



City of Santa Barbara
Community Development Department

Memorandum

DATE: 10/22/2024

TO: Community Development Human Services Committee

FROM: Housing and Human Services Staff

SUBJECT: REVIEW APPLICATION QUESTIONS

Draft 2025-2026 Capital Application questions provided to CDHSC for their review and approval.

Program Overview

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Case Id: 30478

Name: LD Test - 2025

Address: *No Address Assigned

Program Overview



CITY OF SANTA BARBARA CDBG CAPITAL PROGRAM

City of Santa Barbara

630 Garden Street

Santa Barbara, CA 93101

(805) 897-2624

ldrewes@santabarbaraca.gov

The City of Santa Barbara receives an annual allocation of Community Development Block Grant (CDBG) funds. The funds are made available to the City to undertake eligible projects and programs that develop a viable urban community by providing decent housing and a suitable living environment. These funds are required to be used for programs that principally benefit low and moderate-income persons. Please note, the funding period for this grant period will be one year beginning July 1, 2025 and ending June 30, 2026. All agencies are required to comply with the requirements described in the City of Santa Barbara Construction Projects Manual available in the Grantee Resources Tab. Instructions to complete this Application Proposal:

1. Capital applicants are required to discuss their proposal with City CDBG staff prior to submitting application to determine project eligibility and discuss applicable federal requirements.
2. The City will only accept applications submitted through this on-line Neighborly Software system. The City will NOT accept hardcopy, faxed, or emailed applications or attachments.
3. Applications must be submitted by 4:30 p.m., December 12, 2024. No late or incomplete applications will be accepted. No exceptions will be granted.
4. If your agency is requesting funding for more than one program or project, a separate application must be submitted for each request.
5. You are required to answer each question. If a question does not apply to your proposal, please answer with "N/A".
6. No attachments will be accepted other than those requested. If a particular required attachment is determined by the applicant not to apply to the project, the applicant is required to upload a memo to City CDBG staff referencing the attachment and providing an explanation as to why the attachment will not be submitted. Memo in lieu of required attachment is subject to City CDBG staff approval prior to submittal.
7. Incomplete applications will not be accepted nor considered for funding. Please visit the City's grant application web page at <https://santabarbaraca.gov/services/housing-human-services/cdbg-human-services> for additional information and FAQs. If you have questions, first refer to the FAQs. If you still need assistance, please contact Lindsey Drewes, Community Development Programs Specialist at (805) 897-2624, or ldrewes@santabarbaraca.gov.

Please download and review the following documents:

- [City DBRA Contractor Manual](#)
- [Construction Projects Guide](#)
- [Funding Criteria 2025-2026](#)
- [City of Santa Barbara Section 3 Plan](#)
- [2025-2026 FAQ](#)

I have downloaded and read the documents listed above.

Organization Contact Information

No data saved

Case Id: 30478

Name: LD Test - 2025

Address: *No Address Assigned

Organization Contact Information

Please provide the following information.

ORGANIZATION INFORMATION

1. Organization Name

2. Project Name

3. Mailing Address

4. Project Address

5. Unique Entity Identifier

6. DUNS

7. Organization Website

ORGANIZATION POINT OF CONTACT

8. First Name

9. Last Name

10. E-Mail

11. Phone Number

12. EXECUTIVE DIRECTOR

13. First Name

14. Last Name

15. Email

16. Phone Number

Pre-Application Submit

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Pre-Application Submit

Please read and attest to the following information.

- 1. Applicant has spoken to CDBG Program staff to determine project eligibility and discuss applicable federal requirements.
- 2. Applicant acknowledges that it shall include estimated costs for permits, environmental reviews, a 5% project delivery cost and other preconstruction and construction expenses in its Project Budget.
- 3. Applicant acknowledges that funded projects are to be completed (and funds expended) by April 30 following the effective date of the Agreement. If not completed by April 30, a formal request for extension is required and subject to approval by the City.
- 4. Applicant certifies it has investigated all pre-construction regulatory requirements (zoning/land use, environmental, architectural, labor costs, building and other permits, etc.) to ensure feasibility of the project with respect to both time and cost.
- 5. Applicant agrees that all personnel assigned to this project will abide by and adhere to the provisions of the City's CDBG Capital funds program, as outlined in the City's Construction Guide, which can be found on the Program Overview.

Please note, you will be notified by email once your pre-application has been reviewed.

***Not signed*

Assessment Review

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Case Id: 30478

Name: LD Test - 2025

Address: *No Address Assigned

Assessment Review

NOTE: If the applicant is not eligible, **DO NOT** sign the form below or mark the step as complete. Rather, change the case status to "Denied" and send the "Denial Email" to the participant.

I certify that based on the initial assessment, the applicant meets preliminary eligibility requirements for City of Santa Barbara CDBG Capital Program.

Authorizing City of Santa Barbara Signature

Signature

***Not signed*

A. Project Description

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Name: LD Test - 2025

Address: *No Address Assigned

A. Project Description

Please provide the following information.

A.1. Project street address

A.2. Project location Assessor's Parcel Number (APN). Verify APN.

A.3. Clearly describe the proposed project in detail, including the scope of work. Specify physical changes this project will make to the site, building, etc.

A.4. Give a brief description of the program(s) provided by your organization that this project will support.

A.5. How will this project benefit your organization's clients?

A.6. Does your project require construction permits? Have you considered accessibility obligations for your residential or commercial project? Accessibility requirements shall include compliance with State and Federal laws. Requirements could include but are not limited to the California Building Code Section 11B-202.4, which may require 20% of the adjusted construction cost of alterations, structural repairs, or additions for accessibility barrier removal or upgrades. Have you verified this with the City's Building and Safety Office?

A.7. Is the facility or location of the proposed activity/project accessible to persons with disabilities (e.g., reasonable accommodations are available, no physical barriers for people with disabilities)? Does the applicant have a reasonable accommodation policy and procedure to ensure meaningful access to and participation in the proposed activity/program? If the facility or location is not physically accessible, does the proposed activity/project involve physical accessibility improvements (e.g., proposing to make the restroom at the community center accessible, proposing to make public right of ways accessible)? (Section 808(e)(5) of Fair Housing Act and Section 504 implementing regulations at 24 CFR §§8.32, 8.4)

A.8. Does your project require land use approvals or design review (Architectural Board of Review, Staff Hearing Officer, Historic Landmarks Commission, Planning Commission, etc.)? Have you confirmed this with the City's Planning Division staff?

A.9. Is this project located on a site with a Historic Resource?

A.10. Is your project in the Coastal Zone?

A.11. Does the property in this application operate under a Conditional Use Permit or Performance Standard Permit?

A.12. What is the current use of the building/site (e.g., office, medical office, residential)? Does the project involve changing any uses on the site?

A.13. Does the project involve removal/demolition of any housing units?

A.14. Is the project in a building?

A.15. Is the project located within a designated 100-Year Flood Plain or Flood Way (as shown on [FEMA Flood Insurance Rate Map](#))?

A.16. Explain the feasibility of your project considering the strict federal CDBG requirements: Procurement, Timeliness, Labor Standards, Environmental Review, etc.

A.17. Identify the staff who will be assigned to manage this project if funded. What are their qualifications or experience managing construction projects?

A.18. Identify how specifically these CDBG Capital funds will be used for this project.

A.19. Describe any resources (funding, staff time, etc.) your organization has committed to complete this project. Detail other funding sources pursued and/or secured to support this project.

A.20. Detail specific alternative funding options and/or modifications or changes to the project if City CDBG funding is less than the amount requested, or actual construction costs exceed the amount of CDBG support received.

B. Financial Information

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Address: *No Address Assigned

B. Financial Information

Please provide the following information.

Answers to questions B.1–B.3 must come from financial audit/compilation/review ending June 30, 2024, or calendar year ending Dec. 31, 2023.

B.1. Provide your organization's financial Assets.

Asset Type	Amount
TOTAL	\$0.00

B.2. From question B.1, above: if assets are negative, how has this deficit been financed?

B.3. Provide your organization's financial liabilities.

Liability	Amount
TOTAL	\$0.00

B.4. Provide your organization's net assets.

Net Asset	Amount
TOTAL	\$0.00

B.5. Is your organization current on both federal and state payroll tax deposits and all other employee-related payments?

B.6. Within the past three years, has your organization had an IRS or state levy?

B.7. Has your organization incurred any new debt to help pay for operating expenses during the past 24 months?

C. Organization Information

No data saved

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C. Organization Information

Please provide the following information.

C.1. How is the membership of your organization's Board of Directors representative of the target population you serve?

C.2. Describe the level of leadership and involvement of your Board of Directors. What role do they play? Are they required to donate funds or raise a specific amount of money?

C.3. Give one specific example of a recent significant action taken by your Board of Directors that was NOT routine. (Routine actions are approval of agenda/minutes, financial reports, etc.). Describe how this action benefited your organization, program, clients, etc. And how is board member consensus obtained?

C.4. Is your organization:

- Incorporated/organized in a U.S. State
- Tax-exempt under Internal Revenue Code §501(c)(3)
- Tax exempt under California Revenue and Taxation Code §23701d
- Unit of General Local Government

C.5. Name the person(s) from your organization who attended the Application Workshop.

C.6. Have you considered accessibility obligations for your residential or commercial project?

C.7. What are the organizations measurable goals around equity and inclusion? Do you have a system that helps your non-profit identify and act on inequities within the agency and program?

C.8. How do you ensure the members of your organization are culturally responsive? How does that impact the way your clients interact with your program?

D. Project Budget Table

No data saved

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D. Project Budget Table

Detail the total project revenue and expenses according to the sources and time period shown. A detailed project budget is required. In addition to providing the project budget, download and complete the Organization budget form provided by the City in the Attachments section. Cost estimates or bid estimates may NOT be used as a substitute for this project budget and/or the Organization budget.

D.1. Funding Sources/Revenues

Funding Source	Revenue
TOTAL	\$0.00

D.2. Funding Uses/Expenses

Funding Use	Expense
TOTAL	\$0.00

D.3. Project Budget Narrative: Detail the methods utilized to determine project costs.

D.4. What is the total amount of CDBG Funding requested for this project?

\$0.00

E. Client Data & Staff Information

No data saved

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E. Client Data & Staff Information

Please provide the following information.

E.1. How many people will the project serve with extremely low income in fiscal year 2025-2026 (0%-30% LMI)?

E.2. How many people will the project serve with low income in fiscal year 2025-2026 (31%-50% LMI)?

E.3. How many people will the project serve with moderate income in fiscal year 2025-2026 (51%-80% LMI)?

E.4. How many people will the project serve with above moderate income in fiscal year 2025-2026 (81% or more LMI)?

E.5. What percentage of low to moderate income people will the proposed project serve?

E.6. Ages served

Age	Last Year 2023-2024	This Year 2024-2025	Next Year 2025-2026
TOTAL	0	0	0

E.7. Race/Ethnicity Served

Race/Ethnicity	Last Year 2023-2024	This Year 2024-2025	Next Year 2025-2026
TOTAL	0	0	0

E.8. Sex/Gender Served

SEX/GENDER	Last Year 2023-2024	This Year 2024-2025	Next Year 2025-2026
TOTAL	0	0	0

E.9. Residence

Residence	Last Year 2023-2024	This Year 2024-2025	Next Year 2025-2026
TOTAL	0	0	0

E.10. Income Levels Served

Income Level	Last Year 2023-2024	This Year 2024-2025	Next Year 2025-2026
TOTAL	0	0	0

E.11. Other Characteristics

Other Characteristic	Last Year 2023-2024	This Year 2024-2025	Next Year 2025-2026
TOTAL	0	0	0

E.12. Total Unduplicated

F. Salaries Table

No data saved

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F. Salaries Table

Please provide the following information.

List top five employees (whether executive, management, or other), starting with highest job title and salary paid.
Provide job title only.

Employee	Title	Salary
TOTAL		\$0.00

G. Required Documents

No data saved

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G. Required Documents

Below you will find a list of documents required to complete your application submittal process. The attachments listed are required of ALL Capital grant applications. You will not be allowed to submit your application until you have uploaded all documents. If any documents do not apply to your agency, you must upload a memo explaining this. If any documents are not available at this time, for example your audit or Board of Directors minutes, you must upload a memo explaining the delay and provide an estimated completion date. Do not submit outdated prior year audits or tax returns. The system will accept any format (Word, Excel, pdf, jpg, etc.)

Please download, complete and upload the following templates:

- [Area Benefit Analysis Template](#)
- [Board of Directors Roster Template](#)
- [Organization and Program Budget Template](#)
- [Application Approval and Declaration](#)

Documentation

Application Approval and Declaration *Required

**No files uploaded

Area Benefit Analysis - for applicants not able to report client demographics e.g. parks, sidewalks

**No files uploaded

Articles of Incorporation stamped by California Secretary of State *Required

**No files uploaded

Board of Directors Minutes - Authorizing submission of application *Required

**No files uploaded

Board of Directors Roster *Required

**No files uploaded

California Franchise Tax Board Tax Exempt Status Letter *Required

**No files uploaded

Construction Timeline *Required

***No files uploaded*

Detailed Cost Estimate upon which project budget is based *Required

***No files uploaded*

Federal Tax Return Form 990 for 2023. If not complete, submit a full copy of EXTENSION Form 8868 *Required

***No files uploaded*

Financial Report for calendar year 2023 or Fiscal Year 2023-2024 *Required

***No files uploaded*

IRS Tax Exempt Status Letter *Required

***No files uploaded*

W9 *Required

***No files uploaded*

Organization Budget *Required

***No files uploaded*

Organization Chart *Required

***No files uploaded*

Photographs - at least four that clearly show area and specific project elements. *Required

***No files uploaded*

Project Plans – preferably for architectural plans or construction documents *Required

***No files uploaded*

Site Plan - property lines, extent of development, location of utilities *Required

***No files uploaded*

CDHSC Informational Request

***No files uploaded*

Submit

No data saved

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Submit

Once an application is submitted, it can only be "Re-opened" by an Administrator. The system will send a submission confirmation email. If you do not see one, please check your Spam or Junk folder.

This information is true and accurate.

Signature

***Not signed*

Privacy Act Notice Statement: Applications for CDBG Capital are public record. The U.S. Department of Housing and Urban Development (HUD) is requiring the collection of the information derived from this form to determine an applicant's eligibility in a CDBG program; to protect the Governmental financial interest; and to verify the accuracy of the information furnished. It may be released to the appropriate Federal, State and local agencies when relevant, as well as to civil, criminal or regulatory investors, and to persecutors. Failure to provide any information may result in a delay or rejection of your eligibility approval. The Department is authorized to ask this information by the National Affordable Housing Act (NAHA) of 1990.

Warning: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false fraudulent statements to any department of the United States Government.

PENALTY FOR FALSE OR FRAUDULENT STATEMENTS: U.S.C. Title 18, Sec. 1001, provides: Whoever in any matter within jurisdiction of any department or agency of the United State knowingly and willingly falsifies any documents knowing the same to contain any false, fictitious or fraudulent statements or entry, shall be fined not more than \$10,000 or imprisoned not more than 5 years or both.