



COMMUNITY DEVELOPMENT DEPARTMENT

CDBG APPLICATION WORKSHOP

We'll begin shortly

Today's Agenda

- Available Funds
- Types of Grants
- Council Priorities
- Eligible Activities
- Requirements
- Application Overview
- Proposal Analysis
- Funding Schedule
- Q&A

Estimated Available Funds

- CDBG (Incl. Capital and Economic Development) - \$600,000
- 5% Capital Project Delivery Cost
- Grant period July 2024 – June 2025

Types of Grants

- Economic Development – Technical assistance to businesses and micro-enterprises
- Capital – Public Facilities and Infrastructure
- Affordable Housing Rehabilitation

FY 25 COUNCIL PRIORITIES

- Childcare Facilities
- Homelessness Shelters/ Transitional Housing
- Projects that support families and children

Eligible Activities

- Acquisition
- Rehabilitation
- Demolition
- Infrastructure Improvements
- Associated Pre-Development Costs
- Self Employment Training Courses
- Micro-enterprise Business Loan Programs

Ineligible Activities

- Maintenance/Repair
- Operation and Utility Costs
- Equipment that is not an “integral structural fixture”
- Other ineligible activities per HUD regulations

Examples of Possible Capital Projects

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

General Requirements

- Proposed programs/projects must primarily benefit low- and moderate-income residents, as defined by the U.S. Department of Housing and Urban Development
- Tax-exempt non-profits or local units of government. Economic Development projects may be awarded to for-profit entities per CFR 570.201(o)(1)(ii)
- Own or have a long-term lease for property
- **Other criteria and requirements can be found in the Funding Criteria and FAQ on website**

Capital and Housing Rehab Application Requirements

Prior to applying, investigate:

- Preconstruction Requirements
- Labor Standards including Davis Bacon
- Regulatory Requirements (**Permits, Accessibility Requirements, etc.**)
- Section 3 and Build America Buy America Act
- Feasibility (Cost & Time)
- Projects required to be completion April 30, 2025

Economic Development Projects

Measurable Outcomes

Specific & realistic results or changes that your client will experience from being in your program or receiving your service.

Economic Development Projects

Outcome vs. Output

Outcome ⇒ Change or Result from Service

Output ⇒ Unit of Service

Economic Development Projects

Example of Outcome vs. Output

Output Ex. Provide self employment 12-week training course for 100 micro-enterprise businesses.

Outcome Ex. Out of the 100 micro-enterprise businesses who completed the self employment training course, 25% will have a 30% revenue increase within 6 months of completing the course.

Economic Development Projects

Outcome vs. Efficiency

Outcomes differ from efficiencies or effectiveness, cost or quality

Ex. Increase recruitment of volunteers or improved client satisfaction results

Common Application Errors

Clerical Errors and Responses to Application Questions:

- *Most questions during the interview cycle this past year stemmed from clerical errors and not responding to questions within applications. This can lead to confusion and misunderstandings about the organization, program, and application and influence an application's overall score. Please review your applications thoroughly prior to submittal and ensure the answers succinctly respond to the questions.*



COMMUNITY DEVELOPMENT DEPARTMENT

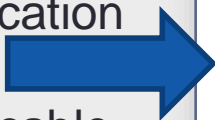
HOW TO APPLY

How to Apply

- Apply through Neighborly
- Submit electronically
- Separate Economic Development and Construction 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 +

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

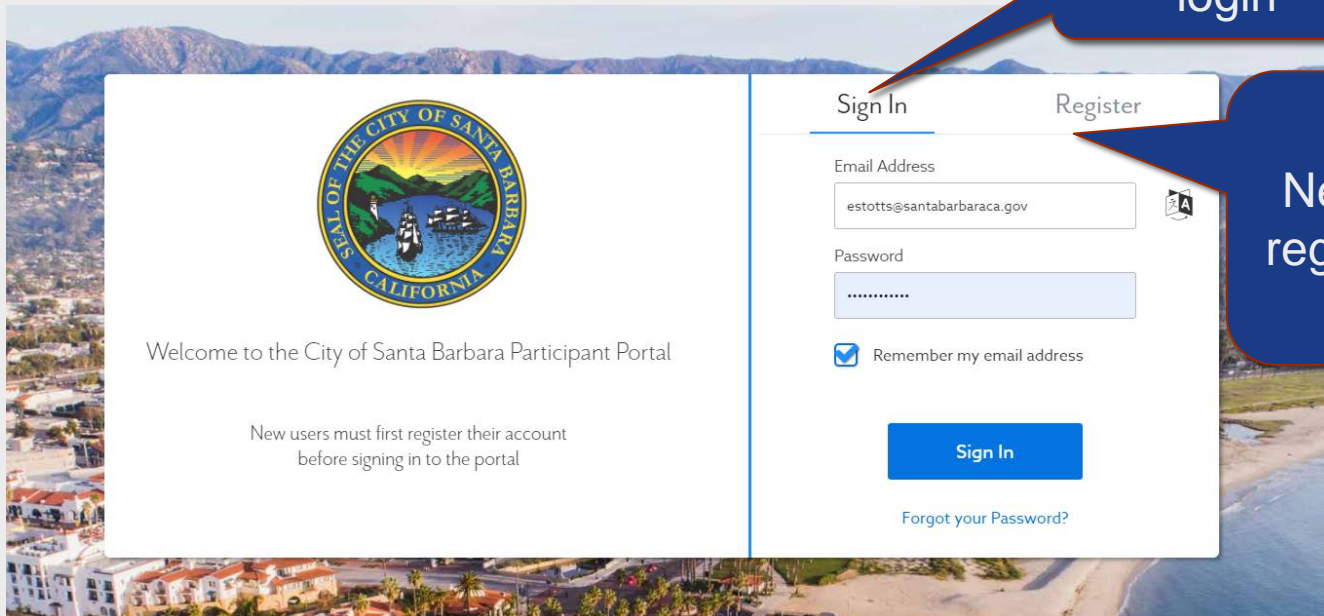
The City's Human Services and Community Development Block Grant (CDBG) programs

Contact

Lindsey Drewes
Community Development Programs
Specialist
(805) 897-2624
LDrewes@SantaBarbaraCA.gov

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

Log In or Register



SEAL OF THE CITY OF SANTA BARBARA
CALIFORNIA

Welcome to the City of Santa Barbara Participant Portal

New users must first register their account
before signing in to the portal

Sign In Register

Email Address
estotts@santabarbaraca.gov

Password

☒ Remember my email address

Sign In

[Forgot your Password?](#)

Existing user
login

New user
registration

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

Attachments

1. Program Budget* – Required
2. Organization Budget* – Required
3. Organizational Chart – Required
4. Fee Donation Schedule – If applicable

*Templates in Neighborly are required to be used. If a document is not applicable to you, you must consult with staff prior to submitting application

Attachments

5. BoD Roster* – Required

6. BoD Minutes – Required

7. Approval and Declaration* – Required

*Templates in Neighborly are required to be used.

If a document is not applicable to you, you must consult with staff prior to submitting application

Attachments

8. Financial Reports – Required:

FY **6/30/23** or Calendar Year **12/31/22**

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

Attachments

8. 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

9. IRS 990 Tax Return for 2022 – Required
 - Or full copy of extension form 8868
10. IRS Tax-Exempt Status letter – Required
11. CA Franchise Tax Board letter – Required
12. Articles Of Incorporation – Required
13. W9 Form – Required

Attachments – Capital/Housing Rehab

1. Timeline - Required
2. Cost Estimate (Include 5% Project Delivery Cost) - 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/Housing Rehab

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

*Templates in Neighborly are required to be used.

If a document is not applicable to you, you must consult with staff prior to submitting application

Proposal Analysis



Community Development Human Services Committee - CDHSC

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

Capital/Housing Rehab Proposal Evaluation

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

Economic Development Proposal Evaluation

- Agency
- Board
- Program
- Measurable Outcomes
- Need
- Finances
- Living Wage (if applicable)

Funding Schedule

December 7, 2023

Application due – Web Site
Closed at 4:30 p.m.
No Exceptions

Jan./Feb. 2024

Interview and Formulate
Committee Recommendations

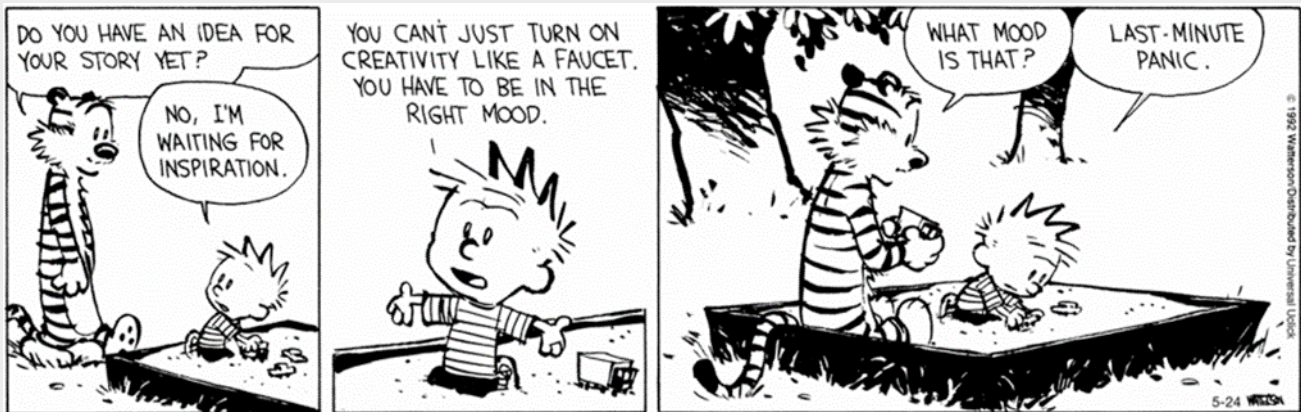
March 28, 2024

Recommendations to City Council
(tentative date)

Deadline

DECEMBER 7, 2023 - 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. on December 7th to make any corrections

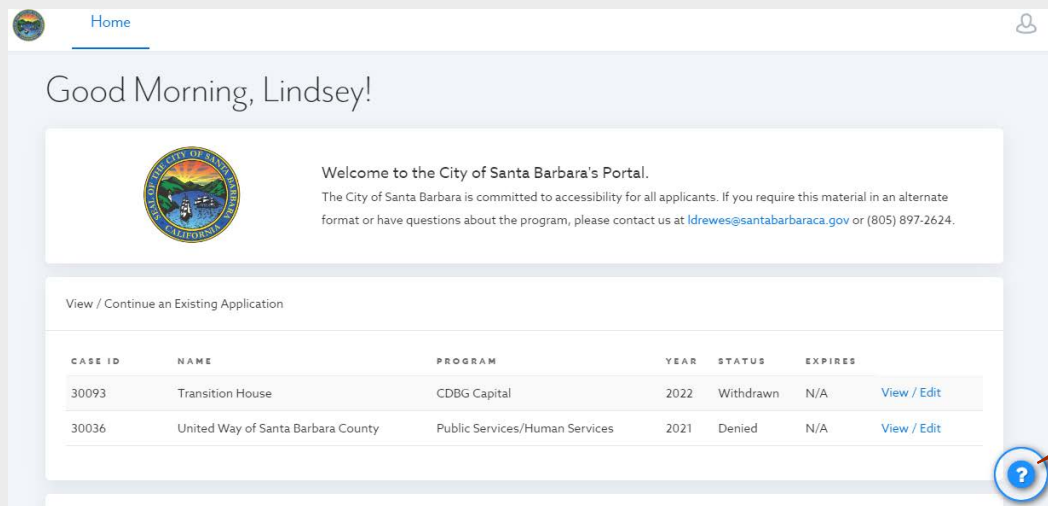
Web Site

<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@santabarbaraca.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

Lindsey (805) 897-2624

Email: ldrewes@santabarbaraca.gov



COMMUNITY DEVELOPMENT DEPARTMENT

QUESTIONS?



COMMUNITY DEVELOPMENT DEPARTMENT

THANK YOU