



# City of Perris Redevelopment Agency

## Economic Development - Housing - Infrastructure

### COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

#### FY 2012-2013 CDBG PROGRAM FUNDING APPLICATION GUIDELINES

The annual CDBG funding allocation received by the City varies from year-to-year, depending on a number of factors. Federal regulations limit the amount of funding that can be used for public services programs and projects to a maximum 15% of the annual funding allocation. Additionally, up to 20% of the annual allocation is set aside by the City for program administration. The balance of the funds is allocated for all other CDBG activity categories. The City makes *these* funds available on a competitive basis to eligible outside agencies and City Departments for qualified activities that meet one or more of the CDBG National Objectives and which further the goals and objectives of the Five-year Consolidated Plan.

#### **IMPORTANT INFORMATION**

##### **Application Guidelines:**

- 1. Premature commitments or expenditure of funds for *proposed* activities is prohibited. Project expenditures ARE NOT eligible for CDBG reimbursement if they have been committed or spent prior to Environmental Clearance and execution of the Sub-grantee Agreement.**
- 2. The City WILL NOT accept faxed, e-mailed, incomplete or late applications, and are not eligible for funding consideration.**
- 3. No allocation of CDBG funds will be made to a project for which a CDBG application has not been received, considered and approved by the City.**
- 4. All CDBG funds allocated to CIP projects shall be used within two years of the date of allocation or such funds are subject to being reprogrammed by the City Council.**
- 5. All application materials are to be typed, on single sided, 8½" x 11" paper with all pages numbered consecutively.**
- 6. Bindings are restricted to a clip or staple. Notebooks and folders will not be accepted.**
- 7. Proposals evidencing coordination of services with other services in the community are encouraged and are preferential. As Coordination is often more effective in meeting the needs of the targeted population and in avoiding duplication of services.**

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8. If your program or project is selected for funding, proof of Liability Insurance will be required before the City enters into a Memorandum of Understanding (contract) with your organization, per the City of Perris Insurance Limit Requirements.
9. Documentation must be maintained for individual participants in the program, including income, race and ethnicity data. The funded agency (Sub-grantee) must report these figures to the City both monthly and annually, as a condition of reimbursement.
10. Each funded activity must demonstrate a measurable outcome that contributes positively toward fulfilling national and local objectives.
11. Subsequent funding of agencies and programs will depend in part upon the demonstration of positive outcomes and effective use of grant funds in the program.
12. In accordance with HUD regulations A-85 and A-133, all applicants who receive federal funding in excess of the specified amount (currently \$500,000) must annually submit a single audit.
13. Funded agencies must comply with federal regulations regarding eligible expenses, accounting procedures and reporting requirements in accordance with 24 CFR 502 and OMB Circulars A-122 and A-110.
14. The RDA/CDBG Coordinator or designee will schedule periodic onsite monitoring of all funded activities to ensure compliance.

If you have questions or need assistance, please contact David Vasquez, CDBG Consultant at (951) 943-5003 x271 or [dvasquez@cityofperris.org](mailto:dvasquez@cityofperris.org)

**DEADLINE: Thursday, March 1, 2012, 5:00 PM**

**One (1) Original Copy of the application and all required documents is to be submitted to:**

**CDBG OFFICE  
Attn: David Vasquez  
CDBG Program  
135 N. "D" Street  
Perris, CA 92570**

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**EXAMPLES OF ELIGIBLE & INELIGIBLE CIP ACTIVITIES**

EXAMPLES OF <u>ELIGIBLE</u> ACTIVITIES FOR THE CDBG APPLICATION
• ADA improvements (installation of elevators, renovation of bathrooms, public streets, curb cuts, installation of audible signals, etc.) to meet ADA requirements
• Acquisition, Installation, Construction and Rehabilitation of Infrastructure (i.e., streets, sidewalks, water, sewer, etc.), and Neighborhood Facilities; Facilities for Special Needs Populations; Clearing and Demolition.
• Renovation/Expansion of project space utilized by clients served
• Employment Services (i.e., job training/placement)
• Educational Services Recreational Services
• Housing Programs (i.e., homeownership assistance, rehabilitation and preservation, etc.)
• Special Economic Development Activities
• Child Care
• Crime Prevention
• Fair Housing Counseling
• Health Services (i.e., substance abuse services)
• Services for Seniors
EXAMPLES OF <u>INELIGIBLE</u> ACTIVITIES FOR THE CDBG APPLICATION
• Buildings for the general conduct of government
• General Government Expenses (i.e., maintenance, repair, operating costs, etc.)
• Political and Religious Activities
• Subsistence Payments



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### INCOME GUIDELINES

<b>2012 HUD INCOME LIMITS</b>								
<b>San Bernardino/Riverside County Metropolitan Area</b>								
<i>Percent of County Median by Family Size</i>	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Very Low Income (30%)	14,100	16,100	18,100	20,100	21,750	23,350	24,950	26,550
Low Income (50%)	23,450	26,800	30,150	33,500	36,200	38,900	41,550	44,250
Low-Moderate Income (80%)	37,550	42,900	48,250	53,600	57,900	62,200	66,500	70,800

CDBG guidelines include all sources of income in the determination of Adjusted Gross Income except for amounts specifically excluded by any Federal Statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs under any program to which the exclusions set forth in 24 CFR 5.609 (c) apply.



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#### FUNDING APPLICATION RANKING CRITERIA

Your application will be rated based on:

#### **NEED AND JUSTIFICATION (Max of 30 pts.)**

The activity will be evaluated in terms of:

- The documentation and demonstration of the local need for the activity (i.e., that the activity addresses an identified gap in service or current community need);
- The potential impact on the community of the activity;
- The benefits and products resulting from implementation of the activity;
- Justification of the need for the activity;
- The need for the funding request; and
- It's consistency with a CDBG National Objective.

#### **PROJECT EFFECTIVENESS (Max of 30 pts.)**

The CDBG proposal must:

- Be sufficiently detailed to determine that the project contains specific and measurable goals and objectives that appear to be achievable and realistic;
- Describe a method to evaluate the success of the project and determine whether objectives were accomplished;
- Be based on the identified need described in the narrative;
- Demonstrate that the objectives can be achieved within the 12-month contract period or 24-month if CIP;
- Demonstrate the applicant possesses sufficient staff resources, technical expertise, and experience to carry out the proposed project;
- Describe clearly the criteria for determining success;
- Identify process and staff responsible for submitting necessary progress reports; and
- Demonstrate ability to solve routine problems relative to the project.

#### **COST EFFECTIVENESS/BUDGET (Max of 20 pts.)**

The activity will be evaluated in terms of:

- Its impact on the identified need;
- Its implementation costs and funding request relative to the financial and human resources;
- That the resources needed to implement the proposed activity are in place, taking into consideration factors that may accelerate or slow down the ability to implement the activity in a timely manner;
- Coordination of services with other community services; and
- The cost incurred per person or per unit and the justification for a particular level of funding.

#### **EXPERIENCE AND PAST PERFORMANCE (Max of 20 pts.)**

The activity will be evaluated based on documentation and information, including:

- Experience in undertaking projects of similar complexity as the one for which funds are being requested;
- Length of time in business;
- Past performance in relation to local, state, or federal grant funding programs with reference to the attainment of objectives in a timely manner and expenditure of funds at a reasonable rate in compliance with the agreement; and
- Sufficiently describe any past performance issues and provides convincing evidence that change has been implemented to prevent reoccurrence.

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**FUNDING APPLICATION SUBMITTAL CHECKLIST**  
**All Documents Required for Full Submittal**

1. Application Packet: One (1) original application and all attached documents as listed below:  
**NOTE: CDBG STAFF WILL NOT MAKE CHANGES AND/OR ADJUSTMENTS TO CORRECT ANY ERRORS**
2. Documentation of Good Standing from the State of California dated after November 24, 2011
3. State and Federal Tax Exemption Determination Letter
4. FY 2012-2013 Required Fiscal Documents
- For all non-profit agencies (NO EXCEPTIONS)
    - Audited FY 2011 Financial Statements, AND
    - Fully signed copy of the FY 2011 federal tax form 990, AND
    - Fully signed copy of the FY 2011 State tax form 199
  - For all governmental agencies
    - Audited FY 2011 Financial Statements
  - For ANY agencies that expended more than \$500,000 in federal funding for the year, the following must ALSO be included with the documents above:
    - FY 2011 Single Audit
5. Written Financial Management Procedures
6. Written minute action and/or Board approval documentation signed by the Board President authorizing submittal of the CDBG application and authorizing the Board President or Agency Representative (Executive Director, CEO, President) to sign the application.
7. Written documentation of the construction schedule developed for the proposed project (if applicable)
8. Written documentation of all bidding process undertaken for the proposed project (if applicable)
9. Certification Regarding Lobbying
10. Certification Regarding Debarment and Suspension

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- 11. Certification Regarding a Drug-Free Workplace
- 12. Certification Regarding the Civil Rights Act and Americans with Disabilities Act
- 13. Certification Regarding Section 504 & Section 3 ( Sign & return if applicable)
- 14. Certification Regarding Use of Real Property (Sign & return if applicable)
- 15. Certification of Compliance with Conflict of Interest and Procurement Policies ( Sign & return if applicable)
- 16. Assurance of Audit Requirements
- 17. Certification of Affiliation (Sign & return if applicable):
- 18. Project Contact Information Form
- 19. Signature Authorization Form (original signature required) [No Self-Certification]
- 20. List of Current Board of Directors/Governing Board
- 21. Certification Regarding Board of Directors/Governing Board's Economic Interest
- 22. Contractors receiving \$500,000 or more of federal funding, when that funding represents more than 10% of the organization's annual budget, must submit salary and wage ranges for each of their job classifications, including actual executive salaries and benefits packages applicable for the contract period.
- 23. Job descriptions of all volunteers utilized for the proposed CDBG-funded project. The job descriptions should be limited to the specific duties/responsibilities associated with the proposed project, rather than a general agency description.

*Do not include extraneous material, unnecessary packaging or letter of transmittal.*

**\*\*\* SUBMITTAL OF AN APPLICATION IS NOT A GUARANTEE OF FUNDING \*\*\***

**\*\* CITY USE ONLY \*\***

Submittal Type	Date Application Submitted	Time Received	City Staff Initials
<input type="checkbox"/> Hand Delivery			
<input type="checkbox"/> Mail Delivery			

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### CDBG FUNDING APPLICATION FORM

**I. LEGAL NAME OF APPLICANT ORGANIZATION:**

**II. MAILING ADDRESS:**

**CITY:**

**ZIP CODE:**

**III.**

**CONTACT PERSON/TITLE:**

**TELEPHONE:**

**E-MAIL:**

**IV. TYPE OF ORGANIZATION:**  Non-Profit/501(c)3  Government/Public Agency  For-Profit  
 Other \_\_\_\_\_

**V. AGENCY DESCRIPTION:**

Date of Incorporation:		Prior CDBG Experience?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Agency Tax ID Number:		If Yes, No. of Years?	
Agency DUNS#		Amount Received for FY 2011-2012	
Faith Based Organization	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount Received for FY 2010-2011	
No. of Paid Staff:		Prior Other Federal Fund Experience	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Volunteers:		If Yes, No. of Years? Total Amount?	

**Provide the Agency's Mission Statement:**

**VI. PROPOSED PROJECT TITLE:**

**VII. PROJECT ADDRESS:**

**CENSUS TRACT:**



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### VIII. FY 2012-2013 CDBG FUNDING REQUEST:

a) Minimum Funds Requested to Implement and Complete the Project:	\$
b) Amount of Other Funds Secured for the Project: (list sources)	\$
c) Total Cost to Complete the Project:	\$

Is the Project a Continuation of a Previously Funded CDBG Project: (if Yes,  Yes  No answer below)

a) Total Prior-Year CDBG Funds Awarded to Project by City:	\$
b) Total CDBG Funds Expended Through 6/30/2011:	\$

### IX. Eligible Capital Improvement Project (CIP) Activity Categories [Must select only ONE option.]

<input type="checkbox"/> Acquisition [24 CFR 570.201(a)]	<input type="checkbox"/> Clearance [24 CFR 570.201(d)]
<input type="checkbox"/> Disposition [24 CFR 570.201(b)]	<input type="checkbox"/> Rehabilitation and Preservation [24 CFR 570.202]
<input type="checkbox"/> Public Facilities/Improvements [24 CFR 570.201(c)]	<input type="checkbox"/> Other (must be eligible)

### Eligible Public Services Program Activity Categories [Must select only ONE option.]

<input type="checkbox"/> Employment Services	<input type="checkbox"/> Homeless Services
<input type="checkbox"/> Domestic Violence/Crime Victims Services	<input type="checkbox"/> Senior Services
<input type="checkbox"/> HIV/AIDS Services	<input type="checkbox"/> Youth Services
<input type="checkbox"/> Disability Services	<input type="checkbox"/> Public Safety Services
<input type="checkbox"/> Counseling Services	<input type="checkbox"/> Educational Services
<input type="checkbox"/> Health Services	<input type="checkbox"/> Other
<input type="checkbox"/> Anti-Crime Efforts	

### X. PROJECT DESCRIPTION

Provide a description of the proposed project, including services and activities performed/provided. Include an explanation of how the proposed project meets the criteria of the Eligible Activity selected. Indicate whether subcontractors and/or volunteers will be utilized to perform project activities.



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#### XI. PROJECT BENEFIT

To be eligible for CDBG funding from the City, the project must meet one of the following National Objectives that **benefit low- to moderate (L/M) income persons**.

##### 1. Benefits Low & Moderate Income (LMI) Persons

###### A. LMC - Low Mod Clientele: (Must meet one of the criteria below)

- Benefit clientele that is generally presumed to be low to moderate-income: abused children, battered spouses, elderly persons, severely disable adults, homeless persons, illiterate adults, persons with AIDS and migrant farm workers.
- Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI.
- Have income eligibility requirements limiting the activity to LMI persons only.
- Be of such a nature and in such a location that it can be concluded that clients are primarily LMI (i.e. - day care center in a public housing complex).
- Serve to remove material or architectural barriers to the mobility or accessibility of elderly persons or severely disabled adults.

###### B. LMA - Low Mod Area (CDBG-eligible areas as defined by HUD)

To qualify under this subcategory, at least 51% of the residents within the targeted activity area are L/M income persons.

###### C. LMH - Low Mod Housing (Housing benefiting low mod persons)

To qualify under this subcategory, the activity must result in housing that will be occupied by L/M income persons upon completion. The housing can be either owner- or renter-occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.

###### D. LMJ - Low Mod Jobs (Creation/Retention of low mod jobs)

2. Addresses Conditions of Blight

3. Meets Urgent Community Need



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Provide a description of the target population and/or target area/neighborhood boundaries to be served. Indicate whether or not the project currently serves clients. If target area or neighborhood, include Census Map or list Census Tracts.

Indicant the method that your agency will use to track family size, ethnicity, income levels, verify income, and/or residency.

Use of Computer Software: <input type="checkbox"/> (Explain)	Manual Collection: <input type="checkbox"/> (Explain)	Other: <input type="checkbox"/> (Explain)
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### XII. CONSOLIDATED PLAN GOALS

The funding priorities for this application process will be based on the City’s approved Five-Year Consolidated Plan and will be prioritized by the City Council annually. The Consolidated Plan outlines a coordinated strategy to guide the City’s efforts to address housing and community/economic development needs for the next five years. A citizen outreach effort was conducted to determine the needs and priorities of the City of Perris. The following represents **goals** that must be addressed with the CDBG funds being made available through this application process for Public Services and Capital Improvement Projects:

- Provide Community & Support Services for the Elderly and Youth Special Needs Populations.
- Create a better living environment for persons with special needs.
- Improve the condition of the City’s housing stock and facilities that serve special needs populations, including group homes.
- Support the continued revitalization of low and moderate income neighborhoods.

Explain how the proposed project addresses goal selected above. Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increases and/or improvement to services provided.



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#### XIII. PERFORMANCE OUTCOME MEASURES

As of 2006, the U.S. Department of Housing and Urban Development (HUD) has instituted performance measures to gather information and determine the effectiveness of programs funded with CDBG, and other entitlement programs. Information obtained on the local level will be reported by the City to HUD, which will enable HUD to describe performance results as the National Level. HUD's outcome performance measurement system has three objectives and three outcomes which are listed below.

##### A. Select one of the following that best fits your project OBJECTIVE:

Suitable Living Environment:

This project objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating neighborhoods.

Decent Housing

This project objective focuses on housing programs possible under CDBG where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.

Creating/Expanding Economic Opportunity:

This project objective applies to the types of activities related to economic development, commercial revitalization or job creation.

##### B. Select at least one of the following that best describes the OUTCOME your project will achieve:

New or Improved Availability/Accessibility:

This outcome applies to activities that make services, infrastructure, public facilities, employment opportunities, housing or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income persons where they live.



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Affordability

This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing or basic infrastructure hook-ups, or services such as transportation or day care.

Sustainability:

This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low/moderate income persons.

#### C. Anticipated Project Outcomes:

Complete the chart below to describe the most significant outcome(s) this project is expected to have on its participants. Tell how many households or individuals will realize each outcome (benefit) and how each outcome will be measured. (Note: if your agency offers services, such as childcare, report as individuals. If you agency provides housing services (i.e., residential rehabilitation) report as households). If additional space is needed to describe outcomes, copy chart as needed and attach the additional chart sheets. An EXAMPLE is shown below to assist you in completing the chart.

<b>Outcomes:</b>	Outcomes are not the activities of the agency, but the benefits for the participants. What will be the benefits for the client? Why is the project being done? An example of an outcome is: # of seniors remaining in their homes. Include only major project outcomes supported by the requested CDBG funds.
<b>Key Activities:</b>	Outline the major tasks/activities to be conducted by this project (e.g. day services for seniors). List the number of unduplicated participants that will benefit from each major task/activity.
<b>Start/Completion Dates</b>	List the start and completion dates for each key activity listed.
<b>Outcome Measurements:</b>	How will you measure outcomes? What follow-up tracking will be provided to ensure outcomes are met? How will the project's impact on participants be evaluated?



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<b>EXAMPLE</b>		
<b>Outcome #1</b>		
<b>Provide Resource Counseling for 1000 Senior Citizens</b>		
Key Activities Necessary to Realize Outcomes	Start Date	Completion Date
1.1 Design workshop for Seniors	7/1/12	8/1/12
1.2 Hold workshop for Seniors	8/2/12	8/31/12
1.3		
<b>Outcome #1 Measurement</b>		
Our Agency will measure our Outcome #1 achievement by tracking the number of seniors that are provided with resource counseling services through sign in logs and excel spreadsheets, etc.....		

<b>Outcome #2</b>		
Key Activities Necessary to Realize Outcomes	Start Date	Completion Date
<b>Outcome #2 Measurement</b>		

**XIV. PROJECT SUSTAINABILITY**

Were cost estimates for the project obtained from construction professionals to ensure appropriate funding levels were determined for feasibility?  Yes  No

CDBG is not a guaranteed funding source. Briefly describe how your project will be sustained should funds not be awarded as requested.



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#### XV. PROJECT SITE INFORMATION

Age of Building:		Original Date of Construction:		Designated Historic Landmark: <input type="checkbox"/>
List Any Known Hazards: (ex. Asbestos, Storage Tanks - underground/above)				
Does the project result in an expansion of an existing facility? If Yes, specify size:			sq.ft.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the project site located in a designated Redevelopment area?				<input type="checkbox"/> Yes <input type="checkbox"/> No

#### Lead Paint Information:

For building/structures constructed prior to December 31, 1978:	<input type="checkbox"/> N/A
a) Has a lead hazard inspection report been issued for the facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Has facility been abated for lead paint?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Will children occupy the facility? If Yes, age range?	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### Environmental Information:

a) Has a Phase I Environmental Assessment been completed for project? When?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Is the building/structure located in a Historic Site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Is the building/structure located in a Historic District?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Is site located in a Flood Zone?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e) Is site located in a Flood Plain?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f) Does agency have flood insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g) Will there be demolition?	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### Site Control. NOTE: If Agency does not own property, an owner agreement must be submitted with application

a) Agency owns property? If Yes, date acquired?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Agency leases property? If Yes, lease expiration?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Agency has option to purchase? If Yes, lease expiration?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Other? Describe:	
e) Is there currently a lien on the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### Zoning

a) Project structure type is: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Public Facility <input type="checkbox"/> Public-Right-of-Way	
b) What is the current zoning of the project site? <small>Contact City's Planning Division at (951) 943-5003, if you don't know the zoning of the property.</small>	
c) Is the project site zoned correctly for the proposed activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, provide an explanation of efforts and timetable to change zoning, obtain a variance use permit or Entitlement necessary to complete intended project activities.	



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### Appraisal (Property acquisition projects only)

a) Has an appraisal been done on the property? Date of appraisal?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
b) If No, what is the source of the acquisition cost estimate?			

### Relocation

Does the project require temporary/permanent relocation or moving of occupants? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, this project is subject to The Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA).</i>
If applicable, describe the relocation plans, including timetable, notifications to seller and occupants? List how many of the occupied units are: a) owner-occupied; b) renter-occupied; or c) businesses. Indicate whether temporary and/or permanent displacement is required.

### XVI. ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES

Federal regulations require that all facilities and/or services assisted with CDBG funds be accessible to the disabled, whenever feasible. Accessibility includes such things as: entrance ramps, parking with universal logo signage, grab bars around commodes and showers, top of toilet seats that meet required height from the floor, drain lines under lavatory sink either wrapped or insulated, space for wheelchair maneuverability, accessible water fountains, access between floors (elevators, ramps, lifts), and other improvements needed to assure full access to funded facilities/programs, including serving the blind and deaf.

Will the completed project meet ADA standards for accessibility by the disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No
If No, describe accessibility problems and method to address problems, including funding and timetable:

### XVII. EMPLOYMENT AND CLIENT PARTICIPATION

Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?

Yes, currently       No, currently       Willing to adopt practice

Indicate how:

### XVIII. ORGANIZATIONAL CAPACITY

a) Has your agency ever done this type of activity before?  Yes  No

b) Describe your organization's experience with CDBG or other Federal grant programs:

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c) Describe your organization's current capacity and staff qualifications in carrying out the proposed activity:

d) Describe your organization's administrative systems by checking each item that exists within your agency's organizational structure:

<input type="checkbox"/> Formal Personnel System - Are written procedures in place? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Staff Salary Tracking System by Funding Source <input type="checkbox"/> Audit System - Are formal written accounting procedures in place? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Recordkeeping System/Separate Tracking for Each Funding Source <input type="checkbox"/> Formal Written Cash Management Practices (Includes Proper Security Measures) <input type="checkbox"/> Hard Copy Files and Computer Records Systems with Security and Back-up in Place <input type="checkbox"/> Internal Monitoring/Evaluation System - Are written procedures in place? <input type="checkbox"/> Yes <input type="checkbox"/> No - Are procedures in compliance with Sarbanes-Oxley? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Client Eligibility Verification <input type="checkbox"/> Client Demographic Data Collection and Reporting System <input type="checkbox"/> Procurement Policy - Are formal written procedures in place? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conflict of Interest Policies <input type="checkbox"/> Client Grievance Policies <input type="checkbox"/> Annual Fundraising/Revenue Generation <input type="checkbox"/> Financial Oversight by the Board of Directors <input type="checkbox"/> Program Oversight by the Board of Directors

e) If any gaps exist in your organization's administrative systems, describe what they are and how they will be addressed, as well as the timing for resolving:



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**XIX. LIST OF FUNDING SOURCES FOR THE PROJECT**

	<b>AMOUNT SECURED</b>	<b>AMOUNT NOT SECURED</b>	<b>% OF TOTAL BUDGET</b>
FY 2012-2013 CDBG Request from City of Perris			

**List Other Sources Below:**

CDBG Funds Awarded From Prior Fiscal Years			
Section 108 Loan Guarantee			
HOME			
ESG			
HOPWA			
CDBG-R			
NSP			
HPRP			
Other Federal Stimulus Funds			
Other Federal Funds			
State/Local Funds			
Private Funds			
Agency Matching Funds			
<b>TOTAL PROJECT FUNDING SECURED FOR PROJECT</b>			<b>100%</b>



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**XX. A. FY 2012-2013 DETAILED CIP PROJECT BUDGET**

List the expenses that will be applied to only the CDBG-funded portion of the project's total budget, along with an explanation of how each expense is related to project delivery. Ensure that the budget reflects compliance with prevailing wages requirements. (Total budget amount should match Page 1, Section VIII, Minimum Funding Request amount.) Since full funding is not guaranteed, please rank the priority of each budget line item for completing your project. **NOTE: This proposed budget may be subject to change per the CDBG Program Office based on eligibility.**

LINE ITEM/TYPE	RANK	AMOUNT	JUSTIFICATION
Real Property Acquisition			
Demolition			
Relocation			
Lead-Based Paint Assessment/ Abatement			
Architectural/ Engineering Services			
Construction Management			
Construction/ Renovation			
Consultant/ Professional Services			
Project Management Services			
Fees & Permits			
Other:			
Other:			
Other:			
		<b>PROJECT BUDGET            (TOTAL AMOUNT OF PROPOSED CDBG-FUNDED PORTION)</b>	



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**B. FY 2012-2013 DETAILED PROJECT BUDGET**

List the expenses that will be applied to only the CDBG-funded portion of the project's total budget, along with an explanation of how each expense is related to project delivery. Ensure that the budget reflects compliance with prevailing wages requirements. (Total budget amount should match Page 1, Section VIII, Minimum Funding Request amount.) Since full funding is not guaranteed, please rank the priority of each budget line item for completing your project. **NOTE: This proposed budget may be subject to change per the CDBG Program Office based on eligibility and funds awarded.**

LINE ITEM/TYPE	RANK	AMOUNT	JUSTIFICATION
Personnel			
Fringe Benefits			
<b>TOTAL PERSONNEL</b>			
Supplies:			
Postage:			
Food:			
Publications/ Printing:			
Transportation:			
Other Expenses:			
Rent:			
Equipment Rental:			
Equipment Purchases:			



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Utilities:			
Telephone:			
<b>TOTAL NONPERSONNEL</b>			
	<b>PROJECT BUDGET (TOTAL AMOUNT OF PROPOSED CDBG-FUNDED PORTION)</b>		

**C. AGENCY FINANCIAL SYSTEM**

1) <input type="checkbox"/> Cash Basis or <input type="checkbox"/> Accrual Basis.	2) Define Fiscal Year Term: From:		To:	
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**XXI. A. ENVIRONMENTAL REVIEW SECTION (For Compliance with Federal Register 24 CFR Part 58)**

1. Project Name: \_\_\_\_\_
2. Agency Representative: \_\_\_\_\_
3. Phone No. \_\_\_\_\_ Email: \_\_\_\_\_
4. Project Description: \_\_\_\_\_
5. Project Address/Location: \_\_\_\_\_
6. Assessor Parcel Number: \_\_\_\_\_
7. \*Zoning Designation: \_\_\_\_\_ \*General Plan Designation: \_\_\_\_\_
8. \*Is the Use Permitted by the Zoning Designation?: \_\_\_\_\_
9. \*Is the site located within a 100-year flood plain? (if yes, provide Flood Panel Number): \_\_\_\_\_
10. Site Size: \_\_\_\_\_
11. Existing Facility Size: \_\_\_\_\_
12. Proposed Facility Size (if applicable): \_\_\_\_\_
13. Number of Employees: \_\_\_\_\_
14. Client Capacity: \_\_\_\_\_
15. Hours of Operation: \_\_\_\_\_

**\*Information available through the Planning Department: (951-943-5003)**



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#### XXII. CERTIFICATION OF APPLICATION

##### The undersigned acknowledges THAT:

1. To the best knowledge and belief, all factual information provided is true and correct and all estimates are reasonable. This application and all attachments are complete and accurate.
2. Submittal of an application for this project is not a guarantee of funding from the City of Perris.
3. The proposed project described in this application meets the following National Objective: Benefits low- or moderate (L/M) income persons, governing the use of CDBG funds.
4. No revised applications may be made in connection with this application once the deadline for applications has passed, unless revisions and/or additional documentation are mandated by CDBG Program during their application review process.
5. If the project is funded, the City of Perris reserves the right to reduce and/or cancel the allocation if federal entitlements are canceled, reduced, or rescinded.
6. If the project is funded, a written agreement that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements, circumstances that would trigger grant suspensions and terminations, and reversions of assets would be required between the applicant and the City of Perris.
7. If the project is funded, the applicant shall comply with all federal and City policies and requirements, City procedures must be followed, as applicable to the CDBG Program.
8. If the project is funded, the applicant understands that HUD release of FY 2012-2013 CDBG funds must be obtained by the City prior to the obligation of funds (execution of a written agreement).
9. If the project is funded, the City will perform a National Environmental Policy Act (NEPA) review prior to the obligation of funds (execution of a written agreement).
10. If the project is a facility, the applicant shall ensure the facility is maintained and operated for its approved use throughout its economic life, with a minimum period of five years from completion of the project, if the project is funded.
11. A project's funding does not guarantee its continuation in the City's subsequent action plans.
12. Proof of required insurance coverage will be submitted to the City prior to the execution of a written agreement. Applicant understands that the execution of a written agreement will be delayed until proof of required insurance is submitted to the City.
13. Written signatory authority from the applicant's governing body indicating who can execute written agreements/contracts and amendments on its behalf has been included with this application packet.
14. If the project is funded, sufficient funds are available from non-CDBG sources to complete the project as described.
15. If the project is funded, the proposed activities (project tasks) listed in this application may be implemented without delay upon the execution of a written agreement between the City of Perris and the applicant.



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16. The proposed funding requested represents the amount needed to complete the project within 1-2 years. The applicant understands that phased (or installment) funding requests are prohibited for this application.
17. The applicant understands that all CDBG funds allocated to projects must be expended within three years of the date of the allocation, or such funds are subject to being reprogrammed by the City Council.
18. The applicant is fully capable of fulfilling its obligation under this application.
19. If the project is funded, the applicant understands that CDBG funds are provided on a reimbursement basis and that required supporting documentation must be reviewed and accepted by assigned Contract Administrators or Project Managers prior to approval of payment to the applicant.
20. If the project is funded, all required federal and City certifications and assurances will be adhered to.
21. The applicant will not use CDBG funds for grant writing, fundraising or lobbying per OMB Circular A-87.
22. The applicant possesses the legal authority to apply for CDBG funds and to implement the proposed project.
23. The applicant does not have any unresolved audit findings for prior CDBG and/or other federal-funded projects.
24. There are no pending lawsuits that have been filed against the applicant.
25. The applicant understands that the City may verify any or all statements contained in this application packet, and that any intentionally false information or omission may disqualify the applicant from consideration for CDBG funding in the current and future years.
26. The applicant understands that, upon submission, this application packet becomes the property of the City of Perris and will not be returned to the applicant in whole or in part.
27. The undersigned has reviewed this application packet for completeness and accuracy and have approved the description, performance goals, budget, and other aspects of the described project listed in this application
28. The governing body of the applicant organization authorizes the submission of this application.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Project Name: \_\_\_\_\_