



# City of Camarillo

**Department of Community Development**

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## **COMMUNITY DEVELOPMENT BLOCK GRANT**

Project Proposal for Program Year 2016-2017

### **APPLICATION INSTRUCTIONS**

The following instructions are intended to be used for the City of Camarillo's Community Development Block Grant (CDBG) program for Fiscal Year 2016-2017. An application must be submitted for each project for funding consideration.

Proposal forms are available on the City of Camarillo Department of Community Development website at [www.cityofcamarillo.org](http://www.cityofcamarillo.org) or by email from David Moe at [dmoe@cityofcamarillo.org](mailto:dmoe@cityofcamarillo.org).

The proposal form is concise by design; attach additional pages if needed to provide sufficient information. At the top of attached page, please include:

1. The name of your organization.
2. The section letter to which the attachment refers.

Please read the instructions carefully. Depending on your project, you may not be required to complete certain sections. Please note, organizations submitting a new project that involves real property, acquisition, construction or substantial rehabilitation is required to participate in a pre-submittal meeting with the CDBG staff to discuss the project and review the draft proposal.

### **Part One – General Information**

#### **Section A – General Project Information**

Project Title: Identify the project by name.

Brief Summary of Project: Provide a brief description of the project.

Amount of CDBG funds requested: Indicate only the CDBG funds being requested from Camarillo.

Consolidated Plan: Identify the Consolidated Plan priority need and objectives that your project will address.

#### **Section B – Applicant Information**

Full legal name of organization applying for funding: Indicate the name, address, contact person, etc. of organization.

DUNS Number: Having a **DUNS** number is now a requirement for any business that received federal assistance. If your organization does not have a DUNS number, call the dedicated toll-free DUNS number request line at 1.866.705.5711 to obtain a number. The process is free and takes an average of ten minutes. Additional information can be obtained at: [www.whitehouse.gov/omb/grants/duns\\_num\\_guide.pdf](http://www.whitehouse.gov/omb/grants/duns_num_guide.pdf)

Federal Identification Number: Enter the number provided to nonprofit organizations provided by the Internal Revenue Service.

### Section C – Federal Grant Experience

Describe what cities/county provided federal funds, including CDBG, to your agency in 2015-2016. Briefly indicate the grant purpose, when it was actually received and the amount of the grant. Also describe what cities/county from which you have requested federal funds, including CDBG, from in 2016-2017.

### Section D – Grant Experience

Describe what agencies provided grants to your agency in 2015-2016. Briefly indicate the grant purpose, when it was actually received and the amount of the grant. Also describe what agencies from which you have requested grants, not including CDBG, from in 2016-2017.

### Section E – Financial Management

If your organization is a non-profit, compliance with certain OMB Circulars is required. Go to:

[www.whitehouse.gov/omb/circulars.index.html](http://www.whitehouse.gov/omb/circulars.index.html)

for more information. If your organization is a governmental entity or a for-profit organization, discuss financial management requirements with City staff.

### Section F – Fiscal Year and Audit Reports

Complete this section based on your organizations most recent completed audit. If there are any outstanding audit findings, please attach a copy of those findings with an explanation of the resolution or planned action.

### Section G – Insurance Documentation

Submit a copy of your current Certificate of Insurance indicating your general liability, automobile, and worker's compensation coverage. If you are awarded grant funds, the insurance policy must be modified to name the City of Camarillo as "additionally insured". You will be required to submit a copy of the revised certificate. If your organization is self-insured please indicate.

### Section H – Organizational Structure

If you organization is nonprofit, include the documents listed on the proposal.

## **Part Two – Description of Community Needs and Proposed Project**

### **Section A – Income Eligibility**

Client income information and documentation is required by HUD for all programs that serve low-income beneficiaries. HUD defines the upper limits annually and issues the data early in the calendar year. The current 2015 income limits for program eligibility are listed on HUD’s website:

<http://www.huduser.org/portal/datasets/il/il14/index.html>

According to HUD the FY 2015 Median Income for Ventura County is \$85,300. The 2016 Income Limits will be provided in May, 2016. The 2015 HUD calculated income limits, which determine low and very-low income eligibility, are reflected below:

<b>Family Size – Number of Persons</b>	<b>Upper Income Limits</b>	
	<b>Low Income</b>	<b>Very-Low Income</b>
1	\$50,750	\$31,750
2	\$58,000	\$36,250
3	\$65,250	\$40,800
4	\$75,500	\$45,300
5	\$78,300	\$48,950
6	\$84,100	\$52,550
7	\$89,900	\$56,200
8	\$95,700	\$59,800

There are several ways client information can be obtained to determine client eligibility. These include the following:

**Area of Benefit:** This is defined as a service area (or community) that is more than 51% low income according to the 2000 Census. Low/mod area data based on the 2010 Census is not available. Cities are required to use 2000 Census low/mod data provided by HUD. Go to the following site for specific low/mod data by census tract and block group: [www.hud.gov/offices/cpd/systems/census/statemap.cfm](http://www.hud.gov/offices/cpd/systems/census/statemap.cfm).

**Self-Certification:** This method of documenting eligibility is restricted to programs/activities that are available strictly to low-income persons. Programs and activities that potentially also benefit non-low-income persons must require clients to provide proof of income (tax returns, W-2s, etc.) to establish eligibility.

**Presumed Beneficiaries:** Clients are primarily from one of the following groups which HUD has predetermined to be low income and your program is specifically designed and focused on serving the group: abused children, battered spouses, elderly persons (62 years of age or older), illiterate person, migrant farm workers, handicapped individuals, and homeless persons.

**Other:** If you believe your project is CDBG eligible but does not utilize any of the listed methods to determine client income eligibility, please contact City staff to discuss your project.

## Section B – Ethnicity and Race

HUD requires subrecipients to report the ethnicity (Hispanic) and race of the clients being served. This information is summarized and submitted quarterly to the City of Camarillo and must be submitted annually to HUD in the annual CAPER. Please answer the questions in this section as indicated.

## **Part Three – Description of Community Need and Proposed Project**

### Section A – Community Needs

Use this section to describe the unmet community needs that your project proposal addresses. To quantify needs, use relevant statistics, census data, community plan, etc. This description should also reference relevant unmet needs identified in the City's 2010 Consolidated Plan. The Needs Assessment in the Consolidated Plan forms the basis for the City's five-year Strategic Plan. All projects funded with CDBG funds must be in sync with this strategic plan.

The 2015 Consolidated Plan is available on the City's website at [www.cityofcamarillo.org](http://www.cityofcamarillo.org).

### Section B – Proposed Project to Meet Community Needs

In order to be eligible, your project description must correlate to and reference the 2015 Consolidated Plan, Strategic Plan goals. If the subject matter of your Agency's proposal is not addressed in the Strategic Plan, contact City staff to discuss your project and proposal.

Use this section to describe specifically what your Agency's project is designed to accomplish. Indicate how the grant money will address unmet community needs. Indicate if the project is new, continuation of current service, increase in service, etc.

### Section C – Objectives, Outcomes, and Outputs

HUD has prescribed a specific menu of objectives and outcomes to be used for all funded projects to standardize achievement reporting on a local, state and national level. Please evaluate your proposed project according to the following definitions. Identify which objective your project will address; then identify the proposed outcome your project will achieve. Place a check mark indicating your choices. Keep in mind, if your project is funded, this information will be utilized in preparing the FY 2016-2017 Annual Plan and in reporting your accomplishments in the year-end Consolidated Annual Performance and Evaluation Report (CAPER).

#### Objectives:

**Suitable Living Environment:** Includes activities that benefit communities, families, or individuals by addressing issues in their living environment such as public services, capital improvements, neighborhood revitalization, etc.

**Decent Affordable Housing:** Includes the wide range of housing programs to meet individual family or community needs and not programs where housing is an element of a larger effort (such as would be captured under Suitable Living Environment).

Creating Economic Opportunities: Includes activities related to economic, commercial revitalization, or job creation.

Outcomes:

Availability/Accessibility: Activities that make services, infrastructure, housing or shelter available or accessible to low-income people, including persons with disabilities. Accessibility includes making affordable basics of daily living available and accessible to low-income people.

Affordability: Activities that provide affordability in a variety of ways in the lives of low-income people. This includes creating or maintaining affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

Sustainability: Promoting Livable or Viable Communities. Projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable by providing benefit to low-income people or by removing or eliminating slums or blight areas, through multiple activities or services that sustain communities or neighborhoods.

Section B – Implementation Schedule

Indicate major milestones (no less than four) with the month and year of anticipated implementation and completion. Milestones must represent pertinent, tangible, measurable goals. For example, “500 clients served,” “four houses rehabilitated.” Note: “dollars spent” or “end of first quarter” are not milestones.

In the proposal, please provide a description of the information and process utilized by your organization to determine beneficiary eligibility. In other words, what income is included in the calculation of annual family or household income, i.e., salary, non-income producing assets, other income, etc. Indicate if your organization uses Section 8 income criteria.

**Part Four – Financial Information**

Section A – Funds Requested for FY 2016-2017

This section provides a “snapshot” summary of the requested funding sources for your project or program. (Note: Preparing this Section may be easier if Sections D and E are completed first, then C and B since some of the totals “roll up” to prior sections.)

Camarillo will consider the percentage of funding from sources other than CDBG, the extent of support received from other agencies (both public and private) and the status of the funding. Consideration will also be given to the proportion of the total project cost requested compared to the number of clients expected to be served.

Section B – Project or Program Budget Summary for FY 2016-2017

Please keep in mind, if your agency is successful in obtaining CDBG funds for your project/program, this information will become a major part of your CDBG contract with the

City. As your agency proceeds to submit monthly expenditure reimbursement requests, your requests will be verified against the budget items included in this Section. Please insure that personnel wages and fringe benefits on the first two lines agree with Section D and Section E of Part Four.

#### Section C – Detail of Personnel Wages Requested

Include only those positions which are expected to be working on the proposed project and whose salary or support will be financed (totally or in part) by CDBG funds.

“Amount to be worked on a project” could be any amount of time, i.e., one year, three months, 40 hours. The rate of pay should correlate to the “amount to be worked on project,” i.e., salary per year or month, rate per hour, etc. The rate of pay should include salaries and benefits. NOTE: Personnel who are paid any portion of their salary by CDBG funds must provide detailed time sheets reflecting CDBG financed hours.

#### Section D – Detail of Personnel Fringe Benefits

Include the percent of salary or the calculation utilized to compute the fringe benefits. If this calculation varies between staff members, attach a separate sheet with the calculations.

#### Section E – Detail of Anticipated Program Income

This section is to be utilized only by those agencies whose programs involve revolving loan funds. Examples of these programs are housing rehabilitation programs and housing pre-development loan programs and microenterprise loan programs. Program income is generated by repaid loans and becomes available for program support in addition to the grant funds being requested.

Information on anticipated program income is required by HUD and is usually based on prior experience. This information is essential as it must be included in the required public notice which advertises the availability and use of funds for the coming year.

### **Part Five – Preliminary Environmental Review**

All project proposals must include Part Five. If your agency is proposing a project which entails real property acquisition, construction, or substantial rehabilitation and which has not previously received CDBG funds, please call the CDBG staff to schedule a meeting to assist you in completing Part Five. All other project proposals must include Part Five but do not require a pre-submittal meeting with staff.

Public service projects should complete this section based on the facility from which the project will operate.

#### Section A – Project Location and Size

Enter the street address of the proposed project, cross-street, Assessor’s parcel number, project site census tract/block group number, dimensions of the project site parcel and the legal owner(s) of the project site.

## Section B – Historic Preservation

Enter the age of the structure, circle the appropriate answer and if the building is a historic place, indicate if it is a federal, state or local designation.

## Section C – Local Review Procedures

Please complete as much of this section as applicable.

## Section D – Proposed Infrastructure and Services

Please complete as much of this section as applicable.

## **Part Six – Additional Information for Non-Public Service Projects**

If your project proposal is for real property acquisition, construction or substantial rehabilitation, including the removal of architectural barriers, this section must be completed. Your organization will need to contact the CDBG staff to review the project budget and the maintenance and operations budget.

If your agency is proposing a project for public service or any project other than real property acquisition, construction or substantial rehabilitation, skip Part Six and go to Part Seven.

## Section A – Construction/Rehabilitation Costs

Complete this section as completely as possible. The total CDBG-FUNDED amount should agree with an amount of CDBG funds being requested for this program year. If you anticipate, your project may also require future CDBG funds, add an explanatory footnote. Reference to the dollar amount included in Part Four may also be helpful.

## Section B – Proposed Maintenance and Operations Funding Sources

Please provide cost information regarding your agency's budget for the maintenance and operation of the proposed project.

## Section C – Maintenance and Operations Funding Sources

Please list all sources of funding for the maintenance and operation of the proposed project to reflect total revenue. Enter the total maintenance and operations cost from Section B. Calculate revenue less expenses.

## Section D – Certification of Maintenance and Operations Budget

The Maintenance and Operations Budget Certification must be signed by an authorized agency representative and will be required if the proposed project is for real property acquisition, construction or substantial rehabilitation.

## **Part Seven – Application Certification**

All agencies submitting project proposals must sign the Agency Certification form. Please have an authorized official sign and date the document as appropriate.