

CITY OF MADERA

**CONSOLIDATED AND
ACTION PLANS**

2015/2016

INFORMATION GUIDE

**205 West Fourth Street
Madera, CA 93637
(559) 661-3693**

INTRODUCTION

The City of Madera is pleased to present this Information Guide. This guide explains the federal and local goals of the Consolidated and Action Plans, and the Community Development Block Grant (CDBG) Program, and assists in submitting an application for funds. As there are strict eligibility criteria, please carefully review this document to determine if a project qualifies under the federal regulations.

WHAT IS THE CONSOLIDATED AND ACTION PLAN?

The Consolidated Plan is required by the United States Department of Housing and Urban Development (HUD) for receipt of federal CDBG funds. The purpose of the Consolidated Plan is to identify needs in the community and to present a five-year plan for the allocation of federal resources based on a community's identified needs. The Action Plan is an annual application submitted to HUD. It describes how funds will be used during the fiscal year and addresses other related requirements of the regulations governing the Consolidated Plan.

WHAT IS THE CDBG PROGRAM?

The CDBG Program is administered by HUD and is authorized by Title 1 of the Housing and Community Development Act of 1974 and 1992, as amended. The purpose of the CDBG Program is to enhance and maintain viable urban communities through the provisions of decent housing, a suitable living environment, and the expansion of economic opportunities principally for low and moderate income persons. The Act provides financial assistance for community activities for the following:

- Eliminating slums and blight; preventing deterioration of property; and providing needed neighborhood community facilities, principally for persons of low and moderate income.
- Eliminating conditions which are detrimental to health, safety and public welfare through interim rehabilitation and code enforcement, etc.
- Conserving and improving housing stock through rehabilitation of homes belonging to low and moderate income persons.
- Expanding and improving the quantity and quality of public services principally for low and moderate income persons.
- Acquisition, design, construction and installation of needed public facilities and improvements.
- Restoring and preserving properties formally designated as Historic Structures.

- Provision of assistance to lower income first-time home buyers.
- Creation of jobs for persons of low and moderate income through the expansion of business opportunities by providing financial incentives to small businesses.

HOW IS A PROJECT DETERMINED ELIGIBLE FOR FUNDS?

CDBG Program Eligibility

In order for an activity or program to be eligible for CDBG funding, it must qualify by meeting one or more of the following three national objectives:

National Objective #1

Activities Benefiting Lower Income Persons/Households

The definition of a lower income person or household is one having an income equal to or less than 80 percent of median income as established by HUD. A minimum of 70 percent of the City's total allocation must be used for this purpose. In order to determine if a project qualifies under this criterion, it must fall under one of the following activities.

Direct Benefit Activities

To qualify as a direct benefit activity, there must be documentation that the program is benefiting low and moderate income residents. At least 51 percent of the recipients of public service programs must have incomes below 80 percent of the median income. Certain other activities, such as housing rehabilitation, require 100 percent of the program participants to be lower income households.

Area Benefit Activities

These are activities that serve geographic areas in which not less than 51 percent of the households are lower income, based on census data. To meet this criteria, 51 percent of household incomes must be equal to or less than 80 percent of the area's median income.

Examples of Area Benefit Activities include: public improvements such as street, sidewalk, curb and gutter improvements (including related design and engineering work), park improvements, community centers, and public facilities.

Public Services

Up to 15 percent of the City's total annual CDBG allocation may be used for public service activities.

At least 51 percent of a public service activity's clientele must be documented as lower income residents. Public service projects must be a new service or an increase in the existing level of service. Examples of public services include crime prevention, child care and drug abuse related services.

Certain groups are presumed by HUD to meet the lower income criteria. HUD has defined these groups as: abused children, battered spouses, elderly persons, handicapped persons, homeless persons, illiterate persons and migrant workers.

Housing Activities

Housing activities include: acquisition or rehabilitation of properties, or new housing construction for the purpose of benefiting lower income households. The following is an example of a housing activity which meets this criterion:

- Rehabilitation of housing occupied by lower income persons. (Improvements must eliminate substandard or deteriorating property conditions.)

National Objective #2

Activities which aid in the prevention or elimination of slums or blight.

Projects may qualify if they benefit a slum or blighted area. State or local laws define slums and blighted areas as those which contain a substantial number of deteriorating or dilapidated buildings or infrastructure within the area. Redevelopment project areas generally qualify under this category.

In order to be eligible, the activity must be designed to address one or more of the conditions which qualified the areas as a slum or blighted. Residential rehabilitation can be qualified if the property is considered substandard per local definition.

Projects which may qualify outside of a slum or blighted area include: acquisition, demolition, rehabilitation, relocation, graffiti removal and historic preservation. The activities must be designed to eliminate a specific condition of physical decay on a spot basis. Under this standard, rehabilitation is limited to the extent necessary to eliminate substandard conditions detrimental to public health and safety.

National Objective #3

Activities designed to meet community development needs having a particular urgency:

- Activities must be designed to alleviate existing conditions which pose a serious and immediate threat to the health or welfare of the community and which became urgent within the past 18 months. Other sources of funding must not be available.

ELIGIBLE CDBG ACTIVITIES

Acquisition, design, construction, rehabilitation or installation of certain publicly-owned facilities such as:

- Parks, playgrounds and recreational facilities
- Senior centers, except 24-hour care facilities
- Centers for the handicapped, except 24-hour care facilities
- Neighborhood facilities
- Parking facilities
- Street improvements
- Flood, drainage or sewer facilities
- Public services (i.e., graffiti removal and crime control)
- Acquisition of property that is of historic value; appropriate for beautification or conservation of open spaces; or appropriate for low or moderate income housing
- Clearance and demolition of buildings and land which may be a health hazard to the community. Interim assistance or temporary help to alleviate harmful or dangerous conditions.
- Removal of architectural barriers which restrict mobility of handicapped persons
- Rehabilitation and preservation of buildings and improvements, both publicly and privately owned
- Code enforcement in designated target areas
- Historic preservation activities
- Eligible economic development activities
- Eligible planning and environmental design costs

INELIGIBLE CDBG ACTIVITIES

- Buildings for the general conduct of government such as city halls, courthouses and police stations

- Stadiums, sports arenas, auditoriums, museums and central libraries (note: branch libraries may be built in target areas)
- Schools
- Airports, subways, bus or other stations
- Hospital, nursing homes and other medical facilities
- Treatment and related facilities for liquid industrial wastes or sewage
- Expenses of general government for operation and maintenance of public facilities
- Political activities
- Direct income payments to residents
- Provision of assistance to organizations which require, as part of the provision of homeless assistance, religious instruction or counseling. These provisions, however, may be on a voluntary basis. Renovation of buildings belonging to primarily religious organizations, as defined by HUD, is also prohibited.

Throughout program implementation, citizens are given the opportunity to comment on all aspects of the City's CDBG program performance. Written comments will be responded to in a timely manner by the City of Madera. The City is required to prepare an annual performance report documenting the progress of funded activities, as well as the accomplishments of these projects. The Performance Report is available for public review 30 to 60 days after the close of the program year.

Comments, suggestions or complaints may be address to:

City of Madera
205 West Fourth Street
Madera, CA 93637
Attention: CDBG Administration
(559) 661-3693

**CITY OF MADERA
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PUBLIC SERVICE PROPOSAL APPLICATION
2008/2009**

AGENCY/PROJECT INFORMATION

Legal Name of Agency: _____

Project Name: _____

Agency Address: _____

City/Zip: _____ Telephone: _____

Project Director: _____ FAX: _____

SUMMARY OF COMMUNITY NEED OR PROBLEM TO BE ADDRESSED: (Describe the community need or problem to be addressed by the proposed project. State how and by whom the need was identified. All research documentation must be acknowledged.)

EXISTING SERVICES: List other agencies currently addressing the need or problem described above. (Attach sheets if necessary.)

Explain how your project supplements or complements existing services without duplicating them. (Attach sheets if necessary.)

CLIENT POPULATION

Indicate the total number of potential clients in the community who require your services.

State the total number of unduplicated clients you intend to serve during the term of this proposed project/service (12 months)

If this project was funded last year, has there been a change in the composition of the target population to be served and/or shift in the geographic target area?

_____ Yes _____ No

If yes, explain:

Provide the following demographic information for the total number of unduplicated clients as indicated above:

AGE	0 - 5	6 - 12	13 - 17	18 - 34	35 - 54	55 - 59	60 - 64	65 +
GENDER	Female							
	Male							
FEMALE HEAD								

This information is confidential and is only used for government reporting purposes to monitor compliance with equal opportunity laws. Please note that self-identification of race/ethnicity is voluntary.

RACE	NO.	RACE	NO.
White	_____	American Indian or Alaska native AND White	_____
Black/African American	_____	Asian AND White	_____
Asian	_____	Black/African American AND White	_____
American Indian or Alaska Native	_____	American Indian/Alaska Native AND Black/African American	_____
Native Hawaiian or Other Pacific Islander	_____	Other:_____	_____
Mexican/Chicano	_____	Cuban	_____
Puerto Rican	_____	Other Hispanic/Latino:_____	_____

EFFECTIVENESS AND EFFICIENCY

Describe the method used to measure the effectiveness (outcomes) of services. Identify measurable goals and objectives. Attach a copy of the project's evaluation documentation.

SERVICE FUNDING

What financial resources, other than City are available for this project? Have applications for other funds been submitted? Explain.

Describe in detail all proposal plans for fund raising for this project. What is the projected net income from fund raising? If net fund raising is not increasing, please explain (be specific).

If service is offered outside the Madera city limits, include the list of funding sources that support these program services.

When there is an overflow of clients, how is it determined whom to serve?

Is income criteria used to establish eligibility for services?

Yes No (If yes, attach a copy of the criteria.)

Is a fee schedule used?

Yes No (If yes, attach a copy of fee schedule.)

INCOME SOURCE	AMOUNT	
CITY		
UNITED WAY		
STATE (SPECIFY)		
FEDERAL (SPECIFY)		
SERVICE FEES		
FUND RAISING		
DONATIONS		
RESERVE/CONTINGENCY		
OTHER (LIST)		
TOTAL INCOME		
SALARY EXPENSES	ACCOUNT NO	AMOUNT
SALARIES	0100	
BENEFITS	0150	
SERVICES & SUPPLIES		
INSURANCE	0200	
COMMUNICATIONS	0250	
CONSULTANT SERVICES	0300	
OFFICE EXPENSE	0350	
OFFICE RENTAL	0400	
EQUIPMENT RENTAL	0450	
UTILITIES	0500	
TRAVEL (ADMIN.)	0550	
FOOD SUPPLIES	0600	
CONTRACTS	0650	
TRANSPORTATION	0700	
FUND RAISING	0750	
TOTAL		

SPONSORING AGENCY MANAGEMENT

CORPORATION DIRECTORS:

How often does the Board meet? _____

What was the average number of Board members attending meetings last year?

Based on the bylaws, what is the minimum and maximum number of seats on the Board?

_____ Minimum _____ Maximum

Please provide the following information:

Date of Incorporation: _____

IRS Employer Number: _____

Attach current Board of Directors* roster, including the names, addresses, occupations and number of years served on the Board.

FINANCIAL:

How often are financial records audited, and by whom? _____

Are the treasurer and/or other financial officers bonded? _____

If so, for how much? _____

List any judgments or pending lawsuits against the agency or project:

List any outstanding obligations:

RESOLUTION/CERTIFICATION:

We, the Board of Directors of _____ do hereby resolve that on _____, 2008, the Board reviewed this application and, furthermore, the Board in proper motion and vote approved this application for submission to the City of Madera.

Furthermore, we certify that the agency making this application is (1) non profit, (2) tax exempt, and (3) incorporated in the State of California, and has complied with all applicable laws and regulations. To the best of our knowledge, all information presented herein is correct and complete.

Dated: _____, 2008

AGENCY NAME: _____

ADDRESS: _____

TELEPHONE: _____

By: _____
President of the Board of Directors

This application and the information contained herein are true, correct and complete to the best of my knowledge.

By: _____
Executive Director

**RETURN AN ORIGINAL AND
TWO COPIES TO:**

City of Madera
205 West Fourth Street
Madera, CA 93637
Attention: CDBG Administration

DUE DATE:

March 10, 2008, 5:00 p.m.

CONTACT PERSON:

Jorge Antonio Rojas, Program Manager - Grants