



**City of El Cajon**

**Community Development Department  
Redevelopment and Housing Division**

**FY 2013-14  
Community Development Block Grant  
(CDBG) Program**

# **PUBLIC FACILITIES APPLICATION GUIDELINES**

**Applications Available – November 8, 2012**

**Applications Due– December 13, 2012, 5:30 P.M**

Community Development - Housing Division  
200 Civic Center Way, Third Floor  
El Cajon, California 92020

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# GENERAL CDBG PROGRAM INFORMATION & PUBLIC FACILITIES APPLICATION GUIDELINES

## **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM OVERVIEW**

Welcome to the City of El Cajon's Community Development Block Grant (CDBG) Program FY 2013-14 Application process. The CDBG program is administered by the Housing Division of the Community Development Department.

The CDBG program, funded by the U.S. Department of Housing and Urban Development (HUD), provides annual grants on a formula basis to entitlement cities and counties, including the City of El Cajon. The statutory primary objectives of the CDBG program are to develop viable urban communities by providing decent housing, a suitable living environment, and by expanding economic opportunities, principally for low and moderate-income persons.

These Guidelines are for projects seeking funding during the fiscal year that begins on July 1, 2013. The specific amount of funding to be received from HUD for FY 2013-14 has not yet been decided by Congress. However, the current state of the national economy will most likely have an impact on the final funding levels.

In FY 2013-14, the City anticipates receiving between \$900,000 and \$1,110,000 in entitlement funds. Of those amounts, a maximum of 15% of the total allocation (approximately \$135,000 to \$166,500) may be made available for public service programs and projects. Another 20% of the CDBG allocation is reserved for administration and mandatory fair housing requirements, and the remainder may be used for required debt service payments, and public facilities, infrastructure and other projects.

For FY 2013-14, there are two separate CDBG Applications and categories of funding available: 1) Public Facilities/Capital Improvement/Other projects; and 2) Public Services projects and programs. **These Guidelines include detailed instructions designed to assist in the development of a Public Facilities Application.**

**All completed Applications must be submitted no later than 5:30 p.m. on Thursday, December 13, 2012 for FY 2013-14 funding.**

## **PROJECT ELIGIBILITY**

In order to qualify for CDBG funding, federal regulations require that all programs and projects must meet one of three National Objectives; must meet one or more of the local Consolidated Plan Priorities; and must be an eligible activity as set forth in 24 C.F.R. Part 570, among other requirements. **Projects that fail to meet one or more of these applicable tests will NOT BE considered for funding.**

A. **National Objectives.** CDBG projects must meet one of the National Objectives:

- 1) **Benefit a majority of low/moderate income residents.** Documentation of benefit to low/moderate-income persons is required for all funded projects.
- 2) Meet a community need having a particular urgency because existing conditions pose a serious and immediate threat to the health and/or welfare of the community and no other financial resources are available to meet the need.

3) Aid in the prevention or elimination of conditions of slum and blight.

**Note: Most, if not all CDBG-funded projects in the City of El Cajon will address the national objective to benefit a majority of low/moderate income residents.**

**B. Consolidated Plan Priorities.** In addition, the City of El Cajon has adopted local Priorities for allocation of CDBG funding. The Priorities are summarized in the **CDBG Fact Sheet, Schedule C of the Application**, and are more fully described in the FY 2009-2014 Five-Year Consolidated Plan which is available for review at the Housing Division public counter, located at 200 Civic Center Way, Third Floor, El Cajon, CA 92020. The Plan is also available for review on the City's website at <http://www.cityofelcajon.us/dept/redev/housing/funding.aspx>. All CDBG projects must meet one or more of the local Priorities to qualify for funding.

**C. Eligible and Ineligible Activities.**

CDBG Projects must also be eligible as allowed by 24 CFR §570.201, and further must not be ineligible as set forth in 24 CFR §570.207. This Application for Public Facilities projects invites Applications for projects which are eligible as set forth in 24 CFR §570.201(c).

Eligible project activities under the Public Facilities category may include acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements including Americans with Disabilities Act (ADA) improvements. Project examples may include capital improvements to senior and youth centers, domestic violence shelters, neighborhood community facilities, childcare centers, streets, sidewalks, curb ramps, and projects that remove blight from public facilities.

Further, CDBG projects must not be ineligible as set forth in 24 CFR §570.207. Examples of activities that will render the project ineligible include:

- Buildings used for the general conduct of government (except for ADA improvements)
- Improvements to facilities that do not serve primarily low and moderate-income persons
- Repair, operating or maintenance expenses
- Political activities
- Payment of debt or pre-award expenses
- New housing construction
- Purchase of equipment, furnishings or personal property
- Pre-design costs (architectural/engineering costs only)
- Projects that primarily serve people residing outside of El Cajon
- Renovation of administrative offices only
- Pre-project expenses

**APPLICANT ELIGIBILITY INFORMATION**

The following organizations are eligible to apply for this funding:

- ◆ **Non-profit organizations, City departments, neighborhood organizations, and faith-based organizations may apply for this funding.** Funded programs must primarily serve low and moderate-income City of El Cajon residents. Documentation will be required.

Non-profit organizations must be granted non-profit status under the Internal Revenue Code (Section 501(c)(3), (c)(4) or (c)(5)) and must be incorporated by the Application submittal date.

Faith-based organizations are an important part of the social service network. HUD issued a final rule amendment allowing faith-based organizations to compete for CDBG funding on the same basis as other nonprofits. However, faith-based organizations cannot use CDBG funds to support worship, religious instruction or proselytization. Religious activities must be offered separately from the CDBG supported activity. Faith-based organizations that participate in the CDBG program will retain independence from federal, state, and local governments and may carry out its mission provided CDBG funds are not used to support religious activities. Faith-based organizations that participate in the CDBG program shall not discriminate against a program beneficiary on the basis of religion or religious belief.

**Please note that the City of El Cajon does not directly fund individuals through this program.**

### **ELIGIBLE PROGRAM SERVICE AREAS / BENEFICIARIES**

As noted above, all programs and projects funded with CDBG funds must benefit primarily low and moderate-income individuals and families. Documentation of benefit to low/moderate-income persons is required for all funded projects.

**Area Benefit.** For activities that benefit all residents of a defined service area (program serves all residents of a specific neighborhood or area):

1. The boundaries of the service area must be clearly defined; and
2. At least 51% of the residents of the service area must be low/moderate-income. (See Attachment E - Census Tract Map)

**Limited Clientele.** For activities that benefit a certain clientele (based on who is served, not area served):

1. Intake and/or qualification procedures must be in place that capture accurate demographic information, including race, ethnicity, household size and income levels of the persons being served (see Attachment C – Area Median Income Limits). Data must be collected and reported, and records must be maintained; and
2. At least 51% of the persons served must be low/moderate-income; or
3. Exclusively serve clientele that are presumed (by HUD’s definition) to be principally low/moderate-income (documentation of race and ethnicity is still required). “Presumed benefit” populations include abused children, battered spouses, elderly persons (age 62 and older), severely disabled adults (as defined in Attachment A), homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers.

### **ENVIRONMENTAL REVIEWS**

A NEPA Environmental Review must be performed on any project funded in part with CDBG dollars. **Premature commitment or expenditures of any funds prior to completion of the environmental review will jeopardize the eligibility of the project.** This includes use of an agency’s matching funds from other sources. Environmental reviews are required to comply with National Environmental Policy Act (NEPA) and HUD’s enforcement measures. The review includes analysis of 13 federal laws designed to protect certain environmental areas. If the Application is funded, City staff will initiate the review and the agency will be kept informed about the estimated length of time to clear the project.

Depending on the complexity of the project and level of review required, the review normally is completed at no cost. However, if an Environmental Assessment or higher level of review is required, the project applicant may be required to engage a qualified professional from an outside

environmental consulting organization whose qualifications must be approved by the City prior to engagement, at its own cost. Depending upon the project location and environmental conditions, projects involving construction, rehabilitation and demolition can take up to 120 days to obtain an environmental clearance.

### **DAVIS BACON LABOR STANDARDS**

The Davis Bacon Act is a regulatory requirement that applies to all projects using \$2,000 or more in federal funds for construction activities. The act requires all contractors and subcontractors to pay employees working on the project the prevailing wages and fringe benefits as determined by the federal government. Triggering of Davis Bacon Act and related Acts may increase the project costs. To obtain a sample wage determination or if you have questions about how Davis Bacon Labor Standards will affect your project, contact Jamie Kasvikis at (619) 441-1786.

### **LEAD-BASED PAINT REGULATIONS**

HUD has issued final regulations on notification, evaluation, and reduction of lead-based paint hazards in some facilities receiving federal assistance. Rehabilitation of facilities where children are served may be affected by this new regulation resulting in testing the painted surfaces that will be disturbed to determine the presence of lead-based paint. If paint surfaces are not lead-free, safe work practices will be required along with possible methods of removal.

### **ASBESTOS TESTING**

An asbestos survey (AHERA) will be required on all renovation projects to determine the presence of asbestos. The agency should include the cost of the survey and provide for contingency funds for remediation if asbestos is present. The survey will visually review all suspect asbestos containing materials (ACMs) associated with the buildings interior and will collect samples for laboratory analysis prior to the Public Facilities renovation project. The survey will identify whether asbestos containing materials were found and what classification.

### **VOLUNTEERS**

The use of volunteers on a Public Facilities project, who are not otherwise employed by the agency or contractor, requires City approval. Depending on the work the volunteers will perform, state-licensing requirements will apply. For example, volunteers performing trade work (electrical, plumbing) must be licensed. To determine in-kind volunteer contributions requested in the budget, use the estimated amount of what a paid worker would earn doing the same type of work.

### **PREMATURE COMMITTING OR EXPENDING FUNDS**

Program expenses that have been committed or spent prior to City Council approval, environmental clearance and/or execution of the CDBG contract are not eligible for reimbursement.

### **ACCESSIBILITY FOR PERSONS WITH DISABILITIES**

Programs, projects, information, participation, communications and services must be accessible to persons with disabilities to comply with the Americans with Disabilities Act (ADA). A physical site inspection for compliance with ADA provisions may be required to verify applicant's statement(s) in any Application submitted.

## **MULTIPLE PROJECTS - SEPARATE APPLICATIONS**

Develop a separate Application if requesting funding for multiple projects or if the project contains both Public Service and Public Facilities elements. Careful attention should be given to completing each question asked and attaching additional documentation when requested.

## **CLARITY OF APPLICATION CONTENTS**

The content and clarity of your Application are critical. Applicants should take extra care in developing a clear, concise project design and application, that includes measurable, results-oriented goals.

## **DISCLOSURE OF INFORMATION**

All materials submitted in response to this Application shall become the property of the City upon delivery to the address set forth. Any applicant submitting an Application hereunder further acknowledges and agrees that the City is a public entity, which is subject to laws governing public records and shall not be liable for disclosures required by law. However, by submitting an Application, the applicant agrees that the contents of every Application is proprietary and waives any right to access those Applications. The foregoing waiver shall not apply to the Application selected hereunder, or to the Application of any applicant contesting, appealing, protesting or otherwise challenging an award or recommendation.

## **TECHNICAL ASSISTANCE AVAILABLE**

The CDBG program staff is available to provide technical assistance in determining project/program eligibility and to ensure proposed projects are in compliance with the CDBG National Objectives and other regulations established by HUD. Staff CANNOT provide assistance in developing a program or writing the Application. Technical assistance is available from 7:30 a.m to 5:30 p.m Monday through Thursday, and from 8:00 a.m. to 5:00 p.m. on alternating Fridays. Please call Jamie Kasvikis at (619) 441-1786 for assistance by telephone or to make an appointment in the office. **PLEASE NOTE: Requests for technical assistance received on or after December 11, 2012 may not receive timely responses depending upon volume of requests. For prompt assistance, please request assistance as early as possible in the Application period.**

## **APPLICATION REVIEW PROCESS**

The City of El Cajon's CDBG funds will be allocated through this Application process to the maximum extent practicable within the City of El Cajon. To encourage public participation in the development of the CDBG program, the City has adopted a Citizen Participation Plan which outlines the procedures to be followed by public officials and private citizens to establish projects to be funded for a given program year that address identified needs in the Five-Year Consolidated Plan. The complete Citizen Participation Plan is available for review in the City of El Cajon's Housing Division, 200 Civic Center Way, Third Floor, El Cajon, CA 92020. A summary of the application process for CDBG funds is provided below for applicants and/or private citizens who wish to participate in the City's program:

- Staff will initially review all Applications for completeness, conformance with local Consolidated Plan Priorities; and if appropriate, will transmit a copy of the Application submittal to appropriate City departments for additional review.



- Staff will perform technical reviews for compliance with federal grant eligibility requirements, feasibility, and agency capacity, and may seek additional information from the applicants for projects requiring further clarification as required. This review summarizes the project and notes proposal concerns.
- Agencies will be notified by mail of their project's eligibility/ineligibility. Applications which are determined to be ineligible will be allowed a 7-day period for submittal of additional information in support of reversing the determination.
- The Review Committee members are provided the Applications, the technical review summaries, and any agency response, if the agency is requested to submit additional information.
- The Review Committee will review each eligible Application, and will forward its recommendations to City Council at the Public hearing(s).
- Staff will make copies of all eligible Applications available for City Council and public review 72 hours prior to the Public hearing(s).
- The City Council will tentatively select projects to be funded at the first Public hearing (typically held in February). Applicants and citizens are invited to provide comments on projects submitted, respond to any questions by the City Council, and to provide comments and input relative to the development of the One-Year Action Plan.
- Following Council's action at the first Public Hearing, a Notice of Public Review Period will be published that includes the full listing of tentatively approved projects and their proposed allocation amounts, that may be included as a part of the One-Year Action Plan. The public is invited to provide written comments on the proposed projects/allocations and other input relative to the development of the One-Year Action Plan.
- The City Council will adopt final allocations to projects and programs at a second Public Hearing (typically held in April). These final allocations will be included in the One-Year Action Plan that will be submitted to HUD on or before May 15, 2013.
- Once the Action Plan is approved by HUD and all other stated conditions are met (including completion of the environmental review), project activities may begin (but no earlier than July 1, 2013).

## **SUMMARY – ADDITIONAL CDBG APPLICATION REQUIREMENTS**

- Congress created the CDBG program and numerous federal regulations apply.
- The CDBG funding cycle is a competitive process and many worthy proposals will not be funded.
- Organizations that are funded will be required to execute a contract with the City stating their responsibilities for meeting all federal requirements.
- CDBG funds for capital projects are paid out in draws on a reimbursement basis.
- Projects must be located in the City of El Cajon and must primarily serve low and moderate-income people. Documentation of benefit to low/moderate-income persons is required for all funded projects.
- Funded agencies must acknowledge the CDBG contribution to the funded program in project signage and advertisements.



- Affirmative action, nondiscrimination employment practices and ADA requirements apply; certification of a Drug Free Work Place is required.
- Agency's method of procurement must be approved. City must review bid documents prior to advertisement for all required federal provisions.
- **Contractors must not be de-barred.** Agency will be required to certify as to the contractor's debarred status.
- **The City's Section 3 and MBE/WBE goals must be met whenever feasible.**
- City and HUD shall have access to the project records and payroll records as set forth in the funding contract.
- Agencies are responsible for Worker's Compensation benefits, or claims by employees and must indemnify and hold the City harmless against any and all claims.
- Funded agencies cannot be indebted to the IRS or the City of El Cajon nor have judgments or liens.
- **If funded, monthly or quarterly performance reports (as agreed) are required.**

### **WEB INFORMATION / STAFF CONTACTS**

Visit our web site at [www.cityofelcajon.us](http://www.cityofelcajon.us) and click on "Housing Information" under Quick Links to download the CDBG Public Facilities Application in PDF format. To receive a copy of the Application and instructions in Word format, call or e-mail Jamie Kasvikis, Senior Management Analyst at (619) 441-1786 or [jkasviki@cityofelcajon.us](mailto:jkasviki@cityofelcajon.us).

### **APPLICATION SUBMISSION REQUIREMENTS**

- Applications must be received in the Redevelopment and Housing Division by 5:30 p.m., December 13, 2012. Postmarks are not acceptable.**
- Submit **original and five** copies of the Application (staff cannot make copies). Copies must be unbound (except that rubberbands or removable binder clips are acceptable). Staples or other binding materials will not be accepted.
- Authorization of the Board for submittal of the Application must be attached. Application must be signed by an authorized official of the agency.
- The content and clarity of your Application are critical. Applicants should take extra care in developing a clear, concise project design, and measurable, results-oriented goals.
- Applications cannot be submitted on-line, by e-mail or by fax, and may not be revised after submission.
- Application should be mailed or delivered to:
 

**Jamie Kasvikis, Sr. Management Analyst**  
**City of El Cajon**  
**Community Development Dept - Housing Division**  
**200 Civic Center Way, Third Floor**  
**El Cajon, CA 92020**
- Applications which are missing any of the above information will be deemed "incomplete" and may not be considered. The City reserves the right to request clarification or any additional information deemed necessary in order to make its determination of eligibility.

- If you have questions about the Application or need technical assistance, please contact Jamie Kasvikis, Senior Management Analyst at (619) 441-1786. **PLEASE NOTE: Requests for technical assistance received on or after December 11, 2012 may not receive timely responses depending upon the volume of requests. For prompt assistance, please request assistance as early as possible in the Application period.**

## PUBLIC FACILITIES APPLICATION INSTRUCTIONS

**PLEASE NOTE THE APPLICATION HAS CHANGED SUBSTANTIALLY FROM PREVIOUS YEARS.** The following step-by-step guide is provided as an additional resource to help agencies complete the Public Facilities Application form.

1. **Proposed Project/Program Title.** Indicate the short title of the project.
2. **Legal Name of Agency/Applicant Requesting Funding.**
3. **Mailing Address.** Enter the agency's complete mailing address.
4. **Agency Contact Person/Secondary Contact Person.** Enter the name of the person that will be the key point of contact for the Application whom city staff will direct all follow up questions and written correspondences. This person should have the authority to answer questions and receive written correspondence from the City of El Cajon related to the grant. The name of a secondary contact person is optional, but should be the person most knowledgeable about the management of the project and/or grant.
5. **Agency Description:** Indicate whether the agency is faith-based (this information will be used for tracking purposes only, and will not by itself impact the Application eligibility), whether or not the agency has been granted 501(c)3 status, the year in which the agency was incorporated, the agency tax ID number and the agency DUNS number (required).
6. **FY 2013-14 CDBG Funding Request.** Enter the total funding required for the project/program, and list all other funding sources that will be used for project implementation. Additional lines may be added, if necessary. Finally, list the dollar amount of the El Cajon CDBG funds requested that will be used to complete the funding necessary to implement the program.
7. **Brief Summary of the Project.** Please provide a concise summary of the project. This summary will be used in agenda reports and/or summaries prepared, and should be no more than three to five sentences in length.
8. **Number of Unduplicated Clients to be served during the fiscal year.** List the estimated number of clients anticipated to be served by the qualifying project/program during the fiscal year beginning July 1, 2013 to June 30, 2014. If the project/program serves all residents of a specific, well-defined area (Area Benefit), the service area must be clearly defined (Question 13) and Applicant should contact Program staff for assistance with determining the Number of Unduplicated Clients.
9. **Project/Program Site Address(es).** Please list the site addresses where the project/program services actually occur, and indicate the Census Tract(s) where they are physically located (Attachment E). Additional lines may be added if needed.

10. **Certification.** Print the name and title of the person authorized by the agency to submit the Application, and sign and date the original Application.
11. **Meeting a CDBG National Objective.** Check the appropriate box that applies to your project. Projects must benefit a majority (51%) of low/moderate income residents.
12. **City of El Cajon Priority Number.** The Priorities adopted in the FY 2009-2014 Consolidated Plan are listed in the **CDBG Fact Sheet, Schedule C of the Application.** Enter the correct FY 2009-2014 Five-Year Consolidated Plan priority number.
13. **Proposed Program Service Area/Beneficiaries.** If your project/program serves all residents of a particular area that contains primarily low/moderate-income persons, your project may qualify as an Area Benefit activity. If your project/program serves a particular clientele that is mostly low/moderate-income, your project may qualify as a Limited Clientele activity. Documentation of income/benefit to low/moderate persons is required in order to receive CDBG funds, either by defining the Service Area or conducting data collection. Please read this section of the Application carefully, check the appropriate box and answer the related question. CDBG projects must be categorized as either Area Benefit or benefit to Limited Clientele (there are other categorizations possible but none that apply here).  
  
**For Area Benefit**, define the service area boundaries in as much detail as possible and include maps whenever possible.  
  
**For Limited Clientele**, describe the population served, indicate the number of unduplicated clients to be served and the number of those that are expected to be low/moderate-income. Further, describe the method you will use to collect and report demographic data required as a condition of funding. Further explanation of the categories is provided on Page 5 of these Guidelines and additional assistance is available by calling (619) 441-1786.
14. **Public Facilities Project Description.** Describe the type of work that will be performed and how the CDBG funds will be used. Indicate whether the activity will be acquisition (describe the real estate), rehabilitation, new construction or combination of these activities. Proposals that are part of a multi-phased project and once completed cannot function independent of the other phases are not eligible for funding consideration.
15. **Timeline/Construction Schedule.** Provide a concise timeline for implementation and completion of your project. **Projects which will not be substantially complete, and funds expended, by April 30, 2014, should not apply for these funds.**
16. **Need or Problem to be Addressed.** Provide concise information on the need or problem to be addressed in the City of El Cajon. List sources and citations, if available.
17. **Public Facilities Service Purpose.** Specify the project's service purpose by describing the services that will be delivered in the facility.
18. **Facilities Operation.** Describe the Agency's commitment to provide operational support for the facility now and in future years.
19. **Licensing.** List any and all licenses required to carry out this project and indicate whether the license has been approved or is pending. For example, the project may require the facility have a childcare license. For further information about childcare licensing, contact CA Department of Social Services, Community Care Licensing Division at (916) 229-4500 or <http://www.cclid.ca.gov/PG411.htm>.

20. **Project Location & Size.** Provide the site address and indicate the size of the project such as square footage, number of floors, acreage of the land, number of parking spaces, to be constructed, etc.
21. **Zoning.** Specify the zoning of the proposed site. What type of zoning is required for the proposed new use, i.e. community center, childcare center, educational facility, etc.? Indicate whether the new use will require rezoning, variance or alley abandonment. Zoning requirement information can be obtained by calling the City's Community Development Department, 200 Civic Center Way, 3rd Floor, at (619) 441-1741.
22. **Parking.** Indicate whether the project's parking is adequate for the new use. For example, if the proposed activity is rehabilitation to expand an existing community center, the existing parking may not be adequate and additional parking spaces may be needed in the project design. Parking requirement information can be obtained by calling the City's Community Development Department, 200 Civic Center Way, 3rd Floor, at (619) 441-1741.
23. **Architectural Services.** Architectural services are needed for most projects. Indicate whether an architect has been hired and if the architect developed the project budget using Davis Bacon wages. Please provide the name of the firm and whether any design work has been completed.
24. **Site Control.** Identify ownership of the proposed project site. If the project involves acquisition, include the estimated sales price and whether an appraisal has been obtained. Identify all other factors that are important to the agency obtaining control of the proposed site.
25. **ADA-Accessibility.** Federal regulations require that all facilities and/or services assisted with CDBG funds be accessible to the disabled, whenever feasible. Accessibility includes such things as: entrance ramps, parking with universal logo signage, grab bars around commodes and whoers, required height for toilet seats, space for wheelchair maneuverability, accessible water fountains and counters, and other improvements needed to assure full access for the disabled, including the blind and deaf. Please indicate whether your program site(s) are accessible to persons with disabilities.
26. **Neighborhood Project Support.** Not all projects require neighborhood support. If the project involves interior renovation of an existing facility where the activity will not impact a neighborhood, neighborhood support is not required. However, if the project involves a new activity such as acquisition of a property for the purposes of constructing a domestic violence shelter, then neighborhood support would be required. Please contact the Housing Division at (619) 441-1786 to discuss your proposed project if your agency is not certain whether the proposed project requires neighborhood support.
27. **Project Performance Measurements.** Outcomes and objectives should be results oriented, specific and measurable. Each outcome and specific objective should include the time frame for the accomplishment of the particular activity. For example, if the activity is new construction, list the phases or steps to complete, i.e. pre-design/architectural work, general bidding, construction start and/or finish.
28. **Target Population and Number of Persons to Be Served.** Describe the client target population to be served by the project and the total number of persons to be served.

29. **Program Budget.** Please complete Exhibit A (required) and Exhibit B (if applicable).
30. **Budget Narrative.** Please describe each budget line item in this space, and explain how the program will be fully funded (required).
31. **Matching Funds/Other Funding Sources.** Matching funds or other funding sources are not required for Public Facilities programs but will enhance your Application by showing leverage. Matching funds are all the other non-CDBG funds that will be used in conjunction with the CDBG request to complete the program. Matching funds can be any combination of cash, grants, loans, in-kind gifts or volunteer labor. These funds must be firmly assigned to the program and immediately available.
32. **Agency Information.** See Application for details.
33. **Financial.** See Application for details.
34. **Agency Performance History.** List the two most recent City of El Cajon CDBG funded project(s). If not funded through CDBG in recent years, list other similar projects your agency has managed using other cities' CDBG or other funding sources. If listing a current City of El Cajon CDBG grant, indicate the project status where indicated, i.e.; timely monthly reports and reimbursement requests (untimely reports are those that are overdue 60 days), award amount, expended funds. If your agency has overdue reports and/or reimbursements please explain why. Other funding sources can include projects carried out by volunteers. Indicate the projects results achieved.
35. **Audit.** See Application for details. Method of conducting an annual audit must be indicated.
36. **Insurance.** See Application and Attachment F of these Guidelines for details. See also Council Policy D-3. Proof of Insurance will be required if funding is awarded.
37. **Additional Information.** This section is provided to capture any other information the applicant wishes to submit to enhance or clarify this Application.

## APPLICATION EXHIBITS

**EXHIBIT A - Project Budget (required):** Complete the project budget for capital projects involving acquisition, construction and/or rehabilitation of a facility. Engineering and Architectural services, permits, bonds, and the cost to acquire property are just a few of the cost components to consider including in the budget. Davis Bacon Labor Standard wages are required for most capital projects and could increase costs.

The use of volunteers on a Public Facilities project, who are not otherwise employed by the contractor, requires City approval. However, depending on the work the volunteers will perform, state licensing requirements still apply. For example, volunteers performing trade work (electrical, plumbing) must be licensed. To determine in-kind volunteer contributions called for in the third column of the budget, use the estimated amount of what a paid worker would earn doing the same type of work.

**EXHIBIT B - Matching Funds & Gap Financing (if applicable):** Read closely and provide the sources of matching funds and gap financing. Attach and label the letters of commitment as specified on Exhibit B.

**SCHEDULE C – CDBG Fact Sheet, Performance Measurement Standards and Citizen Participation Plan:** This Schedule is for **reference only** for use when completing other sections of the Application.

## ATTACHMENT A - DEFINITIONS

### **ELIGIBILITY**

Projects funded with CDBG funds must meet one of the National Objectives: benefit to low and moderate-income persons or prevention of slum and blight. For more information, applicants are encouraged to schedule an appointment by calling (619) 441-1786.

### **LOW AND MODERATE INCOME OR LOW INCOME HOUSEHOLD**

The term "low and moderate income" shall be defined as at or below 80% of the median income adjusted for family size for the area as defined in Section 102 of the Housing and Community Development Act of 1974, as amended. See also Attachment C of these Guidelines.

### **CONFLICT OF INTEREST**

Conflicts of interest (or appearance thereof) can plague activities supported with federal funds. The general rule is that no employee, board member, officer, agent, consultant, elected official, or appointed official of the recipients or sub-recipients that are receiving funds under a CDBG assisted project who have responsibilities with respect to the CDBG activities or are in a position to participate in decision making processes or have access to inside information with regard to the activities, can obtain a financial interest or benefit from a CDBG assisted activity during their tenure or for one year thereafter (Federal Regulation 24 CFR 570.611).

Agencies should maintain a written code of standards of conduct governing the purchase of materials, product, supplies, services, and awarding and administering sub-recipient contracts. Personnel involved in the procurement process must be trained to recognize situations that create conflicts of interest, or the appearance of a conflict of interest. The agency personnel should be familiar with the agency's code of ethics and potential conflict of interest issues and not take gifts or gratuities from persons or organizations associated with the procurement process.

### **CHILDCARE LICENSING**

This information is included to provide a general overview of types of programs requiring licensing and those that do not require a license. For additional information, contact the California Department of Social Services, Community Care Licensing Division at (916) 364-2539 or <http://www.cclcd.ca.gov/PG411.htm>.

#### **Programs that Require Licensing**

- Preschool programs that provide services where the parent is not on-site and a fee is charged.
- Public Schools and Charter Schools that provide before school and after school programs for school aged children where the parent is not on-site.

#### **Licensing Exemptions**

- Public or Charter Schools or programs that provide childcare services during regular school hours and the parent is on-site, i.e. GED Classes.
- Any facility that provides only recreational or singular instruction in one subject, i.e., Self Defense, Dancing, Art, Sports, Music, etc.



- Any facility that provides recreational/instructional activities for school aged children who have the freedom to come and go from the center.
- Agencies that offer services to children do not require licensing, i.e., case/crisis management.

### **MATCHING OR COST SHARING**

Matching funds are other agency (non-CDBG) resources immediately accessible and firmly committed funding ready to be applied to the project. Matching funds can include a blend of cash, loans or in-kind resources available to finance the project. These resources must be firmly assigned and immediately available.

In-kind contributions must have a specific dollar value established in accordance with generally accepted accounting principles. The basis of determining the value for personal services and donated materials and supplies must be identified and documented in the Application. Volunteer services may be counted if the service is an integral and necessary part of an approved CDBG funded project. Rates for hours should be consistent with those paid for similar work in the labor market in which the applicant competes for the services involved. The value assigned to donated materials and supplies should be reasonable and should not exceed market value at the time of donation.

### **HUD'S DEFINITION OF DISABLED:**

A person who is determined to:

1. Have a physical, mental, or emotional impairment that:
  - a. Is expected to be of long-continued and indefinite duration;
  - b. Substantially impedes his or her ability to live independently; and
  - c. Is of such a nature that the ability could be improved by more suitable housing conditions; or
2. Have a developmental disability, as defined in section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001-6007); or
3. Be the surviving member or members of any family that had been living in an assisted unit with the deceased member of the family who had a disability at the time of his or her death.

### **HUD'S DEFINITION OF AN ELDERLY PERSON / HOUSEHOLD:**

A household: where either the head of the household or spouse/co-head is age 62 or older.

## ATTACHMENT B - REPORTING REQUIREMENTS FOR FUNDED AGENCIES

Agencies receiving FY 2013-14 City of El Cajon Community Development Block Grant (CDBG) funding should be aware of several reporting requirements briefly explained in this appendix.

**Agencies receiving Public Facilities funds are required to submit quarterly programmatic reports in the year following the completion of the public facility project.**

### **Why Accurate Reports are Necessary:**

CDBG funds are allocated eligible projects throughout the City of El Cajon; however the funds originate at the federal level, through the U.S. Department of Housing and Urban Development (HUD). The City of El Cajon is required to report to HUD the accomplishments of each grant given to agencies. HUD is currently evaluating the overall impact of the CDBG program, so it is of utmost importance that accurate accomplishment data is reported in order to show the noteworthy projects and program being carried out by El Cajon sub recipient agencies. HUD wants to hear about all the work you do to make our city a better place!

### **What will be required of CDBG Funded Agencies:**

The following is a general list of reporting requirements expected for agencies funded in the 2013-14 grant year. The outcome data to be tracked will be tailored to your project and will depend upon HUD's Outcome Performance Measurement regulations. Therefore this list is not exhaustive; it is simply a guide so that agencies can start preparing for any documentation changes that may be necessary for tracking clients and outcomes.

- Number of persons assisted.
- Income levels of persons assisted (30, 50, or 80% of the median income, adjusted for family size).
- Race, ethnicity, and disability status of the persons assisted.
- Amount of money leveraged for the program (how much money total went into the program, CDBG and all other funds).
- Number of communities/neighborhoods assisted.

*[Please note that each agency awarded CDBG funds in 2013-14 will be responsible for contacting Program staff when questions arise, particularly in the reporting/data collection process.]*

**ATTACHMENT C – AREA MEDIAN INCOME LIMITS FOR SAN DIEGO COUNTY**  
(subject to annual revisions)

<b>ELIGIBLE INCOME LIMITS CHART 2012</b>									
<b>(Income does not exceed amount listed for household size)</b>									
<b>HOUSEHOLD SIZE</b>									
		1	2	3	4	5	6	7	8
30%	Extremely low	\$16,900	\$19,300	\$21,700	\$24,100	\$26,050	\$28,000	\$29,900	\$31,850
50%	Low	\$28,150	\$32,150	\$36,150	\$40,150	\$43,400	\$46,600	\$49,800	\$53,000
80%	Moderate	\$45,000	\$51,400	\$57,850	\$64,200	\$69,400	\$74,550	\$79,700	\$84,850
<b>Income Limits effective February 9, 2012</b>									

## ATTACHMENT D - FREQUENTLY ASKED QUESTIONS

**1. Who is eligible to apply for a Public Facilities CDBG grant?**

Non-profit organizations, neighborhood organizations, City departments, and faith-based organizations.

**2. Can Public Facilities funds be used to renovate property that the agency does not own?**

In some cases yes, if the agency has a long-term lease, CDBG funds can usually be used for renovation. Please consult with City staff regarding lease terms to discuss eligibility.

**3. What constitutes 'Matching Funds' for the Public Facilities matching requirement?**

Matching funds are resources immediately accessible and firmly committed resources ready to be applied to the project. Matching funds can include a blend of cash, loans or in-kind resources available to finance the project costs. In-kind contributions must have a specific dollar value established in accordance with generally accepted accounting principles.

**4. My agency is not a 501(c)3, can we still apply?**

Yes. Agencies do not have to be a 501(c)3 in order to apply for CDBG funds through the City of El Cajon. Organizations must be an incorporated non-profit in the State of California at the time of application.

**5. How can I improve the clarity of my Application?**

Read all application instructions carefully and formulate clear, concise responses to each question; do not leave any questions blank; edit Applications for spelling, typos, and grammar; research funding priorities to ensure your program fits the guidelines; be specific regarding the measurable goals and outcomes of your program.

**6. If our Application is funded, when will we receive our CDBG grant?**

Funded agencies will enter into a contract with the City of El Cajon for their grant award. HUD funds are available beginning July 1, 2012, and contracts will be executed shortly before or after. CDBG grants are paid out on a reimbursement basis.

**7. My organization is faith-based. Are there any advantages/disadvantages to being a faith-based organization?**

Faith-based organizations with a social service mission contribute to our community and can apply for CDBG funds; however faith-based organizations cannot use CDBG funds to directly support worship, religious instruction or proselytization. Religious activities must be offered separately from the CDBG supported activity and participation must be voluntary for the beneficiaries of the CDBG funded program. Faith-based organizations that participate in the CDBG program shall not discriminate against a program beneficiary on the basis of religion or religious belief.

**8. Can I receive technical assistance prior to the Application submission deadline?**

The CDBG program staff is available to provide technical assistance in determining project/program eligibility and to ensure proposed projects are in compliance with the CDBG National Objectives and other regulations established by HUD. Staff CANNOT provide assistance in developing a program or writing the Application. Technical assistance is available from 7:30 a.m to 5:30 p.m Monday through Thursday, and from 8:00 a.m. to 5:00 p.m. on alternating Fridays. Please call Jamie Kasvikis at (619) 441-1786 for assistance by telephone

or to make an appointment in the office. **PLEASE NOTE: Requests for technical assistance received on or after December 5, 2011 may not receive timely response depending upon volume of requests. For prompt assistance, please request assistance as early as possible in the Application period.**

**9. Can I attach additional pages or letter of support to my Application?**

No, staff will remove information provided that is not specifically requested in the Application.

**ATTACHMENT E – CENSUS TRACT MAP OF LOW/MODERATE INCOME AREAS OF THE CITY OF EL CAJON**

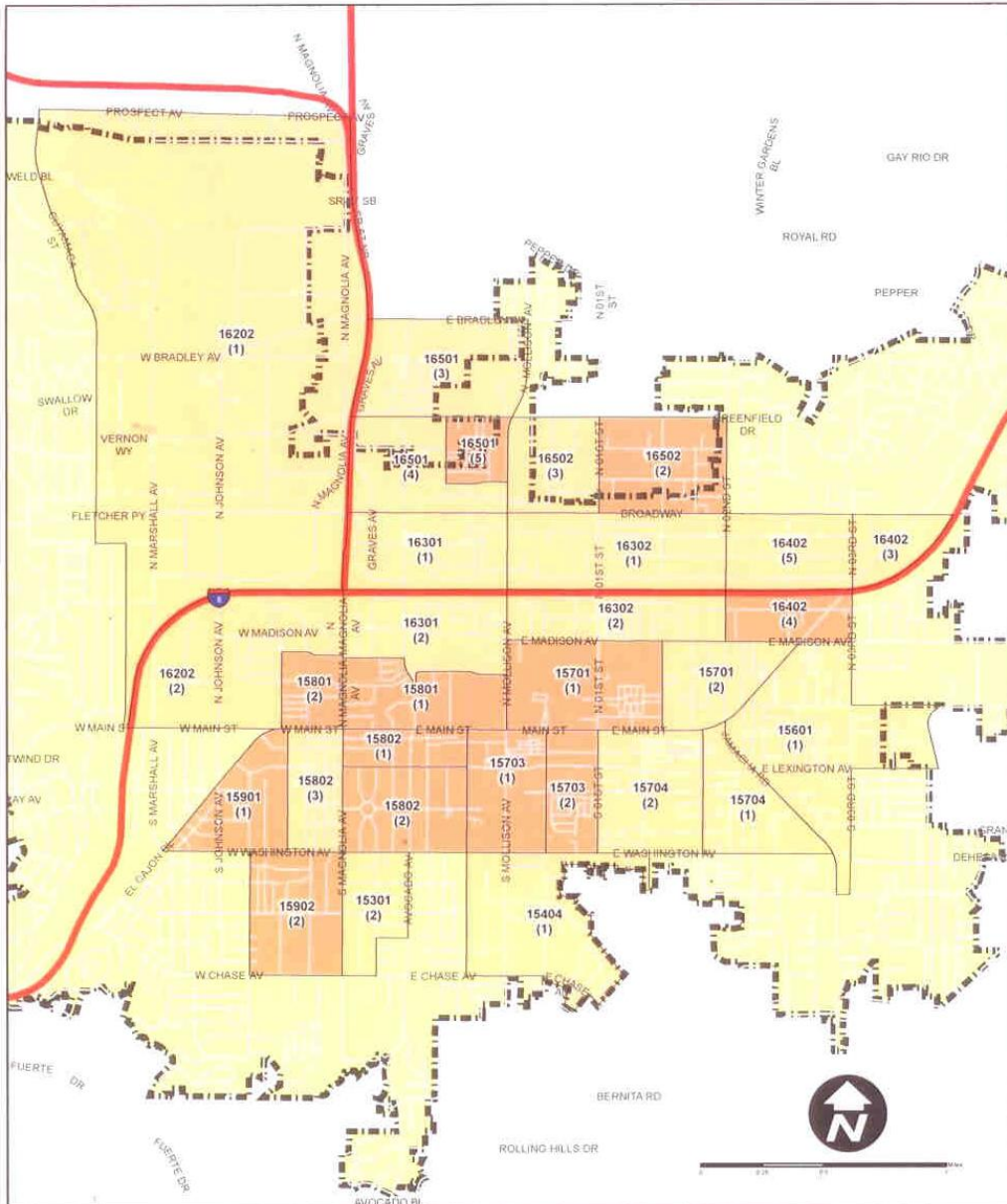


Figure 1:  
City of El Cajon  
Low and Moderate Income Areas

- Roads
- ElCajonMunicipal
- 51.1% - 70.9% low and moderate income population
- 71.0% and greater low and moderate income population
- ElCajonMunicipal
- 15801 - Census Tract Numbers
- (1) - Block Group Numbers

## **ATTACHMENT F - INSURANCE AND CONSTRUCTION BONDING REQUIREMENTS**

If the Application is funded, the agency will enter into a contract with the City of El Cajon. All City contracts require insurance and indemnification language to protect against loss during construction activity. In construction or renovation contracts, the agency is responsible for insuring against direct physical damage to the construction project as well as to construction materials stored at the construction site. Therefore, in addition to the required liability and workers' compensation insurance, the City also requires the agency to provide evidence of property insurance, which will protect the project site against damage while under construction. This is done either through specialized property insurance forms known as "builders' risk insurance" or an "installation floater".

**Builders' risk** insurance is designed to cover buildings and construction materials while in the course of construction. Builders' risk insurance is a form of property insurance that protects the construction project against loss or damage caused by a variety of perils, i.e. fire, wind, hail, etc.

**Installation floaters** are similar to builders' risk insurance policies in that they are designed to cover damage to material and equipment to be installed in an 'existing building'. Installation floaters are required from contractors performing a specialized job on an existing building or installing equipment or materials that are *not* included in a construction project contract. An example would be a contract to replace the plumbing/fixtures in a bathroom of an existing building.

### **INSURANCE REQUIREMENTS FOR PUBLIC FACILITIES PROJECTS**

#### **Property Insurance**

- The AGENCY must ensure property insurance is carried throughout the term of the Project and all risk property insurance on the building and all improvements for their full replacement value.
- The AGENCY's insurance policy must be endorsed to include the City of El Cajon as a loss payee.
- The AGENCY's insurance policy cannot be cancelled without (30) days prior written notice given to the CITY.
- The AGENCY is responsible for all policy premiums and deductibles.
- The AGENCY shall furnish the CITY with a certificate of insurance (ACORD form or equivalent approved by the CITY) as required by this Contract. A person authorized by that insurer to bind coverage on its behalf must sign the certificate.

#### **Liability Insurance**

If funded, the AGENCY shall provide proof of general liability insurance in an amount acceptable to the CITY throughout the term of the Project. The City of El Cajon must be listed as an additional insured.

### **CONSTRUCTION, LABOR, AND MATERIAL PAYMENT AND PERFORMANCE BONDS**

Prior to the commencement of any rehabilitation, the construction contractor must post a construction labor and material payment bond and performance bond for the total amount of the rehabilitation contract in a form as approved by the CITY.