



CDBG 2021/2022 GRANT APPLICATION
CAPITAL PROJECTS/PUBLIC IMPROVEMENTS
COVER SHEET

Application due date: On or before **May 28, 2021 by 5:00 PM** City
of Madera CDBG Contact: Alex Estrada (559-661-3690)

<small>(For office use only)</small> DATE & TIME SUBMITTED:
Applicant Name:
Physical Address:
Mailing Address:
Program Name:
If you have Non-profit Internal Revenue Code Section 501(c)(3) status, enter your organization's Federal Tax ID Number:
Grant Administrator (Principal contact) First & Last Name and Title: Telephone Number and Email Address:
Program/Project Administrator (Manages Day-to-Day Tasks of Program) First & Last Name and Title: Telephone Number and Email Address:
Amount Requested: \$ _____

CDBG APPLICATION SUBMITTAL CHECKLIST

(To Be Submitted with Application)

For All CDBG Applicants (Include all of the following in your application)

<p>1 original completed application</p> <p><input type="checkbox"/> Font: 12 point</p> <p><input type="checkbox"/> Paper: 8 1/2 x 11</p> <p><input type="checkbox"/> Single-sided, <u>no double-sided pages</u>, single-spaced and numbered consecutively</p> <p><input type="checkbox"/> One-inch top, bottom, left and right margins</p> <p><input type="checkbox"/> Emailed applications should be submitted as a PDF document (not in Microsoft Word format)</p>	<p><input type="checkbox"/> Grant Application Coversheet</p>
	<p><input type="checkbox"/> Program/Project Narrative (Background, Need, Work Plan Narrative, Evaluation, Significance & Applicability)</p>
	<p><input type="checkbox"/> Program/Project Timeline</p>
	<p><input type="checkbox"/> Budget Table</p>
	<p><input type="checkbox"/> Supporting Documentation (Staff Work Experience/Knowledge/Education Narrative for Key Staff Including Project Lead)</p>
	<p><input type="checkbox"/> Marketing/Outreach Plan</p>
	<p><input type="checkbox"/> Client Eligibility/Income Verification Plan (If Not Assumed Benefit)</p>
	<p><input type="checkbox"/> References</p>

Submittal Option

1. Email to:
astrada@madera.gov

CITY OF MADERA
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
2021/2022 CAPITAL PROJECT/PUBLIC IMPROVEMENTS
PROPOSAL APPLICATION

Community Development Block Grant (CDBG) is administered by the U.S. Department of Housing and Urban Development (HUD). HUD distributes annual CDBG allocations to entitlement communities such as City of Madera. For fiscal year 2021/2022 the City of Madera's CDBG allocation is \$935,259. This amount allows up to \$187,052 for Administration proposals (20%), \$140,289 for Public Services (15%) proposals to low- and moderate-income households (according to household size by total gross annual income) and approximately \$607,918 for Capital Projects/Public Improvements.

Each year, an Annual Action plan is developed by the City of Madera. An Action Plan is an assessment of the community needs that are most pressing in the community. It is data and community-based driven, includes extensive input from different groups in as well as individuals, and ultimately provides guidance for City of Madera staff on how to utilize these funds to respond to the identified needs in the community. The 2021-2022 Action Plan was developed as follows:

Needs Identification Methods 2021/2022

The Priority Needs were developed after the data was collected using four complementary methods:

- Secondary Data Analysis
- Interviews
- Group Video Discussions
- Community-wide Quantitative Survey

The community needs that were identified by participants and survey respondents were prioritized based, in part, on approaches supported by The Office of Community Planning and Development of the U.S. Department of Housing and Urban Development (HUD), the Centers for Disease Control and Prevention, the National Community Development Association and others.

Needs Prioritization and Funding Criteria

The prioritization process suggests that on an annual basis, funded projects will:

- Address at least one of the identified Top Need Areas;
- Address one or more of the Target Services; and/or
- Continue services recognized by the community as essential.

Applications for Funding

Applications for funding through the City of Madera CDBG program shall adhere to CDBG funding criteria. The City of Madera's internal departments and not-for-profit agencies will adhere to the following criteria.

- ✓ All (100%) of the funds received from the City of Madera must serve Madera residents. Funding will be denied if it is found that this requirement is not met.
- ✓ Address at least one of the identified Top Needs Areas. (See Attachment A)

Applicant must respond to all the following sections. Refer to the Scoring Rubric for point allocation per section:

A. GENERAL INFORMATION

1. Name of Department/Organization: _____
Address: _____
Contact Person: _____ Phone: _____
Concurrence: _____
Signature/Authorizing Official (Grant Administrator/Department Head)

B. ACTIVITY DESCRIPTION

1. Summary description of proposed project and anticipated accomplishment. (If desired, include diagram of the area within this section or you can attach, but any referenced attachment will be counted within the 6-pg. limit):
2. Need (Explain why project is needed.):
3. Estimated cost of project and source of estimate (if available): \$ _____
Please identify other sources of funds to implement this project. If funds other than CDBG are proposed, please provide supporting documentation/letters of commitment.
4. Timetable (assuming a start date of July 1, 2021). Will your proposal meet these goals in one year? Give starting date for activity and significant milestone completion timeframes. (Insert any timeline attachment you desire, or refer to an attachment to be counted as part of the 6-pg. limit)
5. What measurable goals will your program deliver?

6. What are the project's expected outcomes? How are the outcomes assessed?
7. What HUD National Objective does your program meet?
8. How does your proposal support the Vision Plan Madera 2025 Action Plan?

C. ENVIRONMENTAL IMPACTS:

1. Historical:
 - a. How old is the affected structure?
 - b. Will this project affect an historically significant (or potentially historic) structure?
2. Archeological:
 - a. Will this project involve any ground disturbance?
 - b. If so, how deep will excavation be and what is the volume of earth to be moved?
3. Water:
 - a. Does this project involve a sewer or water system?

D. PROGRAM ELIGIBILITY:

To be eligible for funding, a project must either benefit low and moderate-income persons or prevent/eliminate slums or blight. Indicate how the proposed project meets this requirement. Projects that primarily benefit handicapped or senior citizens meet the criteria for benefiting low and moderate-income persons.

1. Primarily benefits low and moderate-income persons.
 - a. Number of persons served annually:
 - b. Service Area:

Number of City residents served annually:

Number of persons with disabilities or seniors served:
2. How will the proposed project prevent or eliminate slums or blight?

E. CITIZEN PARTICIPATION:

Project proposals should include evidence of citizen support for activity.

1. What was done to receive public input/participation? Please provide details. What were the outcomes? Include documentation of support for the proposal such as meeting minutes, letters and petitions.
2. Note complaints that have been received, etc.
3. Evidence of collaboration with other agencies within the community.

Please see Priority Needs for the 2021/2022 Action Plan (Attachment A) and eligible CDBG Census Tracts (Attachment B) map. Public Service recipients shall be a minimum of 51% or more designated as low- to moderate-income. Public Service recipients may be qualified as Presumed Benefit (homeless persons, persons with disabilities and seniors).

F. REFERENCES

Please provide the name, title, company/agency, phone and email address for three references.

Staff will contact references and obtain “Yes” and “No” responses for the following:

- Was your experience working with this agency successful?
- Have you seen at least one very successful project developed by this organization/agency?
- Do you think they are doing a good job in Madera?

Name	Title	Company/Agency	Phone	Email Address

FY 2021-22 CDBG PROJECT

AGENCY: _____

PROJECT NAME: _____

MISCELLANEOUS PROJECT COSTS:

Administrative Costs (not to exceed 10% of total grant)

Supplies

Postage

Consultant Services

Maintenance/Repair

Publications/Printing

Transportation/Travel Required for Business

Rent (portion allocated to this program)

Equipment Rental

Insurance

Utilities

Telephone

Other Expenses (Specify):

CIP REQUESTS ONLY:

Lead-based paint assessment/abatement

Construction/Renovation

Consultant/Professional Services

Construction Management

Other Expenses (Specify):

TOTAL CDBG PROJECT BUDGET:

CDBG 2021/2022 Applicant Scoring Rubric		
Criteria	Points	Committee Member Ranking
Ability to Address Community Need or Priority	20	
Ability to Address a National Objective with Measurable Outcomes and Meets a Priority Need	30	
References	10	
Ability to Locate Other Funds	5	
Schedule	10	
Work Plan and Capacity	15	
Public Input Received	10	
TOTAL POINTS	100	

Attachment A

City of Madera Five-Year Consolidated Plan 2020-2024 Priorities



ATTACHMENT B

ELIGIBLE CDBG CENSUS TRACTS ARE: 5.02 (to the north), 6.02, 6.03, 6.04 8 AND 9
THESE ARE THE ELIGIBLE TRACTS WHERE CDBG
PROGRAMS AND PROJECTS MUST OCCUR

