



CDBG Public Service Funding - Fiscal Year 2020-2021
APPLICATION INSTRUCTIONS

INTRO

Thank you for your interest in the City of La Habra CDBG Public Service Funding Process. The Instructions and Application documents for Fiscal Year (FY) 2020-2021 have been modified. Please read the instructions and application carefully. Mark your calendar with all the important dates in this document. Once submitted, your application becomes the property of the City of La Habra.

ABOUT CDBG

The U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program is a flexible program that provides communities with resources to address a wide range of unique community development needs. The program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expending economic opportunities, principally for low- and moderate-income persons.

FUNDING AVAILABLE

The CDBG Public Service application process for non-profit agencies is a competitive process. The submittal of your agency's application is not a guarantee of a positive funding recommendation by the Community Services Commission. Generally, not all agencies applying for funding are granted an award and not all agencies funded receive the full amount they requested. The total amount of funding projected to be available for public services in FY 2020/2021 is estimated to be \$97,500. This amount is subject to change. Separate and complete applications must be submitted for each program/project proposed by an agency.

COST REIMBURSEMENT AGREEMENT

Grants are provided through a Cost Reimbursement Sub-recipient Agreement. Reimbursement requests are allowed on a quarterly basis; therefore, organizations must have enough working capital to continue services until a reimbursement request can be processed by the City. Only allowable and allocable CDBG project expenses will be reimbursed. The term of the agreement will be July 1, 2020 through June 30, 2021.

CDBG PUBLIC SERVICE FUNDING PROCESS

The Community Services Commission is appointed by City Council to advise them on community services issues of importance in the community. One of the roles of the Community Services Commission is to conduct public meetings in order to formulate the initial funding allocation recommendation for public service agencies applying for CDBG Public Service Funding. Final recommendations will be presented to City Council for final approval. Questions regarding the funding process may be referred to Susan Louie, Housing Specialist, (562) 383-4111 or slouie@lahabracalifornia.gov.

CDBG PROGRAM OBJECTIVES

All CDBG funds must be expended on projects or services that comply with the Primary Objective, while meeting one of the three National Objectives: 1) Benefit low- and moderate-income persons, 2) Address conditions of slum and blight, or 3) Meet particular urgent need(s) (such as a flood, earthquake, etc.)

CITY OF LA HABRA CONSOLIDATED PLAN PRIORITY NEED REQUIREMENT:

Applications for FY 2020-2021 must meet FY 2020-2024 Consolidated Plan priority need. The 2020-2024 Consolidated Plan is currently being prepared. The draft 2020-2024 Consolidated Plan should be available for public review no later than March 20, 2020. For purposes of completing this application, please refer to priority needs in the 2015-2019 available to view online at [http://www.lhcm.org/1085/Consolidated Plan-2020-2024](http://www.lhcm.org/1085/Consolidated%20Plan-2020-2024).

DATA COLLECTION REQUIRED

- Number of Households/Persons Served
- Number of Households/Persons Served who are La Habra residents
- Race/Ethnicity of each Household/Person Served
- Income Range of each Household/Person Served (range provided by the City)
- Residency of each Household/Person Served must be verified and certified by your organization

APPLICATION DUE DATE

Completed application packages are due no later than 5:00 p.m. on Wednesday, December 11, 2019. Postmarks will not be accepted. Applications may be mailed or delivered to: City of La Habra, Attn: Housing Division, 110 E. La Habra Blvd. La Habra, CA 90631. **Late or incomplete proposals will not be considered for funding and the City reserves the right to determine the completeness of all proposals. Further, the City Council reserves the right to reject any or all proposals. Funding granted in one fiscal year does not guarantee that an applicant will receive future funding.**

ORAL PRESENTATIONS

All applicants are invited to present an optional **three (3)** minute oral presentation to the Community Services Commission. Oral presentations are scheduled for Wednesday, January 8, 2020 at 6:30 p.m. at the Council Chambers located at 100 E. La Habra Blvd., La Habra. **Presentations will be timed and presenters will be stopped once time has expired so please ensure your presentation is no longer than 3 minutes.**

Anticipated Timeline	
10/21/2019	Applications Available
10/30/2019	Community Meeting #1 for 2020-2024 Consolidated Plan-obtain Citizen Input on Community Needs
11/9/2019	Community Meeting #2 for 2020-2024 Consolidated Plan-obtain Citizen Input on Community Needs
11/13/2019	Community Services Commission Meeting - Establishment of Priority Needs for 2020-2021 Fiscal Year
12/11/2019	Applications Due
01/8/2020	CDBG Applicant Presentations (Optional)
02/12/2020	Community Services Commission Meeting - Recommendations for Funding
03/20/2020 - 04/20/2020	CDBG Action Plan Public Review Period
04/20/2020	City Council - Approval of Annual Action Plan and Final Funding Recommendations

Meeting dates are subject to change. All meetings will be held at a designated facility in the City. For more information, please contact Susan Louie in the Community Development Department at (562) 383-4111 or slouie@lahabracalifornia.gov.



City of La Habra

COMMUNITY DEVELOPMENT

"A Caring Community"

110 E. La Habra Boulevard
La Habra, CA 90631
Office: (562) 383-4100

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION FOR FUNDING PUBLIC SERVICE PROGRAMS 2020-2021

Submit one (1) original unbound copy of your proposal to the City of La Habra, Attn: Housing Division, 110 E. La Habra Boulevard, La Habra, CA 90631.

Late or incomplete applications will not be accepted. Facsimiles or emails will not be accepted in lieu of original applications.

APPLICATION DEADLINE: Wednesday, December 11, 2019 at 5:00 p.m.

Part 1. Agency Background

Name of Organization: _____

Project or Program Name: _____

Organization Address: _____

City: _____ Zip: _____

Telephone: _____ Fax: _____

Contact Person: _____ Title: _____

Phone Number: _____ E-mail: _____

Have you received funding from City of La Habra in the past? _____

If yes, specify Fiscal Year and amount:

FY _____ \$ _____

FY _____ \$ _____

FY _____ \$ _____

Officials authorized to execute contract and expend funds:

Name: _____ Title: _____

Name: _____ Title: _____

Total Amount of CDBG Funding Request for 2020/2021 Program Year \$ _____

CITY USE ONLY DATE RECEIVED: _____ TIME: _____ BY: _____

Non-Profit Agency? Yes _____ No _____

Date of IRS non-profit Designation: _____

Date of California non-profit Designation: _____

Non-profit ID Number: _____ DUNS Number: _____

Part II. Project Description

What is the purpose or mission of the organization?

What types of services does the organization provide?

Does your agency provide services through or in conjunction with any other agencies? If so, how? If not, why not?

Part III. Goals and Objectives

Describe the goals you hope to achieve with your program. Specifically, what community needs will these goals address?

Approximately how many clients were served in FY 2018/2019? What are the characteristics of this clientele? If you are requesting funds for only one program among several, which your agency operates, give the data for only the program being proposed.

Indicate Number of Persons (P)

		2018/2019 Number of Clients Served	2020/2021 Estimated Number of Clients to be Served
Ethnicity/ Cultural Background	Asian		
	Black/African American		
	White		
	Hispanic		
	American Indian / Alaskan Native		
	Native Hawaiian / Other Pacific Islander		
	American Indian / Alaskan Native & White		
	American Indian / Alaskan Native & Black		
	Asian & White		
	Black/African American & White		
	Other Multi-Racial*Not a Hispanic Category		
Total:			
* HUD requires ethnicity/race information for reporting requirements			

Income Levels

Indicate number of persons served in 2018/2019 and the number of persons that you propose/expect to serve in 2020/2021.

	Extremely Low	Very Low Income	Low Income	Other	Total Served
Number of La Habra Residents Served in 2018/2019					
Proposed La Habra Residents to be Served in 2020/2021					

2019 CDBG - Household Income Limits

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Extremely Low Income	\$24,950	\$28,500	\$32,050	\$35,600	\$38,450	\$41,300	\$44,150	\$47,000
Very Low Income	\$41,550	\$47,500	\$53,450	\$59,350	\$64,100	\$68,850	\$73,600	\$78,350
Low Income	\$66,500	\$76,000	\$85,500	\$94,950	\$102,550	\$110,150	\$117,750	\$125,350

Part IV. Proposed Budget

Funding amount requested from the City of La Habra \$ _____

What will CDBG funds be used for?

Identify other funding sources and amounts:

Identify Sources	Amount of Other Funding
Total	

Estimated Expenditures

Categories	From La Habra	From Other Sources
Salaries and Benefits		
Supplies		
Rent		
Communication (Phone, postage, etc.)		
Travel Expenses		
Insurance		
Others (Specify)		
Subtotals:		

(A) Total Estimated Expenditures: \$ _____

Estimated Revenue Sources

City of La Habra	
Other Cities - Local Funds (Specify)	
County or State (Specify)	
Other Cities - CDBG Funds (Specify)	
Other Federal Programs (Specify)	
Contributions and Fundraising	
Program/Participant Fees	
Others (Specify)	

(B) Total Estimated Income (Should Equal A): \$ _____

Part V. Project Summary

Briefly describe the proposed project:

* Need or problem * Population to be served * Description and scope of work * Expected results * Experience of agency and staff

This narrative should be clear and concise in 1 (one) page or less. Give the number of clients expected to be served and anticipated per unit cost of service. Describe outreach and special efforts to serve **La Habra** residents.

What is your agency's plan to continue moving ahead with this program/project should CDBG funding not/no longer be available to fully or partially fund it?

Part VI. Certification

I certify that the information contained in this application is true and correct and that it contains no misrepresentations, falsifications, intentional omissions, or concealment of material facts.

Name of Authorized Official: _____ Title: _____

Signature of Authorized Official: _____ Date: _____