

**CITY OF YUCAIPA
AGENDA REPORT**

TO: Honorable Mayor and City Council

FROM: Fermin Preciado, Director of Public Works/City Engineer *For F.P.*
Todd Gutjahr, Public Works Analyst *TG*

FOR: City Council Meeting on May 27, 2020

SUBJECT: CDBG-CV Funding - Small Business Resiliency Grant Program

RECOMMENDATION:

That City Council formally approve the submittal of an application requesting Community Development Block Grant-CV funding for a Small Business Resiliency Grant Program.

BACKGROUND:

The Coronavirus Disease 2019, known as COVID-19 (COVID-19), is an infectious disease caused by a novel (new) coronavirus known as severe acute respiratory syndrome coronavirus 2 ("SARS-CoV-2"). The disease was first identified in China in late 2019 and has spread globally. The first cases in California were confirmed in the end of January 2020.

On March 4, 2020, Governor Gavin Newsom declared a state-wide state of emergency due to the spread of COVID-19. On March 10, 2020, the San Bernardino County Department of Public Health proclaimed a Public Health Emergency and the Board of Supervisors issued and the Department of Public Health issued a Proclamation of Local Emergency. On March 11, 2020, the World Health Organization declared the COVID-19 outbreak to be a pandemic. On March 13, 2020, the President of the United States declared a national state of emergency.

On March 18, 2020, City Council held an emergency meeting and adopted Resolution No. 2020-16, declaring the existence of a local emergency due to the spread of the COVID-19 virus. Government Code Section 8630(c) requires the City Council to review the need for continuing the local emergency at least once every 60 days until the City Council terminates the local emergency.

Since the City's proclamation of an emergency, various orders and/or recommendations have been implemented by the State of California, San Bernardino County, and the City (e.g., stay at home orders, prohibitions on social gatherings, closing of non-essential businesses and public venues, imposing social distancing measures and requiring face coverings). Such orders and recommendations continue to be in place as COVID-19 continues to spread globally, including within the City of Yucaipa.

On April 28, 2020, Governor Newsom outlined a "phased reopening" plan for California, with reopening of some retail businesses and schools potentially "weeks away." His plan is based on an apparent stabilization in the numbers of confirmed cases of coronavirus, and deaths due to

coronavirus, statewide.

On Monday, May 5, 2020, the Governor announced the State will move into the second phase of his reopening plan as early as the following Friday, allowing lower-risk workplaces to resume operations with modifications to help prevent the spread of the coronavirus. Those businesses that were allowed to reopen were required to abide by restrictions, such as physical distancing and delivering orders curbside.

As part of easing restrictions, Newsom announced Phase 2 includes giving local County officials more flexibility to move further into reopening.

DISCUSSION:

On April 2, 2020, it was announced that the County of San Bernardino received a total of \$6,560,515 in federal grant funding to begin responding to the financial crisis created by the spread of coronavirus. The new funding comes in the form of Community Development Block Grants (CDBG-CV) and Emergency Solutions Grant (ESG) Program funds and allows city and county governments to invest in programs to support economic growth, spur job creation, address homelessness, and provide affordable housing. These funds were made available by the CARES Act, the third federal coronavirus response bill.

The City has been allocated \$202,897 in funding through the CDBG-CV for activities that prevent or respond to the impacts of the COVID-19 pandemic. In addition, the County has “rolled out” a \$30M grant/loan program for small businesses within the County of San Bernardino to assist in the recovery from the economic impacts of the COVID-19 pandemic.

On April 27, 2020, City Council directed staff to include up to \$15,000 in reimbursement for the testing, diagnosis, and other services at a fixed or mobile location (to conduct COVID-19 testing) and approximately \$187,000 +/- in assistance to businesses to avoid job loss caused by business closure related to social distancing by providing short-term working capital assistance to small businesses (Small Business Resiliency Grant Program), as outlined in the CDBG-CV grant funding guidelines.

Staff intended to seek reimbursement for the COVID-19 testing event that was held at Crafton Hills College on Saturday, April 11, 2020, from 10:00 a.m. until 2:00 p.m. After submitting the preliminary CDBG-CV application, City staff was notified by the San Bernardino County Community Development and Housing Agency, that additional information was required from the participants at the COVID-19 Testing event. The form that is required to be filled out by CDBG participants was not available to staff at the day of the event (the CDBG-CV funding was not available at that time), and due to Health Insurance Portability and Accountability Act (HIPPA), staff was not able to secure the information on the participants from the San Bernardino County Department of Public Health.

As a result, staff is recommending the total amount of \$202,897 in CDBG-CV funding be allocated to the Small Business Resiliency Grant Program.

FISCAL IMPACT:

It is anticipated that the CDBG-CV Grant will be able to assist approximately 36 Yucaipa based small businesses with a \$5,000 grant from the CDBG-CV program. Approximately \$21,000 of the CDBG-CV grant program will be used to cover staffing costs for the administration of the Small Business Resiliency Grant Program.

Attachments: CDBG-CV Application

Approved by: 

City	Applicant	Project Number	Project Title	Request Amount	Comments	Eligible: Yes / No
Yucaipa	City of Yucaipa Fermin Preciado, Director of Development Services (909) 797-2489 X240 34272 Yucaipa Blvd Yucaipa, CA 92401	YUCA-CDBG-CV-017	Yucaipa: Small Business Resiliency Grant Program	Total \$202,897	The City of Yucaipa shall coordinate with County to provide a Small Business Resiliency Loan to Grant Program where by approximately 36 small business loans of up to \$5,000 each, which if after a case-by-case time period, the businesses have retained the required number of personnel, the loan will be forgiven to a grant. Program will be open to low-and moderate-income residents of the City of Yucaipa and surrounding communities negatively affected by the COVID-19 pandemic.	yes



**San Bernardino County
Community Development and Housing
Community Development Block Grant-CV
Application**

Log Number (Office Use Only)

The following documents listed below must be submitted in the order listed, please be sure to submit all attachments with your application. **Applications must be submitted via email to CDBG.info@cdh.sbcounty.gov by 4:00 p.m. on May 4, 2020, no exceptions.** Should you require more space than allowed in any of the text boxes, you may attach additional sheets. Please be sure to identify and label the Exhibit number for each of your attachments.

<input checked="" type="checkbox"/>	Exhibit 1: Organization Information
<input checked="" type="checkbox"/>	Exhibit 2: Project Information
<input checked="" type="checkbox"/>	Exhibit 3: Community Needs and Target Population
<input checked="" type="checkbox"/>	Exhibit 4: Project Budget & Sources
<input checked="" type="checkbox"/>	Exhibit 5: Performance & Outcomes
<input checked="" type="checkbox"/>	Exhibit 6: Civil Rights Laws Compliance and HUD Good Standing
<input checked="" type="checkbox"/>	Exhibit 7: Signature and Assurances
<input type="checkbox"/> N/A	Application Checklist (Non-Profits Only)
<input type="checkbox"/> N/A	Maintenance And Operations Agreement (Construction Applications Only)
<input type="checkbox"/> N/A	Supplemental Information Form (Optional)

Exhibit 1: Organization Information

Organization Name:

City of Yucaipa

Organization Address:

34272 Yucaipa Blvd

City/State/Zip: Yucaipa/CA/92399

Phone: 909-797-2489

Fax: 909-790-9203

Email: fpreciado@yucaipa.org

Applicant Type City

Authorized Person Name: Fermin Preciado

Authorized Person's Title: Director of Development Services

Address: 34272 Yucaipa Blvd

City/State/Zip: Yucaipa/CA/92399

Phone: 909-797-2489x240

Fax: 909-790-9203

Email: fpreciado@yucaipa.org

Application Contact Person's Name: Todd Gutjahr

Application Contact Person's Title: Public Works Analyst

Explain the Agency's 1) Purpose, 2) Population Served, 3) Supportive Services, their Funding Sources, and Start/End Dates.

The City of Yucaipa is a local agency serving the residents that live within the City limits and the City's sphere of influence. The City's overall population is approximately 55,000, with over 40% living in the CDBG target area.

The Small Business Resiliency Grant Program will allow Yucaipa businesses the opportunity to assist with overhead expenses, rent and utilities, business services (web site development, etc.) to increase carry out business activities, labor expense (excluding the owner), business inventory and supplies, and/or capital or equipment purchases necessary for the business operation. This Grant Program will be used in addition to any other State or Federal COVID-19 funding program. The City would like to work with the County's Small/Business Loan/Grant program that is currently developing.

The Loan/Grant program will be from June 1, 2020, through June 20, 2022, or until funds are exhausted.

Exhibit 2: Project Information

Project Title:

Small Business Resiliency Grant Program

Project Address:

34272 Yucaipa Blvd. Yucaipa, CA 92399

County Supervisorial District where project will be located:

1st District 2nd District 3rd District 4th District 5th District

Is this application for **retroactive** expenses or a request to create a **new** COVID-19 related CDBG-CV project? Please respond by marking one: Retroactive New

If you are requesting funds for a **Retroactive** COVID-19 related CDBG-CV project, provide the name of the Retroactive Project.

N/A

If this is an Application for a **Retroactive** COVID-19 related CDBG-CV Service project, please explain how this service was implemented and how pertinent CDBG-CV reporting documents were captured? (i.e. Provided Senior Meal Delivery services to 30 seniors and collected intake data through the telephone or Rehabilitated a commercial building or closed school building to establish an infectious disease treatment clinic, e.g., by replacing the HVAC system) Note: Activities must benefit persons of low and moderate income.

N/A

Should you require more space than allowed in the text box, you may attach additional sheets. Please be sure to identify and label the Exhibit number for each of your attachments.

If you are requesting funds for a **new** COVID-19 related CDBG-CV project, provide the name of the New Project.

Small Business Resiliency Grant Program

If this is an Application for a **new** COVID-19 related CDBG-CV Service project, please explain how this service will be implemented and how pertinent CDBG-CV reporting documents will be captured? (i.e. Provided Senior Meal Delivery services to 30 seniors and collect intake data through the telephone or Rehabilitate a commercial building or closed school building to establish an infectious disease treatment clinic, e.g., by replacing the HVAC system) Note: Activities must benefit persons of low and moderate income.

The Small Business Resiliency Grant Program will be implemented to provide an opportunity for Yucaipa businesses to obtain grant funding (up to \$5,000) to assist with overhead expenses, rent and utilities, business services (web site development, etc.) to increase carry out business activities, labor expense (excluding the owner), business inventory and supplies, and/or capital or equipment purchases necessary for the business operation. The Grant Program will be used in addition to any other State or Federal COVID-19 funding program. The City would like to work with the County's Small/Business Loan/Grant program that is currently developing.

The Grants will be administered on a first-come, first-served basis, and businesses receiving funding would be encouraged to comply with Local, State, and Federal guidelines for operating their businesses, related to the COVID-19 pandemic.

Should you require more space than allowed in the text box, you may attach additional sheets. Please be sure to identify and label the Exhibit number for each of your attachments.

Will this project provide an opportunity to hire minority-owned and women owned businesses?

N/A

If YES, describe what actions will be completed to implement such subcontracting plans to monitor this component of the proposed project. If NO, discuss why and what actions are being taken to encourage minority-women businesses to apply for this project.

N/A

Should you require more space than allowed in the text box, you may attach additional sheets. Please be sure to identify and label the Exhibit number for each of your attachments.

Exhibit 3: COVID-19 Public Service Community Needs and Target Population

Complete the table below for Public Service Applications.

COVID-19 Community Public Service Need: Type of Services directly related to COVID-19	Target Population /Proposed Community: <i>Must serve low/mod groups</i>
<i>Example: Mobile Senior Meal delivery for quarantined individuals</i>	<i>Seniors</i>
Small Business Resiliency Grant Program	All Yucaipa Businesses

Exhibit 3A: COVID-19 Public Facility Priority Needs:

Complete the table below for Construction Applications.

COVID-19 Related Public Facility's Needs: Type of Improvements directly related to COVID-19	Type of Project Benefit: <i>Must be 51% low/mod or above</i>
<i>Example: Rehabilitate a community facility to establish an infectious disease treatment clinic.</i>	<i>Low/Mod Area</i>
N/A	N/A

Please indicate the City/Target Area of the COVID-19 Project Beneficiaries. Also, describe the geographic boundaries of the neighborhood, community or area in which clients of the proposed program reside (attach a map if needed) Participating Cities: (i.e Redlands, Colton, Yucaipa).

The target area for the Small Business Resiliency Grant Program are businesses located in the City of Yucaipa.

Should you require more space than allowed in the text box, you may attach additional sheets. Please be sure to identify and label the Exhibit number for each of your attachments.

Exhibit 3B: Community Needs and Target Population/ Public Facility Priority Needs (continued)

HUD Demographics: (Yes/No)

- Does this project help prevent homelessness?
- Does this project help the homeless?
- Does this project help those with HIV or AIDS?
- Does this project primarily help persons with disabilities?

Describe how this project meets the priority population and COVID-19 related activities selected.

The Small Business Resiliency Grant Program will provide funding to support operations and layoff aversion for Yucaipa businesses severely impacted by the COVID-19 pandemic. The Small Business Resiliency Grant Program will be used to assist twenty-five (25) Yucaipa business' the opportunity secure grant funding (up to \$5,000) to assist with overhead expenses, rent and utilities, business services (web site development, etc.) to increase carry out business activities, labor expense (excluding the owner), business inventory and supplies, and/or capital or equipment purchases necessary for the business operation.

Explain why this project is a COVID-19 related need and provide evidence to substantiate the need.

The City of Yucaipa has seen a 15% decrease in sales tax revenue during the first quarter of 2020. The Small Business Resiliency Grant Program will allow Yucaipa based businesses to continue operations during the COVID-19 pandemic, and therefore continue to employ residents, which will allow those residents the opportunity to continue to be employed.

Describe what gaps of COVID-19 related service in the county this project fills. Note: Substitution of CDBG funds for private, State or other Federal funds is not allowed

The Small Business Resiliency Grant Program allows those businesses the opportunity to receive funding if they were not successful in receiving other state and federal funding opportunities.

Should you require more space than allowed in the text box, you may attach additional sheets. Please be sure to identify and label the Exhibit number for each of your attachments.

What are the critical factors for the success of your project (include both financial and human resources)? For instance, is this the only funding for this project? What happens if funding decreases? Does this project rely on only one source of leveraging? Is there adequate staff involved with the project if there is project turnover? Please address any factor that is critical to project success.

Critical Factors include marketing the grant program to Yucaipa based businesses and encouraging the businesses to apply.

The implementation of the program needs to be as flawless as possible. City staff will need to ensure that all Grant guidelines and instructions are clear and concise, and they need to make sure the administration of the grant is as transparent as possible. This is to ensure the general public and local businesses that the funding is being distributed clearly and concisely.

Should you require more space than allowed in the text box, you may attach additional sheets. Please be sure to identify and label the Exhibit number for each of your attachments.

Exhibit 4: Project Budget & Sources

Please fill out only one of the applicable Project Budgets below.

Public Service Project Budget		
	Requested CDBG-CV Share: (\$)	Other Source: (\$)
Personnel	\$51,562	-
Equipment (Rental, Lease or Purchase)	-	-
Consultant Services	-	-
Space Rent	-	-
Insurance	-	-
Consumable Supplies	-	-
Other:	\$129,982	-
SUB-TOTAL	\$181,544	-
Total Project Budget Cost: (CDBG-CV Share + Other Source)		\$181,544
<p>For Construction, provide the estimated financial data for the project as requested below for the appropriate project group. Costs should be based on the best information available. When preparing this data, consider the following factors: (a) project should be completed in one phase if possible, or if phased, operational capability of the phases should be independent of each other; (b) a phased project should be prioritized and broken into distinct parts, with estimated cost and priority for each part; (c) apply federal prevailing wage rates to construction projects over \$2,000.</p>		
Construction Project Budget		
	Requested CDBG-CV Share: (\$)	Other Source: (\$)
Architectural and engineering services	-	-
Site acquisition	-	-
Local Review application	-	-
Construction	-	-
Other Construction:	-	-
SUB-TOTAL	-	-
Total Project Budget Cost: (CDBG-CV Share + Other Source)		-

Exhibit 4A: CDBG-CV Leveraging Information

Leveraging items may include any written commitments that will be used towards your cash match requirements in the project, as well as any written commitments for building, equipment, materials, services and volunteer time.

Source of Funding:	Type of Funding: (Grant Name, EFSP Money)	Amount (\$):	Date Available: (11/22/2016)
Federal Funding			
State Funding			
County Funding			
Private Funding			
Other:			
Total Leveraging Funds		N/A	

Exhibit 5: Performance and Outcomes (Public Service Only)

Definitions:

Unduplicated Clients: The number clients/persons projected to be served during the program year (e.g. 25 clients, 50 seniors):

Duplicated Clients: The estimated yearly units of service (duplicated, e.g. 25 clients x 10 visits=250 units of service):

Complete the chart below with the number of Duplicated and Unduplicated Clients to be served.

- In column 1 identify activities that will be completed (e.g. intervention, counseling, and case management).
- In column 2 indicate the number of Unduplicated Clients to be served.
- In column 3 identify the number of Duplicated Clients to be served.

Activities to be Completed (1)	Unduplicated Clients to be Served (2)	Duplicated Clients projected to be served (3)
Small Business Resiliency Grant Program	40	0

Performance and Outcomes: Answer the following narrative questions using minimum funds requested.

Indicate a timeline of services provided to client(s) in order to meet project outcome(s).

The Small Business Resiliency Grant Program will begin in June of 2020 and run through May 31, 2022, or until funding has been exhausted.

Describe how your agency determines client(s) success.

With the Small Business Resiliency Grant Program, the City will determine client success by evaluating the number of grants that have been given and monitoring the status of those businesses during the COVID-19 pandemic.

Describe your methodology to evaluate project outcomes.

Project outcomes will be evaluated by Staff staff periodically to ensure that funds are continued to be used for purposes stated in their program application. Staff may request supporting documents to verify the proper usage of grant funding.

Explain how the project will meet contract goals and milestones and be completed by May 31, 2022.

The project will provide monetary relief to Yucaipa businesses whose operations have been severely impacted by the mandatory Shelter at Home Orders enacted during the coronavirus pandemic. The City's 15% decrease in sales tax revenue during the first quarter of 2020 has a negative impact on the programs and services offered by the City to the community. In addition, of the City's population of 55,000, over 40% live in the CDBG target area. Based on the popularity of other local and federal grant programs and inquiries from local businesses, it is anticipated that this program will be completed well before May 31, 2022.

Should you require more space than allowed in the text box, you may attach additional sheets. Please be sure to identify and label the Exhibit number for each of your attachments.

Exhibit 6: Civil Rights Laws Compliance and HUD Good Standing

Answer the following questions.

Has your organization been a past recipient of assistance under a HUD McKinney Act program or the HUD Single Family Property Disposition Homeless Program?

Yes

If you have been a recipient under either of these programs, has your agency experienced any project or construction delay, HUD finding or outstanding audit that HUD deems serious regarding the administration of HUD McKinney Act programs or the HUD Single Family Property Disposition Homeless Program? <https://www.hudexchange.info/resource/1715/mckinney-vento-homeless-assistance-act-amended-by-hearth-act-of-2009/>

No.

If you answered "Yes", please explain the circumstances and outcome below.

N/A

Should you require more space than allowed in the text box, you may attach additional sheets. Please be sure to identify and label the Exhibit number for each of your attachments.

Applicants must be in compliance with applicable civil rights laws and Executive Orders. Applications will be rejected if your agency has any of the following: (1) Any pending civil rights lawsuit instituted by the U.S. Department of Justice; (2) Any noncompliance with civil rights statutes, Executive Orders or regulations as a result of formal administrative proceedings, unless the applicant is operating under a HUD-approved compliance agreement designed to correct the area of noncompliance or is currently negotiating such an agreement; (3) Any unresolved Secretarial charge of discrimination issues under Section 810(g) of the Fair Housing Act, as implemented by 24 CFR 103:400; (4) Any adjudication of a civil rights violation in a civil action brought against the Organization by a private individual, unless the applicant is operating in compliance with a court order designed to correct the area of noncompliance or the applicant has discharged any responsibility arising from such litigation; (5) Any deferral of the processing of applications from the sponsor imposed by HUD under Title VI of the Civil Rights Act of 1964, the Attorney General's Guidelines (28 CFR 50.3) or the HUD Title VI regulations (24 CFR 1.8) and procedures, or under Section 504 of the Rehabilitation Act of 1973 and HUD Section 504 regulations (24 CFR 8.57). If one or more of these situations exists with your Organization, please attach a brief description.

Exhibit 7: Signature and Assurances

Dena Fuentes
Deputy Executive Officer



E- Signature Authorization San Bernardino County Community Development and Housing Agency Community Development Block Grant-CV Application

Gary Hallen
Director

Applicant Title:

Applicant Name:

In order to comply with all applicable federal grant regulations, a hard-copy of this E-Signature Authorization containing an original wet signature must be filed with the San Bernardino County, Community Development and Housing (CDH) in order for the applicant to electronically sign the Community Development Block Grant-CV (CDBG-CV) application documents online. This authorization may only be completed by a registered owner, partner, executive officer, or authorized employee (with proof of authorization) of the applicant submitting this form and must contain an original signature to be submitted to the CDHA.

Authorization Agreement

I am an owner, partner, executive officer, or duly authorized employee of the below-listed applicant and have authority to enter into agreements on behalf of the below-listed applicant. CDHA may rely on the receipt of such agreements executed and delivered by facsimile or other electronic means as if the original had been received. The undersigned agrees that the electronic signatures appearing on documents submitted from the below-listed applicant are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. By signing this Electronic Signature Authorization Agreement, I authorize the CDHA to accept, via electronic submission, documents submitted from the below-listed applicant as required by the CDHA's Community Development Block Grant- CV (CDBG-CV) Funding Application. I understand that CDHA may change the CDBG-CV application system from time to time. I agree that the below-listed applicant will electronically sign all documents requiring a signature related to the CDBG-CV funding application.

My signature on this form certifies that:

I agree that entering my name in the CDBG-CV funding application system constitutes my electronic signature. I understand that any information and documents submitted using my name is electronically certifying my signature. I understand that I am legally bound, obligated, and responsible by use of my electronic signature as much as I would be by my handwritten signature. I agree that I will protect my signature from unauthorized use, and that I will contact CDHA immediately, upon discovery that my electronic signature has been compromised. I certify that my electronic signature is for my own use, and that I will not delegate it or share it with any individual.

This request is effective immediately upon receipt by the CDHA and will remain in effect until the end of the CDBG- CV funding cycle or I choose to cancel this request via written notification to the CDHA. I understand that it is my responsibility to update and/or cancel this request under all circumstances, including my departure or terminated association with the below-listed applicant.

By signing the E- Signature Authorization Form we certify that this agency will also comply with the following:

Non-discrimination:

This organization will, through all possible means, ensure equal opportunity for all persons to receive services, to participate in the volunteer structure, and to be employed regardless of age, handicap, national background, race, religion, or sex. An existing sectarian nature of the agency shall not suffer impairment under this agreement, but participation in religious observances, rituals or services will not be required as a condition of receiving food, services, or shelter paid for by this grant.

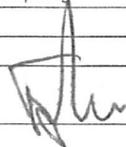
Accountability:

We commit this organization, if a grant is received, to provide all reports to the County as required; to expend monies only on eligible costs; to keep complete documentation (copies of all canceled checks, invoices, receipts, etc.) on all expenditures for a minimum of three years; to spend all funds and close out the program on the required date; to return any unused funds to the County to cooperate with monitoring or site visits, and; to provide complete documentation of expenses to the County, if requested, by the required date.

We affirm that all information in this application is true and correct to the best of our knowledge and that the applicant under our authority will execute its responsibility under the proposed contract and adhere to all other applicable rules and regulations to the fullest extent possible.

Non-collusion:

This proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the proposer has not directly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from submitting a proposal; the proposer has not in any manner sought by collusion to secure for him/herself an advantage over any other proposer.

Applicant Information	
Applicant Name: Todd Gutjahr	
Application Title: Public Works Analyst	
Agency Name: City of Yucaipa	Federal Tax ID No.: 33-0383731
Mailing Address: 34272 Yucaipa Blvd Yucaipa, CA 92399	Phone No.: 909-797-2489x289
Email Address: tgutjahr@yucaipa.org	Fax No: 909-790-9203
Authorized Signature	
Print Name: Fermin Preclado	Print Title: Director of Development Services
Signature: 	Date: 5/4/2020

The original hard copy of the E-Signature Agreement must be submitted by mail.
 Please only send the original signed copy of this E-Signature Authorization agreement to: Community Development and Housing Agency,
 Community Development and Housing,
 385 North Arrowhead Ave. 3rd Floor, San Bernardino, CA 94215-0043
 Attn: CDBG-CV Project Application

CDBG-CV Application Checklist (If Coordinating with a Non-Profit Organization)

Please include one copy of each item listed below with the application. If you are not submitting these items at this time, please notify Community Development and Housing at (909) 387-4705 to make other arrangements. Note: The following information is required before any contract or reimbursement can be completed.

- Summary of agency's current year General Operating Budget
- List of agency's Board of Directors, including names and addresses
- Proof of existing non-profit/tax-exempt status (Letters from the Federal Internal Revenue Service and State Franchise Tax Board)
- Current certificate of insurance and amounts covered
- Organizational chart
- Minutes of last Board meeting
- Non- Profit agencies must be Registered in the System of Award Management (SAM) website: <https://sam.gov/SAM/pages/public/index.jsf>
- Agency cannot be funded if they have been debarred in the past.
- Provide board minutes/letter that authorizes the executive director or program manager to run the project.

If your application is funded, you will be required to provide a copy of your last audit and your Articles of Incorporation and Bylaws must be on file.

Maintenance and Operations Agreement (Construction Applications Only)

Please keep in mind the Maintenance and Operations cost is ineligible for CDBG-CV funds.

All capital improvements or facilities will require a Maintenance and Operation (M & O) contract. The MAINTENANCE AND OPERATION COMMITMENT must be signed by a representative of the M & O entity with authority to obligate the organization.

MAINTENANCE AND OPERATION COMMITMENT: The governing body of the below named public, quasi-public, or non-profit entity has the financial capacity and is willing to assume the Maintenance and Operation (M & O) responsibility and costs associated with the indicated community development project. This body has reviewed the "Estimated Annual Maintenance and Operation Budget" part of this section. To the best of this body's ability, it has determined this budget to be a true and accurate estimate of the annual M & O costs for the proposed project.

It is understood that without a commitment for maintenance and operation, the indicated project may not be considered for funding under the Community Development Block Grant-CV program. Should this project be funded, a formal M & O contract shall be written and signed before any funds can be released. NOTE: The Maintenance and Operation cost for capital improvements and facilities are not eligible for CDBG-CV funding.

Proposed Project:

N/A

Legal/ Incorporated Name of Prospective M&O Entity:

Address:

Federal I.D. Number of M&O Entity:

Signature: _____ Title: _____

Print Name: _____ Date: _____

Maintenance and Operations Expenses (Construction Applications Only)

Utilities	Amount (\$):
Electric	
Water	
Gas	
Telephone	
Disposal Service	
Other:	
Sub-Total	
Materials	
Janitorial Supplies	
Office Supplies	
Recreational Supplies	
Ground Supplies	
Other:	
Sub-Total	
Maintenance – Capital Improvements	
Building Repair	
Maintenance of Equipment	
Improvements to Property	
Other:	
Sub-Total	
Insurance	
Liability	
Fire	
Other:	
Sub-Total	

Personnel	
Maintenance	
Secretary	
Administrator	
Program Staff	
Other:	
Sub-Total	
M& O Annual Expense Total	

List out all sources and liabilities such as budget sources, membership, user fees, etc.

Revenue Sources:	Amount (\$):
Budgeted Revenue Total	
Assets/ Liabilities	Amount (\$):
Budgeted Revenue minus M&O Expense	

Supplemental Information:

Please include any supplemental comments or information in this area

N/A