CITY OF MONTEREY
FY 2020-21 CDBG PUBLIC SERVICE GRANT MANUAL

Before submitting application for funding, please review and retain for reference.

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Application Schedule

Applicant agencies are required to attend a planned Technical Assistance Workshop on funding on **November 13, 2019** to understand funding restrictions and obtain guidance regarding funding application completion and submittal.

The **tentative** timeline for the Application Process and Funding Decisions in **FY 2020/21**:  

**November 13, 2019** - Thursday, 10:00 am (Required Meeting) Public Meeting- Stakeholder Workshop on Community Development Needs & Required Technical Workshop on Grant Application Process

**Dec 18, 2019** - Wednesday, 4 pm Public Services Grant Applications & Housing/Public Facilities Improvement Grant Applications Due

**Jan 9, 2020** - Thursday, 6:00 pm (Required Meeting) Agency Presentations of Applications to grant committee

**February 18, 2020**- Tuesday, (Time TBD) City Council Public Meeting to discuss applications and CDBG process

**March 13, 2020**- Friday, Draft action plan available and start of 30-day public comment period

**March 24, 2020** - Tuesday, (Time TBD) Planning Commission Public Hearing for draft Action Plan

**April 21, 2020** - Tuesday, (Time TBD) City Council Public Hearing to adopt Action Plan and end of 30 day comment period

**May 15, 2020** - Action Plan due to HUD

**Anticipated Funding Availability**

It is anticipated that funding for the Public Services Grants program will be in a similar amount to that allocated in **FY 2019/20**. In **FY 2019/20** approximately $____________ was allocated to Public Service Grants.

The City of Monterey may determine minimums and/or maximums for funding requests for more efficient allocation of funds. Until further notice, applicant agencies should consider minimum grant thresholds of $4,000 and maximum thresholds of $20,000 per program or project.
Due to funding constraints and emerging needs of the community, the City of Monterey reserves the right to modify proposed budgets and/or scopes of work to better target the City's identified priorities. Advance notification and consultation concerning such modifications will be provided to the applicant if the application is approved.
**Application Review and Approval**

Prior to any public hearing, funding applications will be reviewed by Housing Programs Division (HP) staff for completeness and submitted to the Public Services Funding Committee. On November 13, 2019, the Housing Programs Office will hold a meeting to; 1) receive comments and recommendations on community needs; 2) receive comments on the public service application process. Public service grant applications are due December 18, 2019. Public Service Organizations are required to make a presentation to the City’s Public Service Grant Committee in January. Applicant agencies will receive official notice of this meeting confirming the date, time, and location via email. After separate discussion, the committee will make its funding recommendations to the Planning Commission and City Council.

The Committee’s funding recommendations are scheduled to be reviewed by the City Council with final award of grants scheduled in conjunction with the development and review of the FY 2020/21 Annual Action Plan later in the spring, during March and April.

Applicants will be notified by letter of the status of their funding requests at the conclusion of the review and award process. This will include the approved funding allocation amount and source.

At the time of agreement execution, funded agencies may be required to submit revised scopes of services and project budgets along with other required documentation such as updated insurance certificates.

**CDBG Program Overview**

The United States Department of Housing and Urban Development (HUD) provides Community Development Block Grants (CDBG) through an annual allocation to entitlement cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities to low and moderate income persons.

The City of Monterey is an “entitlement community,” awarded funds annually according to a formula to carry out a variety of community development activities that are prioritized under the five year Consolidated Plan. The 2020/2025 Consolidated Plan Priorities for Public Services describes priorities in Housing, Supportive Services, and Community Development. Agencies may be awarded grants based upon unmet needs and priorities established in the Consolidated Plan:
Priorities in order:

- Chronic homeless outreach and services
- Seniors/frail elderly – services to assist them to remain independent
- Homeless prevention and rental assistance
- Handicapped services to assist disabled individuals to remain self-sufficient
- Targeted Neighborhood Services to Low-Moderate-income Census Tract Block Groups: 127-01, 133-03 and 133-04.
- Single parents and youth assistance – Support for single heads of households and youth to provide positive examples and build resilient families
- First time homeowner credit counseling, homeownership financing counseling, and housing counseling

### Agency Requirements

All agencies applying for City CDBG funds must meet the following requirements:

**Non-Profit Agency:** Applicant agencies must be a public or private non-profit agency. Applicants must be established operating agencies as evidenced through documentation required in the application checklist and evidence of tax exempt status.

**Faith Based Agencies:** Faith based agencies are eligible to apply for funds. HUD issued a final rule amendment allowing faith based agencies to compete for CDBG funds on the same basis as other non-profits. However, CDBG funds cannot be used to support worship or religious instruction. Religious activities must be offered separately from the CDBG supported activity. Faith based agencies may not use direct CDBG funds to support inherently religious activities such as worship or religious instruction. Faith based agencies that participate in the CDBG program shall not discriminate against a program beneficiary on the basis of religion or religious belief. (CPD Notice 04-10)

**Active Governing Body:** Applicant agencies must have the governance of the agency vested in a responsible and active voluntary board, which meets at least quarterly and establishes and enforces policies. The Board should be structured to be representative of the community it serves.

**Personnel:** The agency must provide for adequate administration of the program to ensure delivery of the funded services. If requested, the agency must provide a copy of its Personnel Policies, Affirmative Action Plan and the Drug-Free Workplace Policy.

**Non-Discrimination:** The City is required to ensure that each agency receiving funds from the City will conduct its business in compliance with the non-discrimination requirements of the City, and federal government as required under various federal laws. If requested, each agency must provide a copy of its Equal Opportunity in Employment Policies.
Accounting: Each agency shall provide evidence that it maintains accounting records which are in accordance with generally accepted accounting principles and auditing practices as outlined in OMB Circular A-102 *Uniform Requirements for Assistance to State and Local Governments*, OMB Circular A-122, *Cost Principles for Non-Profit Agencies*. Agencies will be required to submit the last fiscal year’s audit and financial statement with their application for funds.

Insurance: *Once an agency's program has been approved, and at the time of agreement signing*, the agency must provide evidence of insurance, including but not limited to, multi-peril property and liability, worker's compensation, automobile liability, and other coverage as deemed necessary by the City's Risk Manager. Said evidence must contain an indemnification and hold harmless acceptable to the City’s Risk Manager. The required Certification of Insurance is described in Attachment 2.

### Program Requirements

#### Eligible Public Service Activities
CDBG regulations allow the use of funds for a wide range of public services. Within those eligible activities, the Consolidated Plan identifies the City’s priorities for funding services.

- Very Low-Income and Low-Income Homeowner Households
- Homeless Persons and Persons At-Risk of Homelessness
- Very Low-Income and Low-Income Non-Homeless Special Needs Households
- Very Low-Income and Low-Income Renter Households
- First-Time Homebuyers - Low-Income Households

**Clients Served:** The program must provide services to residents of the City of Monterey only, and may target services to the City’s Low and Moderate Income Census Block Groups: 127-01, 133-03 and 134-04.

**Client Income Verification:** To be eligible for CDBG funding, a public service program/project must serve those whose incomes are less than 80% of Area Median Income. Documentation of the benefit to low income level persons is required of all projects funded (CDBG National Objective 24 CFR 570.208). The format of the income verification needed shall be approved by the City. If the activities serve a particular group citywide, then the agency must select one of the two options under the Limited Clientele benefit categories. If the agency is serving only in a specific low-income designated geographic area, then the Area Benefit option (City’s Low and Moderate Income Census Block Groups: 127-01, 133-03 and 133-04)

**Limited Clientele Option:**
The public service activity must be offered to a specific group of low income residents in the entire City. Agencies will collect income data and demographic data for each person served
in the program as either “Client Based” or “Presumed Benefit.” The agency must be classified as providing either “Client Based” or “Presumed Benefit” services:

- **“Client Based” (Provides services City-wide to low income clients)**
  Activities are offered to all residents of a specific group of low income residents in the entire City. Income verification is required of all clients serves along with all other client statistical requirements (e.g. racial data).

- **“Presumed Benefit” Clients (Provides services only to specific approved groups)**
  Activities that exclusively serve a group of persons in any one or a combination of the following HUD approved categories that are designated as “presumed to benefit” persons who are low to moderate income. Because these groups are “presumed” to be low income, individual verification is not required, although other client statistical information is required.

**HUD Definition of “Presumed Benefit” Categories includes:**

- Elderly Persons (over 62 yrs)
- Homeless Persons
- Persons with HIV/AIDS
- Domestic Violence Victims
- Abused Children
- Disabled Adults

**Income Eligibility Limits**
Income eligibility is calculated by income and household size. HUD defines “household” as all persons living in the same home. “Low income households” are defined as those at or below 80% of area median income. Income data is typically updated annually by HUD. The following table is the current income limits for this application period.

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<tr>
<th>Number in Household</th>
<th>Very Low Income (50% of median or less)</th>
<th>Low Income (not greater than 80% of Median)</th>
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<td>$31,450</td>
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<td>5</td>
<td>$48,500</td>
<td>$77,600</td>
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*These limits may change in May 2019 and updated figures will be confirmed prior to execution of the agreement.

**Client Data:** Agencies are required to obtain, update, and maintain individual client files documenting, program eligibility and statistical data including, but not limited to, income eligibility verification, HUD Race and Ethnicity intake forms, disability certifications, female heads of households, and seniors 62 years and older.
Application Scoring Criteria

The Public Services Funding Committee utilizes the following criteria to judge funding requests and the amount of funds allocated to each agency:

1. **Organizational Capacity & Experience** - The Agency has the staff and resources available to manage the proposed program and deliver services to City residents.
2. **Need/Extent of Problem in City of Monterey** - Need is justified in the Consolidated Plan and other studies as specific to the City of Monterey.
3. **Fiscal Capacity** - Agency’s Audit reflects no negative findings, and the Agency has the required Fiscal management system.
4. **Outputs** - There is a solid methodology for determining client eligibility and for tracking those served.
5. **Accomplishments** - What will be accomplished in measurable terms so performance and outcomes can be evaluated.
6. **Leveraging Resources** - Will the CDBG grant pay for the entire program? Is there outside funding, from whom, what kind, and is the outside funding committed?
7. **Achieving Results & Program Evaluation** - How has the agency performed in the past CDBG grant awards? Have the reports been submitted on time, billings occurred on time, and accomplishments matched targeted goals? Have services been expanded to the community, or have lesser numbers been assisted?

Budgets and Eligible/Ineligible Expenses

Agencies will be required to follow the application budget line item amounts in their submitted draw requests, unless the City has amended the budget. The Agency will have adequate time to review and agree with any City amendments to the line item budget presented in the grant application.

All Expenses (costs) shall be administered in conformance with OMB Circular A-122 Cost Principles for Non-Profit Agencies. This document is contained in Attachment 3.

**Eligible Expenses:** Eligible expenses are direct costs associated with program delivery only. An administrative cost not to exceed 10% of the total award may be utilized for overhead and administrative associated costs. **Costs associated with outreach to City residents are allowable program costs.**

**Ineligible Expenses include but are not limited to:** Costs for food/meals for staff, fund raising, entertainment, alcoholic beverages, deposits on equipment, incentives to clients (gift cards, raffle prizes, holiday gifts, prizes for social activities), and late fees or penalties.
➢ **Promotion of Agency:** Costs of advertising and public relations designed solely to provide the non-profit agency including costs of promotional items and memorabilia, including models, gifts, and souvenirs, are not allowed.

➢ **Contributions or donations:** Contributions or donations, including cash, property, and services, made by the agency, regardless of the recipient, are unallowable.

➢ **Entertainment costs:** Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are not allowable.

➢ **Fund raising:** Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequest, and similar expenses incurred solely to raise capital or obtain contributions are unallowable costs.

➢ **Goods or services for personal use:** Costs of goods or services for personal use of the organizations employees is not an allowable cost.

### Requirements for Agencies Awarded Funding

Agencies awarded CDBG Funds must comply with the following requirements:

**Documents Required:** Agencies that are awarded funds will be required to execute an agreement with the City of Monterey. The required insurance certifications and endorsements shall be provided prior to Agency signing of the agreement.

**Reporting and Records:** The City of Monterey and HUD shall have access to program records at any time. Agencies will be required to obtain and provide individual client data, including but not limited to the HUD Race and Ethnicity Reporting form, certification of disability, female head of household, senior clients 62 years and older, and accomplishment data. If the Limited Clientele-Client Based Option was selected – individual client income verification documents need not be collected, but all other client data is required. If Area Benefit only is selected, individual income data is not required but area income information and other client data is required. Grant files and individual client files shall be maintained for City or HUD review for up to five (5) years after the program year has ended.

**Draw Requests:** Invoicing on City invoice forms is required on a quarterly basis. A draw request form shall be provided by the City after the agreement has been fully executed, and insurance certifications provided. All funds are provided on a reimbursement basis and supporting documentation must be approved by City staff prior to any payment. All quarterly invoices are due by the 15th of the month following the end of the quarter. *The final 4th Quarter draw request shall be due no later than July 5, 2021.*
**Monitoring and Technical Assistance:** All programs funded will be monitored by the City for compliance with City and HUD requirements and regulations. HUD staff may also monitor the program for compliance with regulations and reporting criteria. Program requirements including performance, accomplishments, eligibility, and expenditures will be included in desk review/remote monitoring and on-site monitoring reviews. The City will provide technical assistance as needed or requested to assist the grantees to track program progress and success of efforts. If the agency is not following the program requirements, and the Federal or State regulations, funding may be terminated and funding reimbursement is required.

**Section 504 and Reasonable Accommodation:** Special assistance may be required in order to assist clients with disabilities. The City’s Section 504 Reasonable Accommodation Policy and forms to request assistance by clients are contained in Attachment 4. A federally funded agency must advise clients, who need, or request, a reasonable accommodation and provide them with the forms to make the request, so that they may participate in the agency’s program. The City must monitor that these policies are in place in all funded programs.

**Provide Recognition of Funding:** Grantees are required to provide recognition for the role of the City in services provided through this grant. All activities and items utilized pursuant to City grants shall be prominently labeled as to the funding source. In addition, the grantee will include a reference to the support provided therein in all publications made possible with funds made available under this funding. Example wording: “This publication was made available through funding of the U.S. Department of Housing and Urban Development from the City of Monterey CDBG Public Service Program.”

**Post Award – Execution of Agreement**

**Grant Set-Up Requirements:** There are several steps to grant set-up prior to agreement execution.

1. **Establish the Scope of Work** to attach to the agreement. The application described the agency’s proposed activities and the measurement of quarterly goals. City and agency staff will jointly determine the goals appropriate to the level of funding that was approved by the City Council and HUD. Considerations for the goals in the Scope of Work:

   - Must be results oriented, rather than describing activities, objectives have a definite end and produce outcomes projected in your application submission;
   - Be specific and tied to the federal objectives you identified you would accomplish in your application submission;
   - Be measurable by the use of data;
   - Be attainable within the stated timeframe and with the staff available.
2. Provide Current Insurance Endorsements: All grantees shall provide the necessary Certifications of Insurance in the amounts listed in the agreement, and naming the City of Monterey as additional insured, for the following pursuant to the agreement provisions:

- General Liability Insurance
- Automobile insurance, liability, medical expenses, property damage, and uninsured motorist coverage.
- Worker’s Compensation Insurance

Grantees should submit updated insurance certificates by July 1, 2020. Note: The agreement will not be executed until the appropriate documentation of insurance is on file.

3. Execution of Funding Agreement: Two copies of the funding agreement will be provided to the agency soon after the City receives approval from HUD.

Requesting Payment: Within fifteen (15) days from the end of each quarter grantees shall submit payment requests on invoice forms provided by the City. All required back up data for the invoice shall be submitted or the invoice will not be paid. Attachment 6 contains the invoice form. Payment requests submitted without the quarterly reports will not be processed. All payment requests shall be submitted with an original signed invoice via mail.

Reporting: Within fifteen (15) days from the end of each quarter grantees shall submit quarterly reports for all funded activities. The data to be collected includes racial and ethnic data, seniors, income data, and homeless status. The reports must report the number of “unduplicated” households/persons assisted their income level, and units of service. The report format will be e-mailed to all grantees at agreement signing and posted on the City’s website http://www.monterey.org/housing/. The reports shall be submitted to the program coordinator electronically via e-mail. Attachment 7 contains the quarterly report form.

Annual Report: By July 15 each fiscal year, the agency will be required to submit an Annual Report which should address the program’s progress during the fiscal year. The Annual Report form will be e-mailed to all grantees for completion on June 30th of each fiscal year. Data on beneficiaries is very important for the City’s CAPER. The Annual Year-End Report form is included in Attachment 7.
**Monitoring Plan**

Each year all programs will be monitored either by the desk review/remote monitoring method or on-site monitoring. The CDBG Monitoring Plan provides details. Site visits may include a HUD representative. Additional follow up visits may be scheduled to provide technical assistance as necessary. Staff reviews will be scheduled to be the least disruptive to the agency. All agencies will be required to fill out the Monitoring Questionnaire.

Further review may be conducted for agencies that have experienced some problems in complying with CDBG requirements. Past examples include an organization’s pattern of submitted incorrect payment requests, submittal of late payment requests, or incorrect or conflicting data. A program that may be viewed as not cost effective may be requested to provide revisions or additional data to substantiate costs, or make revisions to increase the scope of their services to respond to a concern.
City of Monterey  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM  
2020-21 PUBLIC SERVICES GRANT APPLICATION  
CHECKLIST/COVER SHEET

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<th>Program/Project:</th>
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<td>Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g. IRS 501C(3) letter)</td>
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<td>Articles of Incorporation/Bylaws</td>
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<td>Certificate of Good Standing with the State (<a href="http://kepler.sos.ca.gov">http://kepler.sos.ca.gov</a>)</td>
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<td>Agency Organizational Chart</td>
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<td>List of Current Board Members (with titles and current terms)</td>
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<td>Resume of Program Administrator and Fiscal Officer</td>
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<td>Evidence of Insurance/Worker’s Compensation</td>
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<td>Annual Financial Statements and Audit</td>
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<td>Signed Authorization to Request Funds (usually Executive Director or Board of Directors)</td>
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<td>Designation of Authorized Officials (usually Executive Director or Board of Directors)</td>
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<td>Conflict of Interest Policy</td>
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<td>Job Descriptions of Positions to be Funded</td>
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<td>Outreach Materials if existing program</td>
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<td>Financial Policies</td>
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<td>Funding Commitment or Approval Letters</td>
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<td>Existing Administrative and/or Program Policies</td>
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City of Monterey
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
2020-21 PUBLIC SERVICES GRANT APPLICATION

PART 1. GENERAL INFORMATION

| Name of Organization Submitting Proposal: |  |
| Tax ID Number: |  |
| DUNS Number: |  |
| Type of Organization: |  |
| Program Name: |  |
| Program Contact (name and title): |  |
| Direct Telephone: |  |
| Email Address: |  |
| Authorized Contact (name and title): |  |
| Direct Telephone: |  |
| Email Address: |  |
| Organization Mailing Address: |  |
| Organization Telephone: |  |
| Organization Fax: |  |

PART 2. PRIOR YEAR FUNDING FROM THE CITY OF MONTEREY

<table>
<thead>
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<th>Program Year</th>
<th>Amount Funded</th>
<th>Funding Source (CDBG, RDA)</th>
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<td>2015-16</td>
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PART 3. AMOUNT REQUESTED 2020-21

| CDBG – Public Services | $ |
PART 4. PROGRAM/PROJECT DESCRIPTION
Provide a title and brief description of activity or project for which requested funds would be used (not to exceed two paragraphs).

PART 5. STANDARDS TO DETERMINE PROJECT/PROGRAM ELIGIBILITY
1. Describe the location of your project and how the area will benefit from this project. If not citywide, include the boundaries of the service area.

2. Identify which of the City’s Consolidated Plan priorities are addressed by the program/project:

Housing Priorities
- Provide housing rehabilitation loans and grants to preserve and improve existing single-family ownership housing stock
- Provide down payment assistance to first-time homebuyers
- Continue to retain the existing stock of Inclusionary Housing affordable ownership units
- Provide affordable housing in key areas of the City that have development potential
- Collaborate to encourage limited rental assistance to those in crises
- Acquire funding as possible to assist families in crises remain housed
- Seek additional innovative models of homeownership development to meet the needs of Monterey employers
- Fair Housing

Supportive Services Priorities
- Seniors/frail elderly – services to enhance their well being and assist them to remain independent
- Services for single parents to assure healthy family functioning
- Services for the disabled to assist them to remain independent
- Other special needs groups such as chronic homeless

Community Development Priorities
- Plans for economic development within Low-Income area Census Tract Block Groups
- Code Enforcement in Low-Income area Census Tract Block Groups
- Public infrastructure improvements in Low-Income Area Census Tract Block Groups

Priority Non-housing Community Development Needs
- Preservation of existing neighborhoods
- Promote and coordinate services to seniors
- Support for Single Heads of Households
- Other Special Needs Groups such as chronic homeless
- Public infrastructure improvements in Low-Income Census Tract Block Groups

3. Describe how does the project/program addresses the Consolidated Plan priorities.
4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.
   - Seniors
   - Homeless
   - Disabled
   - Youth
   - Single female head of household

5. Will the proposed project/activity serve Low-Income Block Groups in Census Tracts 127-01, 133-03 and 133-04?

PART 6. RELATIONSHIP TO EXISTING PROGRAMS
1. Indicate how this proposed project/activity relates to other City of Monterey activities.

2. Describe how the need for existing City services would be increased, decreased, or otherwise affected by this proposal.

3. Identify short and long term funding sources (both City and non-City) which have been sought, or are anticipated to be sought, by the applicant. Please segregate by program and sources. Attach commitment or approval letters of funding if available.

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<th>Source</th>
<th>Federal</th>
<th>State</th>
<th>Other</th>
<th>Private</th>
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**TOTAL** $  $  $  $  

* "Committed" or "Pending"
### PART 7. OUTCOME PERFORMANCE MEASUREMENT

1. Please mark the appropriate performance measurement objective. (check only one)

<table>
<thead>
<tr>
<th>☐ Create Suitable Living Environments</th>
<th>☐ Provide Decent Affordable Housing</th>
</tr>
</thead>
</table>

☐ Create Economic Opportunities

**Creating Suitable Living Environments** relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. This objective relates to activities that are intended to address a wide range of issues faced by low and moderate income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy or elderly health services.

**Providing Decent Housing** covers the wide range of housing activities that are generally undertaken with HOME or CDBG funds. This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

**Creating Economic Opportunities** applies to activities related to economic development, commercial revitalization, or job creation.

**Tip: When selecting an objective**, ask: What is the purpose of the activity? What is the larger community need that I am seeking to address?

2. Please mark the most appropriate performance measurement outcome. (check only one)

<table>
<thead>
<tr>
<th>☐ Availability/Accessibility</th>
<th>☐ Affordability</th>
<th>☐ Sustainability</th>
</tr>
</thead>
</table>

**Availability/Accessibility** applies to activities that make services, infrastructure, Public Services, public facilities, housing or shelter available or accessible to low- and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low- and moderate-income people where they live.

**Affordability** applies to activities that provide affordability in a variety of ways to low- and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate outcome whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household.

**Sustainability** applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

**Tip: When selecting an outcome**, ask: What type of change or result am I seeking?

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ATTACHMENT 2
1. Please identify Performance Indicators: e.g. Income level of persons, households assisted, homeless prevention, seniors assisted

2. Please identify CDBG National Objective. Each activity must meet one of the three broad national objectives: a) to benefit low and moderate-income persons; b) to aid in the prevention or elimination of slums or blight; c) to meet other community development needs having a particular urgency. Make one of the boxes below that appropriately describes the national objective the proposed activity intends to meet:
   o **Area Benefit.** Area-wide activities benefit all residents in a particular area, where at least 51% of the people are low and moderate-income. The service area of the project must be specifically identified. (This benefit will only apply to services in Census Tracts Block Groups 127-1, 133-3 and 133-4.)
   o **Limited Clientele.** Limited clientele activities benefit low and moderate-income persons without regard to the area being served. At least 51% of the persons participating in the activity must be low and moderate-income and the activity must meet one of the following criteria:
     ➢ **Presumption of low and moderate-income.** The activity may serve persons that are presumed to be low and moderate-income, abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or
     ➢ **Income guidelines.** The activity must have eligibility requirements which limit the activity exclusively to low and moderate-income persons; or
     ➢ **Nature and location.** The activity must be of such nature and in such a location that it may be concluded that the activity’s clientele will primarily be low and moderate-income persons, i.e. public housing activities.
   o **Housing Activities.** An activity carried out for the purpose of providing or improving permanent residential structures, which, upon completion, will be occupied by low and moderate-income households.
   o **Job Retention Activities.** An activity designed to create or retain permanent jobs where at least 51% of which, computer on a full-time equivalent basis, involve the employment of low and moderate-income persons.
   o **Slum and Blight:** Activities that aid in the prevention or elimination of slums or blight.
   o **Urgent Need.** Community development activities having an urgent need. This objective rarely applies and is reserved for alleviating emergency situations such as natural disasters.

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**PART 8. ORGANIZATIONAL CAPACITY AND EXPERIENCE**

1. Please outline your organization’s purpose, including how long the organization has been in operation, mission statement, and current business plan, if applicable.
2. The locations of facilities, and days and hours of operation, within the City of Monterey and in Monterey County.

3. The area served by the organization and how long the organization has been serving the area:

4. Outline executive staff’s experience and qualifications for managing the proposed program. Include staff members who will be directly responsible for managing the activity proposed for funding. Please provide (attach) copies of operational job descriptions of the executive staff and members involved in the program.

5. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Include/attach copy of financial policies.

6. Describe the record-keeping system to be used to maintain program data.

7. Describe the mechanism to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment, other local, state and other federal requirements). If applicable, please provide copy of existing administrative and/or program policies.

**PART 9. FUNDING REQUEST, GOALS, AND OBJECTIVES**

1. Complete for activities for which you will request funding for 2020-21:

<table>
<thead>
<tr>
<th>Eligible Activity</th>
<th>Funds Requested</th>
<th>Goal: Proposed No. of Service Units (define service units)</th>
<th>Unit Cost</th>
<th>Goal: Proposed No. of Clients served</th>
</tr>
</thead>
<tbody>
<tr>
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(To derive goals for each quarter of 2020-21, would it be appropriate to divide the annual goal by four? (Yes/No) If not, provide goals for each quarter.)
2. Provide the number of persons served (unduplicated counts) for the following, if available:

<table>
<thead>
<tr>
<th>Period</th>
<th>Actual</th>
<th>Monthly Average</th>
<th>Projected</th>
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</thead>
<tbody>
<tr>
<td>July 1, 2019-June 30, 2020</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>July 1, 2018-June 30, 2019</td>
<td></td>
<td></td>
<td>N/A</td>
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<tr>
<td>July 1, 2017-June 30, 2018</td>
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<td>N/A</td>
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</tbody>
</table>

3. What evidence do you have that at least 51% of the persons to benefit from the proposed program/project are considered to be of low and moderate-income (i.e. household income not exceeding 80% of area median income)?
   - Income survey
   - Census data
   - Limited Clientele
   - Other (please explain)

4. Describe how your agency evaluates the effectiveness of the activity to be funded (please include a copy of any recent evaluations, internal or external, of the agency’s programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.

5. Agency Operational Budget

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Actual Budget for July 1, 2019 to June 30, 2020</th>
<th>Projected Budget for July 1, 2020 to June 30, 2021</th>
<th>% Increase or Decrease</th>
<th>CDBG Funds Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Services</td>
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<tr>
<td>Personnel</td>
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<tr>
<td>Supplies and Materials</td>
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<td>Consumable Supplies</td>
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<td>Non-Consumable Supplies</td>
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<tr>
<td>Outside Services</td>
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<td>Telephone</td>
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<td>Utilities</td>
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<tr>
<td>Maintenance</td>
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<tr>
<td>Contract/Consultant Services</td>
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</table>
### Other Charges

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
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<tbody>
<tr>
<td>Rent</td>
<td></td>
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<tr>
<td>Travel (mileage)</td>
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<tr>
<td>Insurance</td>
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<tr>
<td>Other</td>
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</table>

**TOTAL**

6. Positions to be Funded (if applicable)

(Please list each position for the activity for which funding is requested.)

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Avg Hrs per week</th>
<th>Total Base Monthly Salary w/o benefits</th>
<th>Total Base Monthly Salary w/ Benefits</th>
<th>Number of months spent on program</th>
<th>Total Annual Payroll Cost w/ benefits</th>
<th>% of Time Spent on HUD Funded Program</th>
<th>Total Annual Cost funded by CDBG</th>
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### PART 10: CERTIFICATION/SIGNATURE

Through submission of this application, I hereby certify that, to the best of my knowledge and belief, the information indicated herein is complete and accurate and supported by documentation maintained in organization files.

______________________________
Signature

______________________________
Certifying Official Name

______________________________
Title

______________________________
Certification Date