



**CITY OF LODI**  
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**  
**2013-14 GRANT APPLICATION GUIDELINES**

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**GENERAL INFORMATION**

The City of Lodi is soliciting applications for its 2013-14 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, 2013, with the complete expenditure of awarded funds expected by June 30, 2014.

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 Rob Sronce ([rsronce@lodi.gov](mailto:rsronce@lodi.gov)). Applications must be received with all required materials by **Wednesday, February 6, 2013 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 Rob Sronce, CDBG Program Administrator, at [rsronce@lodi.gov](mailto:rsronce@lodi.gov) or 333-6800 x3404 for assistance in determining activity eligibility.

**APPLICATION CHECKLIST**

In order for your application to be accepted, in addition to the application itself, your organization must submit the following threshold items.

- Articles of Incorporation
- IRS 501(c)(3) Designation Letter
- Copy of Agency's Mission Statement
- Current list of Board of Directors (to include name, office held, address, and professional affiliation of each member)
- Organizational Chart
- Certified Organization Audit/Financial Statements of most recent year
  - Most recent IRS filing (Form 990); **AND**
  - Financial statements audited by a CPA; or
  - Profit and Loss Statement for FY 2011-12 and General Ledger printout
- Current fiscal year agency budget, showing all funding sources.
- Federal Tax ID number (Form W9)
- Data Universal Numbering System (DUNS) Number (*See Page 3*)

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**APPLICATIONS MUST BE RECEIVED BY 5:00 PM ON WEDNESDAY, FEBRUARY 6, 2013.**

**HAND DELIVER TO:**  
Lodi Community Development Dept.  
Neighborhood Services Division  
221 W. Pine St.  
Lodi, CA 95240

**MAIL TO:**  
Lodi Community Development Dept.  
Neighborhood Services Division  
PO Box 3006  
Lodi, CA 95241-1910

### 2013-14 FUNDING

We are estimating that the City will receive approximately \$577,081 in CDBG funds for 2013/14. The federal sequestration budget cuts that were to take effect on January 1<sup>st</sup> have been delayed for two months, therefore it is likely that we will not receive official notification of the annual allocation amount until March 1<sup>st</sup>. We are moving forward with the estimate that the 8.4% budget reduction will be implemented.

The City Council has a policy of allocating 40 percent of the annual CDBG award (net of administrative costs) to community-based organizations (CBOs), with the remainder going to City projects. There is a 15 percent Public Service Cap on the allocation for 2013/14.

The distribution of funds will be as follows:

City projects	\$277,000
CBO projects	\$184,665
Administration	\$115,416 <i>(20% of the 2013/14 Annual allocation)</i>
<b>TOTAL</b>	<b>\$577,081</b>

15% Service Cap      \$86,562.00

### 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 micro-enterprise assistance and lending to for-profit businesses; and
- Historic preservation.

New applicants and applicants considering new programs or project should contact City staff to determine the eligibility of their activity.

### APPLICATION SUBMISSION

Applications must be completed and printed using the form documents provided. 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 please check that all questions are answered.

Applicants must submit one (1) printed original, and one (1) electronic copy of each application.

The printed original submission must include all requested attachments and a wet signature on the cover page by the chief executive or designee. Please do not staple applications. Applications may be submitted loose-leaf or comb bound. Please use dividing sheets to help City staff to identify the components of your application and supporting documentation.

The electronic copy must be in the form of the completed Microsoft Word application document. Please do not scan the printed form. Please do not submit the requested attachments electronically. The electronic copy does \*not\* require a signature.

The printed original application must be received at the Community Development Department public counter at 221 West Pine Street by 5:00 p.m. on Wednesday, February 6, 2013. The electronic application must be sent to rsrnce@lodi.gov by 5:00 p.m. on Wednesday, February 6, 2013. Electronic copies may also be submitted on a

disc (CD or DVD) with the printed application packet. Late applications will not be accepted. Please bring a copy of your cover page if you would like a time stamp receipt. Your sent e-mail will serve as proof for the electronic version.

**\*\*NEW\*\* Tax ID and DUNS Number Requirement**

HUD now requires that subrecipients provide their Federal Tax ID number and their Data Universal Numbering System (DUNS) number. The DUNS number is a unique nine-digit identification number provided by the commercial company Dun & Bradstreet (D&B). If you have a DUNS number, please include it in your application. **If you do not have a DUNS number at the time of application, you will need to obtain one and provide it as a condition of receiving funding.** You can wait to confirm whether you have been awarded funding to obtain the DUNS number. Please be aware that you must have a different nine-digit DUNS for each physical location or different address in your entity as well as each legal division that may be co-located.

**TIMEFRAME**

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

Application Availability Date	January 9
Public Meeting/Application Training	January 9 at 3:00pm
<b>Deadline for Proposal Submissions</b>	<b>February 6 at 5:00pm</b>
Review Period	February 6-27
City Council Shirtsleeve Presentation	March 5
City Council Public Hearing (review draft Plans)	March 20
CDBG Plans Public Review Period	April 1 – May 1
City Council Public Hearing (approve Plans)	May 1
Letters of Award/Denials	May 15
Funding Year Begins	July 1

**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, as well as cost against benefit. 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.

- **Experience**

The City will evaluate the applicant's experience implementing similar projects.

- **Past Performance**

For grantees receiving funds from the City in the past five years, the City will evaluate timely expenditure of funds, record of report submission, and progress in meeting identified goals. Applicants who have not received City grants in the previous five years will be awarded all points in this category.

- **Matching Contributions**

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

## **CONTACTS**

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

Rob Sronce, CDBG Program Administrator  
209-333-6800 x3404  
rsronce@lodi.gov

Joseph Wood, Neighborhood Services Manager  
209-333-6800 x2467  
jwood@lodi.gov