



City of Camarillo

Department of Community Development

601 Carmen Drive, Camarillo CA 93010

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Community Development Block Grant Program Project Year 2016-2017

When applying for funding in program year 2016-2017 Community Development Block Grant (CDBG) funds, please be advised it is a complex program and includes specific regulations and requirements that must be considered in the application. The funding application must comply with the City's CDBG Program as authorized under Title I of the Housing and Community Development Act of 1994, as amended.

The CDBG Program was originally established by Congress in 1974. The U.S. Department of Housing and Urban Development (HUD) administers the program. As established by legislation, the primary objective of the program is developing viable urban communities by providing decent housing and suitable living environment and expanding economic opportunities, principally for persons of low and moderate income (which is defined as 80% or less of the area's median income). Information regarding the CDBG program, rules and restrictions is available on the HUD website at:

www.hud.gov/offices/cpd/communitydevelopment/rulesandregs/index.cfm

Each year Camarillo receives an allocation of funds. The amount of funds received depends on the appropriations set aside each year by Congress in the Federal budget.

Project Eligibility

To be considered for CDBG funds, a project must:

1. Meet one of three national CDBG program objectives;
2. Be an eligible CDBG program activity as prescribed by HUD; and
3. Receive National Environmental Protection Act clearance.

National Objectives

For a project to be considered for full or partial funding, the project is required to meet one of three national objectives as follows:

1. Benefit low and moderate income persons. (Note: If a project proposes to meet this objective, a minimum of 51% of the beneficiaries must have individual or household incomes which are considered low and moderate income.)
2. Aid in the prevention or elimination of slums and blight.
3. Meet other community development needs having a particular urgency (as determined by HUD).

If you feel that your project may qualify under the “prevention or elimination of slums and blight” or may “meet other community development needs having a particular urgency,” please contact City staff. National experience indicates that very few projects have qualified.

CDBG Eligible Activities

In addition to meeting one of the national objectives, a project must also be an eligible CDBG activity. General types of activities that are eligible fall into four broad categories:

1. Housing development and rehabilitation activities;
2. Construction or improvement of public facilities;
3. Economic development activities (job creation and retention); and
4. Public Service.

Public service projects are eligible for CDBG funds; however, federal regulations limit public services to 15% of the total grant and limit the use of funds. For example, federal regulations require the funding of any public service to be for a new or a measurable increase in the service level above that which was provided over the past 12 months. In addition, record keeping requirements generally include extensive documentation on beneficiaries’ income, ethnicity, and head of household status.

NEPA Clearance

All projects proposed for CDBG funding must receive National Environmental Protection Act (NEPA) clearance. NEPA is federal environmental protection legislation that is similar, yet often more restrictive than the California Environmental Quality Act (CEQA). Applicants should be aware that no HUD money may be used to fund projects that cannot receive NEPA clearance. This is an extremely important requirement that is often overlooked or misunderstood.

Evaluation Criteria

At a minimum, all projects will be evaluated on specific criteria, including:

1. Consistency with the national CDBG objectives;
2. Magnitude of benefit to persons of low and moderate income;
3. Eligibility as a CDBG activity;
4. Ability to receive NEPA clearance;
5. Overall impact in addressing community needs as identified in the City’s Consolidated Plan;
6. Consistency with local policies, plans and goals as identified in the City’s Consolidated Plan;
7. Feasibility; and

8. Clarity and completeness of the proposal.

The agency submitting the proposal will be evaluated by the experience in operating similar projects/programs, its ability to maintain required records including information on project beneficiaries, and its ability to expend funds expeditiously and in accordance with HUD regulations. The City will also review the application in regard to support with agency has received from other jurisdictions, both present and in the past.

NOTE: These are the minimum evaluation criteria. Applications for funding will be evaluated by the City Council within the framework of the City's policies, goals, and financial obligations.

Application Submittal

The application form is available on the City's website at www.cityofcamarillo.org. Please keep in mind, however, a hard copy is required for submittal.

In submitting your application for program year 2016-2017 funding, please be aware of the following:

- ◆ A separate application must be completed for each project proposed. Complete the application thoroughly. If the application is incomplete, the project may not be considered for funding.
- ◆ All applications/proposals must be submitted with an original signature.
- ◆ Submit one copy of any requested or procedural documentation, i.e., organization's by-laws or Board of Directors, City Council letters or actions, resolutions, etc.
- ◆ Submit one copy of any plans, architectural and/or engineering designs for the project.
- ◆ The proposal form must be complete. Do not alter or delete any portion of this proposal application. "Tailor made" proposals attached to a blank proposal application will not be accepted.

Requests for CDBG Funding

All proposal applications must be received by **Friday, January 22, 2016** to be included for 2016-2017 funding consideration.

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Camarillo, CA 93010**

If you have any questions regarding the application process, contact the Department of Community Development at 805.388.5360.

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