



City of Victorville

Housing and Community Development Grants Program

Program Year July 1, 2015 through June 30, 2016



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- Application Checklist -

Please read this checklist very carefully to ensure your application is complete. A complete application package includes:

- Completed Application Form (pages 1 – 6)
- Articles of Incorporation
- By-Laws
- List of Board of Directors including names, titles, terms of office and addresses of all members
- Copy of most recent Audited Financial Statements
- Proof of Non-profit Status (e.g. 501(c)(3))
- Adopted Budget (current)
- Copy of Conditional Use Permit (if required)
- CDBG Target Area Map (if program is located within or will serve a target area)

Submittal Information:

- Be sure to read the Application Instructions and Notice of Funding Availability carefully before filling out an application.
- City staff will conduct a **MANDATORY** technical assistance workshop to assist in the preparation of applications on **Wednesday, December 10, 2014 at 10:00 a.m.** in City Hall, Conference Room D, 14343 Civic Drive, Victorville. All parties interested in submitting a Housing and Community Development Grant application should plan to attend.
- Submit **ONE UNBOUND** completed Application Form for each project along with all the required supporting documentation.
- All pages must be one-sided and on 8 ½ x 11 paper. Do not include oversized or undersized pages.
- The application should not include any extraneous materials, unnecessary packaging, or a letter of transmittal, as they will be discarded.
- Applications must be delivered to the Economic Development Department at the address below **no later than 3:00 p.m. on Monday, January 26, 2015.**
- For more information, or for questions contact Liliana Collins, Management Technician, at (760) 243-6312 or by e-mail at: hcdgrants@ci.victorville.ca.us

**Submit Completed Applications to: Economic Development Department
Attn: Housing Division
City of Victorville
14343 Civic Drive, P.O. Box 5001
Victorville, CA 92393-5001**

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6. Describe the geographic boundaries of the neighborhood, community, or area to be served in which clients of the proposed program reside (e.g. city-wide, CDBG Target area, or other):

7. Is the program located within one of the City's CDBG Target Areas (see attached map)?
 Yes No

8. List the actual number of people served by this program during the most recent 12-month period for
Victorville: _____ Outside Victorville: _____

9. Estimate the number of people to be served by this program during FY 2015-2016 for
Victorville: _____ Outside Victorville: _____

10. Estimate the percentage of persons to be served by this program that are low and moderate-income and explain how this figure was arrived at.

D. NATIONAL OBJECTIVE AND STRATEGIC PLAN PRIORITIES

1. Check the HUD National Objective that applies to this program. You must check at least one if your program is to be considered eligible for CDBG funding.
 This program principally serves low and moderate-income persons;
 This program aids in the prevention or elimination of Slum and Blight, or
 This program addresses a recent and urgent community development need (as defined by HUD).

2. If your program meets the National Objective of principally serving low and moderate-income persons, please check the box describing how your program meets this objective (select only one).
 You receive income verification from each program participant; or
 Your program serves only a CDBG Target Area (attach CDBG Target Area Map showing area); or
 Your program serves only the following clients (select only one):
 Elderly persons Homeless persons Severely disabled adults
 Illiterate persons Abused children Persons living with AIDS/HIV
 Battered spouses Migrant farm workers

3. Check the priority below that this program will meet from the City's Strategic Plan. You must meet at least one if your program is to be considered eligible for CDBG funding.
 Preserve the existing housing stock.
 Expand the supply of affordable housing.
 Assist in reducing housing costs of extremely low and very-low-income households
 Increase affordable homeownership opportunities.
 Eliminate blighted conditions and substandard housing through enhanced code enforcement activities and demolition.
 Provide shelter and related support services to meet the needs of the homeless population and support the development of a continuum of care system on a region wide basis.
 Assist special needs persons with reducing housing costs and meeting their rehabilitation needs.
 Affirmatively further fair housing to ensure equal access to housing for lower income persons, ethnic minorities and special needs groups.
 Coordinate public and private efforts to reduce lead based paint hazards and protect young children.
 Create safer, more attractive and more accessible neighborhoods and stimulate economic growth through the improvement of infrastructure.
 Provision of public facilities and park improvements.
 Address public service needs.
 Expand the economic base and promote greater employment opportunities for residents.



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E. PERFORMANCE MEASUREMENTS

All programs are required to link goals and activities with objectives, outputs, and outcomes. It is very important that you do not “over estimate” on what your program can realistically deliver. If your program is funded, the information provided in this section will be directly transmitted to HUD. For more detailed information regarding performance measurements, refer to page 5 of the Application Instructions, or Section 7 of the City’s CDBG Procedures Manual.

1. Describe the overall mission of your agency and/or goal that this program plans to address.
2. Describe the unmet community need(s) addressed by this proposal and how your agency determined or documented the need.
3. Using the table below, describe the specific activities (services, major steps or milestones) your agency will provide and the expected outputs resulting from these activities.

Activities:	Proposed Outputs:

4. Using the table below, check the box that best describes the HUD defined outcome and objective that your proposed program will meet (select only one).

Outcomes→ Objectives↓	Availability or Accessibility	Affordability	Sustainability
Suitable Living Environment	<input type="checkbox"/> Enhance suitable living environment through new or improved accessibility	<input type="checkbox"/> Enhance suitable living environment through new or improved affordability	<input type="checkbox"/> Enhance suitable living environment through new or improved sustainability
Decent Housing	<input type="checkbox"/> Create decent housing with new or improved availability	<input type="checkbox"/> Create decent housing with new or improved affordability	<input type="checkbox"/> Create decent housing with new or improved sustainability
Economic Opportunity	<input type="checkbox"/> Provide economic opportunity through new or improved accessibility	<input type="checkbox"/> Provide economic opportunity through new or improved affordability	<input type="checkbox"/> Provide economic opportunity through new or improved sustainability

5. Describe the performance measurement tools (surveys, data sources, reports, case records, client assessments, etc.) you intend to use to measure the performance of the proposed program.



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F. PROPOSED PROGRAM BUDGET

Provide the financial information in the table below for the appropriate program. The budget categories listed below are not intended to be exhaustive or appropriate for your particular program. A narrative page may be attached to the application to explain each line item that is not self-explanatory, or to explain how the budget figure was arrived at. Costs should be based on the best information available. When preparing this information, consider the following factors:

DESCRIPTION	CDBG Share	Other Source
Personnel (Wages & Fringe Benefits)	\$	\$
Consultant/Contract Services	\$	\$
Travel (mileage x rate .565/mile)	\$	\$
Space Rent /Mortgage	\$	\$
Utilities	\$	\$
Office Equipment	\$	\$
Supplies	\$	\$
Insurance	\$	\$
Audits	\$	\$
Other (specify)	\$	\$
Other (specify)	\$	\$
Total Costs:	\$	\$
Program Total (CDBG + Other):	\$	

Estimator Name and Title:



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G. FUNDING

1. Identify the amount of CDBG funds requested in this application: \$

2. Has your organization received CDBG funds from the City of Victorville in the past? If so, list the year(s) and the amount(s) and a brief description of the program or project:

3. In the table below, identify the amount of funds to be provided by other source(s) for this program. The date of commitment for funding from these other sources must be stated below. Please include funding you are applying for from other communities.

Source:	\$
Award Date:	Date Available:
Source:	\$
Award Date:	Date Available:
Source:	\$
Award Date:	Date Available:
Source:	\$
Award Date:	Date Available:
Source:	\$
Award Date:	Date Available:
Total Amount Committed By Other Sources:	
	\$

H. AUTHORIZED SIGNATURE

To the best of my knowledge, the information provided on this application is true, complete, and accurate and I am authorized to submit this application on behalf of the applicant agency.

Name:	Phone:
Signature:	Date:
Title:	Email address:

