



City of El Cajon

**Community Development Department
Housing Division**

**FY 2013-14
Community Development Block Grant
(CDBG) Program**

PUBLIC SERVICES APPLICATION GUIDELINES

Applications Available – November 8, 2012

Applications Due– December 13, 2012, 5:30 P.M

Community Development - Housing Division
200 Civic Center Way, Third Floor
El Cajon, California 92020

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GENERAL CDBG PROGRAM INFORMATION & PUBLIC SERVICES APPLICATION GUIDELINES

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM OVERVIEW

Welcome to the City of El Cajon's Community Development Block Grant (CDBG) Program FY 2013-14 Application process. The CDBG program is administered by the Housing Division of the Community Development Department.

The CDBG program, funded by the U.S. Department of Housing and Urban Development (HUD), provides annual grants on a formula basis to entitlement cities and counties, including the City of El Cajon. The statutory primary objectives of the CDBG program are to develop viable urban communities by providing decent housing, a suitable living environment, and by expanding economic opportunities, principally for low and moderate-income persons.

These Guidelines are for projects seeking funding during the fiscal year that begins on July 1, 2013. The specific amount of funding to be received from HUD for FY 2013-2014 has not yet been decided by Congress. However, the current state of the national economy will most likely have an impact on the final funding levels.

In FY 2013-14, the City anticipates receiving between \$900,000 and \$1,110,000 in entitlement funds. Of those amounts, a maximum of 15% of the total allocation (approximately \$135,000 to \$166,500) may be made available for public services programs and projects. Another 20% of the CDBG allocation is reserved for administration and mandatory fair housing requirements, and the remainder will be used for required debt service payments, and public facilities and infrastructure projects.

For FY 2013-14, there are two separate CDBG Applications and categories of funding available: 1) Public Facilities/Capital Improvement projects; and 2) Public Services projects and programs. **These Guidelines include detailed instructions designed to assist in the development of a Public Services application.**

All completed Applications must be submitted no later than 5:30 p.m. on Thursday, December 13, 2012 for FY 2013-2014 funding.

PROJECT ELIGIBILITY

In order to qualify for CDBG funding, federal regulations require that all programs and projects must meet one of three National Objectives; must meet one or more of the local Consolidated Plan Priorities; and must be an eligible activity as set forth in 24 CFR Part 570, among other requirements. **Projects that fail to meet one or more of these applicable tests will NOT BE considered for funding.**

A. National Objectives. CDBG projects must meet one of the National Objectives:

- 1) **Benefit a majority of low/moderate income residents.** Documentation of benefit to low/moderate-income persons is required for all funded projects.
- 2) Meet a community need having a particular urgency because existing conditions pose a serious and immediate threat to the health and/or welfare of the community and no other financial resources are available to meet the need.

3) Aid in the prevention or elimination of conditions of slum and blight.

Note: Most, if not all CDBG-funded projects and programs in the City of El Cajon will address the National Objective to benefit low/moderate-income residents of El Cajon.

B. Consolidated Plan Priorities. In addition, the City of El Cajon has adopted local Priorities for allocation of CDBG funding. The Priorities are summarized in the **CDBG Fact Sheet, Schedule C of the Application**, and are more fully described in the FY 2009-2014 Five-Year Consolidated Plan which is available for review at the Housing Division public counter, located at 200 Civic Center Way, Third Floor, El Cajon, CA 92020. The Plan is also available for review on the City's website at <http://www.cityofelcajon.us/dept/redev/housing/funding.aspx>. All CDBG projects must meet one or more of the local Priorities to qualify for funding.

C. Eligible and Ineligible Activities.

CDBG Projects must also be eligible as allowed by 24 CFR §570.201, and further must not be ineligible as set forth in 24 CFR §570.207. This Application for Public Service projects invites Applications for projects which are eligible as set forth in 24 CFR §570.201(e).

Eligible projects under the Public Service category include services concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation and others. Services and program examples under this category include:

- Youth and Childcare Services - General youth and childcare services
- Enrichment Programs for Youth - Education based youth programs
- Support Services to persons with disabilities, to low/moderate-income persons, to homeless persons, and to seniors (self-sufficiency and supportive programs)
- Neighborhood Revitalization Services - Programs that support neighborhood revitalization efforts in targeted areas

Further, CDBG projects must not be ineligible as set forth in 24 CFR §570.207. Examples of activities that will render the project ineligible include:

- Programs or services that primarily serve non-El Cajon residents
- Programs that do not serve primarily low and moderate-income persons
- Political activities
- Income payments, stipends, marketing and fundraising
- Services that promote religious activities
- Payment of debt or pre-award expenses
- Entertainment, furnishings and personal property

APPLICANT ELIGIBILITY INFORMATION

The following organizations may apply for this funding:

- ◆ **Non-profit organizations, City departments, neighborhood organizations, and faith-based organizations may apply for this funding.** Funded programs must primarily serve low and moderate-income City of El Cajon residents. Documentation will be required.

Non-profit organizations must be granted non-profit status under the Internal Revenue Code (Section 501(c)(3), (c)(4) or (c)(5)), and must be incorporated by the Application submittal date.

Faith-based organizations are an important part of the social service network. HUD issued a final rule amendment allowing faith-based organizations to compete for CDBG funding on the same basis as other nonprofits. However, faith-based organizations cannot use CDBG funds to support worship, religious instruction or proselytization. Religious activities must be offered separately from the CDBG supported activity. Faith-based organizations that participate in the CDBG program will retain independence from federal, state, and local governments and may carry out its mission provided CDBG funds are not used to support religious activities. Faith-based organizations that participate in the CDBG program shall not discriminate against a program beneficiary on the basis of religion or religious belief.

Please note that the City of El Cajon does not directly fund individuals through this program.

ELIGIBLE PROGRAM SERVICE AREAS / BENEFICIARIES

As noted above, all programs and projects funded with CDBG funds must benefit primarily low and moderate-income individuals and families. Documentation of benefit to low/moderate-income persons is required for all funded projects.

Area Benefit. For activities that benefit all residents of a defined service area (for activities serves all residents of a specific neighborhood or area):

1. The boundaries of the service area must be clearly defined; and
2. At least 51% of the residents of the service area must be low/moderate-income. (See Attachment F - Census Tract Map)

Limited Clientele. For activities that benefit a particular clientele (based on who is served, not area served):

1. Intake and/or qualification procedures must be in place that capture accurate demographic information including race, ethnicity, household size and income levels of the persons being served (see Attachment C – Area Median Income Limits); and
2. At least 51% of the persons served must be low/moderate-income; or
3. Program exclusively serves clientele that are presumed (by HUD’s definition) to be principally low/moderate-income. “Presumed benefit” populations include abused children, battered spouses, elderly persons (age 62 and older), severely disabled adults (as defined in Attachment A), homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers. Documentation of numbers served including their race and ethnicity is still required.

ENVIRONMENTAL REVIEWS

An Environmental Review is required for each program that receives CDBG funding. If the Application is funded, City staff will initiate the review and notify the applicant when the program is cleared to proceed. **This is a regulatory requirement that cannot be waived.** However the environmental review process for Public Service programs usually (but not always) requires a lower level review, normally can be completed at no cost, and can usually be cleared quickly so as not delay the program start up.

PREMATURE COMMITMENT OR EXPENDITURE OF FUNDS

Program expenses that have been committed or expended prior to City Council approval, environmental clearance and execution of the CDBG contract **are not eligible for reimbursement.**

ACCESSIBILITY FOR PERSONS WITH DISABILITIES

Programs, information, participation, communications and services must be accessible to persons with disabilities and must comply with the Americans with Disabilities Act (ADA). A physical site inspection for compliance with ADA provisions may be required to verify applicant's statement(s) in any Application submitted.

MULTIPLE PROGRAMS - SEPARATE APPLICATIONS

Develop a separate Application if requesting funding for multiple programs or if the program contains both Public Service and Public Facilities elements. Careful attention should be given to completing each question asked and attaching additional documentation when requested.

CLARITY OF APPLICATION CONTENTS

The content and clarity of your Application are critical. Applicants should take extra care in developing a clear, concise program design and measurable, results-oriented goals.

DISCLOSURE OF INFORMATION

All materials submitted in response to this Application shall become the property of the City upon delivery to the address set forth. Any applicant submitting an Application hereunder further acknowledges and agrees that the City is a public entity, which is subject to laws governing public records and shall not be liable for disclosures required by law. However, by submitting a Application, the applicant agrees that the contents of every Application is proprietary and waives any right to access those Applications. The foregoing waiver shall not apply to the Application selected hereunder, or to the Application of any applicant contesting, appealing, protesting or otherwise challenging an award or recommendation.

TECHNICAL ASSISTANCE AVAILABLE

The CDBG program staff is available to provide technical assistance in determining project/program eligibility and to ensure proposed projects are in compliance with the CDBG National Objectives and other regulations established by HUD. Staff CANNOT provide assistance in developing a program or writing the Application. Technical assistance is available from 7:30 a.m to 5:30 p.m Monday through Thursday, and from 8:00 a.m. to 5:00 p.m. on alternating Fridays. Please call Jamie Kasvikis at (619) 441-1786 for assistance by telephone or to make an appointment in the office. **PLEASE NOTE: Requests for technical assistance on or after December 11, 2012 may not receive timely response depending upon volume of requests. For prompt assistance, please request assistance as early as possible in the Application period.**

APPLICATION REVIEW PROCESS

The City of El Cajon's CDBG funds will be allocated through this Application process to the maximum extent practicable within the City of El Cajon. To encourage public participation in the development of the CDBG program, the City has adopted a Citizen Participation Plan which outlines the procedures to be followed by public officials and private citizens to establish projects to be funded for a given program year that address identified needs in the Five-Year Consolidated Plan. The complete Citizen Participation Plan is available for review in the City of El Cajon's Housing Division, 200 Civic Center Way, Third Floor, El Cajon, CA 92020.

A summary of the Application process for CDBG funds is provided below for applicants and/or private citizens who wish to participate in the City's program:

- Staff will initially review all Applications for completeness, conformance with local Consolidated Plan Priorities; and if appropriate, will transmit a copy of the Application submittal to appropriate City departments for additional review.
- Staff will perform technical reviews for compliance with federal grant eligibility requirements, feasibility, and agency capacity, and may seek additional information from the applicants for projects requiring further clarification as required. This review summarizes the project and notes proposal concerns.
- Agencies will be notified by mail of their project's eligibility/ineligibility. Applications which are determined to be ineligible will be allowed a 7-day period for submittal of additional information in support of reversing the determination.
- The Review Committee members are provided the Applications, the technical review summaries, and any agency response, if the agency is requested to submit additional information.
- The Review Committee will review each eligible Application, and will forward its recommendations to City Council at the Public hearing(s).
- Staff will make copies of all eligible Applications available for City Council and public review 72 hours prior to the Public hearing(s).
- The City Council will tentatively select projects to be funded at the first Public hearing (typically held in February). Applicants and citizens are invited to provide comments on projects submitted, respond to any questions by the City Council, and to provide comments and input relative to the development of the One-Year Action Plan.
- Following Council's action at the first Public Hearing, a Notice of Public Review Period will be published that includes the full listing of tentatively approved projects and their proposed allocation amounts that may be included as a part of the One-Year Action Plan. The public is invited to provide written comments on the proposed projects/allocations and other input relative to the development of the One-Year Action Plan during that period.
- The City Council will adopt final allocations to projects and programs at a second Public Hearing (typically held in April). These final allocations will be included in the One-Year Action Plan that will be submitted to HUD on or before May 15, 2013.
- Once the Action Plan is approved by HUD and all other stated conditions are met (including completion of the environmental review), project activities may begin (but no earlier than July 1, 2013).

SUMMARY – ADDITIONAL CDBG APPLICATION REQUIREMENTS

- Congress created the CDBG program and numerous federal regulations apply.
- The CDBG funding cycle is a competitive process and many worthy proposals will not be funded.
- Organizations that are funded will be required to execute a contract with the City stating their responsibilities for meeting all federal requirements.

- CDBG funds are reimbursed monthly and based upon required source documentation, i.e. timecards, cancelled checks, receipts, bank statements, etc.
- Projects must be located in the City of El Cajon and/or must primarily serve low and moderate-income people of the City of El Cajon. Documentation of benefit to low/moderate-income persons is required for all funded projects.
- Fingerprinting is required for staff working in CDBG-funded positions that work with children or physically or developmentally disabled people.
- Funded agencies must acknowledge the CDBG contribution to the funded program in program advertisements.
- Affirmative action, nondiscrimination employment practices and ADA requirements apply; certification of a Drug Free Work Place is required.
- **Subrecipients and contractors must not be de-barred.** Agency will be required to certify as to its debarred status.
- **The City's Section 3 and MBE/WBE goals must be met whenever feasible.**
- City and HUD shall have access to the project records and payroll records as set forth in the funding contract.
- Agencies are responsible for Worker's Compensation benefits, or claims by employees and must indemnify and hold the City harmless against any and all claims.
- Funded agencies cannot be indebted to the IRS or the City of El Cajon nor have judgments or liens.
- **Quarterly and Annual performance reports are required** (see also Attachment B).

WEB INFORMATION / STAFF CONTACTS

Visit our web site at www.cityofelcajon.us and click on "Housing Information" under Quick Links to download the CDBG Public Services Application in PDF format. To receive a copy of the Application and instructions in Word format, call or e-mail Jamie Kasvikis, Senior Management Analyst, at (619) 441-1786 or jkasviki@cityofelcajon.us.

APPLICATION SUBMISSION REQUIREMENTS

- Applications must be received in the Housing Division by 5:30 p.m., December 13, 2012.** Postmarks are not acceptable.
- Submit **original and five** copies of the Application (staff cannot make copies). Copies must be unbound (except that rubberbands or removable binder clips are acceptable). Staples or other binding materials will not be accepted. All pages must be 8-1/2 by 11.
- Authorization of the Board must be attached. Application must be signed by an authorized official of the agency.
- The content and clarity of your Application are critical. Applicants should take extra care in developing a clear, concise program design and measurable, results-oriented goals.
- Applications cannot be submitted on-line, by e-mail or by fax, and may not be revised after submission.
- Application should be mailed or delivered to:

**Jamie Kasvikis, Sr. Management Analyst
City of El Cajon
Redevelopment and Housing Division
200 Civic Center Way, Third Floor
El Cajon, CA 92020**

- Applications which are missing any of the above information will be deemed “incomplete” and may not be considered. The City reserves the right to request clarification or any additional information deemed necessary in order to make its determination of eligibility.
- If you have questions about the Application or need technical assistance, please contact Jamie Kasvikis, Senior Management Analyst at (619) 441-1786. **PLEASE NOTE: Requests for technical assistance on or after December 11, 2012 may not receive timely response depending upon the volume of requests. For prompt assistance, please request assistance as early as possible in the Application period.**

PUBLIC SERVICES APPLICATION INSTRUCTIONS

PLEASE NOTE THE APPLICATION HAS CHANGED SUBSTANTIALLY THIS YEAR. The following step-by-step guide is provided to help agencies complete the Public Service Application form.

- 1. Proposed Project/Program Title.** Indicate the title of the program.
- 2. Legal Name of Agency/Applicant Requesting Funding.**
- 3. Mailing Address.** Enter the agency's complete mailing address.
- 4. Agency Contact Person/Secondary Contact Person.** Enter the name of the person that will be the key point of contact for the Application whom city staff will direct all follow up questions and written correspondences. This person should have the authority to answer questions and receive written correspondence from the City of El Cajon related to the grant. The name of a secondary contact person is optional.
- 5. Agency Description:** Indicate whether the agency is faith-based (this information will be used for tracking purposes only, and will not by itself impact the Application eligibility), whether or not the agency has been granted 501(c)3 status, the year in which the agency was incorporated, the agency tax ID number and the agency DUNS number (required).
- 6. FY 2013-14 CDBG Funding Request.** Enter the total funding required for the project/program, and list all other funding sources that will be used for project implementation. Additional lines may be added, if necessary. Finally, list the dollar amount of the El Cajon CDBG funds requested that will be used to complete the funding necessary to implement the program.
- 7. Brief Summary of the Project.** Please provide a concise summary of the project. This summary is likely to be used in agenda reports and/or other summaries prepared, and should be no more than three to five sentences in length.
- 8. Number of Unduplicated Clients to be served during the fiscal year.** List the estimated number of clients anticipated to be served by the qualifying program during the fiscal year beginning July 1, 2013 to June 30, 2014. If the program serves all residents of a specific, well-defined area (Area Benefit), the service area must be clearly defined and

Applicant should contact CDBG Program staff for assistance with determining the Number of Unduplicated Clients.

9. **Project/Program Site Address(es).** Please list the site addresses where the program services actually occur, and the Census Tract(s) where it/they are physically located. See Attachment F of the Guidelines for assistance. Additional lines may be added if needed.
10. **Certification.** Print the name and title of the person authorized by the agency to submit the Application and have this person sign and date the original Application.
11. **Meeting a CDBG National Objective.** Check the appropriate box that applies to your program. Programs must benefit a majority (51%) of low/moderate income residents.
12. **City of El Cajon Priority Number.** The Priorities adopted in the FY 2009-2014 Five-Year Consolidated Plan are listed in the **CDBG Fact Sheet, Schedule C of this Application.** Enter the correct FY 2009-2014 Five-Year Consolidated Plan priority number.
13. **Proposed Program Service Area/Beneficiaries.** CDBG projects must be categorized as either Area Benefit or Limited Clientele (there are other categories possible but none that apply here). If your project/program serves all residents of a particular area that contains primarily low/moderate-income persons, your project may qualify as an Area Benefit activity. If your project/program serves a particular clientele that is mostly low/moderate-income, your project may qualify as a Limited Clientele activity. Documentation of income/benefit to low/moderate persons is required in order to receive CDBG funds, either by defining the Service Area or conducting data collection. Please read this section of the Application carefully, check the appropriate box and answer the related question. **Note: most if not all Public Service projects are categorized as Limited Clientele and data collection is required.**

For Area Benefit, define the service area boundaries in as much detail as possible and include a map showing service area boundaries.

For Limited Clientele, describe the population served, indicate the number of unduplicated clients to be served and the number of those that are expected to be low/moderate-income. Further, describe the method you will use to collect and report demographic data required as a condition of funding. Further explanation of the categories is provided on Page 5 of these Guidelines and additional assistance is available by calling (619) 441-1786.
14. **Program Description and Purpose.** Be concise in stating the nature of the program and expected outcomes, and what program costs, positions, and/or operating funds are requested to be funded with CDBG funds and how the funds will be used to benefit El Cajon residents.
15. **Need or Problem to be Addressed.** Provide concise information on the need or problem to be addressed in the City of El Cajon. List sources and citations, if available.
16. **Describe the Target Population.** Describe the characteristics of your target population, the total number you expect to serve and the geographic area(s) where they reside, (if not already described well in Question 13).
17. **Specific Goals and Objectives.** **State the overall goal for the project and list up to 3 specific, measurable objectives for the project during the grant year.** A goal is a general statement of how a group of individuals, system organization or community will be

different as a result of your project. The statement describes who/what will be affected, in what respect they will be change/improved, and how this change will be accomplished.

Example of a Goal:

The goal of the XYZ Project is to increase years of healthy life among low income Hispanic residents of El Cajon by reducing sedentary lifestyles to decrease the risk of chronic diseases.

Objectives are specific statements about what will be done to accomplish goals. They answer the basic questions of who, what, how and when. Objectives are specific, measurable and time-limited. Often a single goal has multiple objectives.

Example of an Objective:

Involve 550 Hispanic adults in regular aerobic exercise by increasing the availability and accessibility of these activities in El Cajon by June 30, 2014.

- 18. Key Activities and Timeline.** For each objective, describe the work to be performed and key activities that will be undertaken. Provide a detailed timeline (implementation schedule) for completion.

Example of Key Activities and Timeline:

- Design curriculum, hire staff and begin marketing in the community (targeting participants attending ESL classes) and take enrollments from 7/1/13 to 8/30/13;
- Conduct exercise classes for 3 nights per week and schedule twice-monthly speakers on healthy-living topics from 9/15/13 to 5/30/14;
- Measure progress of participants (including weight-loss, calorie and vitamin intake, and increased knowledge of healthy-living choices) from 9/15/13 to 5/30/14;
- Conduct graduation and awards ceremony 6/15/14.

- 19. Method of Service Delivery.** Provide a brief description of the method of service delivery relating how your program will be carried out and how each of the goals and objectives will be met.

Example of Methods of Service Delivery:

- Design of curriculum, marketing materials and management of enrollment, and graduation activities will be conducted by staff of XYZ company;
- Exercise classes will be conducted by certified instructors hired by XYZ company;
- Healthy-living seminars will be conducted by volunteer guest speakers from the medical and exercise community;
- Progress measurements and data collected will be conducted by student interns of XYZ company with supervision by the director.

- 20. Purchase of Equipment.** The purchase of equipment is generally not allowed, with certain exceptions. Please describe your justification for the need for equipment with this funding source.

- 21. Rehabilitation.** Not applicable as applications are not being sought from organizations for rehabilitation activities at this time.

- 22. Site Control.** State whether the program site where services are offered is owned by the applicant agency. If services will be offered at a site owned or managed by another organization, describe the lease terms and attach a letter from the owner which states they authorize the use and are committed to the program. For example, if the applicant has

arranged for services to be provided at a school, attach a letter from the school principal indicating their commitment to the program. Attachments should be labeled *Attachment to Question 22 – Site Control*.

23. **ADA-Accessibility.** 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 whoers, required height for toilet seats, space for wheelchair maneuverability, accessible water fountains and counters, and other improvements needed to assure full access for the disabled, including the blind and deaf. Please indicate whether your program site(s) are accessible to persons with disabilities.
24. **Licensing/Fingerprinting.** List any and all licenses required to carry out this project and indicate whether the license has been approved or is pending. For example, the project may require the facility have a childcare license. If the project serves youth, agencies are encouraged to see Page 9 and 10 of these Guidelines for examples of youth programs that require licensing. For further information about childcare licensing, contact CA Department of Social Services, Community Care Licensing Division at (916) 229-4500 or <http://www.cclid.ca.gov/PG411.htm>. CDBG-funded staff working with children or physically or developmentally disabled people must be fingerprinted. This is an eligible CDBG cost and should be reflected in the budget. Contact Global Livescan at Postal Center Plus at (619) 593-9993, 772 Jamacha, Road El Cajon, CA 92019.
25. **Program Budget.** Please complete Schedule A and Schedule B, if applicable.
26. **Budget Narrative.** Please describe each budget line item in this space, and explain how the program will be fully funded.
27. **Matching Funds/Other Funding Sources.** Matching funds or other funding sources are not required for Public Service programs but will enhance your Application by showing leverage. Matching funds are all the other non-CDBG funds that will be used in conjunction with the CDBG request to complete the program. Matching funds can be any combination of cash, grants, loans, in-kind gifts or volunteer labor. These funds must be firmly assigned to the program and immediately available.
28. **Collaboration with Other Agencies.** Explain if the proposed program will be carried out with the help or support of other agencies or organizations. Name the organizations and be specific about their involvement and/or support.
29. **Agency Information.** See Application for details.
30. **Personnel.** See Application for details.
31. **Financial.** See Application for details.
32. **Agency Performance History.** List the two most recent El Cajon CDBG-funded programs. If not funded through CDBG in recent years, list other similar programs your agency has managed using other funding sources.
33. **Audit.** See Application for details. Method of conducting an annual audit must be indicated.
34. **Insurance.** See Application and Attachment G of these Guidelines for details. See also Council Policy D-3. Proof of Insurance will be required if funding is awarded.

35. **Additional Information.** This section is provided to capture any other information the applicant wishes to submit to enhance the Application.

APPLICATION SCHEDULES

SCHEDULE A – Program Budget: Complete the program budget that includes Personnel Services (salaries) and other program cost components the agency identifies as necessary to the program including insurance coverage (see Attachment G to these Guidelines). The first budget column, CDBG Funding Request, must total the funding amount the agency requested in Question 6. The other two columns should list all other cash and in-kind resources that will be used to carryout the proposed program. The total project budget (last column on the right) should match the total project cost reported in Question 6. Columns should total across and down. The use of volunteers not otherwise employed by the agency is permitted. However, depending on the work the volunteer will perform, state-licensing requirements would apply. To determine in-kind volunteer contributions listed in the third column of the budget, use an estimated cost of paying an employee to do the same work.

SCHEDULE B – Personnel: This schedule must be completed if Personnel Services (salaries) are a listed cost component on Schedule A. Fill in the position title for each employee who will work on the project. Do not include fringe benefits on this exhibit.

SCHEDULE C – CDBG Fact Sheet, Performance Measurement Standards and Citizen Participation Plan: This Schedule is for reference only for use when completing other sections of the Application.

ATTACHMENT A - DEFINITIONS

ELIGIBILITY

Programs funded with CDBG funds must meet one of the National Objectives: benefit to low and moderate-income persons or prevention of slum and blight. For more information, applicants are encouraged to contact staff to answer questions Monday through Thursday, 7:30 am to 5:30 pm, and from 8:00 am to 5:00 pm on alternating Fridays, prior to the Application due date. Telephone assistance and specific appointment times are available by calling the Housing Division at (619) 441-1786.

LOW/MODERATE-INCOME OR LOW-INCOME HOUSEHOLD

All CDBG funds must be used to assist low/moderate-income persons. The term "low/moderate-income" shall be defined as at or below 80% of the median income adjusted for family size for the area as defined in Section 102 of the Housing and Community Development Act of 1974, as amended. See Attachment C of these Guidelines for current income limits.

CONFLICT OF INTEREST

Conflicts of interest (or appearance thereof) can plague activities supported with federal funds. The general rule is that no employee, board member, officer, agent, consultant, elected official, or appointed official of the recipients or sub-recipients that are receiving funds under a CDBG-assisted program who have responsibilities with respect to the CDBG activities or are in a position to participate in decision making processes or have access to inside information with regard to the activities can obtain a financial interest or benefit from a CDBG assisted activity during their tenure or for one year thereafter (Federal Regulation 24 CFR 570.611). Agencies should maintain a written code of standards of conduct governing the purchase of materials, product, supplies, and services and awarding and administering sub-recipient contracts. Personnel involved in the procurement process must be trained to recognize situations that create conflicts of interest, or the appearance of a conflict of interest.

The agency personnel should:

- Be familiar with the agency's code of ethics and potential conflict of interest issues.
- Not take gifts or gratuities from persons or organizations associated with the procurement process.

CHILDCARE LICENSING

This information is provided to provide a general overview of types of programs requiring licensing and those that do not require a license. For additional information, contact the California Department of Social Services, Community Care Licensing Division at (916) 229-4500 or <http://www.cclid.ca.gov/PG411.htm>.

Programs that require licensing:

- Preschool programs that provide services where the parent is not on-site and fees are charged.
- Public or Charter Schools or programs that provide childcare services during regular school hours and the parent is on-site, i.e. GED Classes.

- Any facility that provides only recreational or singular instruction in one subject, i.e., Self Defense, Dancing, Art, Sports, Music, etc.
- Any facility that provides recreational/instructional activities for school aged children who have the freedom to come and go from the center.
- Agencies that offer services to children do not require licensing, i.e., case/crisis management.

FINGERPRINTING

CDBG-funded staff working with children, persons with disabilities, and the elderly must be fingerprinted. This is an eligible CDBG cost and should be reflected in the budget. Contact Global Livescan at Postal Center Plus (619) 593-9993, 772 Jamacha Road El Cajon, CA 92019.

MATCHING OR LEVERAGED FUNDS (COST SHARING)

Matching funds are all other agency (non-CDBG) resources immediately accessible and firmly committed funding ready to be applied to the program. Matching funds can include a blend of cash, grants, loans, or in-kind resources available to finance the program costs. Program costs can be shared among all leveraged funding sources.

In-kind contributions must have a specific dollar value established in accordance with generally accepted accounting principles. The basis of determining the value for personal services and donated materials and supplies must be identified and documented in the Application. Volunteer services may be counted if the service is an integral and necessary part of an approved CDBG-funded program.

Rates for hours should be consistent with those paid for similar work in the labor market in which the applicant competes for the services involved. The value assigned to donated materials and supplies should be reasonable and should not exceed market value at the time of donation.

HUD'S DEFINITION OF DISABLED:

A person who is determined to:

1. Have a physical, mental, or emotional impairment that:
 - a. Is expected to be of long-continued and indefinite duration;
 - b. Substantially impedes his or her ability to live independently; and
 - c. Is of such a nature that the ability could be improved by more suitable housing conditions; or
2. Have a developmental disability, as defined in section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001-6007); or
3. Be the surviving member or members of any family that had been living in an assisted unit with the deceased member of the family who had a disability at the time of his or her death.

HUD'S DEFINITION OF AN ELDERLY PERSON / HOUSEHOLD:

A household where either the head of the household, or spouse/co-head is age 62 or older.

ATTACHMENT B - REPORTING REQUIREMENTS FOR FUNDED AGENCIES

Applicants receiving FY 2013-14 City of El Cajon Community Development Block Grant (CDBG) funding should be aware of the following additional reporting requirements.

Why Accurate Reports are Necessary:

CDBG funds are allocated to projects and programs throughout the City of El Cajon; however the funds originate at the federal level, through the U.S. Department of Housing and Urban Development (HUD). The City of El Cajon is required to report to HUD the accomplishments of each grant given to agencies. HUD is currently evaluating the overall impact of the CDBG program, so it is of utmost importance that accurate accomplishment data is reported in order to show the noteworthy projects and program being carried out by El Cajon subrecipient agencies. HUD wants to hear about all the work you do to make our city a better place!

What will be required of CDBG Funded Agencies:

The following is a general list of reporting requirements expected for agencies funded in the 2013-14 grant year. The outcome data to be tracked will be tailored to your project and will depend upon HUD's Outcome Performance Measurement regulations. Therefore this list is not exhaustive; it is simply a guide so that agencies can start preparing for any documentation changes that may be necessary for tracking clients and outcomes.

- Number of persons assisted.
- Income levels of persons assisted (30, 50, or 80% of the median income, adjusted for family size) (see Attachment C).
- Race, ethnicity, and disability status of the persons assisted.
- Number of communities/neighborhoods assisted.
- Amount of money leveraged for the program (how much money total went into the program, CDBG and all other funds).
- Supplemental information that was offered as a part of the Application for the project awarded by Council.

**Please note that each agency awarded CDBG funds in FY 2012-13 will be responsible for contacting Program staff if questions arise, particularly in the reporting/data collection process.*

ATTACHMENT C – AREA MEDIAN INCOME LIMITS FOR SAN DIEGO COUNTY
(subject to annual revisions)

ELIGIBLE INCOME LIMITS CHART 2012									
(Income does not exceed amount listed for household size)									
HOUSEHOLD SIZE									
		1	2	3	4	5	6	7	8
30%	Extremely low	\$16,900	\$19,300	\$21,700	\$24,100	\$26,050	\$28,000	\$29,900	\$31,850
50%	Low	\$28,150	\$32,150	\$36,150	\$40,150	\$43,400	\$46,600	\$49,800	\$53,000
80%	Moderate	\$45,000	\$51,400	\$57,850	\$64,200	\$69,400	\$74,550	\$79,700	\$84,850
Income Limits effective February 9, 2012									

ATTACHMENT D - FREQUENTLY ASKED QUESTIONS

1. Who is eligible to apply for a Public Service CDBG grant?

Non-profit organizations, neighborhood organizations, City departments, and faith-based organizations, serving targeted areas and/or targeted populations of the City.

2. What constitutes 'Matching Funds' for the Public Services matching requirement?

Matching funds are resources immediately accessible and firmly committed resources ready to be applied to the project. Matching funds can include a blend of cash, grants, loans or in-kind resources available to finance the total project costs. In-kind contributions must have a specific dollar value established in accordance with generally accepted accounting principles.

3. My agency is not a 501(c)3, can we still apply?

Yes. Agencies do not have to be a 501(c)3 in order to apply for CDBG funds through the City of El Cajon, but organizations must be an incorporated non-profit in the State of California at the time of Application.

4. How can I improve the clarity of my Application?

Read all Application instructions carefully and formulate clear, concise responses to each question; do not leave any questions blank; edit Applications for spelling, typos, and grammar; research funding priorities to ensure your program fits the guidelines; be specific regarding the measurable goals and outcomes of your program.

5. If our Application is funded, when will we receive our CDBG grant?

Funded agencies will enter into a contract with the City of El Cajon for their grant award. HUD funds are normally available beginning July 1, 2013, and contracts will be executed shortly before or after. CDBG grants are paid out on a reimbursement basis only.

6. My organization is faith-based. Are there any advantages/disadvantages to being a faith-based organization?

Faith-based organizations with a social service mission contribute to our community and can apply for CDBG funds; however faith-based organizations cannot use CDBG funds to directly support worship, religious instruction or proselytization. Religious activities must be offered separately from the CDBG supported activity and participation must be voluntary for the beneficiaries of the CDBG funded program. Faith-based organizations that participate in the CDBG program shall not discriminate against a program beneficiary on the basis of religion or religious belief.

7. Can I receive technical assistance prior to the Application submission deadline?

The CDBG program staff is available to provide technical assistance in determining project/program eligibility and to ensure proposed projects are in compliance with the CDBG National Objectives and other regulations established by HUD. Staff CANNOT provide assistance in developing a program or writing the Application. Technical assistance is available from 7:30 a.m to 5:30 p.m Monday through Thursday, and from 8:00 a.m. to 5:00 p.m. on alternating Fridays. Please call Jamie Kasvikis at (619) 441-1786 for assistance by telephone or to make an appointment in the office. **PLEASE NOTE: Requests for technical assistance on or after December 11, 2012 may not receive timely response depending upon volume of requests. For prompt assistance, please request assistance as early as possible in the Application period.**

8. Can I attach additional pages or letter of support to my Application?

No, staff will remove information provided that is not specifically requested in the Application.

ATTACHMENT E – ADDITIONAL EXAMPLES

Project Description

Our agency will use the Community Development Block Grant for staffing one Program Coordinator and one Youth Coordinator, as well as operational expenses. The program will provide case management, educational and recreational activities to decrease gang involvement. The program will also provide weekly peer support meetings. Topics addressed at the meetings will include: self-esteem building, teen pregnancy, education, suicide prevention, career choices and family support.

Participants will be recruited through flyers that will be distributed at Granite Hills High School and through school administration referrals. The overall purpose of the program is to provide an outlet to deter youth from entering into gang activities and involvement. Program services will be provided at 1234 Main Street, El Cajon.

Agency Background

We are a grass roots non-profit organization established in 1985 to address the ever-increasing gang problem in El Cajon. Our administrative offices are located at same address where we offer our programs. Our mission is to offer outreach services and supportive programs to youth at risk and their families. Our programs enhance community involvement; offer prevention services, peer support, educational tutoring classes and self-esteem building.

Target Population

The target population is low-income youth between the ages of 10 and 18, who are former gang members or at risk of becoming involved in a gang and their families. 90% of our participants reside in the Granite Hills High School service area.

Goals

Activity 1.	Youth Enrollment:	(300) during contract year
Activity 2.	Mentor Recruitment:	(15) former gang members will be recruited
Activity 3.	Case Management:	(65) of the (300) youth and family participants will receive intensive case management
Activity 4.	Academic Tutoring:	(225) youth will use academic the service
Activity 5.	Peer meetings:	(104) mtgs. During contract year @ 2/wk.
Activity 6.	Career Choices:	(12) presentations during year @ 1/mo. Careers/Trades will be introduced.

ATTACHMENT F – CENSUS TRACT MAP OF LOW/MODERATE INCOME AREAS OF THE CITY OF EL CAJON

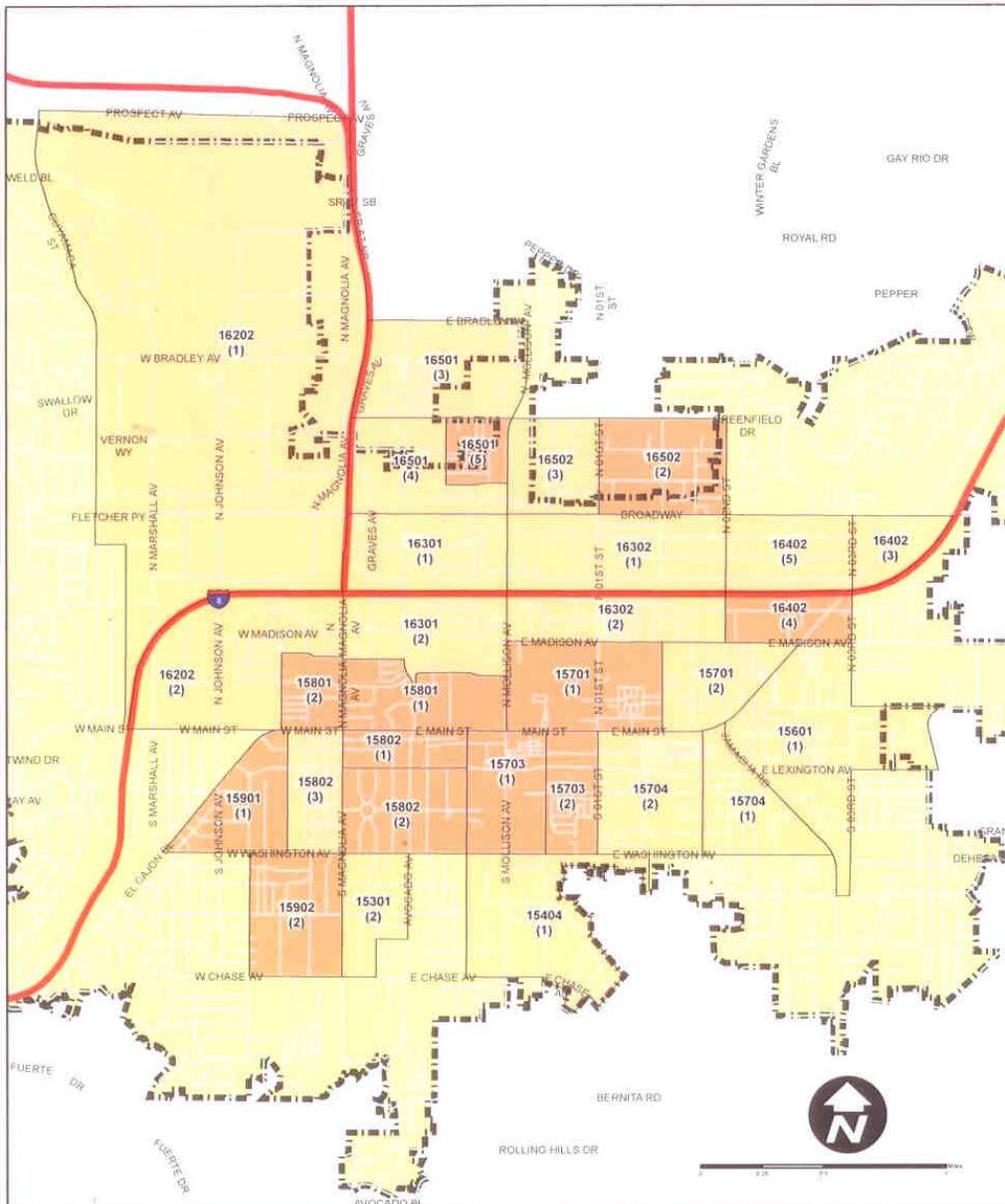


Figure 1:
 City of El Cajon
 Low and Moderate Income Areas

- Roads
- ElCajonMunicipal
- 51.1% - 70.9% low and moderate income population
- 71.0% and greater low and moderate income population
- ElCajonMunicipal
- 15801 - Census Tract Numbers
- (1) - Block Group Numbers

ATTACHMENT G - INSURANCE REQUIREMENTS FOR PUBLIC SERVICE PROPOSALS

If the Application is funded, the agency will enter into a contract with the City of El Cajon. All City contracts require insurance and indemnification language so that the responsibility for paying claims is established with the agency and ensures that financial resources are available to pay claims. The subrecipient shall agree to provide an acceptable certificate of insurance and endorsements evidencing coverage as specified in El Cajon City Council Policy D-3, Insurance Requirements which is available from the Redevelopment & Housing Division, by calling (619) 441-1786, and is made a part of these Guidelines. The insurance requirements listed are minimum requirements and the City in no way warrants that the minimum limits are sufficient to protect the agency from liabilities that might arise from carrying out the funded program. The agency is free to purchase additional insurance, as they deem necessary.

Depending upon the program activities and the program beneficiaries, several types of insurance coverage will be required. This information is provided to help in the development of the overall operating cost of the proposed program and to ensure sufficient funds are set aside for insurance.

Minimum Scope and Limits of Insurance - coverage with limits of liability not less than those stated below are required for funded CDBG Public Service programs.

Commercial General Liability

- General Aggregate \$2,000,000
- Products – Completed Operations Aggregate \$1,000,000
- Personal and Advertising Injury \$1,000,000
- Each Occurrence \$1,000,000

Automobile Liability - Combined Single Limit \$1,000,000

- Required only if activities involve the use of transportation in the provision of services
- Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles used in the performance of this Contract.

Worker's Compensation and Employers' Liability

- Workers' Compensation
- Statutory
- Employers' Liability
- Each Accident \$100,000
- Disease – Each Employee \$100,000 Disease - Policy Limit \$500,000

Professional Liability - Errors and Omissions Liability

- Required only if activities involve providing professional services
 - Each Claim \$1,000,000
 - Annual Aggregate \$2,000,000

NOTICE OF CANCELLATION: Insurance policies must be the appropriate coverage for and shall not be suspended, voided, canceled, reduced in coverage or endorsed to lower limits.

ACCEPTABILITY OF INSURERS: Insurance is to be placed with insurers duly licensed or approved unlicensed companies in the state of California and with an "A.M. Best" rating of not less than B+ VI. The City in no way warrants that the above-required minimum insurer rating is sufficient to protect the Agency from potential insurer insolvency.

VERIFICATION OF COVERAGE: The City must receive certificates of insurance (ACORD form or equivalent approved by the City) as required. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage. The City of El Cajon must be listed as an additional insured (to the extent CITY is indemnified pursuant to the Indemnity Provisions herein) on all certificates of insurance.

PROFESSIONAL LIABILITY INSURANCE: Professional liability insurance protects against losses that occur when a "professional" fails to practice his or her art to the usual and customary standards of that profession.

Therefore, there can be risks to the Agency associated with errors (or allegations of errors) in the professional's work product or judgment. In order to determine if your proposed program will need professional liability insurance, ask yourself:

1. Will the program employ professional licensed or certified workers (i.e. accountants, teachers, medical professionals, psychologists, etc.)?
2. Will the information developed by the professional be used in a decision-making process within the Agency that could create a liability?

If the answer is **yes** to either of these questions, then professional liability insurance would be required.

The types of losses that can occur under such circumstances are often excluded under general liability policies. They can be covered through separate professional liability insurance policies, also known as "**errors and omissions**" (E&O) liability insurance.

Examples of services that would require professional liability coverage include but are not limited to:

Accountants	Childcare workers	Consultants
Auditors	Financial consultants	Teachers
Attorneys	Medical professionals	Social Workers

***Note: See further Insurance Requirements (Council Policy D-3)**