COMMUNITY DEVELOPMENT DEPARTMENT

CDBG CAPITAL APPLICATION WORKSHOP

We'll begin shortly

Today's Agenda

- Introductory Remarks
- Available Funds
- Capital Grant Funding
- Criteria
- Application Overview
- Proposal Analysis
- Funding Schedule
- Q&A

Types of Grants

- Public/Human Services - Direct Social Services
- Economic Development - Economic Development – Technical assistance to businesses and microenterprise
- Capital – Public Facilities and Infrastructure

Estimated Available Funds

- CDBG (Incl Capital and Economic Development)- $617,879
- 5% Project Delivery Cost
- Grant period July 2023 – June 2024

General Requirements/Funding Criteria

1. Facilities of organizations, public infrastructure and parks improvements that benefit 51% or greater low & mod-income residents or neighborhoods, per HUD.
2. Tax-exempt non-profits, or local units of government.
3. Own or have a long term lease for property.
4. Demonstrate financial stability
5. Other general requirements can be found in the FAQ on website.

Eligible Activities

- Acquisition
- New Construction & Rehabilitation (Not housing)
- Installation
- Demolition
- Infrastructure Improvements
- Associated Pre-Development Costs

Ineligible Activities

- Maintenance/ Repair
- Operating Costs
- Equipment that is not “integral structural fixture”

Examples of Past Projects

- Playgrounds
- Bathroom remodels
- Kitchen remodels
- Solar
- Roof replacement
- Exterior and interior painting
- Window replacement

Capital Applicants

Prior to applying investigate:

- Preconstruction Requirements
- Labor Standards including Davis Bacon and Section 3
- Regulatory Requirements (Permits, Accessibility Requirements, etc.)
- Feasibility (Cost & Time)
- Expected Completion April 30, 2024

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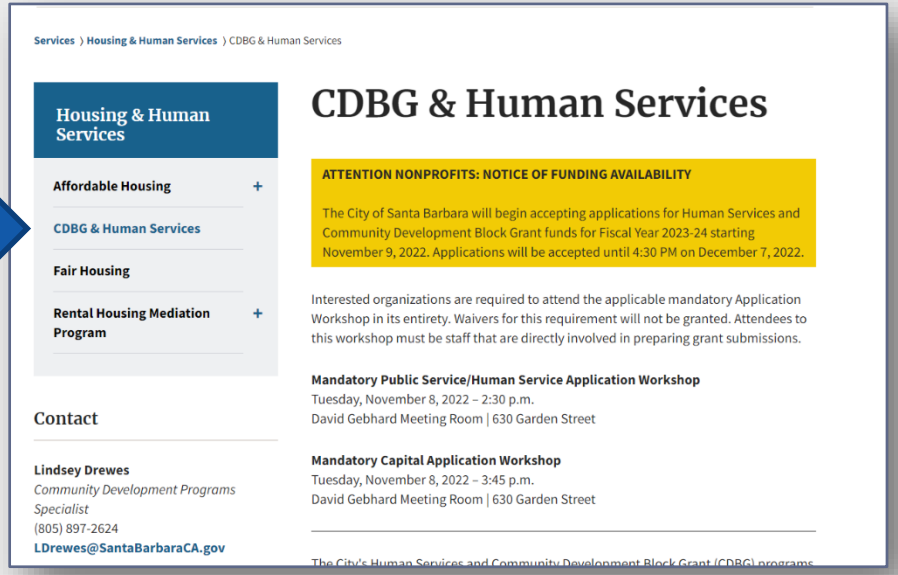
HOW TO APPLY

How to Apply

- Apply through Neighborly
- Submitted electronically
- Separate Public Service and Capital Applications

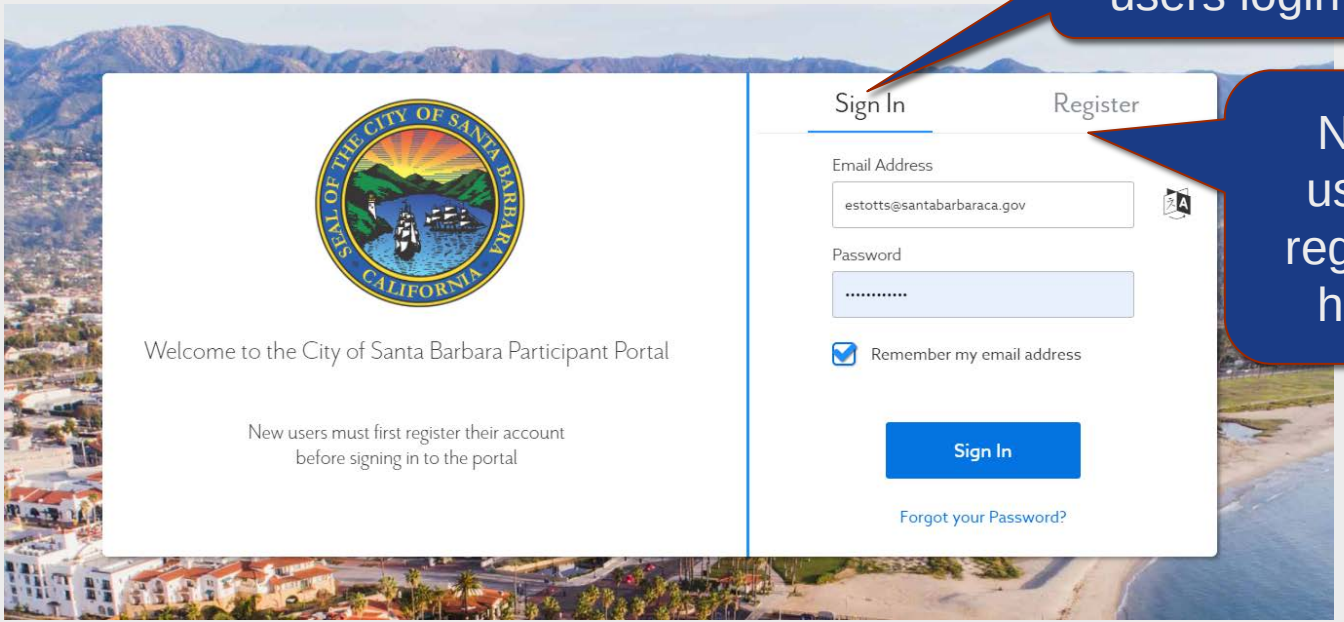
Application Page

Click here to access the application and applicable docs



https://santabarbaraca.gov/services/housing-human-services/cdbg-human-services

Log In or Register



https://portal.neighborlysoftware.com/CITYOFSANTABARBARA/Participant

Attachments

1. Program Budget* – Required
2. Organization Budget* – Required
3. Organizational Chart – Required

Attachments

4. BoD Roster* – Required

5. BoD Minutes – Required

6. Approval and Declaration* – Required

Attachments

7. Financial Reports – Required:

FY **6/30/22** or Calendar Year **12/31/21**

- AUDIT - Revenues over $2 million
- REVIEW - $500,000 to $1.99 million
- COMPILATION - $499,999 or less

Attachments

7. Financial Reports, Cont.

- Financial Statement & Balance Sheet – *only* if draft audit is not ready

- MUST include:
  - Letter explaining why report is not available; and
  - Estimated completion date

Attachments

8. IRS 990 Tax Return for 2021 – Required
   - Or full copy of extension form 8868
9. IRS Tax-Exempt Status letter – Required
10. Ca. Franchise Tax Board letter – Required
11. Articles Of Incorporation – Required
12. W9 Form – Required

Attachments - Capital

1. Timeline - Required
2. Cost Estimate (Include 5% Project Delivery in Funding Request) - Required
3. Plans/Drawings - Required
4. Map – Required (Even if it is just a google map highlighting the specific area on the property that the work will be performed)

Attachments - Capital

5. Site Plan - Required
6. Photos - at least 4 Required
7. Area Benefit Analysis * – Required if client data is not collected

Proposal Analysis

Community Development Human Services Committee - CDHSC

- Appointed by City Council
- Analyze merits of competing applications
- Interview applicants*
- Develop recommendations to Council
- Site Visits*

Proposal Evaluation

- Agency
- Board
- Project Description
- Project Need
- Project Cost
- Agency Finances

Funding Schedule

December 7, 2022	Application due – Web Site Closed at 4:30 p.m. No Exceptions
Jan./Feb. 2023	Interview and Formulate Committee Recomendations
March 28, 2023	Recommendations to City Council (tentative date)

Deadline

DECEMBER 7, 2022- 4:30 p.m.

NO EXCEPTIONS

Submit Early

- Staff will make every effort to review applications submitted early
- Corrections will be emailed
- You have until 4:30 p.m. Dec. 7 to make any corrections

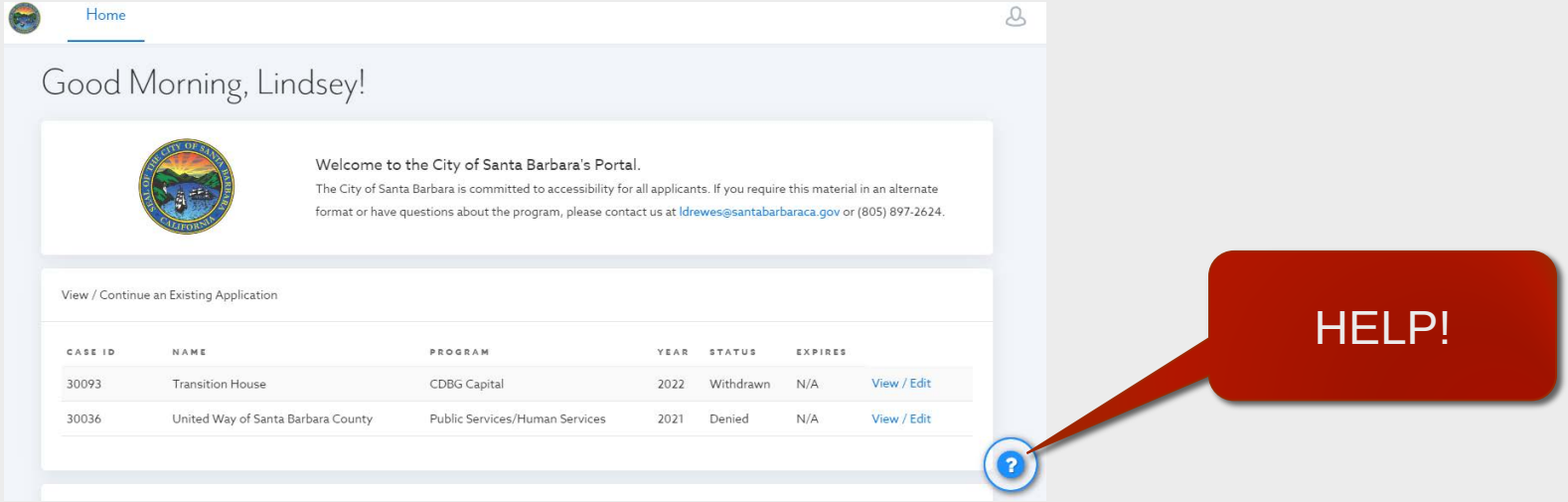
Web Site

https://santabarbaraca.gov/services/housing-human-services/cdbg-human-services

- Access application;
- Frequently Asked Questions;
- Common Errors to Avoid

Technical Assistance

- Help link on application portal – lower right



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QUESTIONS?

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THANK YOU