes for your project.** What will be the number of participants your program will serve, and what will result from the service provided to these participants?
5. **Meeting goals established in the Consolidated Plan, and Annual Action Plan:** Is the proposal consistent with the needs of the communities described in the Consolidated Plan?

Applications that are approved by the Board of Supervisors and that satisfy HUD regulations will be required to execute an agreement with the County. Funding will generally be available after July 2009.

STANISLAUS COUNTY

PERCENTAGE OF MEDIAN INCOME STANISLAUS COUNTY

Total household income cannot exceed the moderate-income limit for Stanislaus County, based on household size. Total combined household income for the number of people living in a household cannot exceed the guidelines below to be eligible for the CDBG program.

NUMBER IN HOUSEHOLD	EXTREMELY LOW INCOME	LOW INCOME	MODERATE INCOME
1	\$11,850	\$19,800	\$31,650
2	\$13,550	\$22,600	\$36,150
3	\$15,250	\$25,450	\$40,700
4	\$16,950	\$28,250	\$45,200
5	\$18,300	\$30,500	\$48,800
6	\$19,650	\$32,750	\$52,450
7	\$21,000	\$35,050	\$56,050
8	\$22,350	\$37,300	\$59,650

HUD March 2008

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PATTERSON, AND WATERFORD

Application Standards

Community Development Block Grant (CDBG)
Program Year 2009-2010

PURPOSE:

The purpose of these standards is to outline for prospective applicants the necessary requirements for the Community Development Block Grant (CDBG) Program as designed by the United States Department of Housing and Urban Development (HUD). The primary objective of the CDBG Program is:

"... the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. ..." (42 U.S.C. 5301(c))

The program for which funding is requested must identify the National Objective(s) the program will address:

- 1) **Directly benefit low and moderate-income people**
- 2) **Prevent or eliminate slum and blight conditions**
- 3) **Meet a particular urgent community development need**

APPLICATION CRITERIA:

Organizations applying for funding must provide evidence that the following criteria have been met, to be considered for funding. **All required documentation must be submitted** with the application. **NO EXCEPTIONS.** Those applications without the required documentation will be returned disqualified.

1. Projects must provide direct services to the low and moderate-income population with a documented need and within the city limits of Ceres, Newman, Oakdale, Patterson and Waterford or the unincorporated limits of Stanislaus County.
2. Applicants must be established, operating organizations, as evidenced by each of the following exhibits, and submitted with the application. See the "Required Documentation (Exhibits) Checklist" page attached to this application. References to the exhibits are listed for your convenience.
 - a) Copy of Articles of Incorporation as a nonprofit entity. Label "Exhibit B".
 - b) Copy of letter from Internal Revenue Service determining the organization's tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. Label "Exhibit E".
 - c) Copy of letter from California Franchise Tax Board determining tax-exempt status under Section 23701(d). Revenue and Taxation Code. Label "Exhibit D".
 - d) Copy of by-laws, which clearly define the purpose, function, organization, and lines of authority of the applicant. Label "Exhibit C".
 - e) List of names, addresses, and phone numbers of current members of the organization's Board of Directors. Label "Exhibit J".
3. Proposed projects must be consistent with the Stanislaus County Consolidated Plan. A copy of the Consolidated Plan is available for review at the County Administrative Building and at the Ceres, Newman, Oakdale, Patterson, and Waterford City Halls. An Executive Summary of the Consolidated Plan is attached.

All organizations/agencies applying for funding must respond to the following:

1. **Active Governing Body**

Governance of the organization should be vested in a responsible and active voluntary board, which meets at least quarterly and establishes and enforces policies. The Board should be large enough and so structured as to be representative of the community it serves.

2. **Personnel**

The organization must provide for adequate administration of the program to insure delivery of the services. One person should be designated the full-time director of the organization. If the project is accepted for funding, the organization must provide a copy of its Personnel Policies, Affirmative Action Plan and its Drug-Free Workplace Policy.

3. **Non-Discrimination**

Each organization receiving funds from the County is required to assure that it will conduct its business in compliance with the non-discrimination requirements of the County, State and Federal governments, as applicable.

4. **Accounting**

Each organization shall maintain accounting records which are in accordance with generally accepted accounting principals and auditing practices, such as described in OMB Circular A-102, "Uniform Requirements for Assistance to State and Local Governments," OMB Circular A-122, "Cost Principles for Non-Profit Organizations," or in the American Institute of Certified Public Accountants (AICPA) "Accounting and Financial Reporting for Voluntary Health and Welfare Organizations." Organizations may be required to submit their accounting systems to Stanislaus County for approval before any funds are disbursed.

5. **Audits and Financial Reports**

An organization must provide a copy of its most recent Independent Audit and Management Letter. If a project is funded by CDBG with an aggregate total of \$25,000 or more, an independent certified Audit must be submitted at the end of the organization's fiscal year. Organizations receiving less than \$25,000 must submit a financial statement and other supporting documents to show how the CDBG funds were utilized. (OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations,") **This Application for Funding cannot exceed \$20,000.**

6. **Insurance**

An organization must provide evidence of insurance, including, but not limited to, multi-peril property and liability, medical, workman's compensation and other coverage as deemed necessary by County Counsel, with an indemnification and hold harmless acceptable to the County.

Consolidated Plan Executive Summary 2007-2012

The Stanislaus County Consolidated Plan (The Plan), is the result of a planning process for grant programs administered by the U.S. Department of Housing and Urban Development's (HUD) Division of Community Planning and Development (CPD): Community Development Block Grant (CDBG) Program, and Emergency Shelter Grant (ESG) Program. This process considered the needs of the community and how the various grant programs could respond to those needs. In May 2002, Stanislaus County received HUD entitlement certification for its first five (5) year Consolidated Plan for the Stanislaus County CDBG Consortium. This current document will serve as the 2007-2011 Consolidated Plan update for the Stanislaus County CDBG Consortium. It also serves as the County's basis for Entitlement funds from the above programs for the upcoming five program years, which start on July 1, 2007 and ends June 30, 2012.

GENERAL

In 2007, the Consortium will consist of: Stanislaus County and the Cities of Ceres, Newman, Oakdale, Patterson, and Waterford.

The Consortium's Consolidated Plan outlines the goals and policies for utilizing CDBG funds to assist low income households and persons in the areas of housing, associated infrastructure and economic development.

The general goal of the CDBG program is to strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, to enable them to provide decent housing, establish and maintain a suitable living environment, and expand economic opportunities for every American, particularly for very low- and low-income Americans (meaning those with incomes below fifty percent and eighty percent of the area's median income, respectively). The specific goals of the grant programs are as follows:

- **Provide Decent Housing**
Included within this broad goal are the following objectives: to assist homeless persons obtain affordable housing; retain the affordable housing stock; increase the availability of permanent housing that is, without discrimination, affordable to low-income Americans; and increase supportive housing that includes structural features and services to enable persons with special needs to live in dignity.
- **Provide a Suitable Living Environment**
This goal includes the objectives of improving the safety and livability of neighborhoods; increasing access to quality facilities and services; reducing the isolation of income groups within areas by de-concentrating housing opportunities and revitalizing deteriorating neighborhoods; restoring and preserving natural and physical features of special value for historic, architectural, or aesthetic reasons; and conserving energy resources.
- **Expand Economic Opportunities**
Included in this goal are the objectives of creating jobs accessible to low-income persons; providing access to credit for community development that promotes long-term economic and social viability; and empowering low-income persons to achieve self-sufficiency in federally assisted and public housing.

The goal of the CDBG program is consistent with the Stanislaus County Board of Supervisors Priorities. The priorities are to strive for:

- A safe community
- A healthy community
- A strong local economy
- Effective Partnerships
- A strong agricultural economy/heritage
- A well planned infrastructure system
- Efficient delivery of public services

Strategic Plan

Mission: The members of the Consortium will continue to use their redevelopment housing set aside and their Home Investment Partnership (HOME) Program funds to address the variety of housing needs within the jurisdiction.

Community Development Block Grant funds, linked with other funding opportunities, will be allocated for public infrastructure and community facilities.

Additionally, a portion of CDBG funds will be allocated to a competitive grant cycle to which public service providers can apply. Individual grants will not exceed \$20,000.

The Strategic Plan was also developed in accordance with the following more specific goals:

- Elimination of slums and blight;
- Elimination of conditions that are detrimental to health, safety, and public welfare; conservation and expansion of the jurisdiction's housing stock;
- Expansion and improvement of the quality and quantity of the community resources;
- Reduction of the isolation of income groups with communities and geographical areas;
- Restoration and preservation of properties of special value; and,
- Alleviation of physical and economic distress.

The Objectives of the Five-Year Strategy to meet the above goals are:

- Increase the supply of affordable housing to low-income households.
- Maintain the safe and sanitary housing for low-income households.
- Ensure long-term affordability of units for low-income households.
- Promote homeownership.
- Provide shelter for the homeless.
- Provide support services and facilities for the homeless, persons threatened with homelessness, those with special needs, and low-income households.
- Increase the supply of transitional housing.
- Retrofit communities and neighborhoods with public infrastructure. (ex. storm drainage, sewer and water)
- Eliminate the physical barriers that deny access to public and community facilities and places to those with limited mobility.
- Provide essential social services, such as food and clothing, crisis intervention, anti-gang alternatives, and day care and recreational opportunities to low-income persons and families.
- Encourage economic development activities to create and retain jobs, especially in areas that are in need of physical revitalization and/or stagnant rental and high vacancy rates.

The Stanislaus County Consolidated Plan Planning Area is comprised of the unincorporated communities of Stanislaus County and the cities of Ceres, Newman, Oakdale, Patterson, and Waterford. The Planning Area is located just south and east of the San Francisco-Oakland metropolitan region and east of the San Jose/Silicon Valley area. It is bordered to the north by San Joaquin County, the east by Tuolumne and Calaveras Counties, and the south by Merced County.

Stanislaus County and the Cities of Ceres, Newman, Oakdale, Patterson, and Waterford identified their CDBG program area through several combined methods. For the development of The Plan, the participating jurisdictions used population information derived from the U.S. Census regarding median household income, housing tenure, housing occupancy, disability status, employment status and poverty status, and surveys where necessary and appropriate. Information was also compiled from the County's Continuum of Care annual report, recently state-certified Housing Elements (2003), and California State Department of Finance reports. The target areas for the County and the Cities of Ceres, Newman, Oakdale, Patterson, and Waterford are the very low, low and moderate-income areas of the jurisdictions. Although funds are used for all residents of the Consortium's participating jurisdictions, priority is given to programs and projects in the target areas.