

LOCAL  
ADMINISTRATION

**CITY OF MADERA  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
ADMINISTRATION PROPOSAL APPLICATION  
2019/2020**

**RECEIVED**  
3-7-19  
4:45 PM

**AGENCY/PROGRAM INFORMATION**                      **DATE SUBMITTED: March 7, 2019**

Legal Name of Agency: City of Madera

Program Name: CDBG Administration

Agency Address: 205 W. Fourth Street

City/Zip: Madera                      Telephone: 559-661-3693

Program Manager: Jorge Rojas                      FAX: 559-674-2972

**SUMMARY OF ADMINISTRATION NEEDS**

**This activity supplies oversight in all areas of the CDBG program. Oversight includes the following areas:**

- **consultant services**
- **providing subrecipients with training and capacity building**
- **providing staff and the public with Fair Housing training and oversight**
- **funding to remain current with, but not limited to training, regulations and CDBG components such as:**
  - **Davis Bacon Prevailing Wage**
  - **National Environmental Policy Act**
  - **Section 3**
  - **Minority Business and Disadvantage Business recruitment and contracting**
  - **Outcome and Performance Measurements**
  - **Integrated Disbursement and Information System Reporting**
  - **Economic Development**
  - **Continuum of Care coordination and capacity building**
  - **Downtown and historic preservation**
  - **Neighborhood Revitalization Strategies**
  - **Americans with Disabilities Act compliance and ensuring access to programs and facilities**

**NEW 2020/2024 CONSOLIDATED PLAN**

**A very important line item in the 2019/2020 Administration budget is the line item to work with a consultant to draft the new 2020/2024 Consolidated Plan. This process involves extensive community outreach to obtain and develop strategies and measurable goals to meet for the next five years. The process also involves collaboration among County, State and regional agencies. There is also a need to**

hear from local service providers and non-profits. This line item also funds Fair Housing Training, Paired Auditing and Non-profit capacity training.

The Consolidated Plan is designed to help States and local jurisdictions to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The process serves as the framework for a community-wide dialogue to name housing and community development priorities that align and focus funding from the CDBG program.

The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan. Grantees report on accomplishments and progress meeting Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER).

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

**Several agencies and City Departments carry out CDBG activities. They do not provide CDBG administrative services.**

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

**CDBG Administration supplies oversight and guidance of funded projects. It does not duplicate their activities.**

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

**The effectiveness is measured annually and documented in the Consolidated Annual Performance and Evaluation Report. This supplies a summary of what we carried out throughout the program year as well as the number of persons served, and amount spent.**

What National Objective does your program meet?

**Administration of the CDBG program is exempt from meeting a National Objective.**

Describe what measurable objectives your program meets?

**Administration of the CDBG program is exempt from measurable objectives. It reports the outcomes of funded programs.**

How will your program meet its goals in one year?

**A function of Administration associated with the CDBG program is the oversight and monitoring associated with ensuring CDBG-funded programs meet their stated goals.**

How does your proposal support the Vision Madera 2025 Action Plan?

**The scope of activities funded with CDBG have the potential to advance an extensive number of the Vision Madera 2025 Action Plan's goals. Funding requests are reviewed for consistency with CDBG regulations and, also, to promote the aspirations of the Vision Madera 2025 Action Plan.**

#### SERVICE FUNDING

What financial resources, other than City are available for this program? Have applications for other funds been submitted? Explain. If funds other than CDBG are proposed, please provide supporting documentation/letters of commitment.

**Except the General Fund, no other sources are available.**

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

**Not applicable.**

What was done to receive public input/participation? Please provide details. What did the public input/participation identify? Include documentation of support for the proposal such as meeting minutes, letters and petitions.

**Not applicable.**

If service is offered outside the Madera city limits, include the list of funding sources and supporting documentation/letters of commitment that support these program services.

**Not applicable for Administrative program oversight.**

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

**Not applicable for Administrative program oversight.**

Are 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.)

<b>INCOME SOURCE</b>	<b>AMOUNT</b>	
CITY		
UNITED WAY		
STATE (SPECIFY)		
FEDERAL (SPECIFY) <b>(CDBG)</b>	156,972	
SERVICE FEES		
FUND RAISING		
DONATIONS		
RESERVE/ CONTINGENCY		
OTHER (LIST)		
<b>TOTAL INCOME</b>	156,972	
		<b>AMOUNT</b>
SALARIES		58,080
BENEFITS		26,685
TELEPHONE		1,000
ADVERTISING		2,000
OFFICE SUPPLIES		1,250
SOFTWARE		1,250
CONFERENCE/ TRAINING		2,000
INTERFUND CHARGE- CENTRAL		300
CONTRACTED SERVICES New 2020/2024 Consolidated Plan consultant, Fair Housing and Paired Audit and Non-Profit training		64,407
	<b>TOTAL</b>	156,972

## SPONSORING AGENCY MANAGEMENT

### CORPORATION DIRECTORS:

How often does the Board meet?

**City Council serves as the governing board. Their meetings are the first and third Wednesday of every month.**

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

    7    

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

    4     Minimum                          7     Maximum

Please provide the following information:

Date of Incorporation:   **March 27, 1907**  

IRS Employer Number:   **94-6000365**  

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

Name	Occupation	Term	District
Andrew J. Medellin, Mayor	Owner, Andy's Sports and Design	Elected 2016, Mayor term ending December 2020	At-Large
Cecelia (Cece) Foley Gallegos, Mayor Pro Tem	Educator	Elected November 2018, Council Member term ending December 2022	1
Jose Rodriguez	Mortgage Lender	Elected November 2016, Council Member term ending December 2020	2
Steve Montes Mayor Pro Tem	City of Fresno	Elected November 2018, Council Member term ending December 2022	3
Derek O. Robinson Sr., Council Member	Postal Service Retiree, Youth Counselor, Track Athlete and Coach	Elected November 2016, Council Member term ending December 2020	4
Santos Garcia Council Member	Central Labor Council	Elected November 2018, Council Member term ending December 2022	5
Donald E. Holley, Council Member	Machine Operator, Jesse Owens Games Organizer, past NAACP President, MLK Committee Member	Elected November 2016, Council Member term ending December 2020	6

**FINANCIAL:**

How often are financial records audited, and by whom?

Annually by Price Paige & Company

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

If so, for how much? \$1 million

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

None.

List any outstanding obligations:

None.

**RESOLUTION/CERTIFICATION:**

**Not applicable currently. The City Council will approve a resolution for the final 2019/2020 programs and projects in the Action Plan.**

We, the Board of Directors of \_\_\_\_\_ do hereby resolve that on \_\_\_\_\_, 2019, 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) nonprofit, (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: \_\_\_\_\_

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:   
Grants Administrator

**RETURN AN ORIGINAL AND  
ONE COPY TO:**

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

**DUE DATE:**

**March 8, 2019; 5:00 p.m.**

**CONTACT PERSON:**

Jorge Antonio Rojas, Program Manager –  
Grants  
559-661-3693  
[jrojas@cityofmadera.com](mailto:jrojas@cityofmadera.com)