

**CAPITAL IMPROVEMENT PROJECT**

**FUNDING APPLICATION FOR COMMUNITY AGENCIES**

**CITY OF GLENDALE**

**FY 2014-2015 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

**Proposal Due Date: Monday, December 30, 2013, 5:30 P.M.  
One original and 8 copies of the Funding Application must be received by Due Date.**

**HAND DELIVERY REQUIRED**

Estimated Total amount of funds available: **\$300,000**

Please indicate the amount of funding requested below:

**Program Activity** **Funding Request**

CDBG CAPITAL IMPROVEMENT PROJECTS \$ \_\_\_\_\_

I certify that the information in this application is true.

\_\_\_\_\_  
Executive Director (Please Print)

\_\_\_\_\_  
Signature of Executive Director

\_\_\_\_\_  
Date

**ATTACH ADDITIONAL PAGES AS NECESSARY**

***Application Directions***

Please provide comprehensive and clear responses to each of the sections below. Respond to all questions within each section; if a question does not apply to your entity, indicate this by responding “Not Applicable.” **Applications must be typed, single-spaced and single-sided on 8 1/2” x 11” plain white paper with 1” margins on all sides. Times New Roman 12 point font or Arial 12 point font must be used. Please add the Application Heading Questions to your answers, i.e. 1. Project Description.**

***Application Questions***

**1. Project Description**

A. Describe the proposed building rehabilitation/improvements in detail. Describe the physical aspects of the facility including building size, age, and any major improvements previously completed. Provide a detailed work description from a licensed general contractor or subcontractor, engineer or a licensed architect. Include photographs (3”x 5” or 4” x 6” color prints) of site, facility and proposed construction areas (original and 8 copies). Include renderings and/or blueprints of proposed improvements including floor plans. Identify the location of the existing or proposed facility and the boundaries of its service area. Utilizing the Census Tract Map in the RFP, identify the project site and show the project’s prime service area.

B. Briefly describe the programs, population served, and services to be provided at the facility where improvements are proposed. Indicate if these are new or existing services. Describe, in detail, the characteristics of the target beneficiaries. Describe how the program will conduct outreach to the target population.

What is the total number of unduplicated persons or households to be served at the facility annually as a result of this project?

**2. Budget/Leveraging of Funds**

A. Provide a detailed itemized total construction cost estimate from a licensed general contractor or subcontractor, a licensed architect, or engineer preferably from at least two (2) sources. Indicate the total construction cost and CDBG funds requested. Provide the most detailed, itemized budget possible. Please include all eligible acquisition, development, rehabilitation hard costs, contingency (10%) and any other related construction costs. Also provide a cost per square foot estimate. Rehabilitation costs may include equipment provided that the equipment is fixed and permanent, and is not moveable. Pre-construction costs such as environmental studies, physical inspections, architectural, engineering, design, variances, conditional use permits, and all building permit fees are not eligible for CDBG funding, however, these costs shall be included if necessary for the completion of the project.

B. **(Mandatory)** Use the Line Item Budget Form on page 8 to present your proposed project line item budget in addition to itemized construction estimates as required above.

C. Cost estimate for construction projects must be based upon current Federal Davis-Bacon prevailing wage rates. Please contact Moises Carrillo, Senior Community Development Supervisor at (818) 548-2000 for the current Federal wage rate.

**Leverage**- What percentage of the total construction or rehabilitation budget would the proposed CDBG Funding cover? How will you close any funding gaps? Provide a list of funding resources and amounts, and include the status of other funding applications and state whether or not the implementation of the project is contingent on receiving funds from other sources. Provide the date funding was secured or the estimated decision date. Provide copies of award letters and, or loan commitment letters. If award letters are pending, award letters and receipt of funds must be obtained prior to starting construction. See Section III.C. of the Request for Proposals for Matching/Leverage requirements.

3. **Demonstrated Need for CDBG Funds and Need to Carry Out the Project** - Identify and describe the substandard condition(s) or dysfunctionality of the community center or public facility, which are negatively impacting program operations. Identify and describe the functional need for development, expansion and/or improvement to existing or proposed community center or facility, and how will the community benefit from the project? What methods and/or data were used to identify and verify the need for this project?
  
4. **Program Priority** - Specify which of the FY 2014-15 CDBG program priorities this project will meet, i.e. what social service program priority and service is provided at the subject facility? See Section VI of the Request for Proposals for a list of priorities. If the proposed program or project does not meet one of the program priorities, describe how it would result in other significant community benefits.

## 5. **Implementation Plan**

A. Provide a detailed design development and/or construction schedule listing and describing specific steps and dates to be taken to implement the project. The construction schedule shall identify specific target dates for each phase of implementation including, but not limited to environmental review, acquisition, design, permitting, bidding and construction. Indicate if this project is part of a larger rehabilitation or expansion project, or revitalization project. Typically, preferential consideration is given to community center projects and neighborhood revitalization projects with the design phase of the project completed.

B. Indicate if the proposed use of property is allowed by the City's zoning code, building occupancy codes, fire codes and/or State licensing codes (attach copies of all permits required for operation of the facility). The Sponsoring Organization is required to consult with the City of Glendale's Permit Services Center to determine if the project requires City of Glendale plan check, building permits, zoning or standards variance, conditional use permit (CUP), Design Review Board (DRB) fire plan review, etc. Please indicate on the application which staff member you spoke with and on what date(s) regarding the proposed improvements. If City of Glendale variance, CUP, DRB, plan check and/or building permits are necessary, please include the permit, variance, CUP, DRB, cost in your project budget, and account for the time necessary to complete the approval procedures in your schedule.

C. Project requests to undertake capital improvements to buildings must include: 1) proof of legal ownership (deed/tax bill) or 2) authorization from the owner to perform the improvements along with the lease agreement of project site.

## 6. **Eligibility Documentation**

Describe in detail how the project meets **one, either I or II**, of the following low and moderate-income program requirements and describe what form of documentation will be provided to demonstrate compliance with program eligibility requirements. Describe how low-and moderate-income income backup data, including collecting a 10% sampling of income documentation will be conducted. Public and community non-profit agencies approved for CDBG funding will be required to maintain and submit to the Community Services and Parks Department adequate program participant or demographic data and reports on an annual basis for two years after the completion of the project to monitor program eligibility in accordance with CDBG regulations. Please refer to Section V of the Request for Proposal for Capital/Neighborhood Improvement Projects for more information.

### I. To benefit low and moderate-income persons.

A. 1) Community non-profit agencies must demonstrate that at least 60% of persons served by the community center or facility are low and moderate-income persons. 2) Public agencies, i.e. schools must demonstrate that the community center or community facility is located and benefits a neighborhood area and/or census tract where 51% or more of the residents are low and moderate-income.

**II.** To aid in the prevention or elimination of slums and blight relative to buildings, and only to the extent necessary to eliminate severe and specific conditions detrimental to public health and safety.

A. Community non-profit agencies, and public agencies must demonstrate that to aid in the prevention or elimination of slums and blight relative to buildings, improvements are necessary to eliminate severe and specific conditions detrimental to the health and safety of all potential occupants or users, such as faulty wiring, leaky roofing, inadequate heating, falling plaster or other similar conditions.

7. **Demonstrated Experience and Capacity**

7.a. Describe the agency's background and years of experience in implementing acquisition, rehabilitation or new construction projects similar to the proposed project. Provide a concise description of your agency's history and success in delivering services at the facility.

7.b. Provide the following: **one copy with original application and eight copies with each application** of:

- i) the sponsoring agency's past two years financial audit or financial compilation. Agencies unable to produce two years of financial statement compilations or financial audits shall not be eligible to apply for CDBG funds. See RFP Pages Section III.B. regarding information on financial audits and financial statements,
- ii) Board meeting(s) minutes that include documentation of submission, review and approval of the most current year-end financial statement reports by the Board,
- iii) the resume of the Chief Financial Officer of the organization and or Board Treasurer, and identifying the certified public accountant (firm) responsible for preparing financial statement compilations or financial audits,
- iv) verification of non-profit federal and state tax exemption status, and
- v) receipt of payment of most recent Federal and State quarterly payroll taxes, if applicable.

8. **Funding History** – Using the chart provided, please list previous CDBG funded Community Center and Public Facility Improvement projects from the past five (5) years and their current status. Describe specific accomplishments, including quantitative and qualitative information.

ACTIVITY TITLE	YEAR FUNDED	APPROVED CDBG BUDGET	STATUS OF PROJECT (Include specific accomplishments: e.g. completion date, number of persons served, etc.)	FUNDS EXPENDED TO DATE

9. **Environmental Information Checklist** – If applicable, attach a completed Environmental Information Checklist form (EIC) for your project. Please call Moises Carrillo, Senior Community Development Supervisor at (818) 548-2000 for assistance.
10. **Acquisition/Relocation** – If the project involves acquisition of real property, or rehabilitation of a property currently occupied by tenants or recently moved tenants in the past six months, please complete the questions below and provide the necessary documents required.
- 10.a. Under **Budget** Question 2., in addition to the construction cost estimate if applicable, describe details regarding terms of acquisition including purchase price, loan terms, matching funding including sources, and any other acquisition costs. Indicate all costs associated with the acquisition proposed to be paid for by CDBG funding. Include a copy of the appraisal report if available or estimated value based upon comparable market value.
- Under **Leverage** Question 2., address the Acquisition budget in lieu of a construction budget, unless application is for both acquisition and rehabilitation, then address both construction and acquisition budget.
- 10.b. Under **Demonstrated Need for CDBG Funds and to Carry Out the Project** Question 3., describe and relate the demonstrated need for Acquisition in place of Rehabilitation/Improvements. If both acquisition and rehabilitation funding is requested, then address both construction and acquisition needs.
- 10.c. All properties proposed to be acquired with CDBG funds may be subject to the Uniform Assistance and Real Property Acquisition Policies Act of 1970 (URA) and if applicable, the one-for-one replacement of low/ moderate-income dwelling unit requirement under the Housing and Community Development Act. Indicate if the property being acquired is commercial, industrial or residential and indicate if the building is vacant, if the property is occupied identify the number of persons living in the property and type of occupancy, in terms of owner, tenants, or business. Projects that involve acquisition of occupied property are required by the URA to give immediate notice to tenants regarding an application to the City of Glendale for federal funding to acquire, demolish, and/or rehabilitate the building in which they reside. Copies of the URA General Information Notice are available in the offices of Community Development and Housing. These notices must be provided to tenants at the time the CDBG funding application is submitted to the City.

## REQUIRED PROJECT BUDGET FORM – REHABILITATION PROJECTS

**Contractor/Architect:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_ **Agency:** \_\_\_\_\_

A BUDGET ITEM	B COST	C CDBG REQUEST
ACQUISITION		
ARCHITECTURAL FEES		NOT ELIGIBLE
ENGINEERING FES		NOT ELIGIBLE
PLAN CHECK AND BUILDING PERMIT FEES		NOT ELIGIBLE
VARIANCES, DRB, CUP FEES		NOT ELIGIBLE
INSPECTION FEES		NOT ELIGIBLE
CONSTRUCTION COSTS (IN DETAIL)		
GENERAL CONDITIONS		
PROJECT SUPERVISION/MANGEMENT (10%)		
OVERHEAD AND PROFIT		
BONDS		
INSURANCE		
CONTINGENCY (10%)		
<b>BUDGET TOTAL</b>		