



City of Victorville
Community Planning and Development Grant Programs
Program Year July 1, 2017 through June 30, 2018



CONSTRUCTION AND OTHER COMMUNITY DEVELOPMENT PROJECTS

- Application Checklist -

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

- Completed Application Form including Maintenance and Operation Commitment if required (pages 1 – 9)
- 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 project 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 completing an application.
- City staff will conduct a **MANDATORY** technical assistance workshop to assist in the preparation of applications on **Monday, November 7, 2016 at 10:00 a.m.** in City Hall, Training Room 1 (2nd floor), 14343 Civic Drive, Victorville. All parties interested in submitting a Community Planning and Development Grants application **must** 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 **Wednesday, December 7, 2016.**
- For more information, or for questions contact Liliana Collins, Economic Development Specialist, at (760) 955-5032 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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4. Local zoning restrictions that would affect the project:
5. Conditional use permit required? Yes (attach copy) No
6. Describe the community need(s) addressed by this proposal:

7. Describe the geographic boundaries of the neighborhood, community or area to be served by the project (e.g. street address, APN, CDBG Target area or other). This description must include service area boundaries; if land acquisition or construction is proposed (attach a map, if needed):

8. If the project is a special economic development activity, estimate the number of **new** full time jobs to be created:

#Jobs	#Low and Moderate-Income Jobs
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9. Complete the following for all construction projects (includes rehabilitation, acquisition, and demolition):

Assessor's parcel number:

Square footage of proposed facility:

Square footage of an addition to an existing facility:

Square footage of construction site parcel:

For infrastructure improvements, length of improvements (e.g. street, water, sewer):

For acquisition/rehabilitation projects, list the current service capacity of existing facility:

For rehabilitation projects, list the improved capacity of the facility:

Age of structure:

Is the facility listed on any local, state, or national historic registers?
10. List the timetable for project implementation indicating the project milestones (attach additional information as needed):

Milestone	Start Date	Completion Date



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D. NATIONAL OBJECTIVE AND STRATEGIC PLAN PRIORITIES

1. Check the HUD National Objective that applies to this project. You must check at least one if your project is to be considered eligible for CDBG funding.
 - This project principally serves low and moderate-income persons;
 - This project aids in the prevention or elimination of Slum and Blight, or
 - This project addresses a recent and urgent community development need (as defined by HUD).
2. If your project meets the National Objective of principally serving low and moderate-income persons, please check the box describing how your project meets this objective (select only one).
 - You receive income verification from each participant; or
 - Your project serves only a CDBG Target Area (attach CDBG Target Area Map showing area); or
 - Your project 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 project will meet from the City's Strategic Plan. You must meet at least one if your project 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.

E. PERFORMANCE MEASUREMENTS

All projects 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 project can realistically deliver. If your project 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 goal that this project plans to address.
2. Describe the unmet community need(s) addressed by this proposal and how your agency determined or documented the need.



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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 project 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 project.



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F. **ESTIMATED PROJECT BUDGET**

Provide the financial information in the table below for the project. When preparing this information, consider the following factors:

- The budget categories listed below are not intended to be exhaustive or appropriate for your particular project. 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.
- Precise, comprehensive, and accurate cost estimates/bids are necessary to prepare an accurate budget. Be sure to use reliable sources in obtaining estimates/bids.
- Project should be completed in one fiscal year and in one phase if possible;
- If project cannot be completed in one fiscal year, it should be phased. If phased, funds for each phase should be requested separately for the fiscal year in which the phase will take place;
- A phased project should be prioritized and broken into distinct parts, with estimated costs and priority for each phase; and
- **Apply federal prevailing wage rates to construction projects over \$2,000.**

1. Project Budget for Projects Involving Construction:

Description	CDBG Share	Other Source
Architectural and engineering services	\$	\$
Site acquisition	\$	\$
Construction (include federal prevailing wages)	\$	\$
Other (specify)	\$	\$
Total Costs:	\$	\$
Project Total (CDBG + Other):	\$	

Estimator Name and Title:

2. Project Budget for Non-Construction Projects ("Other"):

Description	CDBG Share	Other Source
Personnel	\$	\$
Other (describe cost components)	\$	\$
	\$	\$
	\$	\$
Total Costs:	\$	\$
Project Total (CDBG + Other):	\$	

Estimator Name and Title:



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G. FUNDING COMMITMENTS

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 project:

3. In the table below, identify the amount of funds to be provided by other source(s) for this project. The date of commitment for funding from these other sources must be stated below.

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:



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-MAINTENANCE AND OPERATION COMMITMENT-

The governing body of the below named entity has the financial capacity and is willing to assume the Maintenance and Operation responsibilities and costs associated with the indicated activity. This body has reviewed the "Estimated Annual Maintenance and Operation Budget" part of this commitment. To the best of this body's ability, it has determined this budget to be a true and accurate estimate of the annual maintenance and operating 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 Planning and Development Grants program. Should this project be funded, a formal contract between the City and the responsible entity may be required before any funds can be released.

NOTE: Maintenance and operation costs are not eligible for funding.

1. Proposed Project:
2. Name and Address of Prospective Responsible Entity:
3. Federal I.D. of the Responsible Entity:
4. Estimated Annual Maintenance and Operation Budget

Annual Expense	Estimated Dollar Value
<u>Utilities</u>	
Electric	\$
Water	\$
Gas	\$
Telephone	\$
Disposal Services	\$
Other (specify)	\$
Subtotal	\$
<u>Materials</u>	
Janitorial Supplies	\$
Office Supplies	\$
Recreational Supplies	\$
Ground Supplies	\$
Other (specify)	\$
Subtotal	\$
<u>Maintenance – Capital Improvements</u>	
Building Repair	\$
Maintenance of Equipment	\$
Improvements to Property	\$
Other (specify)	\$
Subtotal	\$



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<u>Insurance</u>			
Liability			\$
Fire			\$
Other (specify)			\$
Subtotal			\$
<u>Personnel*</u>	<u># of People</u>	<u>Hours</u>	
Maintenance			\$
Secretary			\$
Administrator			\$
Program Staff			\$
Other (specify)			\$
Subtotal			\$
M & O Annual Expenses Total			\$

*List the number of people and hours based on 2080 hrs/year. Dollar value must include salaries and benefits.

5. Revenue Sources (List all sources such as budget, grants, memberships, user fees, fundraising, etc.)

Annual Budgeted Revenue	Estimated Dollar Value
	\$
	\$
	\$
	\$
Budgeted Revenue Total	\$

6. Assets/Liabilities

Revenue minus M&O Expenses	\$
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7. Authorized Signature. To the best of my knowledge, the information provided herein is true, complete, and accurate and I am authorized to submit this Maintenance and Operation Commitment on behalf of the applicant agency.

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

