



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



Services > Housing & Human Services > CDBG & Human Services

Housing & Human Services

- Affordable Housing +
- CDBG & Human Services**
- Fair Housing
- Rental Housing Mediation Program +

Contact

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Community Development Programs
Specialist
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LDrewes@SantaBarbaraCA.gov

CDBG & Human Services

ATTENTION NONPROFITS: NOTICE OF FUNDING AVAILABILITY

The City of Santa Barbara will begin accepting applications for Human Services and Community Development Block Grant funds for Fiscal Year 2023-24 starting November 9, 2022. Applications will be accepted until 4:30 PM on December 7, 2022.

Interested organizations are required to attend the applicable mandatory Application Workshop in its entirety. Waivers for this requirement will not be granted. Attendees to this workshop must be staff that are directly involved in preparing grant submissions.

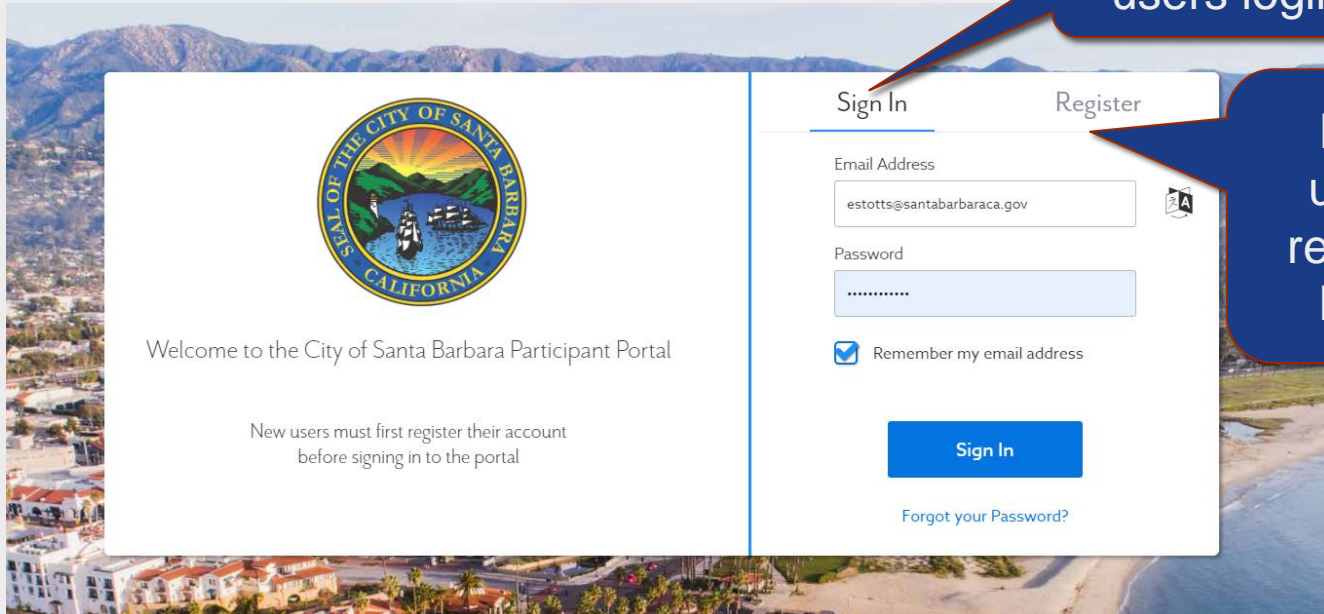
Mandatory Public Service/Human Service Application Workshop
Tuesday, November 8, 2022 - 2:30 p.m.
David Gebhard Meeting Room | 630 Garden Street

Mandatory Capital Application Workshop
Tuesday, November 8, 2022 - 3:45 p.m.
David Gebhard Meeting Room | 630 Garden Street

The City's Human Services and Community Development Block Grant (CDBG) programs

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

Log In or Register



The screenshot shows a web page for the City of Santa Barbara Participant Portal. On the left, there is a large circular seal of the City of Santa Barbara, California, featuring a harbor scene with ships and mountains. Below the seal, the text reads: "Welcome to the City of Santa Barbara Participant Portal" and "New users must first register their account before signing in to the portal". On the right, there are two tabs: "Sign In" (which is active) and "Register". Under the "Sign In" tab, there is a form with the following fields: "Email Address" (containing "estotts@santabarbaraca.gov"), "Password" (with masked characters "*****"), and a checkbox labeled "Remember my email address" which is checked. Below the form is a blue "Sign In" button and a link that says "Forgot your Password?".

Existing users login

New users register here

<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 Recommendations

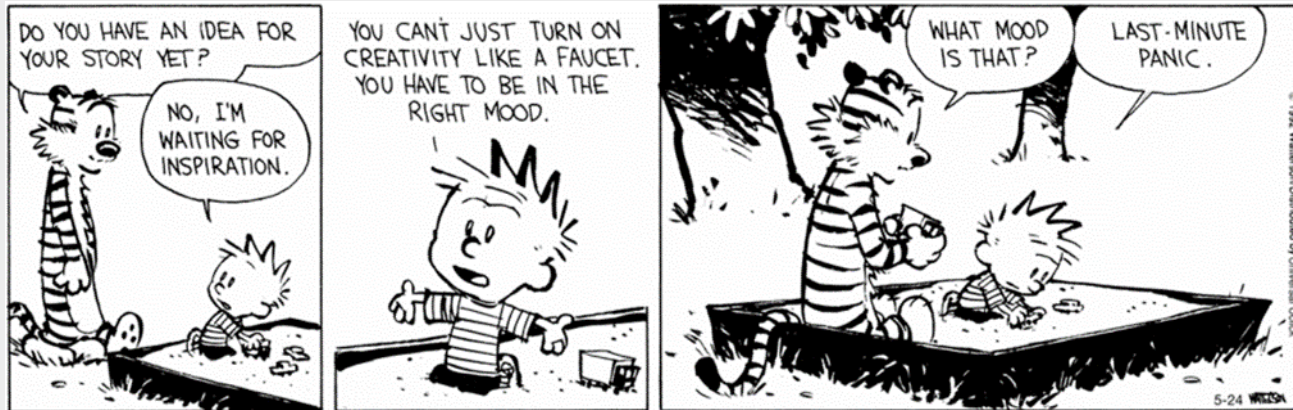
March 28, 2023

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

Home

Good Morning, Lindsey!

Welcome to the City of Santa Barbara's Portal.
The City of Santa Barbara is committed to accessibility for all applicants. If you require this material in an alternate format or have questions about the program, please contact us at ldrewes@santabarbara.ca.gov or (805) 897-2624.

View / Continue an Existing Application

CASE ID	NAME	PROGRAM	YEAR	STATUS	EXPIRES	
30093	Transition House	CDBG Capital	2022	Withdrawn	N/A	View / Edit
30036	United Way of Santa Barbara County	Public Services/Human Services	2021	Denied	N/A	View / Edit

[?](#)

HELP!

Contact Us

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QUESTIONS?



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THANK YOU