

City of Encinitas

Development Services Department

505 S. Vulcan Avenue, Encinitas, California 92024-3633

Date January 17, 2023

SUBJECT: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING APPLICATION

Enclosed is the CDBG funding application form and instructions for the Fiscal Year (FY) 2023-24 program year (July 1, 2023 – June 30, 2024).

DUE BY TUESDAY, FEBRUARY 14, 2023, AT 5:00PM

The application is available on the City's [website](#) or at the City's Development Services Department during normal business hours.

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Please submit application complete with required attachments by email to cschubert@encinitasca.gov. Hard copy applications may also be mailed to:

City of Encinitas
Development Services Department
505 South Vulcan Avenue
Encinitas, CA 92024
Attn. CDBG Program

Please review the City's Community Development Block Grant webpage, which contains helpful documents and resources for applicants, including FY 2020-25 Consolidated Plan, describing the City's funding priorities, the FY 2022-23 Action Plan describing existing programs and projects, and the CDBG Policies and Procedures document.

Should you have any questions and/or need additional information or technical assistance, please contact Cindy Schubert at cschubert@encinitasca.gov

Kind regards,

Cindy Schubert
Management Analyst



APPLICATION FOR FY 2023-24 FUNDING COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

This application must be completed by each organization interested in being considered for CDBG funding from the City of Encinitas. All information requested must be provided or the application will be considered incomplete. The application must not exceed fifteen (15) pages, including required attachments. **For questions, please contact Cindy Schubert at cschubert@encinitasca.gov or 760-633-2726.**

***** IMPORTANT APPLICATION INFORMATION *****

- Minimum award for public service activities is \$5,000.
- Applications must clearly demonstrate the contribution of the proposed project for the target population. Applicants must demonstrate experience with the CDBG program, experience with target population(s), fiscal viability, and organizational capacity.
- Applications must include a detailed description of the requested expenses and procedures to prevent duplication of benefits from other funding sources.
- Completed applications are reviewed by the Development Department staff to determine eligibility following criteria found in the City's [Policies and Procedures for the CDBG Program](#).
- Successful organizations will be required to enter into a subrecipient agreement with the City.
- Successful organizations will be required to obtain and maintain a City of Encinitas Business License.

LIST OF REQUIRED ATTACHMENTS

- List of the Board of Directors: List of current Board of Directors or other governing body including the name, address, occupation, or affiliation of each member; and principal officers of the governing body.
- Non-profit determination: Non-profit organizations must submit tax-exemption letter from the Federal Internal Revenue Service and the State Franchise Tax Board.
- Authorized Official: A signed letter from the President or CEO listing the name, title, of each individual authorized to negotiate for and contractually bind the agency.
- Sample Intake Form: The form should include a non-discrimination clause, and method of documenting race, gender, ethnicity, and income level.



1. APPLICATION INFORMATION

APPLICANT NAME:					
TYPE OF AGENCY:	<input type="checkbox"/> 501(c)(3)	<input type="checkbox"/> Gov't./Public	<input type="checkbox"/> For Profit	<input type="checkbox"/> Faith-Based	<input type="checkbox"/> Other
AGENCY ADDRESS:					
INCORPORATION DATE:			TAX ID NUMBER:		
UNIQUE ENTITY IDENTIFIER			ANNUAL OPERATING BUDGET:		

PROJECT TITLE:	
BRIEF PROJECT DESCRIPTION:	

CONTACT PERSON:	
TELEPHONE:	
EMAIL:	

CDBG FUNDING REQUESTED:		OTHER FUNDS SECURED FOR PROJECT:	
TOTAL PROJECT COST:		FUNDS NOT YET SECURED FOR PROJECT:	

PROJECT CATEGORY: <i>(check one)</i>	<input type="checkbox"/> PUBLIC SERVICE
	<input type="checkbox"/> FACILITY IMPROVEMENT
	<input type="checkbox"/> PUBLIC IMPROVEMENT
	<input type="checkbox"/> HOUSING



2. PROJECT INFORMATION

PROJECT DESCRIPTION:			
PROJECT START DATE:		ANTICIPATED END DATE:	
PROVIDE AN IMPLEMENTATION SCHEDULE, INCLUDING BENCHMARKS OR SPECIAL EVENT DATES:			
IS THE SITE ADDRESS OWNED BY APPLICANT?	YES	NO	IF NO, DESCRIBE HOW SITE OWNER IS COMMITTED TO THIS PROJECT
WILL SERVICES/IMPROVEMENTS BE SITE SPECIFIC?	YES	NO	IF YES, PROVIDE ADDRESS(ES) BELOW:
PROJECT GOAL:			
PROJECT OBJECTIVE(S) (PLEASE LIST A MINIMUM OF THREE <u>MEASURABLE</u> OBJECTIVES):			



SELECT THE APPROPRIATE FY 2020-25 CONSOLIDATED PLAN PRIORITY:							
<input type="checkbox"/>	HIGH	HOMELESS SERVICES, PREVENTION AND SHELTER					
<input type="checkbox"/>		ASSISTANCE TO LOW-INCOME RENTER AND HOMEOWNERS					
<input type="checkbox"/>		SENIOR HOUSING AND SERVICES					
<input type="checkbox"/>		AFFORDABLE HOUSING					
<input type="checkbox"/>		FAIR HOUSING					
<input type="checkbox"/>		PLANNING AND ADMINISTRATION					
<input type="checkbox"/>	MEDIUM	YOUTH SERVICES					
<input type="checkbox"/>		PUBLIC FACILITIES					
<input type="checkbox"/>		PUBLIC IMPROVEMENTS					
EXPLAIN HOW THE PROPOSED PROJECT ADDRESSES THE SELECTED PRIORITY:							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 55%;">WILL PROJECT COLLABORATE WITH OTHER SERVICE PROVIDERS? THE COLLABORATION:</td> <td style="width: 10%; text-align: center;">YES</td> <td style="width: 10%; text-align: center;">NO</td> <td style="width: 25%;">IF YES, DESCRIBE</td> </tr> </table>				WILL PROJECT COLLABORATE WITH OTHER SERVICE PROVIDERS? THE COLLABORATION:	YES	NO	IF YES, DESCRIBE
WILL PROJECT COLLABORATE WITH OTHER SERVICE PROVIDERS? THE COLLABORATION:	YES	NO	IF YES, DESCRIBE				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">IS THIS A NEW PROJECT?</td> <td style="width: 10%; text-align: center;">YES</td> <td style="width: 10%; text-align: center;">NO</td> <td style="width: 55%;">IF NO, PLEASE INDICATE HOW THIS PROJECT IS AN EXPANSION OF AN EXISTING SERVICE:</td> </tr> </table>				IS THIS A NEW PROJECT?	YES	NO	IF NO, PLEASE INDICATE HOW THIS PROJECT IS AN EXPANSION OF AN EXISTING SERVICE:
IS THIS A NEW PROJECT?	YES	NO	IF NO, PLEASE INDICATE HOW THIS PROJECT IS AN EXPANSION OF AN EXISTING SERVICE:				
PROPOSAL BENEFICIARIES: <i>(check one)</i>	<input type="checkbox"/> LIMITED CLIENTELE (MINIMUM 51% LOW/MOD INCOME REQUIRED)						
	<input type="checkbox"/> AREA BENEFIT (ELIGIBLE CENSUS AREAS ONLY – SEE ATTACHED MAP)						
	<input type="checkbox"/> HOUSING (MIN. 51% LOW/MOD INCOME RENTERS OR 100% LOW/MOD INCOME HOMEOWNERS)						
FOR LIMITED CLIENTELE PROJECTS							
WHICH POPULATION(S) WILL THE PROJECT ASSIST?		<input type="checkbox"/> Homeless	<input type="checkbox"/> Youth				
		<input type="checkbox"/> Seniors	<input type="checkbox"/> Other				
WILL PROJECT ASSIST PERSONS OR HOUSEHOLDS?		<input type="checkbox"/> Persons	<input type="checkbox"/> Households				
TOTAL <u>UNDUPLICATED</u> PERSONS/HOUSEHOLDS ASSISTED DURING FY:							
TOTAL LOW/MOD-INCOME PERSONS/HOUSEHOLDS SERVED DURING FY:							
TOTAL ENCINITAS PERSONS /HOUSEHOLDS SERVED DURING FY:							



DESCRIBE METHOD FOR COLLECTING DEMOGRAPHIC DATA, INCLUDING RACE, ETHNICITY, INCOME, HOUSEHOLD SIZE, ETC. *ATTACH SAMPLE INTAKE FORM(S) OR QUESTIONNAIRE *

HOW DOES YOUR AGENCY ADVERTISE OR OUTREACH TO THE TARGET POPULATION(S)?

DOES YOUR AGENCY HAVE A LIMITED ENGLISH PROFICIENCY (LEP) PLAN?

☐ YES ☐ NO

PLEASE BRIEFLY DESCRIBE HOW YOUR AGENCY PROVIDES SERVICE FOR LEP CLIENTS:

FOR AREA BENEFIT PROJECTS

PLEASE DESCRIBE BOUNDARIES OF THE SERVICE AREA. *ATTACH A MAP OF PROJECT LOCATION AND OUTLINE THE BOUNDARIES OF THE GEOGRAPHIC AREA THAT WILL BENEFIT FROM PROJECT*

PLEASE PROVIDE CENSUS TRACT/BLOCK GROUP(S):

FOR HOUSING PROJECTS

PLEASE DESCRIBE THE PROJECT, LOCATION, AND PROPOSED BENEFICIARIES *ATTACH PROJECT MAP*

PLEASE EXPLAIN THE PROJECT TIMELINE (INCLUDING ALL DISCRETIONARY APPROVALS), FUNDING SOURCES AND USES, PROFORMAS, AND OTHER RELEVANT REAL ESTATE INFORMATION:



3. AGENCY INFORMATION

PERSON RESPONSIBLE FOR THE OVERALL OVERSIGHT OF THE PROPOSED PROJECT	
NAME AND TITLE:	
TELEPHONE NUMBER:	
EMAIL:	
YEARS WITH ORGANIZATION:	
PERSON RESPONSIBLE FOR THE FINANCIAL OVERSIGHT AND FISCAL COMPLIANCE	
NAME AND TITLE:	
TELEPHONE NUMBER:	
EMAIL:	
YEARS WITH ORGANIZATION:	
HOW DOES YOUR AGENCY ENSURE COMPLIANCE WITH APPLICABLE REQUIREMENTS (Including HUD's "Playing By The Rules" Handbook)?	
DESCRIBE ANY UNRESOLVED ADA ISSUES IN THE PROJECT OR OFFICE AND HOW YOUR AGENCY PLANS TO ADDRESS THEM:	
DESCRIBE YOUR AGENCY'S PAYMENT AND DISBURSEMENT PROCEDURES:	
DESCRIBE YOUR AGENCY'S FINANCIAL REPORTING SYSTEM/ACCOUNTING PROCEDURES, RELATED TO THE PROPOSED PROJECT:	



BRIEFLY DESCRIBE YOUR AGENCY'S RECORD KEEPING SYSTEM, RELATED TO THE PROPOSED PROJECT:

BRIEFLY DESCRIBE YOUR AGENCY'S AUDITING REQUIREMENTS:

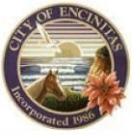
HOW DOES YOUR AGENCY SEGREGATE CDBG FUNDS FROM OTHER FUNDS?



4. BUDGET

HAS YOUR AGENCY RECEIVED CDBG OR OTHER FEDERAL FUNDS IN ANY OF THE PAST THREE FISCAL YEARS (FISCAL YEARS ^{FY 2020-21, FY 2021-22, FY 2022-23})?		<input type="checkbox"/> YES <input type="checkbox"/> NO
FY 2023-24	CDBG PROJECT BUDGET	
	FUNDS ALREADY SECURED	FUNDS NOT YET SECURED
REQUESTED FROM CITY:		
FEDERAL FUNDS (PLEASE LIST BELOW):		
STATE FUNDS (PLEASE LIST BELOW):		
LOCAL FUNDS (PLEASE LIST BELOW):		
DONATIONS/FUNDRAISING:		
OTHER (PLEASE LIST BELOW):		
PROJECT TOTAL:		
FUNDING SOURCES:		

FY 2023-24	CDBG PROJECT BUDGET	
	FUNDS ALREADY SECURED	FUNDS NOT YET SECURED
WAGES/SALARIES:		
PERSONELL BENEFITS:		
PROGRAM MATERIALS/SUPPLIES:		
OTHER (PLEASE LIST BELOW):		
PROJECT TOTAL:		
OTHER BUDGET ITEMS:		



ATTACHMENT 1

CDBG FY 2023-24 FUNDING AND TIMELINE

FUNDING AVAILABILITY - The City of Encinitas has made CDBG funds available for grant proposals in the following categories:
--

- | |
|--|
| <ul style="list-style-type: none">• \$20,000 - Fair Housing Services |
| <ul style="list-style-type: none">• \$50,250 - Public Services |
| <ul style="list-style-type: none">• \$217,750 - Improvement Projects |

ANTICIPATED TIMELINE*	
------------------------------	--

January 17, 2023	Request for Proposals Issued
January 24, 2023 (virtual)	Voluntary CDBG Applicant Workshop
February 14, 2023	CDBG Applications Due
March 2023 – April 2023	City Council Public Meetings & Public Review and Comment Period

** Dates are tentative and subject to change. All public meetings and review and comment periods will be separately publicly noticed.*