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**CDBG**

**Community Development Block Grant**

**Funds**

**Funding Application**

**Program Year 2025-2026**

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant Organization:** |  |  |  |
| **Project or Program:** |  |  |  |
| **Amount Requested:** |  | **$** |  |
|  |  |  |  |

**INSTRUCTIONS**

|  |
| --- |
| Submission Deadline:  4 PM on Thursday, December 19, 2024  Applications submitted after this deadline or applications that are not complete may not be considered. Submit the completed application to the City of Santa Cruz Housing and Community Development Department. |

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| --- |
| Evaluation Criteria   * Qualifications and Experience of Applicant * Project or Program Readiness * Meets HUD Funding Requirements * Addresses City of Santa Cruz 5 Year Consolidated Plan Goals:   1. Increase and preserve the supply and quality of affordable housing.  2. Revitalize and maintain community facilities & infrastructure.  3. Support the County‐wide Homeless Strategic Plan.  4. Provide community and supportive services. |

The City of Santa Cruz does not discriminate against persons based on race, color, religion, marital status, sex, national origin, ancestry, age, familial status, disability, or any arbitrary basis.

Need special assistance?

City of Santa Cruz Economic Development Department: 831-420-5150

City of Santa Cruz TDD: 831- 420-5733

The Cal-Relay System: 1-800-735-292

**APPLICATION COVER SHEET**

**APPLICATION CHECKLIST**

Please CHECK the appropriate box on this page confirming the information has been provided.

**I. STATEMENT OF NEED**

**II. PROJECT/PROGRAM DESCRIPTION**

**III. SUPPLEMENTAL QUESTIONS**

**IV. BUDGET PROPOSAL, NARRATIVE & TIMELINE**

**NOTE:** Submit a *CBDO Application* ONLY if your organization is applying to be certified or recertified.

**CBDO CERTIFICATION OR RECERTIFICATION APPLICATION**

If applicant is a Community Based Development Organization (CBDO) or wants to qualify as a CBDO, the CBDO Certification Application is submitted separately.

QUALIFICATIONS FOR A CBDO:

* Primary service must be in a Neighborhood Revitalization Strategy Area (NRSA).
* Organization must reside within that area.
* Must maintain at least 51 percent (51%) of its governing body’s membership as:

(1) low- and moderate-income residents of its geographic area of operation;

(2) owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation; **or**

(3) representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation.

1. **STATEMENT OF NEED**

*Use this section to explain why CDBG funding of your program or project is needed. Briefly describe the community issue(s) or need(s) this program or project will address. Include problem descriptions, implications, urgency, recognition, data and statistics that justify proposed activities, population affected to be served, and the change you expect to happen through your project/program to address these needs. Limit the needs to those that will be addressed with the requested CDBG funding. (****250 words max****).*

1. **PROJECT/PROGRAM DESCRIPTION**

*In the space below, please describe the PROJECT OR PROGRAM that you are requesting funding for to address the case you made in your needs statement. Provide a detailed scope of work, include medium- to long-term development objectives and goals, activities that will achieve them, project beneficiaries, etc. Limit the program/project description to activities that will be funded with CDBG. (****500 words max)****.*

1. **SUPPLEMENTAL QUESTIONS**

Please provide answers to the following questions briefly and concisely.

1. Describe the experience of the executive team. Please list executive officers and years of experience and experience with CDBG.
2. Describe the experience of Project Manager/point of contact for the project/program. How many years of experience with CDBG do they possess?
3. **(Projects only)** For Renovations/Repairs/Changes to Existing Buildings: Is the building/site more than 40 years old? If so, a DPR-523 will be required, and an Historic Consultant will need to be hired to complete the historic review. Please describe the site below including the age of the building, any historic considerations or delegations that have been made.
4. **(Projects only)** Awards above $2,000 will be subject to the Davis-Bacon Act. Describe your experience with administering Davis-Bacon prevailing wage requirements. Is a labor compliance monitor included in your budget?
5. **(Projects only)** List any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received.
6. The award will require quarterly reports. Please describe what your reporting process will look like to ensure outcomes are met (i.e. who is responsible, measures taken, data collection, etc.)
7. **BUDGET PROPOSAL, NARRATIVE & TIMELINE**

*On the following pages complete* ***EITHER*** *a PROJECT or PROGRAM budget* ***AND*** *a budget narrative. PROJECTS also need to provide a tentative timeline. Check the box to indicate which information has been provided.* ***Note: This is required. Applications that do not complete this section may not be considered.***

***Projects are required to include Labor Compliance Monitoring services estimates as part of their proposal. This City strongly recommends a contingency estimate commensurate to the project activities to be undertaken. Post application submittal, the City reserves the right to review and potentially adjust the contingency based on the scope of work.***

EXHIBIT A – PROJECT BUDGET

EXHIBIT B – PROGRAM BUDGET

EXHIBIT C – BUDGET NARRATIVE (Required for PROJECTS & PROGRAMS)

EXHIBIT D – PROJECT TIMELINE

**EXHIBIT A - PROJECT BUDGET**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **USES OF FUNDS** | | | | | | |
| **LAND, CONSTRUCTION, & SOFT COSTS**  **\*Include Labor Compliance Monitoring services in line 9.**  **\*Line 16 (Contingency) required per scope of work.** | 1. Site acquisition | | | |  | |
| 2. Closing costs | | | |  | |
| 3. Arch. and Engineering fees | | | |  | |
| 4. Site work | | | |  | |
| 5. Buildings | | | |  | |
| 6. Fees and permits | | | |  | |
| 7. Construction management | | | |  | |
| 8. Construction contract | | | |  | |
| 9. Consultants | | | |  | |
| 10. Administration | | | |  | |
| 11. Legal | | | |  | |
| 12. Taxes and insurance | | | |  | |
| 13. Marketing | | | |  | |
| 14. Operating reserve | | | |  | |
| 15. Developer fee | | | |  | |
| 16. Contingency | | | |  | |
| 17. Other | |  |  |  | |
| 18. Other | |  |  |  | |
|  | | | |  | |
| **TOTAL** | | | |  | |
| **SOURCES OF FUNDS** | | | | | |
| **COMMITTED FUNDS** | 1. |  | |  |  |
| 2. |  | |  |  |
| 3. |  | |  |  |
|  |  | | |  |
| **TOTAL** | | | |  |
| **FUNDING APPLICATIONS PENDING** | 1. |  | | |  |
| 2. |  | | |  |
| 3. |  | | |  |
|  | | | |  |
| **TOTAL** | | | |  |
| **FUNDING APPLICATIONS NOT YET SUBMITTTED** | 1. |  | | |  |
| 2. |  | | |  |
| 3. |  | | |  |
|  | | | |  |
| **TOTAL** | | | |  |
| **UNFUNDED GAP** |  | | | |  |
| **TOTAL** | | | |  |

**EXHIBIT B - PROGRAM BUDGET**

|  |
| --- |
| **USES OF FUNDS** |

|  |  |  |  |
| --- | --- | --- | --- |
| **TOTAL PERSONNEL COSTS** | 1. |  |  |
| 2. |  |  |
| 3. |  |  |
|  | |  |
| **TOTAL** | |  |
|  | |  |
| **GENERAL NON-PERSONNEL COSTS** | 1. | Contracted Services/Consultants |  |
| 2. | Indirect Costs |  |
| 3. |  |  |
| 4. |  |  |
|  | |  |
| **TOTAL** | |  |
|  | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **SOURCES OF FUNDS** | | | |
| **OTHER SOURCES OF FUNDING** | 1. |  |  |
| 2. |  |  |
| 3. |  |  |
|  | |  |
| **TOTAL** | |  |
|  | |  |
| **FUNDING GAP** |  | |  |
| **TOTAL** | |  |
|  | |  |

**EXHIBIT C – BUDGET NARRATIVE**

1. *Please describe how CDBG funds will primarily be used per each line item (giving a breakdown and explanation) in your project or program budget to justify the costs associated.*

**Example:** **PROJECT BUDGET NARRATIVE**

Total Project = **$448,500**

Total CDBG Request = **$250,000**

Total Other Sources = **$100,000**

1. Land, Construction and Soft Costs
   1. Construction Contract $300,000: Includes all costs covered in estimate from contractor. See attached estimate.
   2. Fees and permits $10,000: Includes building and design permit fee estimates.
   3. Consultants $25,000: Includes the cost of two consultants from XYZ company to conduct an environmental assessment and XZ company to do labor compliance monitoring.
   4. Marketing $10,000: Includes cost of printing brochures, social media advertising, magazine spots in lead architecture magazines, newspaper articles, etc.
   5. Contingency $103,500: 30% contingency for construction contract cost.
2. Committed Funds = **$75,000**
   1. Includes funding from the organization’s general fund that had been raised with grants and direct donations (provide exact amount from each source).
3. Funding Applications Pending (include whether application is competitive or over the counter)= **$25,000**
   1. We requested $10,000 from XYZ Company, and $15,000 from the XYZ Foundation that are still pending approval by [date].
4. Funding Applications Not Yet Submitted = **$5,000**
   1. We have not yet submitted a $5,000 application to XYZ Agency.
5. Unfunded Gap = **$348,500**
   1. The gap that has been unfunded consists of $250,000 requested of CDBG funds from the city and $98,500 to be raised from private donors.

**Example: PROGRAM BUDGET NARRATIVE**

1. Personnel Costs = **$100,000**
   1. Director $15,000: Consists of one director working at 25% time with a base salary of $60,000.
   2. Coordinators $75,000: Consists of two coordinators working part-time with a base salary of $37,500, committing 100% of their time to the project.
2. General Non-Personnel Costs = **$25,000**
   1. Contracted Consultants $10,000: Consists of one consultant to conduct a thorough baseline assessment from XYZ Company.
   2. Indirect Costs $0: No indirect costs will be charged to the project.
3. Committed Funds = **$5,000**
   1. Includes funding from the organization’s general fund that had been raised with grants and direct donations.
4. Funding Applications Pending = **$75,000**
   1. We requested $10,000 from XYZ Company, and $65,000 from the XYZ Foundation that are still pending approval by [date(s)].
5. Funding Applications Not Yet Submitted = **$5,000**
   1. We have not yet submitted a $5,000 application to XYZ Agency.
6. Unfunded Gap = **$90,000**
   1. The gap that has been unfunded consists of $30,000 requested of CDBG funds from the city and $10,000 to be raised by our fundraising team.

Provide Budget Narrative Below this line.

**EXHIBIT D – PROPOSED PROJECT TIMELINE**

Provide a tentative schedule that shows planning and design activities, initial building plan approvals (if required), and project construction completion. Projects should estimate project completion within 2 years at the longest. The timeline would assume funding has been awarded to the project and an agreement has been executed with the City, and should focus on post-award activities including procurement, design, building plans and permitting, etc.

**NOTE: This estimated timeline will be used by City staff to create a formal timeline to be included in a CDBG Agreement and will be supplemented with additional City required milestones.**

Example:

|  |  |
| --- | --- |
| **Milestones** | **Estimated Completion Date** |
| Bid Solicitation for Architect | December 2024 |
| Bid Solicitation for Labor Compliance Monitor & Project Manager | December 2024 |
| RFP for Construction Services | January 2025 |
| Award Construction Bid | February 2025 |
| Submit plans to City of Santa Cruz Planning and Community Development Department | February 2025 |
| Receive Permits & Begin Work | March 2025 |
| Project Construction Completion | May 2025 |

\*Add more rows to the below table if needed.

|  |  |
| --- | --- |
| **Milestones** | **Estimated Completion Date** |
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