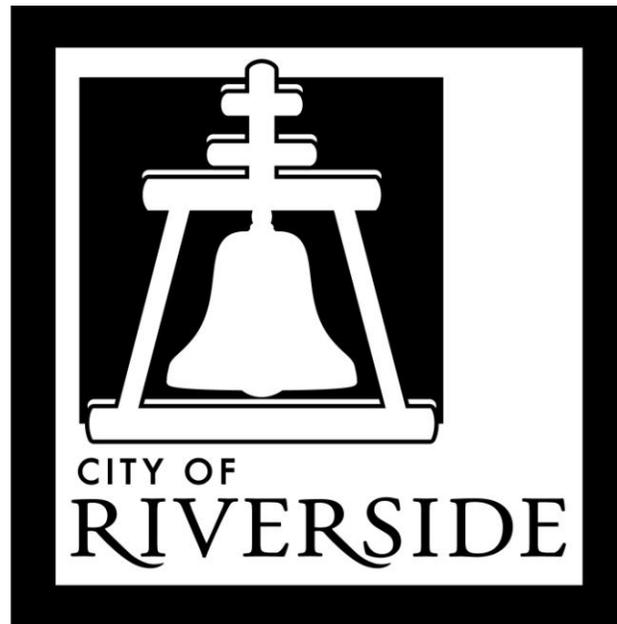


**CITY OF RIVERSIDE  
2013/2014 CDBG APPLICATION**



*City of Arts & Innovation*

**2013/2014 APPLICATION & INFORMATION PACKET  
FOR  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS**

**CITY OF RIVERSIDE  
COMMUNITY DEVELOPMENT  
DEPARTMENT  
3900 MAIN STREET, 3rd FLOOR  
RIVERSIDE, CA 92522  
(951) 826-5649**

**CITY OF RIVERSIDE  
COMMUNITY DEVELOPMENT DEPARTMENT**

**COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM 2013/2014 APPLICATION PACKET**

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**THURSDAY, DECEMBER 6, 2012 –**  
APPLICATION WORKSHOP, 9:00 A.M. TO 12:00 P.M., MAYOR’S CEREMONIAL  
ROOM, CITY HALL

**TUESDAY, JANUARY 15, 2013, 4:00 P.M. – COMPLETE APPLICATIONS DUE**

## I. APPLICATION INTRODUCTION AND PROCEDURES

The City of Riverside invites all interested and eligible parties to submit proposals for the 2013/2014 Community Development Block Grant (CDBG) Program funded by the U.S. Department of Housing and Urban Development (HUD).

The CDBG application will be posted on the City of Riverside web site at: [www.riversideca.gov/cdbg/process.asp](http://www.riversideca.gov/cdbg/process.asp) on Monday, December 3, 2012. You may also request to have an electronic copy of this application packet sent to you by e-mail. Requests for electronic copies should be sent to [mguzman@riversideca.gov](mailto:mguzman@riversideca.gov) **E-mail requests will not be accepted before Monday, December 3, 2012.**

The following sections include information for potential applicants on the federal and local guidelines to qualify for the CDBG program, followed by the City's application. CDBG-funded projects must comply with strict eligibility criteria. **Prior to submission, please carefully review this information package to determine if your request for funds will qualify under the federal CDBG regulations.** While City of Riverside staff is available to provide technical assistance, it is the responsibility of the applicant to become fully educated on the federal regulations that govern the CDBG program. For more detailed information on HUD guidelines, go to [www.hud.gov](http://www.hud.gov).

Applications for CDBG funding must be completed in full and submitted to the City of Riverside **no later than 4:00 p.m. TUESDAY, JANUARY 15, 2013.** When complete, submit **one original and three copies** of your application to the following location:

**City of Riverside  
Community Development Department  
3900 Main Street, 3rd Floor  
Riverside, CA 92522  
(951) 826-5649**

**APPLICATIONS SENT BY FAX OR E-MAIL WILL NOT BE ACCEPTED.  
LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

### Technical Assistance

Community Development Department staff is available to answer questions regarding CDBG regulations, applicant and project eligibility and the City's application process. All potential applicants, including previously funded agencies, are invited and encouraged to attend the CDBG Application Workshop identified below:

**CDBG Application Workshop  
Thursday, December 6, 2012  
9:00 a.m. – 12:00 p.m.  
Mayor's Ceremonial Room  
City Hall, 3900 Main Street, 7<sup>th</sup> Floor  
Riverside, CA 92522**

At this workshop, we will review HUD CDBG eligibility guidelines and the City's 2013/2014 application criteria and selection process. Applicants not in attendance at the workshop will be independently responsible for acquiring any information relevant to the application process presented at the workshop.

For further information on the CDBG process or the Application Workshop, please contact Rosemarie Gonzales at (951) 826-5941 or Michelle Guzman at (951) 826-5302. We look forward to working with you on the 2013/2014 CDBG Funding process.

## **II. WHAT IS THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM?**

The United States Department of Housing and Urban Development (HUD) administers the Community Development Block Grant (CDBG) Program. The primary purpose of the CDBG Program is to assist low and moderate-income persons. The primary objective of the HUD CDBG Program is the development of viable communities by providing decent housing, a suitable living environment, and expanded economic opportunities primarily for low- and moderate-income residents. The national objectives of the CDBG program were established to assist local communities with activities focused on:

- Eliminating slum and blight, preventing deterioration of property, providing needed neighborhood community facilities, provision of supportive services;
- Preserving and improving the supply of affordable housing through improvement of low- and moderate-income housing;
- Acquisition, design, construction, and installation of needed public facilities, improvements, and accessibility measures;
- Creation and retention of jobs for low- and moderate-income persons through the expansion of business opportunities and the provision of financial incentives to businesses.

## **III. HOW CAN CDBG FUNDS BE USED?**

Federal regulations require that CDBG funds be used for eligible activities that meet one of three national objectives:

- Benefit to low- and moderate-income persons;
- Aid in the prevention or elimination of slum or blight; and
- Meet a need having a particular urgency

The City of Riverside uses its annual CDBG allocation to fund projects and activities undertaken by city departments and community-based non-profit agencies; specifically,

to address the housing and community development needs of low- and moderate-income persons in the city of Riverside. CDBG funding can be used for a variety of activities to meet HUD statutory goals including but not limited to:

**DECENT HOUSING** - - which includes:

- assisting homeless persons obtain affordable housing;
- assisting persons at risk of becoming homeless;
- retention of affordable housing stock;
- increasing the availability of affordable permanent housing in standard condition to low-income and moderate-income families, particularly to members of disadvantaged minorities without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability;
- increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence; and that is accessible to job opportunities.

**A SUITABLE LIVING ENVIRONMENT** - - which includes:

- improving the safety and livability of neighborhoods;
- increasing access to quality public and private facilities and services;
- reducing the isolation of income groups within areas through spatial de-concentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods;
- restoring and preserving properties of special historic, architectural, or aesthetic value; and
- conservation of energy resources.

**EXPANDED ECONOMIC OPPORTUNITIES** - - which includes:

- job creation and retention;
- establishment, stabilization and expansion of small businesses (including micro businesses);
- the provision of public services concerned with employment;
- the provision of jobs to low-income persons living in areas affected by those programs and activities or jobs resulting from carrying out activities under programs covered by the plan;
- availability of mortgage financing for low-income persons at reasonable rates using non-discriminatory lending practices;
- access to capital and credit for development activities that promote the long-term economic and social viability of the community; and
- empowerment and self-sufficiency for low-income persons to reduce generation poverty in federally assisted housing and public housing.

Under HUD CDBG regulations, at least 51% of those benefiting from CDBG funded activities must be low and moderate-income persons. **Agencies and organizations receiving CDBG funding must be able to document that the individuals or households it serves fall within the HUD income limits.** The HUD income guidelines for the 2013/2014 program year are as follows:

## 2012 HOUSEHOLD INCOME LIMITS

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Extremely Low (30% & below)	\$14,100	\$16,100	\$18,100	\$20,100	\$21,750	\$23,350	\$24,950	\$26,550
Low-Income (30% to 50%)	\$23,450	\$26,800	\$30,150	\$33,500	\$36,200	\$38,900	\$41,550	\$44,250
Moderate Income (50% to 80%)	\$37,550	\$42,900	\$48,250	\$53,600	\$57,900	\$62,200	\$66,500	\$70,800

The City of Riverside anticipates receiving approximately \$2.7 million in CDBG funding from HUD for fiscal year 2013/2014 for use beginning July 1, 2013. All applicants and proposed activities must meet HUD CDBG eligibility guidelines to be considered for funding. Not more than 15% of these funds can be used for public service projects.

**FINAL ALLOCATION OF CDBG FUNDS IS CONTINGENT UPON CITY COUNCIL ACTION, HUD AWARD OF FUNDS AND FULL EXECUTION OF SUB-RECIPIENT CONTRACT AGREEMENT. IF APPLICANT IS SELECTED TO RECEIVE A GRANT, THEN UNDER NO CIRCUMSTANCES WILL THE CITY REIMBURSE THE APPLICANT FOR COSTS INCURRED PRIOR TO JULY 1, 2013.** Completion and submission of this application does not obligate the City of Riverside to allocate CDBG funds to your activity.

#### IV. ELIGIBLE APPLICANTS

Applicants for CDBG funding must be federally registered 501(c)(3) or (6) non-profit organizations, governmental entities or educational institutions.

#### V. ELIGIBLE AND INELIGIBLE ACTIVITIES

The City of Riverside will only consider funding proposals for CDBG eligible activities that serve primarily low- and moderate-income persons residing in the city of Riverside. Funded activities or facilities must be available to all eligible persons in the general public. The following activities are examples of eligible CDBG activities. Please note this list is not inclusive of all types of activities that may be eligible under the CDBG Program:

- Acquisition, construction or rehabilitation of neighborhood facilities for public use\*;
- Acquisition, construction or rehabilitation of facilities for persons with special needs\* (e.g. homeless persons, battered spouses, frail elderly, disabled adults, abused children, etc.);
- Construction or rehabilitation of housing units for low-moderate-income persons\*;
- Economic development activities that create full-time jobs for low- and moderate-income persons;
- Health care and substance abuse services;
- Child care and after-school programs;
- Transitional housing and supportive services for the homeless;
- Crime prevention activities;
- Parks, playgrounds, and recreational facilities;
- Senior and disabled centers, except 24-hour care facilities;

- Removal of architectural barriers, which restrict mobility of persons with disabilities;

\* Please note that applicants for capital project funding must own the property to be assisted.

The following activities are examples of ineligible CDBG activities. Please note this list is not inclusive of all types of services that may be ineligible under the CDBG Program:

- General government expenses
- Political activities
- Religious activities
- Purchase of construction equipment
- Purchase of equipment, fixtures, motor vehicles, furnishings, or other personal property that is not a permanent structural fixture

Indirect Costs. Additionally, the City of Riverside does not fund Indirect Costs. Indirect Costs are those that have been incurred for common or joint objectives that cannot be readily identified with the particular activity or service approved by City Council. **Only those costs incurred for the specific CDBG activity or service approved by City Council shall be reimbursed.**

## **VI. CDBG PROGRAM ADMINISTRATION, PROCESS AND SELECTION OF FUNDING RECIPIENTS**

The City of Riverside CDBG Program is administered by the Community Development Department. Staff is responsible for facilitating project implementation, monitoring project activities and outcomes, and ensuring compliance with all HUD requirements and regulations such as fair housing, Davis-Bacon requirement (prevailing wages), environmental reviews, affirmative action, competitive bid procedures, and fiscal and contract administration.

The City of Riverside encourages citizen participation in the CDBG process through a series of public meetings, as well as through a published announcement prior to final project and program selection. Throughout the program year, citizens are given an opportunity to comment on all aspects of the City's CDBG Program uses and performance. The City is required to prepare both an annual action plan and an annual performance report for HUD identifying community priorities and documenting accomplishments through funded activities, programs, and projects. These reports are available for public review.

In 2010, the City developed its Five-Year Consolidated Plan identifying priorities for the use of CDBG and other HUD funding resources through 2014. As part of the process for developing the Consolidated Plan, City staff conducted a survey that was distributed to all households in the City seeking community input in establishing priority needs under the CDBG eligibility categories. As part of the 2013/2014 Citizen Participation process the survey results have been revised to reflect the current priority needs of the community.

## Capital Improvement Priorities

- Public Infrastructure
  - Sidewalk Improvements
  - Street Improvements
  - Street Lighting
- Community Facilities
  - Libraries
  - Youth Centers
  - Park and Recreation Facilities

## Public Service Priorities

- Special Needs Services
  - Homeless Shelter and Services
  - Domestic Violence Services
  - Neglected/Abused Children Services
- Community Services
  - Anti-Crime Programs
  - Youth Activities
- Neighborhood Services
  - Removal of Graffiti
  - Removal of Trash and Debris
  - Code Enforcement
- Economic Opportunities
  - Retain Companies that Provide Jobs
  - Job Training Programs
- Housing
  - Residential Home Repair
  - Affordable For Sale Housing
  - Senior Housing

Community Development Department Staff is responsible for pre-screening all CDBG Grant Applications in order to determine eligibility with Federal regulations. The eligible applications are then selected for recommendation based on a number of factors including, but not limited to: priority needs and local objectives as outlined in the City's Five-Year Consolidated Plan, community input gathered through the public participation process, cost effectiveness of the proposed project including leveraging of CDBG funds with other resources, and past grant performance by the applicant (if applicable).

City Council members individually review applicant proposals, Council Ward and community priorities and evaluations made by staff to determine the final recommendations for consideration by the full City Council. It is anticipated that a public hearing will be held on April 23, 2013, where the City Council will receive community input before making a final determination on the allocation of CDBG funding for the 2013/2014 program year.

Once the City Council has made its final determination, applicants will be notified in writing of the disposition of their application. All applicants awarded funding will be required to execute a standard HUD CDBG Sub-recipient Contractual Agreement prior to implementation of their respective project/activity. No funds shall be disbursed to a contract sub-recipient until HUD provides a final award letter to the City of Riverside, and a contract is fully executed by the respective parties. **Under no circumstances will the applicant be reimbursed for any costs incurred prior to July 1, 2013.** Throughout the program year, City Staff will monitor the performance of the Grant Applicant to ensure compliance with the provisions of the approved contract.

DUE DATE: January 15, 2013

DATE RECEIVED BY CITY: \_\_\_\_\_

**CITY OF RIVERSIDE  
2013/2014 COMMUNITY DEVELOPMENT BLOCK GRANT  
APPLICATION**

**I. APPLICANT/PROJECT INFORMATION**

**AGENCY/ORGANIZATION NAME:** \_\_\_\_\_

**PROJECT/ACTIVITY NAME:** \_\_\_\_\_

**PROJECT ADDRESS/LOCATION:** \_\_\_\_\_

\_\_\_\_\_

**PROJECT LOCATED IN COUNCIL WARD #** \_\_\_\_\_

**PROJECT SERVICE AREA** (please identify specific neighborhood(s)/community or citywide):

\_\_\_\_\_

**PROJECT TYPE** (please choose only one of the following):

Neighborhood facility construction/improvements

Housing construction/rehab

Public infrastructure construction/improvements

Homeownership assistance

Economic development/commercial rehab

Real Property Acquisition

Community facility construction/improvements  
(facilities for persons w/special needs)

Public Service activity  
(limited to 15% of City allocation)

**PROJECT DESCRIPTION:** \_\_\_\_\_

(please provide a simple phrase or sentence)

\_\_\_\_\_

**APPLICANT ADDRESS:** \_\_\_\_\_

**APPLICANT PHONE #:** (\_\_\_\_\_) \_\_\_\_\_

**APPLICANT FAX #:** (\_\_\_\_\_) \_\_\_\_\_

**APPLICANT E-MAIL ADDRESS:** \_\_\_\_\_

**CONTACT PERSON/TITLE:** \_\_\_\_\_

**TOTAL PROJECT/ACTIVITY BUDGET:** \$ \_\_\_\_\_

(amounts taken from application budget)

**TOTAL CDBG FUNDS REQUESTED:** \$ \_\_\_\_\_

**REMAINING BUDGET WITH OTHER FUNDS** \$ \_\_\_\_\_

(difference of total budget and CDBG funds requested)

**FEDERAL TAX ID #** \_\_\_\_\_  
**DUNS #** \_\_\_\_\_

Only federally registered 501(c)(3) or (6) Non-profit organizations, governmental entities or educational institutions may apply. **Please check which type of organization you represent:**

- Registered non-profit. Please attach a copy of IRS determination letter to application  
 Government entity  
 Educational Institution. Please attach IRS determination of exempt status.

Only applicants licensed for the proposed activity (where applicable) may apply. A few examples of programs requiring licenses include Child Day Care Facilities, Day Care Centers, Family Day Care Homes, and Residential Care Facilities.

**Under federal or state law, does your proposed project require a license or certificate to operate?**

YES  NO

If yes, please attach a copy of the license or certificate to this application.

**Is your organization considered a faith-based organization?**  YES  NO  
 (Requested for HUD statistical purposes only. Your response does not effect funding decision.)

**Have you previously received CDBG funding for this specific project/activity from the City of Riverside?**  YES  NO

**Have you previously received CDBG funding for a different project/activity from the City of Riverside?**  YES  NO

If yes to either, please identify years, projects and amounts funded in the last five years:

YEAR	PROJECT/ACTIVITY	AMOUNT
2012-2013		
2011-2012		
2010-2011		
2009-2010		
2008-2009		

***REQUIRED: Identify other sources of funding to be used (enter "0" if none) to support the proposed CDBG activity and whether this funding is secured or proposed.***

FUNDING SOURCE	AMOUNT	SECURED	PROPOSED
Section 108 Loan Guarantee			
Other Consolidated Plan Funds			
Home			
ESG			
HOPWA			
Other Federal Funds			
State/Local Funds			
Private Funds			
Other			
TOTAL			

Please identify any community coalitions, collaborative groups, coordinating meetings, etc., in which representatives from your organization regularly participates.

Coalition/Group/etc.	When meetings are held

Please identify the key personnel that will be responsible for this project including the management, staff and volunteer positions.

Position	Name (or to be hired)	Years w/Organization	Years of experience

Please provide a brief summary of your agency/organization's history and overall function and purpose. Please limit your response to the space below.

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## II. HUD CDBG NATIONAL OBJECTIVES CRITERIA

Applicants seeking CDBG funding from the City of Riverside must propose activities designed to meet the HUD National Objective of providing a direct benefit to low-moderate-income persons.

### 1. Please select one of the following CDBG eligibility categories for your proposed project.

     **Low- Moderate-Income Area Benefit:** An activity that benefits all residents in a particular area where at least 51% of the residents are low- and moderate-income persons as determined by the most recently available decennial Census information or other statistically reliable standards as approved by HUD.

**(Not applicable for Public Service programs)**

If selecting this category, please identify the census tract(s) to be served: \_\_\_\_\_  
How many residents would benefit from this activity (based on census info)? \_\_\_\_\_

     **Low- Moderate-Income:** Activities under this category require documentation on family size and income in order to show that at least 51% of the clientele served are low- and moderate-income. **OR** must benefit a Limited Clientele that is generally presumed to be principally low- and moderate-income (abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers).

If selecting this category, please identify the primary clientele served: \_\_\_\_\_  
How many eligible clients would be served by this activity? \_\_\_\_\_

     **Low- Moderate-Income Housing Activity:** An activity undertaken for the purpose of providing or improving permanent residential structure(s) which, upon completion, will be occupied by low- and moderate-income persons at an affordable rate. If structure contains more than one unit, at least 51% must be occupied by low- and moderate-income persons.

If selecting this category, please identify activity type: \_\_\_\_\_  
How many eligible households would benefit from this activity? \_\_\_\_\_

     **Low- Moderate-Income Job Creation or Retention Activity:** An activity designed to create or retain permanent jobs, at least 51% of which will be made available to or held by low- and moderate-income persons.

If selecting this category, please identify job type: \_\_\_\_\_  
How many eligible people would benefit from this activity? \_\_\_\_\_

### 2. Please identify the CDBG National Objective and Outcome your proposed activity will help accomplish (select one in each category):

#### Objective:

- Create Suitable living environment
- Provide decent affordable housing
- Create economic opportunity

#### Outcome:

- Availability/Accessibility
- Affordability
- Sustainability

### 3. Please answer yes or no to each of the following. Is the purpose of this activity to:

Help prevent homelessness? Y N Help those with HIV/AIDS? Y N  
Help the homeless? Y N Primarily help persons with disabilities? Y N

### III. CDBG APPLICATION NARRATIVE SECTION

Please respond to each of the following questions. Please keep your responses brief and to the point. Your response to any one question should be no more than one page. In the event that additional information is needed, CDBG Program staff will contact you. **No revisions will be allowed after Tuesday, January 15, 2013.** Please do not attach additional information to this application. Unsolicited information will not be considered for review.

**PROJECT SUMMARY.** Please provide a brief summary of your proposed project or activity (50 words or less). This description will be used in application summaries provided for review with City Council members and throughout the application process.

1. **What specific community need(s) or issue(s) is your project/activity designed to address?** Please include a description of the target population and/or area that your project will benefit. Identify in your description the HUD Statutory CDBG Program Goal (identified in the introduction above) your project will address.
2. **How will your project/activity help to address the community need(s) or issue(s) identified above?** Your response should outline your scope of work for the proposed project. Please include:
  - Services to be provided or proposed work to be completed
  - Number of low- and moderate-income persons/households to benefit from activity
  - Other quantifiable results such as service beds or jobs created, number of housing units completed, square footage of service area rehabilitated or added, linear feet of sidewalk resurfaced, etc.
  - Specifically how CDBG funds will be expended.
  - Methods you will use to document that the population served meets HUD eligibility criteria and to collect and report all HUD required data to the City.
3. **Please describe your organization's experience with implementing the type of project/activity that you are proposing.** Please include your organizations experience with using government funding as well as your fund raising experience with both government and non-government sources. Also include information on any consultants or contractors to be used on the project. Please identify results of any previous efforts to implement similar project.
4. **Please provide a timeline for the implementation of your proposed CDBG funded project/activity.** You must provide an implementation timeline even if the funding is requested for an on-going project. Your timeline should reflect an ability to initiate the proposed project on July 1, 2013 and complete the proposed project by June 30, 2014.

#### IV. CDBG PROJECT BUDGET FY 2013/2014 –Public Service Activity only

Please provide budget information identifying the total costs for the public service project/activity proposed. Include all expenses associated with the project even if you are not requesting CDBG funds for that line item.

**For Capital Development Activities – Please see page 17.**

##### 1. PERSONNEL: Please complete the following tables\*

A) WAGES: Please provide the following information for all personnel assigned to the proposed project.

Position	Full-time/ Part-time/ Volunteer?	Hourly Rate	Hours Per Week on project	Weeks Per Year on project	Total Cost	City's CDBG Share
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
SUBTOTAL FOR WAGES					\$	\$

\* Any changes in personnel listed above during the 2013-14 award year must be noted in a letter to the City of Riverside CDBG staff.

B) FRINGE BENEFITS

TYPE OF COSTS	PERCENT OF SALARY	TOTAL COST	CITY CDBG SHARE
FICA		\$	\$
SUI		\$	\$
OTHER		\$	\$
SUBTOTAL FOR FRINGE BENEFITS		\$	\$

TOTAL STAFF COSTS	TOTAL COST	CITY CDBG SHARE
	\$	\$

Please insert totals in the BUDGET OVERVIEW table below.

**2. SUPPLIES AND SERVICES COSTS:**

CATEGORY	TOTAL COST	CITY CDBG SHARE
SPACE RENTAL	\$	\$
UTILITIES	\$	\$
LIABILITY INSURANCE	\$	\$
WORKMAN'S COMPENSATION INSURANCE	\$	\$
OTHER INSURANCE	\$	\$
CONSULTANT SERVICES*	\$	\$
TRAVEL	\$	\$
SUPPLIES	\$	\$
OTHER: _____	\$	\$
<b>TOTAL SUPPLIES AND SERVICES</b>	\$	\$

Please insert totals in the BUDGET OVERVIEW table.

**\*CONSULTANT SERVICES** – Please provide the following for all consultants/subcontractors to be used on this project

Service/Contractor name	Hourly Rate	Hours Per Week	Weeks to be Employed	Total Cost	City's CDBG Share
	\$			\$	\$
	\$			\$	\$
	\$			\$	\$

**2. TOTAL BUDGET OVERVIEW**

COST CATEGORY	TOTAL COST	OTHER SOURCES	CITY CDBG SHARE
PERSONNEL	\$	\$	\$
SERVICES/SUPPLIES	\$	\$	\$
<b>TOTAL</b>	\$	\$	\$

**3. OTHER FUNDING SOURCES:** If costs are to be shared by other sources of funding, including CDBG funds from other jurisdictions, identify the source of funding, grantor/lending agency, and amount.

FUNDING SOURCE	AMOUNT
	\$
	\$
	\$
	\$
<b>TOTALS</b>	\$

## **V. CDBG PROJECT BUDGET FY 2013/2014 – Capital Development Activities only**

Do not use the forms in the CDBG Application for Public Service Activity (except as directed below). Instead, attach a separate written budget identifying the total costs for the capital development project/activity proposed. Include all expenses associated with the project even if you are not requesting CDBG funds for the entire project. **To prepare the Project Budget you must obtain written Proposals from contractors to determine realistic costs of your Capital Improvement Project (CIP).**

**Please submit three (3) written Proposals from properly licensed and insured contractors with your application. All three (3) Proposals must include:**

1. A detailed written **Scope of Work** (work description) in the “line item” format. **(the scope of work should not vary from one proposal to another)**
2. Accurate line item costs for each task. Cost estimates must include payment of federally mandated Davis Bacon “prevailing wages” for labor, and submittal of weekly certified payrolls from each tier contractor. Your contractors may access updated Davis Bacon wage decisions for free at <http://www.access.gpo.gov/davisbacon/>
3. In addition to the contractors hard costs (material and labor, profit and overhead), in your budget you may include certain project soft costs such as, project plans, engineering and city entitlement and permit fees. However, if the City Council approves your CDBG grant, you may not sign contracts nor incur project hard costs or soft costs until after you have signed and received a fully “executed” CDBG Subrecipient Agreement from the City of Riverside.

Finally, return to page 11 of this CDBG Application. Be certain that you have filled out the chart at the bottom of page 11. **In this chart you are REQUIRED to identify the other sources of funding you will use to support your proposed CDBG project activity. You must indicate on the chart whether this other funding is “secured” or “proposed” and funding amount.**

## **VI. Maintenance and Operation Commitment**

The governing body of the above public, Quasi-Public, or Non-Profit entity has the financial capacity and is willing to assume the maintenance and operation responsibility and costs associated with the indicated Community Development project. This body has reviewed Part II of this form and to the best of its ability has determined this budget to be a true and accurate estimate of the annual maintenance and operation costs for the proposed project. The maintenance and operation costs that will be considered are those authorized under 24 CFR 570.201(e) and 24 CFR 570.206(a)(4) while activities under 24 CFR 570.207(a)(2) classified as ineligible will not be allowed. Examples of eligible cost are:

- Insurance
- Utilities
- Office Supplies
- Rental and Maintenance of Office Space
- Staff Salary

It is understood that without a commitment for maintenance and operation the indicated project may not be considered for funding under the Community Development Block Grant Program.

NOTE: Community Development Block Grant funds may not be utilized for ongoing maintenance and operation costs of capital improvements/facilities.

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Signature of Authorized Applicant Representative

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Name and Title of Authorized Applicant Representative (Please Print or Type)

---

Date

## VII. Insurance Requirements

The City requires commercial liability insurance, automobile liability insurance (if any vehicle is operated for any organizational purpose that the City has funded), and workers' compensation insurance (if any individual is employed by your organization). If your funding request is approved, the City will require that new insurance certificates and endorsements be issued pursuant to City Requirements.

Proof of insurance will only be required if your organization is approved for funding.

### Insurance Inventory

Project/Activity Name: \_\_\_\_\_

#### PRIMARY INSURANCE POLICY

Name of Insurance Company (general liability) \_\_\_\_\_  
Effective Dates of Policy (per occurrence policy) \_\_\_\_\_  
Limits of Liability \_\_\_\_\_  
Deductibles per Occurrence \_\_\_\_\_

Name of Insurance Company (auto liability) \_\_\_\_\_  
Effective Dates of Policy (per occurrence policy) \_\_\_\_\_  
Limits of Liability \_\_\_\_\_  
Deductibles per Occurrence \_\_\_\_\_

Name of Insurance Company (workers' compensation) \_\_\_\_\_  
Effective Dates of Policy (per occurrence policy) \_\_\_\_\_  
Limits of Liability \_\_\_\_\_  
Deductibles per Occurrence \_\_\_\_\_

#### EXCESS/UMBRELLA POLICY

Name of Insurance Company \_\_\_\_\_  
Effective Dates \_\_\_\_\_  
Limits of Liability \_\_\_\_\_  
Underlying Coverage Limits \_\_\_\_\_  
Name of Underlying Company \_\_\_\_\_

## VIII. References

Please provide the information requested below for three (3) professional references for your organization/agency. References should be from entities with whom you have a contractual relationship or with whom you otherwise have a business relationship.

1) Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of person to contact: \_\_\_\_\_

Nature of Business Relationship: \_\_\_\_\_

No. of Years of Business Relationship: \_\_\_\_\_

2) Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of person to contact: \_\_\_\_\_

Nature of Business Relationship: \_\_\_\_\_

No. of Years of Business Relationship: \_\_\_\_\_

3) Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of person to contact: \_\_\_\_\_

Nature of Business Relationship: \_\_\_\_\_

No. of Years of Business Relationship: \_\_\_\_\_

## **IX. APPLICANT CERTIFICATION**

### **THE UNDERSIGNED CERTIFIES THAT:**

- a) The information contained in this document is complete and accurate;
- b) The proposed program/project described in this application meets the National Objective of benefiting low and moderate-income persons, as defined by CDBG Federal Regulations.
- c) The applicant shall comply with all Federal, State and City laws, policies and requirements affecting the CDBG Program;
- d) If the project is a facility, the sponsor shall maintain and operate the facility for its approved use throughout its economic life; and
- e) Sufficient funds are available from non-CDBG sources to complete the program/project, as described, if CDBG funds are allocated to the applicant.

\_\_\_\_\_  
Signature of Authorized Applicant Representative      Date

\_\_\_\_\_  
Name and Title of Authorized Applicant Representative (Please Print or Type)

## **X. CDBG APPLICATION ATTACHEMENTS**

### **PLEASE ATTACH THE FOLLOWING DOCUMENTS:**

- Most recent audited financial statement
- IRS determination of exempt status
- List of Board of Directors
- By-Laws and Articles of Incorporation
- Three (3) Costs estimates for Capital Development Projects (if applicable)
- License or certificate to operate (if applicable)

## **XI. APPLICATION SUBMITTAL**

**Please submit ONE ORIGINAL AND THREE COPIES of your completed application to:**

**City of Riverside  
Community Development Department  
3900 Main Street  
3rd Floor  
Riverside, CA 92522**

You will be contacted, in writing, by the Community Development Department regarding the status of your grant application. If you have any questions regarding your grant application or the CDBG Program, please contact Michelle Guzman at (951) 826-5302 or at [mguzman@riversideca.gov](mailto:mguzman@riversideca.gov), or Rosemarie Gonzales at (951) 826-5941 or at [rgonzales@riversideca.gov](mailto:rgonzales@riversideca.gov).

**APPLICATION DUE DATE: Tuesday, January 15, 2013 no later than 4:00pm**

**Applications sent by fax or e-mail will not be accepted.**

**Late or incomplete applications will not be considered.**

Thank you for your interest in the City of Riverside and your participation in the Community Development Block Grant Program.