



CITY OF MADERA
CDBG 2022/2023 GRANT APPLICATION
Public Services



Cover Sheet

Application due date: On or before May 26, 2022 by 5:00 PM

Contact: Marcela Zuniga (559-661-3692) or mzuniga@madera.gov

(For office use only) Date and Time Submitted:	
Applicant Name:	Amount Requested: \$
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:	
Project Description (summary of main objective of project):	

CDBG APPLICATION SUBMISSION

Application Deadline:	May 26, 2022, by 5:00 p.m.
Application Delivery:	Applications will only be accepted electronically via City Data Systems - www.citydataservices.net .
Currently Funded Agencies:	Agencies that are currently funded by Madera in FY 2021-22 that wish to apply for FY 2022-23 funding will find a link, Apply for FY22-23 in the "Applications" column when they log in at www.citydataservices.net .
New Applicants	Agencies that are not currently funded should log into www.citydataservices.net and use MAD2022 (case sensitive) as both their Username and Password. Applicants will be prompted to enter basic information to receive a unique Username and Password. By logging in with these new credentials, the FY 2022-23 application will be available as a link in the "Applications" column.
City Contact:	Marcela Zuniga, (559) 661-3692, mzuniga@madera.gov

Public Service 2022/2023 Proposal Application

Community Development Block Grant (CDBG)

What is CDBG funding?

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 (City). For fiscal year 2022/2023 the City's proposed CDBG allocation is anticipated to be \$950,000. Note that all funding amounts are approximates and considering that HUD has not notified the City of the exact funding amount.

It is noted that there is also an additional \$60,000 of reallocation housing funds from the 2021-2022 allocation that will be reallocated this funding cycle. The total amount of anticipated CDBG funds available will be approximately \$1,010,000. This amount allows:

- Up to \$190,000 for Administration proposals (20%)
- \$142,500 for Public Services (15%) proposals to low- and moderate-income households (according to household size by total gross annual income) and
- \$737,500 for Capital Projects/Public Improvements.

Each year, an Annual Action plan is developed by the City. The Annual Action Plan is an assessment of the most pressing needs in the community as outlined in the City's 5-Year Consolidated Plan. It is data and community-based driven, includes extensive input from different groups in as well as individuals, and ultimately provides guidance for City staff on how to utilize these funds to respond to the identified needs in the community. The City's 2020-2024 Consolidated Plan can be viewed at:

<https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:2144f928-5165-37ac-8e04-36dcddb5a4e8>

Needs Identification Methods 2022/2023

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's CDBG program must adhere to CDBG funding criteria, including but not limited to the following:

- ✓ 100 percent of the funds received from the City must serve City 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 questions. Refer to the Scoring Rubric for point allocation per section:

A. Summary of Community Need or Problem to be Addressed

1. Describe the community need or problem to be addressed by the proposed program. State how and by whom the need was identified. Cite your sources (e.g., U.S. 20XX Census Data Table X.)
2. Existing Services: List other agencies currently addressing the need or problem described above.
3. Explain how your program supplements or complements existing services without duplicating them.
4. 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.

B. National Objectives, Measurable Outcomes, and Priority Needs

1. Which National Objective does your project meet?
2. Which measurable objectives does your program meet?

C. Schedule

1. How will your program meet its goals in one year?

D. Ability to Locate other Funds

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

- 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).

E. Public Input Received/Citizen Participation

Proposals should include evidence of citizen support for activity. Please see Priority Needs for the 2022/2023 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).

- 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.
- Note complaints that have been received, etc.
- Evidence of collaboration with other agencies within the community.

F. Work Plan and Capacity

- If the organization provides services I multiple jurisdictions, , include the list of funding sources and supporting documentation/letters of commitment that support these program services.
- When there is an overflow of clients, how is it determined whom to serve?
- Discuss your program’s/project’s successes.
- Discuss your program’s/project’s past performance (2017-2021).
- Discuss how your program/project shall document that it provides either a new service or a quantifiable increase in the level of service.
- Additional Project Information: Please respond to the following information based on the anticipated population to be served by the program/project.

Table 1: Client Population		
A. Indicate the total number of potential clients in the community who require your services.		
B. Indicate the total number of <u>unduplicated</u> clients you intend to serve during the term of this proposed program/service (12 months)		
C. If this program 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

<p>D. Are income criteria used to establish eligibility for services? (If yes, attach a copy of the documentation to establish income eligibility by household size and household gross annual income. Acceptable forms of documentation include two years of tax documents, six months of paycheck stubs, six months of checking and savings statements, retirement accounts, 401(b)(3) or 401K plans, etc.</p>	
<p>E. Is a fee schedule used? (If yes, attach a copy of the fee schedule.)</p>	



If yes to C above, then please explain and limit your response to the space below.

Table 2: Provide the following demographic information for the total number of unduplicated clients as indicated in B above:								
Age	0-5	6-12	13-17	18-34	35-54	55-59	60-64	65+
Gender	Female							
	Male							
Female								

Table 3: Ethnic Categories *	<i># of persons served</i>
Hispanic or Latino	
Non-Hispanic or Latino	
Racial Categories*	
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Other	
<p>*Public reporting burden for this collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. This information is needed to be in compliance with OMB-mandated changes to Ethnicity and Race categories for recording the 50059 Data Requirements to HUD. This information is considered non-sensitive and does not require any special protection.</p> <ul style="list-style-type: none"> ○ Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term “Spanish origin” can be used in 	

addition to “Hispanic” or “Latino.”

- **Not Hispanic or Latino.** A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black” or “African American.”
- **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White.** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Table 4: Income sources. Please list all revenue sources.

Income Source	Amount
City	
United Way	
State (Specify)	
Federal (Specify)	
Service fees	
Fundraising	
Donations	
Reserve/Contingency	
Other	
Total Income	

Table 5: Expense. Please list all expenses.

Expense	Account	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	
Fundraising	0750	
Total		

G. 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:

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

Name	Title	Company/Agency	Phone	Email Address

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:

If additional funds are received, please describe the source, the amount and provide supporting documentation.

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 program:

List any outstanding obligations:

RESOLUTION/CERTIFICATION:

We, the Board of Directors of _____ do hereby resolve that on _____, 2022, 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: _____, 2022

AGENCY NAME: _____

ADDRESS: _____

TELEPHONE: _____

Email Address _____

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

CDBG 2022/2023 Applicant Scoring Rubric

Criteria	Points	Committee Member Ranking
A. Ability to Address Community Need or Priority	20	
B. Ability to Address a National Objective with Measurable Outcomes and Meets a Priority Need	30	
C. Schedule	10	
D. Ability to Locate Other Funds	5	
E. Public Input Received	10	
F. Work Plan and Capacity	15	
G. References	10	
TOTAL POINTS	100	

Attachment A

Priority Needs for the 2022/2023 Action Plan	
Top Need Areas	Target Areas
Housing Conditions	Increased supply of affordable rental housing, housing for low-income families, seniors and people living with disabilities.
Public Services	Services that assist abused, abandoned or neglected children. Mental health services and facilities. Senior services.
Economic Development	Financial assistance for low-income individuals to create or expand a business. Programs to assist with job skills development and job placement.
Public Improvements	Additional, accessible sidewalks where sidewalks do not currently exist. Improved maintenance and accessibility of existing sidewalks.

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

