



## CITY OF LODI COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

### 2009-10 GRANT APPLICATION INFORMATION AND INSTRUCTIONS

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#### GENERAL INFORMATION

The City of Lodi is soliciting applications for its 2009-10 Community Development Block Grant (CDBG) funds. Eligible organizations include non-profits and local government entities. Successful applications will address a significant need for low-income City residents and must meet the guidelines articulated in this application package. Funds awarded will be available after July 1, 2009, with fund expenditure expected by June 30, 2010.

If you are interested in submitting an application, you must complete the application form, which is available online at [http://www.lodi.gov/community\\_development/index.html](http://www.lodi.gov/community_development/index.html) or by e-mailing Sarah Bontrager ([sbontrager@lodi.gov](mailto:sbontrager@lodi.gov)). Applications must be submitted with all required materials by **Wednesday, March 11, 2009 at 5:00pm**, according to instructions included below.

Only applications submitted for *eligible* activities in accordance with the required format (see attached forms and instructions) will be considered for funding. If you are considering submitting an application for funding and have not previously received CDBG funding, please contact Sarah Bontrager, CDBG Program Administrator, at [sbontrager@lodi.gov](mailto:sbontrager@lodi.gov) for assistance in determining activity eligibility.

#### 2009-10 FUNDING

The City anticipates receiving approximately \$743,500 in CDBG funds, although final allocations have not yet been released by the federal government. Additionally, the City plans to reallocate about \$40,000 in prior-year CDBG funds. In 2008-09, the Council agreed on a policy of allocation 40 percent of the allocation to community-based organizations (CBOs), with the remainder going to City projects. We anticipate the following funding breakdown:

City projects	\$356,880
CBO projects	\$237,920
Administration	\$148,700
<b>TOTAL</b>	<b>\$743,500</b>

In addition, there will be a cap of \$111,525 (15% of allocation) on funding available to public service activities.

#### ELIGIBLE ACTIVITIES

Eligible activities must either primarily benefit low- and moderate-income persons or eliminate blight. Activities that are generally eligible for CDBG funding include the following:

- Construction or improvement of public facilities (such as parks, streets/sidewalks, and community centers);
- Acquisition of real property;
- Public services, such as employment assistance, crime prevention, substance abuse, child care, health care, transportation, fair housing counseling, etc.;
- Housing repair and rehabilitation;
- Economic development activities, including microenterprise assistance and lending to for-profit businesses; and
- Historic preservation.

New applicants should contact City staff to determine the eligibility of their activity.

## APPLICATION SUBMISSION

All applications must be completed electronically. Handwritten applications will not be accepted. If you have any trouble opening or filling out the application, please contact City staff immediately. Applications must be complete, so check to ensure that all applicable questions are answered.

Submit one (1) original and one (1) electronic copy of each application. The original should include all requested attachments. The electronic copy must be submitted as an MS Word document (or equivalent). Electronic copies may be submitted via e-mail to Sarah Bontrager (sbontrager@lodi.gov), and must be submitted by the deadline.

Applications must be received at the Community Development Department by 5:00 p.m. on Wednesday, March 11, 2009. Late applications will not be accepted.

## TIMEFRAME

The City anticipates the following schedule for reviewing submitted applications and determining funding awards:

Application Availability Date	February 4, 2009
Public Meeting/Application Training	February 11, 2009 at 3:30pm
<b>Deadline for Proposal Submissions</b>	<b>March 11, 2009 at 5:00pm</b>
Review Period	March 11-23, 2009
City Council Shirtsleeve Presentation	March 24, 2009
City Council Public Hearing (review draft Plans)	April 1, 2009
CDBG Plans Public Review Period	April 6 – May 6, 2009
City Council Public Hearing (approve Plans)	May 6, 2009
Letters of Award/Denials	May 16, 2009
Funding Year Begins	July 1, 2009

## APPLICATION REVIEW

Once submitted, applications will be reviewed by City staff. The City may contact applicants to obtain additional information. City staff will first review the applications to determine whether the proposed activities meet the minimum eligibility criteria. Proposed activities will also be evaluated on the following criteria:

- **Benefit to Low-and Moderate-Income Persons**  
Activities providing a clear benefit to at least 51 percent low- and moderate-income persons or households will be given funding preference.
- **Activity Need and Justification**  
Proposed activities will be evaluated on their ability to address a significant community need, as well as their benefit to very low-income persons.
- **Readiness to Proceed**  
Project will be evaluated for feasibility of implementation, overall and within the allotted time frame.
- **Cost Reasonableness and Effectiveness**  
Budgets will be reviewed to determine completeness and reasonableness of all costs related to the request for CDBG funding. All budgets should factor in the most recent cost estimates available. Organizations will be evaluated on their ability to become self-sustaining, if applicable.
- **Activity Management and Implementation**  
Applicants must demonstrate the ability to carry out the proposed activities. Each applicant will be evaluated on experience, administrative capacity, and financial management. For organizations currently receiving CDBG funding, performance over the last five years will be evaluated.

- **Matching Contributions**

Consideration will be given to the amount of non-CDBG/HOME funds committed to the project. The greater the financial support or leveraging from local and other sources, the greater the potential impact that CDBG/HOME funds will have on meeting local community needs.

**CONTACTS**

If you have questions or comments on CDBG/HOME funding or the application, please contact:

Sarah Bontrager, CDBG Program Administrator  
916-231-3354 OR 209-333-6800 x3404  
sbontrager@lodi.gov

Joseph Wood, Community Improvement Manager  
209-333-6800 x2467  
jwood@lodi.gov