



A G E N D A

CITY OF SEASIDE
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE

SPECIAL MEETING
OLDEMEYER CENTER
986 Hilby Avenue
Wednesday, October 28, 2015
6:30 PM

PLEASE TURN OFF YOUR CELL PHONES UPON ENTERING THE MEETING

1. **CALL TO ORDER**

2. **ROLL CALL (CDAC)**

John Francis
Sue Hawthorne
Sharrline Napoleon
Jessica Piombo

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

3. **REVIEW OF AGENDA**

If there are any items that arose after the 72 hour posting deadline, this is the point in the meeting where a vote may be taken to add the item to the agenda. (A 2/3 -majority vote is required).

4. **PUBLIC COMMENT**

5. **APPROVAL OF MINUTES**

A. **Minutes of September 16, 2015 meeting**

6. **OLD BUSINESS**

A. Review of priority needs discussed during September Community Needs Assessment Workshop.

PURPOSE: Many community needs were mentioned during the September Community Needs Workshop. The CDAC should prioritize the needs and make a recommendation to the City Council regarding the priority needs to be addressed with CDBG funding for the 2016-2017 and 2017-2018 fiscal years.

RECOMMENDATION: It is recommended that the CDAC determine the priority needs to address with CDBG funding for the 2016-2017 and 2017-2018 fiscal years and make a recommendation to the City Council.

B. Review of 2015-2016 Long Range Calendar

PURPOSE: Review 2015-2016 Long Range Calendar.

RECOMMENDATION: It is recommended that the CDAC review the calendar and suggest any changes as needed.

C. Provide clarification regarding income levels

PURPOSE: The CDAC has asked for clarification regarding the income levels mentioned in the reports that are submitted to the US Department of Housing and Urban Development (HUD).

RECOMMENDATION: It is recommended that the CDAC receive the information provided by HUD that clarifies the 2015 Monterey County Income Levels and how they are calculated.

7. NEW BUSINESS

A. Discuss changes the CDAC would like the City Council to consider for the Public Service application review and award process.

PURPOSE: The CDAC has expressed an interest in the possibility of making adjustments to the scoring of Public Service applications for CDBG funds and resulting allocation methodology. This is an opportunity to discuss and suggest possibilities for the City Council to consider for the upcoming award cycle.

RECOMMENDATION: It is recommended that the CDAC provide staff direction regarding possible adjustments to the scoring of Public Service application for CDBG funds and resulting allocation methodology. Suggestions will be presented to the City Council at their November 5, 2015 meeting in order for the Council to determine whether or not to implement the changes in the upcoming award cycle.

8. REPORTS FROM COMMITTEE MEMBERS

9. REPORTS BY STAFF

10. ADJOURNMENT

Next Regularly Scheduled Meeting:
November 18, 2015
6:30 PM

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<http://cvp.telvue.com/player?id=T01629&video=52314&noplaylists=1&width=400&height=300> Videos of past meetings are available on demand through the City's website: <http://www.ci.seaside.ca.us>

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		MEETING MINUTES DRAFT		
				REGULAR MEETING
CITY OF SEASIDE				OLDEMEYER CENTER 986 HILBY AVE
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE				SEPTEMBER 16, 2015
				6:30 P.M.
1.	CALL TO ORDER AT – 6:32 P.M.			
2.	ROLL CALL – ESTABLISHMENT OF QUORUM			
	MEMBERS	John Francis, Sue Hawthorne, Sharrline Napoleon, Jessica Piombo		
	PRESENT:	Francis, , Napoleon		
	ABSENT:	Piombo, Hawthorne		
		*Member Piombo was able to make it at a later point in the meeting		
3.	PUBLIC COMMENT – None			
APPROVAL OF MINUTES				
4.	September 16, 2015			
	<u>On motion by Member Francis and Seconded by Member Napoleon, and carried by the following vote, the CDAC approved the Meeting Minutes for July 22, 2015</u>			
	AYES	2	COMMITTEE MEMBERS	Francis, Napoleon
	NOES	0	COMMITTEE MEMBERS	None
	ABSENT	1	COMMITTEE MEMBERS	Piombo, Hawthorne
	RECUSED	0	COMMITTEE MEMBERS	None

	OLD BUSINESS																
5.	A. REVIEW OF THE 2014-2015 COMMUNITY DEVELOPMENT BLOCK GRANT CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND FORMULATION OF A RECOMMENDATION TO CITY COUNCIL: Sharon Mikesell, Staff, gave an overview of the CAPER and the revised numbers and figures to be recommended to City Council. <u>On motion by Member Napoleon and Seconded by Member Francis, and carried by the following vote, the CDAC approved the 2014-2015 CDBG Consolidated Annual Performance and Evaluation Report to HUD and formulation of a recommendation to City Council</u> <table><tr><td>AYES</td><td>2</td><td>COMMITTEE MEMBERS</td><td>Francis, Napoleon</td></tr><tr><td>NOES</td><td>0</td><td>COMMITTEE MEMBERS</td><td>None</td></tr><tr><td>ABSENT</td><td>1</td><td>COMMITTEE MEMBERS</td><td>Piombo, Hawthorne</td></tr><tr><td>RECUSED</td><td>0</td><td>COMMITTEE MEMBERS</td><td>None</td></tr></table>	AYES	2	COMMITTEE MEMBERS	Francis, Napoleon	NOES	0	COMMITTEE MEMBERS	None	ABSENT	1	COMMITTEE MEMBERS	Piombo, Hawthorne	RECUSED	0	COMMITTEE MEMBERS	None
AYES	2	COMMITTEE MEMBERS	Francis, Napoleon														
NOES	0	COMMITTEE MEMBERS	None														
ABSENT	1	COMMITTEE MEMBERS	Piombo, Hawthorne														
RECUSED	0	COMMITTEE MEMBERS	None														
6.	NEW BUSINESS A. CDBG Community Needs Assessment Workshop: (Member Piombo joined the meeting at this point) Rosa Camacho, MBI, presented a Power Point outlining the CDBG Workshop goals, Annual Planning Process, CDBG Program, CDBG Use of Funds, Priorities, Community Needs, and wrapped up the presentation with an open discussion. The discussion listed needs of the Community including, senior services, street repair, at risk youth activities, violence prevention, specific programming for teens (ages 13-17), and substance abuse/mental health care, just to name a few. Final priority needs will be determined by CDAC and Staff and will determine ranking of proposals. B. Consider cancellation of October 21 regular CDAC meeting and scheduling of special meeting on either October 14 or October 28 due to possible City Staff scheduling conflict. <u>On motion by CDAC member Piombo and seconded by member Napoleon and carried out by the following vote, the CDAC approved to cancel the Regular CDAC meeting scheduled for October 21, 2015 and re-schedule a Special Meeting on October 28, 2015.</u> <table><tr><td>AYES</td><td>3</td><td>Francis, Napoleon, Piombo</td></tr><tr><td>NOES</td><td>0</td><td>COMMITTEE MEMBERS</td></tr><tr><td>ABSENT</td><td>1</td><td>Hawthorne</td></tr><tr><td>RECUSED</td><td>0</td><td>COMMITTEE MEMBERS</td></tr></table>	AYES	3	Francis, Napoleon, Piombo	NOES	0	COMMITTEE MEMBERS	ABSENT	1	Hawthorne	RECUSED	0	COMMITTEE MEMBERS				
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NOES	0	COMMITTEE MEMBERS															
ABSENT	1	Hawthorne															
RECUSED	0	COMMITTEE MEMBERS															

7.	REPORTS FROM COMMITTEE MEMBERS None																
8.	REPORTS BY STAFF Sharon Mikesell, Staff, offered flyers for the Small Business Workshop which is to be at the Oldemeyer Center sponsored by the City for anyone interested in starting a small business is welcome to attend the workshop.																
9.	ADJOURNMENT at 7:49 p.m. <u>On motion by Member Piombo and Seconded by Member Napoleon and carried by the following vote the CDAC adjourned the regular meeting at 7:49 p.m.</u> <table><tr><td>AYES</td><td>3</td><td>COMMITTEE MEMBERS</td><td>Francis, Napoleon, Piombo</td></tr><tr><td>NOES</td><td>0</td><td>COMMITTEE MEMBERS</td><td>None</td></tr><tr><td>ABSENT</td><td>1</td><td>COMMITTEE MEMBERS</td><td>Hawthorne</td></tr><tr><td>RECUSED</td><td>0</td><td>COMMITTEE MEMBERS</td><td>None</td></tr></table>	AYES	3	COMMITTEE MEMBERS	Francis, Napoleon, Piombo	NOES	0	COMMITTEE MEMBERS	None	ABSENT	1	COMMITTEE MEMBERS	Hawthorne	RECUSED	0	COMMITTEE MEMBERS	None
AYES	3	COMMITTEE MEMBERS	Francis, Napoleon, Piombo														
NOES	0	COMMITTEE MEMBERS	None														
ABSENT	1	COMMITTEE MEMBERS	Hawthorne														
RECUSED	0	COMMITTEE MEMBERS	None														



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 6.A.

TO: Community Development Advisory Committee

BY:

DATE: October 28, 2015

SUBJECT: Review of priority needs discussed during September Community Needs Assessment Workshop.

PURPOSE

Many community needs were mentioned during the September Community Needs Workshop. The CDAC should prioritize the needs and make a recommendation to the City Council regarding the priority needs to be addressed with CDBG funding for the 2016-2017 and 2017-2018 fiscal years.

RECOMMENDATION

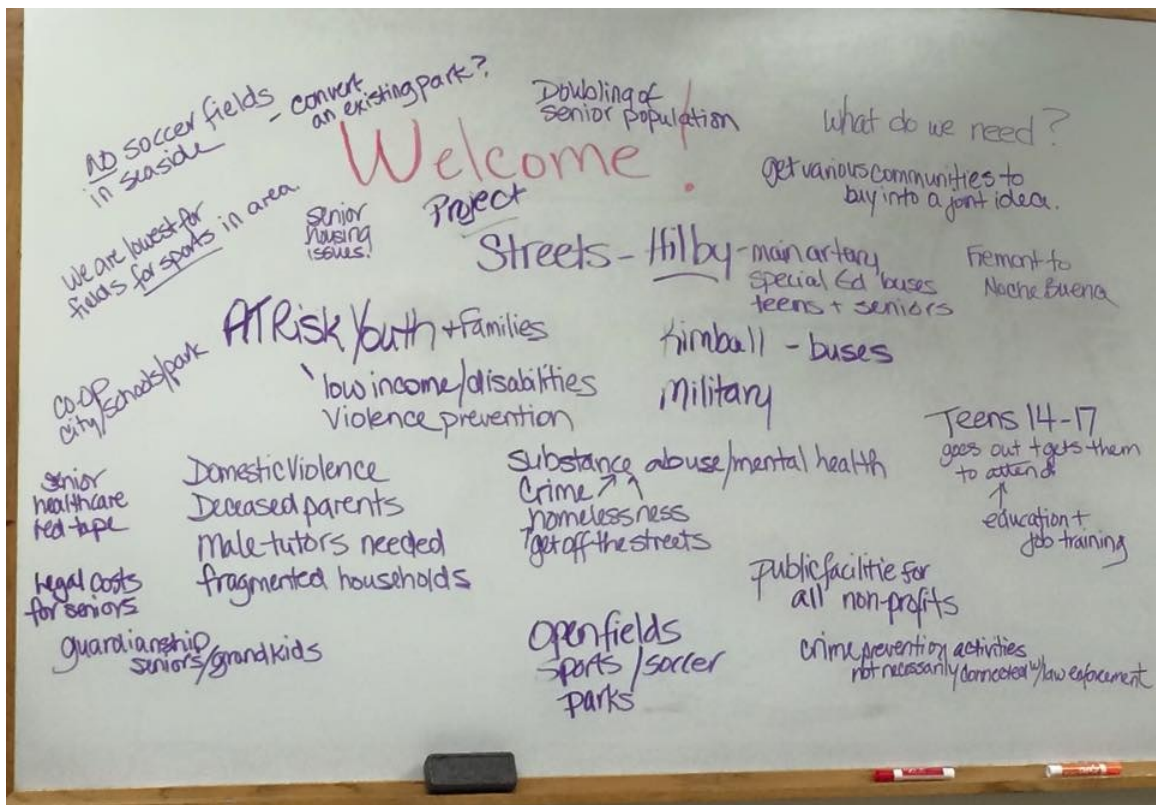
It is recommended that the CDAC determine the priority needs to address with CDBG funding for the 2016-2017 and 2017-2018 fiscal years and make a recommendation to the City Council.

BACKGROUND

FISCAL IMPACT

ATTACHMENTS

1. Photo from Community Needs Workshop
-





**CITY OF SEASIDE
STAFF REPORT**

Item No.: 6.B.

TO: Community Development Advisory Committee

BY:

DATE: October 28, 2015

SUBJECT: Review of 2015-2016 Long Range Calendar

PURPOSE

Review 2015-2016 Long Range Calendar.

RECOMMENDATION

It is recommended that the CDAC review the calendar and suggest any changes as needed.

BACKGROUND

FISCAL IMPACT

ATTACHMENTS

1. 2016-2016 CDAC Long Range Calendar
-



CITY OF SEASIDE
Community Development Advisory Committee (CDAC)
Long Range Calendar
July 2015 – June 2016

July CDAC Meeting (July 15, 2015)	Regular meeting cancelled
Two new CDAC members approved by City Council	July 16, 2015
Staff revise CON plan and Annual Action plan in coordination with HUD	July
July Special CDAC meeting –non substantial revisions to CON/Annual Plan	July 22, 2015
Staff draft Consolidated Annual Performance & Evaluation Report (CAPER)	July and August
City Council approve non-substantial revisions to CON/Annual Plan	August 6, 2015
Notification of award and contract documents to sub recipients	August-upon HUD approval
August CDAC Meeting	August 19, 2015
- Recruitment & Appointment of CDAC members/Elect officers - Fourth Quarter (Apr-Jun) and Annual Program Reports - CAPER preview - Long-term calendar 2015-2016	
Annual Planning Notice & Notice of CAPER Publication	August 27, 2015
- initiate planning process - notice of community workshop - publish application dates and deadlines	
Draft CAPER publication	September 3, 2015
September CDAC Meeting and Community Workshop	September 16, 2015
- Annual Community Needs Assessment Workshop - CDBG application form/process review - Discuss 2014-15 CDBG Subrecipient Monitoring Schedule	
City Council public hearing	September 17, 2015
CAPER due to HUD	September 30, 2015
October CDAC Meeting	October 28, 2015
- Annual Priority Needs - Review CDBG application form/process draft - Review subrecipient scoring sheets - Provide clarification regarding income levels	
City Council	November 5, 2015
- informational item to present the needs identified at the September workshop and discuss the five-year and annual process	
NOFA and Applications Released	November 12, 2015
November CDAC Meeting and Proposal Workshop	November 18, 2015
- Mandatory for all interested applicants - First Quarter Program Report (Jul-Sep)	
December CDAC Meeting	December 16, 2015
- Mid-year re-allocation - 2014-15 public service monitoring letters	
Applications due	January 15, 2016
January CDAC Meeting	January 20, 2016
- summary of applications received - mid-year re-allocation	
Staff reading of applications received, check threshold requirements, review	January 20-30, 2016

background materials, questions for applicants.	
Special CDAC Meeting - Staff transmits applications to CDAC with summary review, questions and responses. - Staff provides instructions for review and ranking of applications. - Mid-year re-allocation - Multi-year funding cycle	February 3, 2016
CDAC reading applications	February 5 – 24, 2016
February CDAC Meeting (no meeting)	February 17, 2016
Special CDAC Meeting - Second Quarter Program Report (Oct-Dec) - CDAC to report out on individual review and ranking of applications.	February 24, 2016
CDAC Work Sessions - interviews, ranking and recommendations	February 25 – March 17, 2016
March CDAC Meeting - CDAC recommendations on annual funding	March 16, 2016
Administrative draft annual Action Plan to CDAC	March 25, 2016
Special CDAC Meeting - CDAC recommendations on annual funding - Review draft Action Plan	April 6, 2016
Publish annual Action Plan for comment and open 30-day public comment period	April 7, 2016
April CDAC Meeting - if needed	April 20, 2016
City Council - present CDAC recommendations and annual Action Plan	April 21, 2016
City Council – public hearing - adopt annual Action Plan	May 5, 2016
Public comment period closes	May 7, 2016
Action plan due to HUD	May 15, 2016
May CDAC Meeting - Update on Annual Action Plan submitted to HUD - Elections	May 18, 2016
Conditional notice of awards to Subrecipients	May
June CDAC Meeting - if needed	June 15, 2016



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 6.C.

TO: Community Development Advisory Committee

BY:

DATE: October 28, 2015

SUBJECT: Provide clarification regarding income levels

PURPOSE

The CDAC has asked for clarification regarding the income levels mentioned in the reports that are submitted to the US Department of Housing and Urban Development (HUD).

RECOMMENDATION

It is recommended that the CDAC receive the information provided by HUD that clarifies the 2015 Monterey County Income Levels and how they are calculated.

BACKGROUND

FISCAL IMPACT

ATTACHMENTS

1. Information from HUD regarding 2015 Monterey County Income Limits
-



FY 2015 INCOME LIMITS DOCUMENTATION SYSTEM

HUD.gov [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

FY 2015 Income Limits Summary

FY 2015 Income Limit Area	Median Income Explanation	FY 2015 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Monterey County	\$65,000	Very Low (50%) Income Limits (\$) Explanation	25,400	29,000	32,650	36,250	39,150	42,050	44,950	47,850
		Extremely Low Income Limits (\$)* Explanation	15,250	17,400	20,090	24,250	28,410	32,570	36,730	40,890
		Low (80%) Income Limits (\$) Explanation	40,600	46,400	52,200	58,000	62,650	67,300	71,950	76,600

Selecting any of the buttons labeled "Explanation" will display detailed calculation steps for each of the various parameters.

* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as [established by the Department of Health and Human Services \(HHS\)](#), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

Income Limit areas are based on FY 2015 Fair Market Rent (FMR) areas. For information on FMRs, please see our associated FY 2015 [Fair Market Rent documentation system](#).

For last year's Median Family Income and Income Limits, please see here:

[FY2014 Median Family Income and Income Limits for Monterey County](#)

Select a different county or county equivalent in California:

Select county or county equivalent

Select any FY2015 HUD Metropolitan FMR Area's
Income Limits:

Salinas, CA MSA

Select HMFA Income Limits Area

Or press below to start over and select a different
state:

Select a new state

Update URL For bookmarking or E-Mailing

Prepared by the [Economic and Market Analysis Division](#), HUD.



FY 2015 INCOME LIMITS DOCUMENTATION SYSTEM

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Median Family Income Calculation Methodology

Estimates of median family income for metropolitan and non-metropolitan areas are developed as follows:

1. The U.S. Census Bureau's 2008-2012 ACS median family income estimates are used as a basis for calculating HUD's FY2015 MFIs. In areas where the 2012 5-year ACS estimate is smaller than the reported margin of error, the state non-metro estimate of median family income is used.
2. In areas where there is a 2012 1-year ACS estimate of median family income that exceeds its margin of error, the 1-year ACS estimate becomes the basis for median family income.
3. Once the appropriate 2012 ACS data has been selected, an inflation factor based on the CBO forecast of the national CPI is calculated to inflate the estimate from mid-2012 to April, 2015 (or mid FY2015).

Monterey County, CA has published local area 1-year 2012 ACS Survey results.

MFI Step by Step Calculation for Monterey County

1. The following are the 2012 American Community Survey 5-year median income estimate and margin of error for **Monterey County, CA**:

Area	ACS ₂₀₁₂ 5-Year Median Income	ACS ₂₀₁₂ 5-Year Margin of Error	Ratio	Result
Monterey County, CA	\$63,823	\$1,070	$\frac{\$1,070}{\$63,823} = 0.017$	0.017 < 1 Use ACS₂₀₁₂ Monterey County, CA Median Income

2. Since there is an ACS₂₀₁₂ 1-year estimate available, a comparison is made in order to determine if the 1-year ACS₂₀₁₂ estimate is different from zero:

Area	ACS ₂₀₁₂ 1-Year	ACS ₂₀₁₂ 1-Year	Ratio	Result
------	-------------------------------	-------------------------------	-------	--------

	Median Income	Margin of Error		
Monterey County, CA	\$61,788	\$3,151	$\frac{\$3,151}{\$61,788} = 0.051$	$0.051 < 1$ Update to ACS₂₀₁₂ 1-Year Median Income

3. The calculation of the CPI Inflation Factor is as follows:

Area	FY2015 <u>CPI</u>	2012 Annual <u>CPI</u>	<u>CPI Inflation Factor</u>
Monterey County, CA	241.64	229.599	$\frac{(241.64 / 229.599)}{=}$ 1.05244

4. The FY 2015 median family income is estimated as follows:

Area	ACS ₂₀₁₂ 1-Year Estimate	<u>CPI Inflation</u> Factor	FY 2015 Area MFI Estimate
Monterey County, CA	\$61,788	1.05244	$(\$61,788 * 1.05244) =$ \$65,028

5. In keeping with HUD policy, the median family income estimate is rounded to the nearest \$100:

Area	Unrounded FY 2015 MFI Estimate	Rounded FY 2015 MFI Estimate
Monterey County, CA	\$65,028	\$65,000

Press below to select a different state:

Select a new state

Or select a FY 2015 HUD Metropolitan FMR Area's
Median Family Income:

Salinas, CA MSA

Select Area

Update URL for bookmarking or E-mailing

Technical Problems or questions? [Contact Us.](#)



FY 2015 INCOME LIMITS DOCUMENTATION SYSTEM

HUD.gov [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

FY 2015 Extremely Low-Income Income Limits Calculation

The Quality Housing and Work Responsibility Act of 1998 established a new income limit standard based on 30 percent of median family income, which was to be adjusted for family size and for areas of unusually high or low family income. A statutory change was made in 1999 to clarify that these income limits should be tied to the Section 8 very low-income limits. The preliminary 30 percent income limits, therefore, are calculated as 30/50ths (60 percent) of the Section 8 very low-income limits.

The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as [established by the Department of Health and Human Services \(HHS\)](#), provided that this amount is not greater than the Section 8 50% very low-income limit.

1. The first step in establishing the Extremely Low Income Limit is establishing the preliminary 4-person income limit. This is derived by multiplying the 4-person Very Low-Income limit by 0.6 (30%/50%) and rounding the product to the nearest 50. The calculations are as follows:

Area	4-person Very Low-Income Limit	Preliminary 4-person Extremely Low-Income Limit
Monterey County, CA	\$36,250	\$21,750

2. Preliminary Low-Income Limits for each person size are calculated, and compared to the poverty guidelines as [established by the Department of Health and Human Services](#).

Preliminary Extremely Low-Income Limits								
Table (a)								
Area	1-person 70% of 4-person Limit	2-person 80% of 4-person Limit	3-person 90% of 4-person Limit	4-person	5-person 108% of 4-person Limit	6-person 116% of 4-person Limit	7-person 124% of 4-person Limit	8-person 132% of 4-person Limit
Monterey County, CA	\$15,250	\$17,400	\$19,600	\$21,750	\$23,500	\$25,250	\$27,000	\$28,750

Table (b)								
Area	HHS 1-person Guideline	HHS 2-person Guideline	HHS 3-person Guideline	HHS 4-person Guideline	HHS 5-person Guideline	HHS 6-person Guideline	HHS 7-person Guideline	HHS 8-person Guideline
	\$11,770	\$15,930	\$20,090	\$24,250	\$28,410	\$32,570	\$36,730	\$40,890

**Contiguous
United
States**

Poverty Guideline Adjusted Extremely Low-Income Limits								
Table (c)								
Maximum of Table (a) and Table (b)								
Area	1-person	2-person	3-person	4-person	5-person	6-person	7-person	8-person
Monterey County, CA	\$15,250	\$17,400	\$20,090	\$24,250	\$28,410	\$32,570	\$36,730	\$40,890

3. The poverty guideline adjusted Extremely Low Income Limits are checked to ensure they are not greater than the Very Low Income Limits (50% Income Limits).

Very Low (50%) Income Limits								
Table (d)								
Area	1-person	2-person	3-person	4-person	5-person	6-person	7-person	8-person
Monterey County, CA	\$25,400	\$29,000	\$32,650	\$36,250	\$39,150	\$42,050	\$44,950	\$47,850

Final Extremely Low-Income Limits								
Minimum of Table (c) and Table (d)								
Area	1-person	2-person	3-person	4-person	5-person	6-person	7-person	8-person
Monterey County, CA	\$15,250	\$17,400	\$20,090	\$24,250	\$28,410	\$32,570	\$36,730	\$40,890

**Calculator For Determining Extremely Low Income Limits For Families With More
Than 8 People**

Technical Problems or questions? [Contact Us.](#)



FY 2015 INCOME LIMITS DOCUMENTATION SYSTEM

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FY 2015 Very Low-Income (50%) Income Limits Calculation

The Income Limits explained on this page are not for use with Multifamily Tax Subsidy Projects (IRC section 42 and 142 projects). Users interested in these programs should visit the [FY2015 Multifamily Tax Subsidy Project Documentation System](#).

The 4-person Very Low-Income Limit (VLIL) is based on 50% of the median family income estimated for **Monterey County, California**. For a discussion of the estimated median family income please [read here](#).

Once the median family income is estimated and a preliminary 4-person Very Low-Income Limit is calculated (as 50% of median family income) a series of comparisons required by statute are made:

1. **High Housing Cost Adjustment:** The 4-Person VLIL is increased if it would otherwise be less than the amount at which 35 percent of it equals 85 percent of the annualized two-bedroom Section 8 40th percentile FMR (this adjusts income limits upward for areas where rental housing costs are unusually high in relation to median income);
2. **Low Housing Cost Adjustment:** If the 4-Person VLIL exceeds 80% of the U.S. median family income, and the two bedroom 40th percentile fair market rent is affordable (less than or equal to 30% of the preliminary VLIL), the VLIL will be reduced to the greater of 80% of U.S. median family income or the amount at which 30 percent of it equals the two-bedroom 40th percentile FMR (this adjusts income limits downward for areas of unusually high median family incomes);
3. **State Non-Metro Median Family Income Adjustment:** The 4-Person VLIL is also adjusted if it would otherwise be lower than 50% of the State Non-Metro Median Family Income.
4. **Ceilings and floors for changes:** In lieu of holding income limits harmless, HUD does not allow Income Limits to decrease more than 5 percent, or increase more than the greater of 5 percent or twice the national average increase (if any) in median family income. For FY2015, the national change in median family income is 2.973 percent, therefore the maximum change amount is 5 percent.

ROUNDING NOTE: The 4-person income limit is rounded to the nearest \$50 in the case that ceiling or floor adjustments are applied. This is done in order to make it easier for those wishing to replicate HUD's calculations. The rounded 4-person income limit is used to calculate other family size income limits.

4-Person Very Low-Income Limit Calculation for Monterey County, CA

The estimated FY2015 Median Family Income and preliminary 4-Person Very Low-Income Limit for Monterey County, California are:

Area	FY 2015 Estimate of Median Family Income	Preliminary 4-Person Very Low-Income Limit
Monterey County, CA	\$65,000	\$32,500

1. The High Housing Cost adjustment calculations follow:

2BR 40 th percentile FMR	85% of Annualized 2BR FMR	35% of Preliminary 4P VLIL	Comparison	High Housing Cost Adjustment
\$1,244	\$12,689	\$11,375	Is \$11,375 < \$12,689? Yes	Yes 4 Person VLIL = 85%*Annualized FMR / 35% = \$36,250

2. The Low Housing Cost adjustment calculations follow: As can be seen from the item above, Monterey County, CA, has a High Housing Cost Adjustment. Therefore a low housing cost comparison is not made.
3. State non-metro Median Family Income Adjustment:

50 Percent of State Non-Metro Median Family Income	Comparison	State Median Family Income Adjustment
\$56,900 * 0.5 = \$28,450	Is \$36,250 < \$28,450? No	No 4 Person VLIL = \$36,250

4. Ceilings and floor adjustment — Only the 4 person limit is shown here, although the ceilings and floors are applied to limits of all family sizes:

FY2014 4 Person VLIL	Change	Comparison	Final FY2015 4 Person VLIL
\$35,950	\$36,250 / \$35,950 - 1 = 0.008	Is 0.008 < -0.05 or > 0.059468? No	\$36,250

Once the final 4-person income limit has been established, calculation of income limits for other family sizes is straight-forward. The 1-person family income limit is 70% of the 4-person income

limit. The 2-person family income limit is 80% of the 4-person income limit, the 3-person family income limit is 90% of the 4-person income limit, the 5-person income limit is 108% of the 4-person income limit, the 6-person family income limit is 116% of the 4-person income limit, the 7-person family income limit is 124% of the 4-person income limit, and the 8-person family income limit is 132% of the 4-person income limit. For family sizes larger than 8 persons, the income limit can be calculated by adding an additional eight (8) percent per person to the next lower limit. For example a 9-person family income limit is 140% (132% + 8%), and so on. The resulting low-income limit calculation for other family sizes are then rounded up to the nearest \$50. Rounding up ensures that the income limit does not exceed the 5% decrease threshold.

Monterey County, CA requires no further adjustments. Therefore, the final FY 2015 Very Low Income Limits are listed below:

Area	1-Person	2-Person	3-Person	4-Person	5-Person	6-Person	7-Person	8-Person
Monterey County	\$25,400	\$29,000	\$32,650	\$36,250	\$39,150	\$42,050	\$44,950	\$47,850

Very Low-Income Limit Calculation For Families With More Than 8 People

Select family size ▼

Calculate



FY 2015 INCOME LIMITS DOCUMENTATION SYSTEM

[HUD.gov](#) [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

FY 2015 Low-Income Income Limits Calculation

In general, most 4-person low-income limits are the higher of 80 percent of the area median family income or 80 percent of the State non-metropolitan median family level. However, calculating low-income limits as 80 percent of the area median family income may produce anomalies inconsistent with statutory intent because the very low-income limits are not always based on 50 percent of the median(e.g., very-low income limits could be higher than low-income limits).

The calculation normally used, therefore, is to set the 4-person low-income limit at 1.6 (i.e. 80%/50%) times the relevant 4-person very low income limit. The only exception is that the resulting income limit may not exceed the U.S. median family income level (\$65,800 for FY 2015) except when justified by high housing costs. Use of very low-income limits as a starting point for calculating other income limits tied to Section (3)(b)(2) of the U.S. Housing Act of 1937 has the effect of adjusting low-income limits in areas where the very low-income limits have been adjusted because of unusually high or low housing-cost-to-income relationships.

1. The first step of calculating low-income limits is to establish the preliminary 4-person income limit. This is derived by multiplying the 4-person very low-income limit by 1.6 (80%/50%) and rounding the product to the nearest 50.

Area	4-Person Very Low-Income Limit	Preliminary 4-Person Low-Income Limit
Monterey County, CA	\$36,250	\$58,000

2. Next, a comparison is made to ensure that the preliminary 4-Person low-income limit is not greater than the U.S. median family income level:

Area	US Median Family Income	Comparison	Result
Monterey County, CA	\$65,800	Is \$58,000 > \$65,800? No	No Adjustment 4 Person LIL = \$58,000

3. Next, a check is made to see if the area qualifies as a high housing cost area. This is similar to the high housing cost adjustment made for very low-income limits. An area's income limit is adjusted due to high housing costs if 85% of the area's annual 2 bedroom FMR is greater than

35% of the US median income. As we are deriving the low-income limit, the 85% of the annual 2-BR FMR is augmented by 1.6:

Area	2BR FMR	Annual 2BR FMR	Annual 2BR FMR* 1.6*85%	35% of US Median Income	Comparison	Result
Monterey County, CA	\$1,244	\$14,928	\$20,302	\$23,030	Is \$20,302 > \$23,030? No	No Adjustment 4-Person LIL = \$58,000

4. Subsequent to the comparisons above, low-income limits are calculated for each person size family between 1 and 8 persons. As is done with the very low-income limits, the 1-person limit is calculated by multiplying the 4-person limit by 70%, the 2-person is obtained by multiplying the 4-person limit by 80%, the 3-person by multiplying the 4-person by 90%, the 5-person by multiplying the 4-person by 108%, the 6-person by multiplying the 4-person limit by 116%, the 7-person by multiplying the 4-person limit by 124%, and the 8-person by multiplying the 4-person limit by 132%. The low-income limits for these family size are then rounded up to the nearest \$50.

Monterey County, CA								
Income Limit	1-person	2-person	3-person	4-person	5-person	6-person	7-person	8-person
FY2015 Low-Income Limits	\$40,600	\$46,400	\$52,200	\$58,000	\$62,650	\$67,300	\$71,950	\$76,600

Low-Income Limit Calculation For Families With More Than 8 People

Select family size

Calculate

Update URL for bookmarking or E-mailing

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**CITY OF SEASIDE
STAFF REPORT**

Item No.: 7.A.

TO: Community Development Advisory Committee

BY:

DATE: October 28, 2015

SUBJECT: Discuss changes the CDAC would like the City Council to consider for the Public Service application review and award process.

PURPOSE

The CDAC has expressed an interest in the possibility of making adjustments to the scoring of Public Service applications for CDBG funds and resulting allocation methodology. This is an opportunity to discuss and suggest possibilities for the City Council to consider for the upcoming award cycle.

RECOMMENDATION

It is recommended that the CDAC provide staff direction regarding possible adjustments to the scoring of Public Service application for CDBG funds and resulting allocation methodology. Suggestions will be presented to the City Council at their November 5, 2015 meeting in order for the Council to determine whether or not to implement the changes in the upcoming award cycle.

BACKGROUND

FISCAL IMPACT

ATTACHMENTS

1. Application used for 2015-2016 Public Service Grants
 2. Current Instructions for CDAC Rating Form
 3. Current CDBG Application Rating Template
 4. SAMPLE scoresheet-FOR ILLUSTRATION PURPOSES ONLY (Not an actual
-

applicant)

City of Seaside CDBG

2015-2016 Community-Based Organization Application

Application Instructions

GENERAL INFORMATION

The City of Seaside is soliciting applications for its 2015-16 Community Development Block Grant (CDBG) funds. Eligible organizations are limited to nonprofits and local government entities. Funds awarded will be available after July 1, 2015, with the complete expenditure of awarded funds expected by June 30, 2016. Please see the *2015-2016 Notice of Funding Availability* for important information.

Applications must be received with all required materials by January 16, 2015 at 5:00 p.m.

All parts of the application and the required attachments must be submitted by the deadline. Applications must use the required forms and include all required attachments. Hand-written applications will *not* be accepted.

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 City staff for assistance in determining activity eligibility.

2015-16 FUNDING

The City is estimating that it will receive a 2015-16 CDBG award of approximately \$375,000. The City also expects to have received \$100,000 in program income during the 2014-15 program year and will do so again in 2015-16. Annual allocations of CDBG funds are made by the federal government after the federal budget is approved. The actual amount of funding available under this application will be revised once the City receives its annual award notification from US Department of Housing and Urban Development (HUD).

Please note that 20 percent of the annual funds will be allocated to program administration, and only 15 percent of the annual award plus the prior year's program income is available for public services. The City must also make the annual payment on its Section 108 loan. After program administration and the loan payment, the City is anticipating a total of \$98,613 will be available under this application, and \$71,400 of that will be available for public service programs.

Estimated 2015-16 award	\$ 375,000.00
<u>Anticipated 2015-16 income</u>	<u>100,000.00</u>
Total new funding	475,000.00

Program administration	20.0%	\$ (95,000.00)
<u>Section 108 loan payment</u>		<u>(281,387.00)</u>
Total available to allocate		98,613.00

Estimated 2015-16 award	\$ 375,000.00
<u>Anticipated 2014-15 income</u>	<u>101,000.00</u>
Total public services cap basis	476,000.00
Anticipated 2015-16 public service cap	15.0% 71,400.00

ELIGIBLE ACTIVITIES

CDBG may be used for a number of activity types. This application is for nonprofit organizations and public agencies to provide public services or make improvements to public facilities. All funded activities must primarily benefit low- and moderate-income persons.

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. Applications must be complete, so please check that all questions are answered. Applications may be submitted either in hard copy or electronically.

If you are submitting electronically (preferred).

- E-mail your application to Rosa Camacho-Chavez at rcamacho@pmcworld.com.
- Print, sign, and scan the Application Summary Form and the Board Authorization letter (see I. General Forms on the Application Checklist).
- Scan and e-mail required attachments.
- Scanned attachments must be submitted as PDF files.
- To reduce the size of your email message, we ask that you please make use of a file transfer service of your choosing such as Dropbox, Google Drive, SkyDrive, or Box.

If you are submitting a hard copy:

- Submit one printed original and one copy of all required attachments.
- Please do not bind or staple your application. Paper clips and loose leaf (three-ring) binders are acceptable.
- Please make use of dividers to separate sections and attachments.
- Deliver your application to the attention of Lisa Brinton at City Hall, 440 Harcourt Avenue, Seaside, CA 93955.

All materials (printed or electronic) must be received by January 16, 2015 at 5:00 p.m.

DUNS Number Requirement

HUD requires that CDBG 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. 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.

TIME FRAME

Please see the Notice of Funding Availability (NOFA) for important dates in the application and award process.

APPLICATION REVIEW PROCESS

The review process for proposals consists of review by CDBG staff, recommendations by the Community Development Advisory Committee (CDAC), consideration by City Council, a 30-day public comment period, City Council approval, and HUD review and approval.

1. Staff review – Proposals will be reviewed for completeness and then evaluated against applicable HUD regulations, the City's Consolidated Plan, City Council goals and objectives, and other related City policy (e.g., General Plan). Applications are evaluated and scored based on applicant experience, project readiness and feasibility, leveraging of other funds and track record, and likelihood for timely use of HUD funds.
2. CDAC review – The committee will review the evaluation and scoring by CDBG staff. The committee will make funding recommendations. Committee recommendations will be forwarded to the City Council for consideration.

3. The City Council will consider the draft Annual Action Plan and hold public hearings to receive public comment. (Notices will be published in the *Monterey County Weekly*.) The City Council will provide direction to staff regarding the draft Action Plan.

The City Council will approve the final Action Plan by resolution and direct staff to submit the plan to HUD no later than May 15, 2015.

APPLICATION REVIEW CRITERIA

Proposed activities will 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 ranked higher than those that do not.
- **Priority Services and Populations** - Applications that address the priority needs or serve the priority populations identified by the CDAC will be ranked higher than those that do not.
 - Priority public services: substance abuse treatment; legal services and conflict resolution; recreation and after-school enrichment; crime preventions and gang intervention; healthcare and counseling; job training/job readiness.
 - Priority populations: very low-income households; children and households with children; seniors; homeless persons; disabled persons; mentally ill persons; persons recently incarcerated or on parole.
- **Activity Need and Justification** - Proposed activities will be evaluated on their ability to address the need identified in the application.
- **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.
- **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 which have previously received CDBG funding, performance in prior years will be considered.
- **Experience** - The City will evaluate the applicant's experience implementing similar programs or 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.

Staff Contacts

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

Rosa Camacho-Chavez
CDBG Specialist
(831) 383-7987
rcamacho@pmcworld.com

- or -

Lisa Brinton
Community and Economic Development Services Manager
(831) 899-6883
lbrinton@ci.seaside.ca.us



NOTICE OF FUNDING AVAILABILITY & MANDATORY 2015-16 CDBG APPLICATION WORKSHOP



NOTICE IS HEREBY GIVEN that funding will be made available through the City of Seaside's 2015-16 Community Development Block Grant (CDBG) program for nonprofit organizations and public agencies to provide public services or make improvements to public facilities. The CDBG program is authorized under Title 1 of the Housing and Community Development Act of 1974. Services and facilities must primarily benefit low-income persons or designated low-income areas.

Please note that the City is currently considering adopting a multi-year funding cycle. Agencies awarded funds would be given an annual award with an option to extend that award for additional years. Staff is requesting direction from the City Council at its November 6, 2014, meeting. Should the City proceed to adopt a multi-year funding cycle beginning in 2015-16, the City would not solicit applications for 2016-17 funding.

Agencies wishing to receive 2015-16 CDBG funding from the City must complete and submit an application. Applications will be made available on the City's website or by contacting Lisa Brinton, Community and Economic Development Services Manager, by email at lbrinton@ci.seaside.ca.us or calling (831) 899-6883. Applications will be due January 16, 2015. No late applications will be accepted.

NOTICE IS HEREBY GIVEN that the Community Development Advisory Committee (CDAC) of the City of Seaside will meet to hold the 2015-16 CDBG Application Workshop on:

Wednesday, November 19, 2014, at 6:30 p.m.
Bayonet Room of the Oldemeyer Center, 986 Hilby Avenue

This workshop is mandatory for all agencies who wish to apply for 2015-16 CDBG funding. Applications from agencies who do not attend will not be accepted.

Applications that address the priority needs or serve the priority populations identified by the CDAC will be ranked higher than those that do not.

Priority public services: substance abuse treatment; legal services and conflict resolution; recreation and after-school enrichment; crime prevention and gang intervention; healthcare and counseling; job training/job readiness.

Priority populations: very low-income households; children and households with children; seniors; homeless persons; disabled persons; mentally ill persons; persons recently incarcerated or on parole.

CDAC agendas are posted at Seaside City Hall, at the Seaside Public Library, and on the City's website.

Please note the following important dates for 2015-16 CDBG funding. Dates are subject to change with notice.

Nov. 14, 2014	CDBG applications available
Nov. 19, 2014	Mandatory CDBG application workshop
Jan. 16, 2015	CDBG applications due
April 16, 2015	City Council hears CDAC recommendations and considers draft annual CDBG Action Plan
April 2015	30-day public comment period
May 15, 2015	Action Plan due to HUD

For more information or to be included on the CDBG interest list, please call the City of Seaside at (831) 899-6883. Written comments or questions may be sent to Lisa Brinton, Community and Economic Development Services Manager, City of Seaside, 440 Harcourt Avenue, Seaside, CA 93955 or by e-mail to lbrinton@ci.seaside.ca.us.

The application workshop will be conducted in English. If you require a translator, please contact the office of the City Clerk at lmilton@ci.seaside.ca.us or (831) 899-6707, no fewer than two business days prior to the workshop to make the necessary arrangements.

In compliance with the Americans with Disabilities Act (ADA), the City of Seaside does not discriminate against persons with disabilities and is an accessible facility. Any person with a disability who requires a modification or accommodation to be able to participate in this workshop is asked to contact the office of the City Clerk at lmilton@ci.seaside.ca.us or (831) 899-6707, no fewer than two business days prior to the workshop to allow for reasonable arrangements.

Assisted listening devices are also available upon request.



AVISO DE FINANCIACIÓN DISPONIBLE Y OBLIGATORIO TALLER DE APLICACIONES 2015-16



SE ESTÁ AVISANDO que fondos estarán disponibles a través del Programa de Subsidios Globales para el Desarrollo Comunitario (CDBG, por sus siglas en inglés) del 2015-16 de la Ciudad de Seaside para organizaciones sin fin de lucro y para agencias públicas para proporcionar servicios públicos o para hacer mejoras a instalaciones públicas. El programa de CDBG es autorizado bajo el Título 1 de la Ley de Vivienda y Desarrollo Comunitario de 1974. Los servicios y las instalaciones deben beneficiar principalmente a personas de bajos ingresos o áreas designadas como bajos ingresos.

Por favor tenga en cuenta que la Ciudad está considerando la adopción de un ciclo de financiación multi-anual. Agencias otorgadas fondos les daría un premio anual con la opción de extender ese premio por años adicionales. El personal está solicitando dirección del Concilio de la Ciudad en su reunión del 6 de noviembre del 2014. Si la Ciudad procede a adoptar un ciclo de financiación multi-anual al principio del 2015-16, la Ciudad no solicitaría aplicaciones para la financiación del 2016-17.

Agencias que deseen recibir fondos de CDBG 2015-16 de la Ciudad deben completar y presentar una aplicación. Las aplicaciones estarán disponibles en el sitio web de la Ciudad o contactándose con Lisa Brinton, administradora de servicios comunitarios y desarrollo económico, por correo electrónico a lbrinton@ci.seaside.ca.us o llamando al (831) 899-6883. Las aplicaciones deben ser entregadas antes del 16 de enero del 2015. No se aceptarán aplicaciones tardías.

SE ESTÁ AVISANDO que el Comité Consultivo de Desarrollo Comunitario (CDAC por sus siglas en inglés) de la Ciudad de Seaside se reunirán para sostener el Taller para Aplicaciones de CDBG del 2015-16 el:

miércoles, 19 de noviembre del 2014, a las 6:30 p.m.
en el Cuarto Bayonet del Centro Oldemeyer, 986 Hilby Avenue

Este taller es obligatorio para todas las agencias que deseen solicitar financiación de CDBG para 2015-16. No se aceptarán aplicaciones de agencias que no asistan.

Las aplicaciones que atiendan a las necesidades prioritarias o que sirvan a las poblaciones prioritarias identificadas por el CDAC se clasificarán más alto que aquellos que no lo hacen.

Servicios públicos prioritarios: tratamiento de abuso de sustancias; servicios legales y resolución de conflictos; recreación y enriquecimiento después de escuela; prevención de crimen e intervención de pandillas; cuidado de salud y consejería; entrenamiento de trabajo/preparación para trabajar.

Poblaciones prioritarias: hogares de muy-bajos ingresos; niños y hogares con niños; personas mayores; personas sin hogar; personas discapacitadas; personas con una enfermedad mental; personas recientemente encarceladas o puestas en libertad condicional.

CDAC agendas se publican en la oficina de la Ciudad de Seaside, en la Biblioteca Pública de Seaside, y en el sitio web de la Ciudad.

Por favor, tenga en cuenta las siguientes fechas importantes para fondos CDBG 2015-16. Las fechas están sujetas a cambio con previo aviso.

nov. 14, 2014	Aplicaciones de CDBG disponibles
nov. 19, 2014	Taller obligatorio para los solicitantes de CDBG
enero 16, 2015	Las aplicaciones de CDBG se deben entregar
abril 16, 2015	El Concilio de la Ciudad escucha las recomendaciones de CDAC y el borrador del Plan de Acción anual CDBG
abril 2015	Periodo de comentario público de 30 días
mayo 15, 2015	Entregar el Plan de Acción a HUD

Para información adicional o para ser agregado(a) a la lista de los interesados en fondos CDBG, por favor llame a la Ciudad de Seaside al (831) 899-6883. Comentarios escritos o preguntas pueden ser enviados a Lisa Brinton, administradora de servicios comunitarios y desarrollo económico, Ciudad de Seaside, 440 Harcourt Avenue, Seaside, CA 93955 o via correo electrónico a lbrinton@ci.seaside.ca.us.

El taller para aplicaciones se realizará en inglés. Si necesita un traductor, por favor contacte a la secretaria de la Ciudad en lmilton@ci.seaside.ca.us o (831) 899-6707, no menos de dos días de trabajo antes del taller para hacer los arreglos necesarios.

En cumplimiento de la Ley de Estadounidenses con Discapacidades (ADA), la Ciudad de Seaside no discrimina a las personas con discapacidades y es una instalación accesible. Cualquier persona con una discapacidad que requiere una modificación o acomodo para poder participar en este taller se le pide que llame a la oficina de la Secretaria Municipal a lmilton@ci.seaside.ca.us o al (831) 899-6707, no menos de dos días de trabajo antes del taller para permitir hacer los arreglos razonables.

Dispositivos de audición asistidos también están disponibles bajo petición.

**City of Seaside CDBG
2015-2016 Community-Based Organization Application
Application Summary**

Please provide the information requested using this form. Please do not alter the form or change the font size or margins. Answer all questions, providing brief answers. Please do not exceed three printed pages. If submitting your application electronically, this form must be printed, signed, and scanned to PDF. You may also submit a signed hard copy of this form.

A. ORGANIZATION AND PROGRAM/PROJECT INFORMATION

1. Legal organization name:
2. Year organization was founded:
3. Tax status:
 ___ 501 (c) (3) nonprofit
 ___ 501 (c) (____) Specify: _____
 ___ Other status: _____
Tax ID # (EIN): _____
4. DUNS Number (CDBG):
5. Organization address:
6. Telephone:
7. Fax:
8. Organization website:
9. Executive director or principal officer (name and title):
10. Email:
11. Contact for this proposal:
12. Daytime telephone:
13. Email:
14. Mailing address, if different from above:
15. Amount requested:* 2015/16: \$ _____ 2016/17: \$ _____

*The City of Seaside is considering adopting a multi-year funding cycle for its CDBG program. The City is currently in the process of establishing policies and procedures to implement a multi-year funding cycle. If the City is able to implement this transition in 2015/16, your agency will be notified. Agencies awarded funds would be given an annual award with an option to extend that award for additional year. However, this is not a guarantee to fund both years.

16. Period grant will cover:

17. Type of request (check all that apply):

☐ General support ☐ Program/project support
☐ Capital project ☐ Organizational development ☐ Other _____

18. Program/project title:

19. Total project budget:

20. Total organizational budget (current year):

21. Percentage of budget spent on fundraising (derive from Part IX, 5.D on the organization's 990):

22. Fiscal year ending date:

23. Summary of the organization's mission (two to three sentences):

24. Summary of the project or grant request (two to three sentences):

25. Who will be served by the project or grant (demographics, direct number served, and service area(s))?

B. BOARD OF DIRECTORS INFORMATION

1. What is the minimum and maximum number of board members required by your organization's bylaws?

2. How much **money** did the Board of Directors (your organization's governing board) contribute to the organization in the most recent fiscal year?

3. What percentage of the Board of Directors donated funds?

C. ORGANIZATION AGREEMENT and SIGNATURE

The organization hereby agrees that funds, if granted, will be used only for the purpose described above unless written approval from the grantmaker is received.

Signature of Authorized Representative

Print Name and Title

Date Application Submitted

City of Seaside CDBG

2015-2016 Community-Based Organization Application

Application Requirements

Each item listed on this Grant Application Checklist should be enclosed in this order with your application. Note that incomplete applications will not be accepted. Please do not type answers on this checklist; indicate the items enclosed by marking the corresponding box.

I. General Forms

- ☐ A completed and signed Application Summary (two pages) with signature of authorized representative.
- ☐ A letter from the Board Chairperson or Secretary indicating authorization to make this grant application.

II. Proposal Narrative (no more than 5 pages, please) including the following information:

A. Introduction and Background of Organization (incorporating the following points):

- Briefly describe your organization's history and major accomplishments.
- Describe your current programs and activities.
- Who is your constituency? Be specific about demographics such as race, gender, ethnicity, age, sexual orientation, and people with disabilities. How are they actively involved in your work and how will they benefit from this program or project?

B. Describe Your Request (incorporating the following points):

- Problem statement: what problems, needs, or issues are addressed, and how was this determined?
- How does your work address and/or change the underlying or root causes of the problem?
- Describe the program or project for which you seek funding, and why you decided to pursue this project.
- Include a list of all other grant requests (pending and approved) for this project, showing funding source and amount requested.
- Describe the location(s) where the service will be provided or the project will be completed. Include the days and hours of operation and provisions for access by disabled persons.
- Specifically, how will CDBG funding be used, and what costs will be covered by CDBG?
- Is this a new or continuing program or project?

C. Evaluation

HUD requires the City to assess and report the productivity and impact of CDBG funds. CDBG recipients must be able to establish clearly defined outcomes and quantify the effectiveness of activities. All applicants must demonstrate how they will measure the short-term and long-term success of their activities.

- Identify the need this program is addressing. What are the proposed goals to reduce the extent of problems or needs?
- What are the direct outcomes of the program's activities? What are the long- and short-term benefits that result from the program? Describe the methodology for measuring outcomes. (You need to measure at least one outcome.)

D. Proposed Accomplishments

Please briefly describe the activity's proposed accomplishments. (Accomplishments must be described in terms of households served, people served, businesses created, housing units created, jobs created, or public facilities undertaken.) Include the following information:

- Total estimated number of persons to be served by this project:
- Total estimated number of low-income persons to be served by this project:
- Anticipated percentage of low-income persons to be served by this project:

E. Project Budget

Provide a detailed program/project budget, in your agency's typical format, showing revenues and expenses for the total program/project, and explaining how the funds requested in this application would be allocated. Please see the sample included for guidance.

- If you are requesting funds for staff salaries, please indicate the cost by person showing approximate time by percentage of full-time hours that will be dedicated to the program or project.
- Please identify any other sources of funding that will be used to serve Seaside residents. Indicate if these sources are on hand, committed, or planned.

F. Organizational Structure

Please provide the following:

- ☐ A list of the current Board of Directors; include name, city of residence, and profession of each
- ☐ Staff roster with name and title
- ☐ Organization chart, if available

G. Organization's Financial Statements

Please provide the following:

- ☐ A detailed organization of the current annual budget (for the year reflected in the grant request), showing both income and expenses.
- ☐ Complete financial statements for the most recently completed fiscal year including:
 1. Balance Sheet or Statement of Financial Position. This financial statement lists the organization's assets and liabilities by category at a specific point in time. Examples of asset lines are cash, accounts receivable, prepaid expenses, property, and equipment. Examples of liability lines are accounts payable, salaries and wages payable, accrued vacation, plus equity/real estate, vehicles, and long-term debt.
 2. Profit & Loss Statement or Statement of Activities. This financial statement lists income and expenses by categories. Examples of income categories are grants, individual donations, earned revenue, and events. Examples of expense lines are salaries and wages, payroll taxes, insurance, contract services, occupancy/utilities/rent, insurance, and vehicle operation/maintenance.
- ☐ An audited financial statement for your most recently completed fiscal year.
- ☐ Complete year-to-date financial statements: 1) Balance Sheet or Statement of Financial Position; and 2) Profit & Loss Statement or Statement of Activities. If your year-to-date statements cover a period of three months or less, please provide financial statements for two completed years: both the most recently completed fiscal year and the prior year's.
- ☐ A list of the ten largest financial gifts (grants or gifts from individuals or organizations) received in your most recent fiscal year (donors who have requested anonymity may be listed as anonymous).

H. Staffing

Describe who will staff the program or project. Include all executive and management personnel who will be involved in the management of the program or project. Describe the experience and qualifications of these staff that are relevant to the proposed program or project. Note whether these positions are current employees or the positions will be funded if awarded funding. Attach resumes.

I. Project Schedule

Please provide a schedule for implementing the program.

- If this is a new program, show the timeline for launching it.
- If this is a seasonal program, indicate when activity will occur.
- For capital improvements, please show the timeline for scope of work, bidding, permitting, and construction.

J. CDBG Eligibility

Please note how your program or project will meet the CDBG requirement to primarily serve low-income persons. Please contact City staff if you are unsure.

- ☐ Services will be limited to persons who can demonstrate they are low income.
- ☐ Services will be limited to a group of persons who are presumed under CDBG to be low income. Please indicate the group from the list below.
 - ☐ Homeless persons
 - ☐ Permanently disabled persons
 - ☐ Battered women
 - ☐ Persons with HIV/AIDS
 - ☐ Seniors (62 years or older)
 - ☐ Abused children
 - ☐ Illiterate adults
 - ☐ Migrant farmworkers
- ☐ The facility being improved serves a low-income area.
- ☐ The nature of the service provided or the location of the facility improved is such that it will primarily benefit low-income persons or persons presumed to be low income (above).
- If you will be limiting services to low-income persons or persons presumed to be low income, describe the systems you have in place or will put in place to determine, document, and report income eligibility.
- If you are proposing to serve a low-income area, please describe the area and how the service area was determined.
- If you are proposing that the service or facility can be presumed to serve low-income persons because of the nature or location, please explain.

K. Attachments

All applicants must submit the following along with the requested narratives. These may also be described above in the narrative.

- ☐ A list of the current Board of Directors; include name, city of residence, and profession of each
- ☐ Staff roster with name and title
- ☐ Organizational chart
- ☐ Program budget including staffing costs
- ☐ Annual budget
- ☐ Financial statements
- ☐ Evidence of other funding award or commitment (if shown in your budget)
- ☐ List of significant donors
- ☐ Staff resumes
- ☐ Letters of support (optional)

Applicants who have not received funding in either of the prior two years (2013–14 or 2014–15) must submit the following documentation. Applicants who have had changes to the following must also submit updated documentation.

- ☐ Articles of Incorporation
- ☐ IRS 501 (c)(3) letter
- ☐ Mission Statement

Prerequisites to Contracting and Reimbursement

Agencies who are awarded funding will be required to demonstrate the ability to comply with the administrative requirements of CDBG funding prior to the City executing a subrecipient agreement. Agencies awarded funds will be considered to be subrecipients under the City's CDBG grant. The requirements of the federal CDBG grant will pass through to subrecipients. All agencies awarded funds will also be required to meet the City's insurance requirements. Funds may not be expended by agencies awarded funds before the City provides written notice to proceed.

**City of Seaside CDBG
2015-2016 Community-Based Organization Application
Helpful Hints – Preparing a Program/Project Budget**

The budget tips and sample provided below are meant to serve as a guide, not a mandatory budget format. Your budget does not have to duplicate this format exactly.

TIPS ON PREPARING A PROJECT BUDGET FOR YOUR GRANT APPLICATION

- Clearly depict how much money is needed and how it will be used.
- The budget should include sources (income) and uses (expenses) of funds.
- Sources of funds should include names of other funding organizations and amounts pledged or received as well as amounts still needed to be raised and possible sources for those funds.
- Indicate the time period covered by the budget.
- Indicate if requested expenses are one-time or ongoing.
- Make sure that you have accounted for all costs, such as benefits and payroll taxes as well as salaries, so that there will be no surprises mid-project.
- Finally, make sure all the numbers add up.

SAMPLE BUDGET CATEGORIES

Below is a list of suggested budget categories to use when developing your proposal budget. The clearer you are about where funds are coming from and how they will be used, the easier it will be for the reviewer to assess your financial need.

Sources of Funds

- ✓ Federal/state/local grants or contracts
- ✓ Bequests
- ✓ Corporate and foundation grants
- ✓ United Way and federated campaigns
- ✓ Other fundraising, such as individual gifts and special events
- ✓ Other types of income (fees, membership dues, sales of publications or merchandise, etc.)

Uses of Funds (Expenses)

- ✓ Salaries, benefits, and payroll taxes
- ✓ Professional or consulting fees
- ✓ Insurance
- ✓ Travel and transportation
- ✓ Supplies, copying, postage
- ✓ Rent and utilities
- ✓ Maintenance
- ✓ Staff training and development
- ✓ Administrative overhead
- ✓ Equipment—non-capitalized (minor)
- ✓ Equipment—capitalized (major)
- ✓ Other services

City of Seaside CDBG
2015-16 Community Based Organization Application
SAMPLE FORMAT FOR A PROGRAM/PROJECT BUDGET

Organization Name: ABC Nonprofit
Program Name: Kids and College
Program Date: 7/1/15– 6/30/16
Request to: (Name of Funder)

Sources of Funds:						
Income:	(Name of this funder) This Request	<u>Other</u> <u>Proposals</u>	<u>Committed</u> <u>Funds</u>	<u>Program</u> <u>Revenue</u>	TOTAL	<u>Actual</u> (Leave this column blank until the final grant report)
(Name of Funder)	\$25,000				\$25,000	
Foundation A		\$50,000			\$50,000	
Foundation B			\$2,500		\$2,500	
State Grant		\$2,500			\$2,500	
Annual Silent Auction				\$10,000	\$10,000	
Donations from Individuals				\$5,000	\$5,000	
	\$25,000	\$52,500	\$2,500	\$15,000	\$95,000	
Expenses:	(Name of Funder)	<u>(Other</u> <u>Source)</u>	<u>(Other</u> <u>Source)</u>	<u>Program</u> <u>Revenue</u>	TOTAL	<u>Actual</u> (Leave this column blank until the final grant report)
<u>Ongoing:</u> Salaries:						
Program Manager	\$15,000	\$30,000			\$45,000	
Part-Time Staff 1			\$2,500		\$2,500	
Part-Time Staff 2		\$2,500			\$2,500	
Taxes and Benefits	\$2,000				\$2,000	
Professional Services (Evaluation)				\$5,000	\$5,000	
Supplies		\$5,000			\$5,000	
Travel		\$5,000		\$5,000	\$10,000	
Publications and Postage		\$5,000			\$5,000	
Rent and Utilities				\$4,000	\$4,000	
<u>One-time:</u> Staff Training	\$3,000	\$6,000		\$1,000	\$10,000	
Equipment	\$5,000				\$5,000	
	\$25,000	\$53,500	\$2,500	\$15,000	\$96,000	

2015-16 CDBG Application Rating Tool

City of Seaside

About the Application Rating Tool

The application rating tool is an Excel worksheet. Within the worksheet will be tabbed worksheets, one for each application being reviewed. Each worksheet will include summary information.

City of Seaside CDBG Program Application Rating Tool 2015-16

Total Points Earned: 125

Proposed Project/Activity: Weekly Food Basket Program

Applicant: Food for the Hungry

Rating member name: Rob Sronce

THRESHOLD CRITERIA
If the activity does not meet all thresholds, STOP. It cannot be funded by CDBG.

A ☐ Y The activity is eligible for CDBG funding:

- Housing rehabilitation
- New housing construction (by an eligible CBDO)
- Economic development services
- Direct economic development assistance
- Commercial or industrial rehabilitation
- Public services
- Historic preservation
- Removal of architectural barriers to the disabled and elderly
- Improvements to public facilities
- Infrastructure improvements
- Relocation
- Acquisition, clearance, and/or development of real property
- Planning and capacity building
- Direct homeownership assistance
- Code enforcement

B ☐ Y The activity meets one of the three National Objectives.

C ☐ Y The applicant provided the following items:

- ☒ Line item budget indicating sources and uses of funds
- ☒ Financial statement for most recent fiscal year

Tabs for each application

Food Shelter Clothing

The tool has a series of scoring categories that have one or more factors. Each factor has point values and criteria for those point values. The tool will sum the point values to produce the total score. Each factor has a number and letter (in gray text.)

RANKING CRITERIA		Max. Pts.
1	5	5
The activity meets one of the three National Objectives:		
	5	The activity principally benefits low- and moderate-income persons.
	0	The activity prevents or eliminates slum or blight.
	0	The activity addresses an urgent need or problem in the community.
2	8	10
Serving Priority Services and Populations		
The activity will serve how many of the following targeted priority public services?		
	5	substance abuse treatment, legal services and conflict resolution, recreation and after-school enrichment, crime prevention and gang intervention, healthcare and counseling, job training/job readiness
a	5	Two of the targeted priority services
	3	One of the targeted priority services
	0	None of the targeted priority populations
The activity will serve how many of the following targeted priority populations? very low-income households, children and households with children, seniors, homeless persons, disabled persons, mentally ill persons, persons recently incarcerated or on parole		
b	3	Two of the targeted priority populations
	3	One of the targeted priority populations
	0	None of the targeted priority populations

Staff have scored this 5 of 5

Worksheet adds up to 8 of 10

CDAC scored this 5 of 5

CDAC scored this 3 of 5

Each factor has a cell to enter the score based on the individual criterion. The criterion and factor scores are discrete values that recognize the weight of each factor. CDAC members will need to review the individual applications and when scoring, select the appropriate score from the drop-down list in the cell.

2

8

10

Serving Priority Services and Populations
 The activity will serve how many of the following targeted priority public services?
 substance abuse treatment, legal services and conflict resolution, recreation and after-school enrichment, crime prevention and gang intervention, healthcare and counseling, job training/job readiness
 The activity will serve how many of the following targeted priority populations? very low-income households, children and households with children, seniors, homeless

a

5

5

3

0

5

 Two of the targeted priority services

3

 One of the targeted priority services

0

 None of the targeted priority populations

Note that the score cells are color-coded.

- Blue cells will be completed by staff prior to delivering the applications to the CDAC.
- Yellow cells will be completed by the CDAC.
- Grey cells sum factors into the category score where a score has more than one factor.

Staff will have completed the application information and all of the blue cells prior to providing the Excel workbook file to CDAC members.

Although staff has already completed much of the scoring prior to transmitting the applications, the CDAC has an important role in reviewing and confirming or correcting staff’s scoring.

The worksheet will add up the score at the top, the total possible is 125. At the very bottom of each worksheet there is a section for comments by question number.

223	Comments:	
224	Q#	Comment
225		
226		
227		
228		
229		
230		
231		
232		
233		

City of Seaside CDBG Program Application Rating Tool 2015-16

Total Points Earned: 0

Proposed Project/Activity:

Applicant:

Rating member name:

THRESHOLD CRITERIA
If the activity does not meet all thresholds, STOP. It cannot be funded by CDBG.

- A

The activity is eligible for CDBG funding:

Housing rehabilitation

New housing construction (by an eligible CBDO)

Economic development services

Direct economic development assistance

Commercial or industrial rehabilitation

Public services

Historic preservation

Removal of architectural barriers to the disabled and elderly

Improvements to public facilities

Infrastructure improvements

Relocation

Acquisition, clearance, and/or development of real property

Planning and capacity building

Direct homeownership assistance

Code enforcement
- B

The activity meets one of the three National Objectives.
- C

The applicant provided the following items:

☒ Line-item budget indicating sources and uses of funds

☒ Financial statement for most recent fiscal year

☒ Letter or audit indicating fiscal statement review by CPA

☒ Proof of nonprofit status
- D

For public services, the service is a new service or an expansion of an existing service.

RANKING CRITERIA
Max. Pts.

- 1

5

The activity meets one of the three National Objectives:

5 The activity principally benefits low- and moderate-income persons.

0 The activity prevents or eliminates slum or blight.

0 The activity addresses an urgent need or problem in the community.
- 2

10

Serving Priority Services and Populations

The activity will serve how many of the following targeted priority public services? substance abuse treatment, legal services and conflict resolution, recreation and after-school enrichment, crime prevention and gang intervention, healthcare and counseling, job training/job readiness

a

5 Two of the targeted priority services

3 One of the targeted priority services

0 None of the targeted priority populations

The activity will serve how many of the following targeted priority populations? very low-income households, children and households with children, seniors, homeless persons, disabled persons, mentally ill persons, persons recently incarcerated or on parole

b

5 Two of the targeted priority populations

3 One of the targeted priority populations

0 None of the targeted priority populations

3

15

Activity Need and Justification

a

6 The applicant has demonstrated that the problem or need being addressed is significant in scope and intensity and is likely to cause numerous major problems in the community within the next 5 years.

3 The applicant has demonstrated that the problem or need being addressed is moderate in scope and intensity and is likely to cause some problems in the community within the next 5 years.

0 The applicant has not demonstrated that the problem or need being addressed is likely to cause problems in the community within the next 5 years.

b

4 The proposed project will completely solve the problem or need for at least 5 years (15 years for capital projects).

2 The proposed project will solve a significant portion of the problem or need for at least 5 years (15 years for capital projects).

0 The proposed project is unlikely to solve the problem or need it is intended to address (15 years for capital projects).

c

3 At least 60% of the activity beneficiaries are extremely low- or very low-income persons.

2 All of the beneficiaries are low-income persons (below 80% of area median income).

1 At least 80% of the beneficiaries are low-income persons.

0 Between 51% and 80% of the beneficiaries are low-income persons.

d

2 CDBG funds are an appropriate source of funds for the proposed activity.

0 There are other funding sources that would be more appropriate to fund the proposed activity.

Copy of Application Rating System Template 2015-16_Final_2.xlsx

Page 1

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Proposed Project/Activity:

4 17 Readiness to Proceed

- a

4All predevelopment steps necessary have been completed.
3Some predevelopment steps have been completed, with all steps likely to be completed by July 1, 2015.
1Predevelopment steps are in process but unlikely to be completed by July 1, 2015.
0Predevelopment has not been adequately considered.
- b

6Project will begin after July 1, 2015, and end on or before June 30, 2016.
3Project will begin after July 1, 2015, and end on or before December 31, 2016.
0Project will be completed on or after January 1, 2017.
- c

4Project timeline is realistic, with potential delays built into the schedule.
2Project timeline is realistic, but may not adequately account for delays.
0Project timeline is unrealistic.
- d

3Project will be completed fully without further funding commitment.
2Project is likely to be fully completed, but depends on funding commitments from other organizations.
0Project may not be fully completed.

5 20 Cost Reasonableness and Effectiveness

- a

5Project costs are fully justified and within an expected range.
3Project costs are somewhat justified and are slightly above what is expected.
0Project costs are excessive, are unrealistically low, or are not justified.
- b

4Proposed costs are supported by previous actual budgets, surveys of similar organizations, or independent cost estimates.
2Proposed costs are supported by internal cost estimates.
0Proposed costs are not supported.
- c

3The organization is, with the exception of capital funds, self-sustaining.
2The organization has a realistic plan to become self-sustaining.
0The organization would likely need ongoing CDBG funding to continue this activity.
- d

3Payment of prevailing wage, if applicable, was considered in the budget.
0Payment of prevailing wage, if applicable, was not considered in the budget.
- e

2Relocation costs, if applicable, were considered in the budget.
0Relocation costs, if applicable, were not considered in the budget.
- f

3The per capita CDBG funding level is less than \$100 per person.
1The per capita CDBG funding level is between \$100 and \$400 per person.
0The per capita CDBG funding level is more than \$400 per person.

6 20 Activity Management and Implementation

- The organization:
- a

3Has sufficient management resources available.
0Does not have sufficient management resources available.
- b

3Displays a commitment to operating and managing their activity according to CDBG regulations.
0Fails to display adequate commitment to operating and managing their activity according to CDBG regulations.
- c

3Has a record of proper management of all relevant activities.
0Has had some problems with managing activities properly.
- d

2Has the appropriate resources readily available to support the activity.
0Will require more than 2 months to obtain the resources necessary to perform the activity.
- e

3Provided a realistic estimate of the number of persons who will benefit from the activity.
0Provided an estimate of the number of beneficiaries that was inflated, as compared to past performance or similar activities.
- f

3Has a viable method for ensuring beneficiaries are low- and moderate-income persons.
0Does not have a method for determining beneficiary income, or does not have sufficient resources to implement it.
- g

3The financial statement shows sufficient resources to support the organization.
1The financial statement raises concerns for the organization's long-term stability.
0The financial statement indicates significant problems with expenditures or oversight.

Proposed Project/Activity:

- 7
- 8

Experience

Based on the qualifications of staff and prior experience, the applicant has:

8

Extensive experience undertaking and managing similar projects.

5

Limited experience undertaking and managing similar projects.

3

Sufficient resources to undertake and manage the project, but little experience with similar projects.

0

No experience undertaking and managing similar projects.

- 8
- 10

Past Performance

In the past 5 years, the applicant:

a

5

Expended funds received according to the schedule in their contract.

3

Expended funds received within 6 months of the expenditure deadline.

0

Has unexpended funds that are more than 18 months old.

Note: Applicants who have not received City grants in the past 5 years are awarded all 5 points.

b

3

Turned in all required reports fully completed and on time.

1

Made an effort to improve reporting performance and exhibited a significant improvement.

0

Turned in required reports uncompleted or late and showed little improvement in reporting compliance.

c

2

Sufficiently completed all activities in their scope of services.

1

Completed most of the activities in their scope of services.

0

Exhibited serious issues in adhering to their scope of services.

9

15

Matching Contributions

The applicant:

a

4

Made an effort to secure other funding for the activity.

0

Did not clearly make an effort to secure other funding for the activity.

b

3

Has all other funding sources committed, as indicated by commitment letters.

2

Has at least 75% of other funding committed and evidenced by letters.

1

Indicates other funding is available, but did not submit commitment letters.

0

Has no other funding sources.

c

The ratio of eligible matching funds to CDBG funds is:

8

1.1 or more

6

.75–1

4

.5–1

2

.25–.5

0

Less than .25

10

5

Application Completeness

5

The application is complete; all parts of the application, including any requested attachments, are included, complete, and organized as requested.

0

The application is incomplete.

0

Copy of Application Rating System Template 2015-16_Final_2.xlsxPage 3

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[illegible]

City of Seaside CDBG Program Application Rating Tool 2015-16

Total Points Earned: **125**

Proposed Project/Activity: **Weekly Food Basket Program**

Applicant: **Food for the Hungry**

Rating member name: **Rob Sronce**

THRESHOLD CRITERIA

If the activity does not meet all thresholds, STOP. It cannot be funded by CDBG.

- A **Y** **The activity is eligible for CDBG funding:**
Housing rehabilitation
New housing construction (by an eligible CBDO)
Economic development services
Direct economic development assistance
Commercial or industrial rehabilitation
Public services
Historic preservation
Removal of architectural barriers to the disabled and elderly
Improvements to public facilities
Infrastructure improvements
Relocation
Acquisition, clearance, and/or development of real property
Planning and capacity building
Direct homeownership assistance
Code enforcement
- B **Y** **The activity meets one of the three National Objectives.**
- C **Y** **The applicant provided the following items:**
☒ Line-item budget indicating sources and uses of funds
☒ Financial statement for most recent fiscal year
☒ Letter or audit indicating fiscal statement review by CPA
☒ Proof of nonprofit status
- D **Y** **For public services, the service is a new service or an expansion of an existing service.**

RANKING CRITERIA

Max. Pts.

- 1 **5** **5** **The activity meets one of the three National Objectives:**
5 The activity principally benefits low- and moderate-income persons.
0 The activity prevents or eliminates slum or blight.
0 The activity addresses an urgent need or problem in the community.
- 2 **10** **10** **Serving Priority Services and Populations**
The activity will serve how many of the following targeted priority public services?
substance abuse treatment, legal services and conflict resolution, recreation and after-school enrichment, crime prevention and gang intervention, healthcare and counseling, job training/job readiness
a **5** 5 Two of the targeted priority services
3 One of the targeted priority services
0 None of the targeted priority populations
The activity will serve how many of the following targeted priority populations? very low-income households, children and households with children, seniors, homeless persons, disabled persons, mentally ill persons, persons recently incarcerated or on parole
b **5** 5 Two of the targeted priority populations
3 One of the targeted priority populations
0 None of the targeted priority populations
- 3 **15** **15** **Activity Need and Justification**
a **6** 6 The applicant has demonstrated that the problem or need being addressed is significant in scope and intensity and is likely to cause numerous major problems in the community within the next 5 years.
3 The applicant has demonstrated that the problem or need being addressed is moderate in scope and intensity and is likely to cause some problems in the community within the next 5 years.
0 The applicant has not demonstrated that the problem or need being addressed is likely to cause problems in the community within the next 5 years.
b **4** 4 The proposed project will completely solve the problem or need for at least 5 years (15 years for capital projects).
2 The proposed project will solve a significant portion of the problem or need for at least 5 years (15 years for capital projects).
0 The proposed project is unlikely to solve the problem or need it is intended to address (15 years for capital projects).
c **3** 3 At least 60% of the activity beneficiaries are extremely low- or very low-income persons.
2 All of the beneficiaries are low-income persons (below 80% of area median income).
1 At least 80% of the beneficiaries are low-income persons.
0 Between 51% and 80% of the beneficiaries are low-income persons.
d **2** 2 CDBG funds are an appropriate source of funds for the proposed activity.
0 There are other funding sources that would be more appropriate to fund the proposed activity.

Proposed Project/Activity: **Weekly Food Basket Program**

- 4 **17** **17 Readiness to Proceed**
- a **4**
 - 4 All predevelopment steps necessary have been completed.
 - 3 Some predevelopment steps have been completed, with all steps likely to be completed by July 1, 2015.
 - 1 Predevelopment steps are in process but unlikely to be completed by July 1, 2015.
 - 0 Predevelopment has not been adequately considered.
 - b **6**
 - 6 Project will begin after July 1, 2015, and end on or before June 30, 2016.
 - 3 Project will begin after July 1, 2015, and end on or before December 31, 2016.
 - 0 Project will be completed on or after January 1, 2017.
 - c **4**
 - 4 Project timeline is realistic, with potential delays built into the schedule.
 - 2 Project timeline is realistic, but may not adequately account for delays.
 - 0 Project timeline is unrealistic.
 - d **3**
 - 3 Project will be completed fully without further funding commitment.
 - 2 Project is likely to be fully completed, but depends on funding commitments from other organizations.
 - 0 Project may not be fully completed.

- 5 **20** **20 Cost Reasonableness and Effectiveness**
- a **5**
 - 5 Project costs are fully justified and within an expected range.
 - 3 Project costs are somewhat justified and are slightly above what is expected.
 - 0 Project costs are excessive, are unrealistically low, or are not justified.
 - b **4**
 - 4 Proposed costs are supported by previous actual budgets, surveys of similar organizations, or independent cost estimates.
 - 2 Proposed costs are supported by internal cost estimates.
 - 0 Proposed costs are not supported.
 - c **3**
 - 3 The organization is, with the exception of capital funds, self-sustaining.
 - 2 The organization has a realistic plan to become self-sustaining.
 - 0 The organization would likely need ongoing CDBG funding to continue this activity.
 - d **3**
 - 3 Payment of prevailing wage, if applicable, was considered in the budget.
 - 0 Payment of prevailing wage, if applicable, was not considered in the budget.
 - e **2**
 - 2 Relocation costs, if applicable, were considered in the budget.
 - 0 Relocation costs, if applicable, were not considered in the budget.
 - f **3**
 - 3 The per capita CDBG funding level is less than \$100 per person.
 - 1 The per capita CDBG funding level is between \$100 and \$400 per person.
 - 0 The per capita CDBG funding level is more than \$400 per person.

- 6 **20** **20 Activity Management and Implementation**
- The organization:
- a **3**
 - 3 Has sufficient management resources available.
 - 0 Does not have sufficient management resources available.
 - b **3**
 - 3 Displays a commitment to operating and managing their activity according to CDBG regulations.
 - 0 Fails to display adequate commitment to operating and managing their activity according to CDBG regulations.
 - c **3**
 - 3 Has a record of proper management of all relevant activities.
 - 0 Has had some problems with managing activities properly.
 - d **2**
 - 2 Has the appropriate resources readily available to support the activity.
 - 0 Will require more than 2 months to obtain the resources necessary to perform the activity.
 - e **3**
 - 3 Provided a realistic estimate of the number of persons who will benefit from the activity.
 - 0 Provided an estimate of the number of beneficiaries that was inflated, as compared to past performance or similar activities.
 - f **3**
 - 3 Has a viable method for ensuring beneficiaries are low- and moderate-income persons.
 - 0 Does not have a method for determining beneficiary income, or does not have sufficient resources to implement it.
 - g **3**
 - 3 The financial statement shows sufficient resources to support the organization.
 - 1 The financial statement raises concerns for the organization's long-term stability.
 - 0 The financial statement indicates significant problems with expenditures or oversight.

Proposed Project/Activity: **Weekly Food Basket Program**

- 7 **8** **8 Experience**
 Based on the qualifications of staff and prior experience, the applicant has:
 8 Extensive experience undertaking and managing similar projects.
 5 Limited experience undertaking and managing similar projects.
 3 Sufficient resources to undertake and manage the project, but little experience with similar projects.
 0 No experience undertaking and managing similar projects.
- 8 **10** **10 Past Performance**
 In the past 5 years, the applicant:
 a **5** 5 Expended funds received according to the schedule in their contract.
 3 Expended funds received within 6 months of the expenditure deadline.
 0 Has unexpended funds that are more than 18 months old.
Note: Applicants who have not received City grants in the past 5 years are awarded all 5 points.
 b **3** 3 Turned in all required reports fully completed and on time.
 1 Made an effort to improve reporting performance and exhibited a significant improvement.
 0 Turned in required reports uncompleted or late and showed little improvement in reporting compliance.
 c **2** 2 Sufficiently completed all activities in their scope of services.
 1 Completed most of the activities in their scope of services.
 0 Exhibited serious issues in adhering to their scope of services.
- 9 **15** **15 Matching Contributions**
 The applicant:
 a **4** 4 Made an effort to secure other funding for the activity.
 0 Did not clearly make an effort to secure other funding for the activity.
 b **3** 3 Has all other funding sources committed, as indicated by commitment letters.
 2 Has at least 75% of other funding committed and evidenced by letters.
 1 Indicates other funding is available, but did not submit commitment letters.
 0 Has no other funding sources.
 c **8** The ratio of eligible matching funds to CDBG funds is:
 8 1.1 or more
 6 .75-1
 4 .5-1
 2 .25-.5
 0 Less than .25
- 10 **5** **5 Application Completeness**
 5 The application is complete; all parts of the application, including any requested attachments, are included, complete, and organized as requested.
 0 The application is incomplete.

125

Weekly Food Basket Program	
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[illegible]