



**CITY OF ELK GROVE CDBG AND COMMUNITY SERVICES
GRANT APPLICATION INSTRUCTIONS
PROGRAM YEAR 2010-2011**

APPLICATION INSTRUCTIONS

The City of Elk Grove is now accepting applications for Community Grants **AND** Community Development Block Grants (CDBG) for the 2010-2011 Program Year. To better meet the needs of the community, and to streamline the City's grant application process, applicants are invited this year to apply for either or both of the grants using the same application.

You must submit one original application, two copies, and one electronic copy no later than **5:00 p.m. on Monday, March 1, 2010**. The original application and all copies must include all required documentation.

APPLICATION CHECKLIST

In order for your application to be accepted, in addition to the application itself, your organization must submit the following threshold items.

- Articles of Incorporation
- IRS 501(c)(3) Designation Letter
- Copy of Agency's Mission Statement
- Current list of Board of Directors (to include name, office held, address, and professional affiliation of each member)
- Organizational chart
- Certified Organization Audit/Financial Statements of most recent year
 - Most recent IRS filing (Form 990); **AND**
 - Financial statements audited by a CPA; or
 - Profit and Loss Statement for FY 2007 and General Ledger printout
- Current fiscal year agency budget, including all funding sources
- Insurance documents, according to the 2010-11 Grant Application Instructions

APPLICATIONS ARE DUE BY 5:00 PM ON MONDAY, MARCH 1, 2010.

HAND DELIVER OR MAIL TO:

City of Elk Grove
Attn: Tyler Bridges, Grants Technician
8401 Laguna Palms Way
Elk Grove, CA 95758

GENERAL APPLICATION TIPS AND INSTRUCTIONS

- Organizations eligible to submit applications include non-profits and local government entities. For-profit entities and individuals are not eligible to apply for grants.
- There will be a public meeting and application assistance session on February 16, 2010 at 3:30 at Elk Grove City Hall. City staff will be available to discuss your application and answer any questions you may have.
- Staff is available until the application deadline to answer questions about the application requirements or process. Please feel free to contact Tyler Bridges (916-478-2254 or tbridges@elkgrovecity.org) with any of your questions.
- Review the **Application Checklist** early in the process. Many of the documents may take time to pull together.
- Submit one (1) original, two (2) hard copies, and one (1) electronic copy of each application. The electronic copy must be submitted as a PDF file or MS Word document. Electronic copies may be submitted via e-mail to Tyler Bridges (tbridges@elkgrovecity.org), and must be submitted by the deadline.
- Applications must be received by 5:00 PM, March 1, 2010. Applications received after this date will be returned. The application must be completed and submitted in its entirety. Check carefully to ensure that you have answered all applicable questions.

INSURANCE REQUIREMENTS

Insurance Requirements for Grant awards under \$15,000:

- All insurance required by the Agreement shall be carried only by responsible insurance companies licensed to do business in California and shall name as additional insured the City, its elected officials, officers, employees, agents and representatives.
- Grantee shall be responsible for maintaining Worker's Compensation Insurance and comprehensive liability and automobile insurance against claims and liabilities for personal injury, death, or property damage.

Insurance Requirements for Grants awards over \$15,000:

- All insurance required by the Agreement shall be carried only by responsible insurance companies licensed to do business in California and shall name as additional insured the City, its elected officials, officers, employees, agents and representatives.
- Grantee shall furnish the City with copies of all such policies, endorsements, or certificates in a form acceptable to the City promptly upon receipt.
- Grantee and all subcontractors shall maintain Workers Compensation Insurance coverage with the statutory limit of liability and \$1,000,000 employer's liability.
- Grantee must maintain comprehensive insurance providing protection of at least \$1,000,000 for bodily injury or death to any person for any one accident or occurrence and at least \$1,000,000 for property damage.

COMMUNITY SERVICES GRANT INFORMATION

Please read the following guidelines before applying for a grant with the City of Elk Grove's Community Services Grant. As a reminder, please note that not all grant requests will be honored.

- The maximum amount to be awarded to any single recipient in any given year will be \$100,000.
- A higher percentage of the grant requests shall be for program costs as opposed to administrative and agency overhead.
- Special events/fundraisers will not be funded from the Community Services Grant process.
- Recipients will provide accounting data to the Finance Director showing the use of grant monies and their intended purpose. Those recipients unable to fulfill this requirement will forfeit eligibility for future community grants.
- Upon request, all grant recipients shall demonstrate maintenance of effort to ensure grant monies supplement, not supplant, funding already devoted to a particular program.
- Upon request, recipients shall provide documentation of receipt and spending of matching funds toward the grant program as stated in the application.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) INFORMATION

- CDBG-eligible activities must benefit primarily low- and moderate-income areas or low- and moderate-income persons. Low- and moderate-income households are defined as those having incomes at or below 80 percent of the area median income, adjusted for household size. The moderate-income limit for Elk Grove is \$58,250 for a four-person household.
- The City of Elk Grove's CDBG program is designed to expand opportunities for low- and moderate-income citizens by increasing housing and economic development opportunities, providing public services, improving public facilities, and making neighborhood improvements.
- Successful applications will address the housing and community development needs presented in the City of Elk Grove's 2008-2013 Consolidated Plan. The City's Consolidated Plan may be viewed at City Hall, or found on the City's website at: <http://www.egplanning.org/misc/cdbg/>.
- Successful applicants will have the role of administering federal grant funds on behalf of the City and shall be required to comply with all applicable federal regulations (24 CFR Part 570) for administration of the CDBG program funding and activities which may include:
 - Keeping accurate financial records and invoices
 - Documenting the income, race and ethnicity of persons or households served
 - Compliance with labor standards, environmental, relocation and fair housing laws.
- Successful nonprofits will be required to submit, at minimum, quarterly activity reports to the City.

APPLICATION WORKSHOP AND PUBLIC MEETING

The City will hold a public meeting and application workshop:

Application Workshop and Public Meeting
February 16, 2010 at 3:30 PM
Elk Grove City Hall
8401 Laguna Palms Way
Elk Grove, CA 95758

APPLICATION TIMELINE

The City anticipates the following schedule for reviewing submitted applications and determining funding awards:

RFP availability date	February 1, 2010
Application workshop and public meeting	February 16, 2010 at 3:30pm
Deadline for proposal submissions	March 1, 2010 at 5:00pm
Review period	March 2 - 8, 2010
Council public hearing (preliminary awards)	March 24, 2010
CDBG Action Plan Public Review Period	April 12 - May 12, 2010
Council public hearing (final awards)	May 12, 2010
Letters of award/denials	May 16, 2010
Funding year begins	July 1, 2010

APPLICATION REVIEW

City staff will review applications to determine whether the proposed activities meet the threshold eligibility criteria. City staff may conduct interviews with qualifying applicants and provide the applicant the opportunity to clarify their application and advise the City of any additional factors that may be relevant.

APPLICATION REVIEW CRITERIA

Staff will use the following criteria, in addition to eligibility requirements, in evaluating the applications submitted:

- **Leveraged Funds.** Consideration will be given to the amount of non-City funds committed to the project. Documentation must be provided (i.e. firm commitment or award letters) with the application to verify the availability of leverage/match resources. Leverage may be cash or in-kind.
- **“Upstart” Organizations and Programs.** The City priority is to fund organizations and programs that are new or in their first five years.
- **Self-supporting Organizations.** The City will look at each applicant’s plan to become self-supporting over the next five years. The City will also consider the applicant’s grant application history, including how many grants have been applied for in the previous year and how many have been awarded.
- **Impact on Priority Needs.** Applications must provide a clear explanation of how the project meets a high priority need. High-priority needs include housing programs; youth and senior

facilities; street/sidewalk and accessibility improvements; public services targeting seniors and youth; and community-building experiences.

- **New or Increased Service.** Preference will be given to applications for public services funding must document a quantifiable increase in the number of persons to be served, the provision of a new service, or the expansion of an existing service into a new area.
- **Project Description and Budget.** Project descriptions will be evaluated for feasibility of implementation, overall and within the allotted time frame. Budgets will be reviewed to determine completeness and reasonableness of all costs related to the request for funding.
- **Capacity.** Applicants must demonstrate the ability to carry out the proposed activities. Each applicant will be evaluated on experience, administrative capacity, and financial management.