



CITY OF LODI
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
2015-16 GRANT APPLICATION GUIDELINES

GENERAL INFORMATION

The City of Lodi is soliciting applications for its 2015-16 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, 2015, with the complete expenditure of awarded funds expected by June 30, 2016.

If you are interested in submitting an application, you must complete the application form, which will be available online beginning December 17, 2014 at http://www.lodi.gov/community_development/index.html or by e-mailing Joseph Wood (jwood@lodi.gov). Applications must be received with all required materials by **Monday, February 9, 2015 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 Joseph Wood, CDBG Program Manager, at jwood@lodi.gov or 333-6800 x2467 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 2012-13 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*)

APPLICATIONS MUST BE RECEIVED BY 5:00 PM ON MONDAY, FEBRUARY 9, 2015.

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

2015-16 FUNDING

We are estimating that the City will receive approximately \$650,000 in CDBG funds for 2015-16. Notification of our official allocation amounts are expected to be released by within the next ninety days.

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 Services Cap on the allocation for 2015-16.

The distribution of funds will be as follows:

City projects	\$312,000
CBO projects	\$208,000
Administration	\$130,000 (20% of the estimated 2015/16 Annual allocation)
TOTAL	\$650,000

15% Public Services Cap \$97,500.00

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 projects 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 12, 2014. The electronic application must be sent to jwood@lodi.gov by 5:00 p.m. on Wednesday, February 12, 2014. Electronic copies may also be submitted on a disc (CD or DVD) or USB flash drive 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.

HUD 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	December 17, 2014
Deadline for Proposal Submissions	February 9, 2015 at 5:00pm
Review Period	February 10 - March 11
City Council Shirtsleeve Presentation	March 10
City Council Public Hearing (review draft Plans)	April 1
CDBG Plans Public Review Period	April 7 – May 6
City Council Public Hearing (approve Plans)	May 6
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. *A high priority will be given to those funding programs and/or projects that will provide direct benefit to the lowest-income members of the community (identified as Hispanics, female head of households with children, and the disabled).*
- **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. *A high priority will be given to those funding programs and/or projects that address unmet needs within the Consolidated Plan.*
- **Readiness to Proceed**
Projects 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.

SUPPLEMENTAL QUESTIONNAIRE

This new Section is being incorporated into the 2015/16 CDBG Application. All questions in the Supplemental Questionnaire Section must be answered and the requested information provided in order for the application to be deemed complete.

The intent of this Section is to provide some Bonus Points during the scoring/ranking process for applications that meet one or more of the following criteria.

- Applications submitted for 2014/15 CDBG funds that were not funded simply due to reduced funding availability can be eligible for bonus points in 2015/16, providing that the proposed program/project is the same as what was requested in 2014/15.
- Applications for programs/projects that provide specific benefit to aid residents of the neighborhoods identified as Racially/Ethnically Concentrated Areas of Poverty (RCAP/ECAP) can be eligible for bonus points, providing that the proposed activity can provide relief from the poverty being experienced in those neighborhoods.
 - The definition of RCAP/ECAP involves a racial/ethnic concentration threshold and a poverty test. A Census Tract with a non-white population of 50 percent or more and 40 percent or more of the individuals in that Census Tract living at or below the poverty line.
 - HUD requires that CDBG funds be targeted to address the conditions that contribute to the existence of poverty within these designated areas.
- Applications for programs/projects that propose to address the following Priority Needs that were identified within the 2014-2018 CDBG Consolidated Plan can be eligible for bonus points.
 - Foster the development and preservation of fair and quality housing choices for residents of all income levels throughout the community.
 - *"All income levels" refers to Low-Income (80 percent of Area Median Income or AMI), Very Low-Income (50 percent of AMI), and Extremely Low-Income (30 percent of AMI).*
 - Expand financial opportunities for lower-income individuals and families.
 - Build capacity and leadership in marginalized communities.
 - *In this instance, "marginalized communities" includes the poor, victims of gender inequality, the disabled and persons speaking a minority language.*
 - Improve access to social services.

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