

## Program Overview

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Case Id: 30104

Name: test - 2022

Address: \*No Address Assigned

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### Program Overview

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#### CITY OF SANTA BARBARA CDBG CAPITAL PROGRAM

**City of Santa Barbara**  
630 Garden Street  
Santa Barbara, CA 93101  
(805) 897-2624  
[ldrewes@santabarbaraca.gov](mailto: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. The funding period will begin July 1, 2023 and end June 30, 2024. 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 7, 2022. 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. If you are requesting funds for public/human services, you must submit a public/human services application for each program. For capital projects, you must submit a Capital Application. Capital requests will be funded with CDBG; public service/human service requests will receive funding from CDBG or City Human Services funds. City staff will determine which funding source is most suitable and provide that recommendation to the City Council.
6. You are required to answer each question. If a question does not apply to your proposal, please answer with "N/A".
7. 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.
8. Incomplete applications will not be accepted nor considered for funding. Please visit the City's grant application web page at [www.SantaBarbaraca.gov](http://www.SantaBarbaraca.gov) 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](mailto:ldrewes@santabarbaraca.gov).

Please download and review the following documents:

- [FAQ 2023-2024](#)
- [City DBRA Contractor Manual](#)
- [Construction Projects Guide](#)
- [Funding Criteria 2023-2024](#)

I have downloaded and read the documents listed above.

# Organization Contact Information

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## Organization Contact Information

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Please provide the following information.

### ORGANIZATION INFORMATION

1. Organization Name

2. Program Name

3. Mailing Address

4. Unique Entity Identifier

5. DUNS

6. Organization Website

### ORGANIZATION POINT OF CONTACT

7. First Name

8. Last Name

9. E-Mail

10. Phone Number

11. EXECUTIVE DIRECTOR

12. First Name

13. Last Name

14. Email

15. Phone Number

## Pre-Application Attestations

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### Pre-Application Attestations

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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, professional services such as architectural design, environmental reviews and other preconstruction expenses in its Project Budget.
- 3. Applicant acknowledges that CDBG funding requires conformance with federal Davis-Bacon Act labor laws, and state prevailing wage rates (whichever is higher).
- 4. 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.
- 5. 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.
- 6. 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.

## Assessment Review

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### Assessment Review

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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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### A. Project Description

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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?**

**Describe the terms of the Conditional Use Permit/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?**

**Does the scope of work include any exterior work?**

**What percentage of floor area will be modified?**

0.00 %

**What is the verified age of the building?**

**What is the estimated value of the project building?**

\$0.00

**Is the applicant the owner?**

**If the property is encumbered, identify: balance owed; payment schedule and amount; lender's name and loan maturity date; source of funds for payments; and other collateral used as security.**

**Does your organization have a long-term lease of at minimum five years?**

**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, Preconstruction 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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### B. Financial Information

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Please provide the following information.

Answers to questions B.1–B.3 must come from financial audit/compilation/review ending June 30, 2022, or calendar year ending Dec. 31, 2021.

#### 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?

If yes, explain below. Include current repayment schedule (if applicable) and/or explain how the matter is to be (or was) resolved.

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

If so, briefly explain.

## C. Organization Information

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### C. Organization Information

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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.**

**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.**

## D. Project Budget Table

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### D. Project Budget Table

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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
<b>TOTAL</b>	\$0.00

#### D.2. Funding Uses/Expenses

Funding Use	Expense
<b>TOTAL</b>	\$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

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### E. Client Data & Staff Information

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Please provide the following information.

E.1. How many people will you serve with extremely low income in fiscal year 2023-2024 (0%-30% LMI)?

E.2. How many people will you serve with low income in fiscal year 2023-2024 (31%-50% LMI)?

E.3. How many people will you serve with moderate income in fiscal year 2023-2024 (51%-80% LMI)?

E.4. How many people will you serve with above moderate income in fiscal year 2023-2024 (81% or more LMI)?

#### E.5. Ages served

Age	Last Year 2021-2022	This Year 2022-2023	Next Year 2023-2024
<b>TOTAL</b>			

#### E.6. Race/Ethnicity Served

Race/Ethnicity	Last Year 2021-2022	This Year 2022-2023	Next Year 2023-2024
<b>TOTAL</b>			

#### E.7. Sex/Gender Served

SEX/GENDER	Last Year 2021-2022	This Year 2022-2023	Next Year 2023-2024
<b>TOTAL</b>			

#### E.8. Residence

Residence	Last Year 2021-2022	This Year 2022-2023	Next Year 2023-2024
<b>TOTAL</b>			

#### E.9. Income Levels Served

Income Level	Last Year 2021-2022	This Year 2022-2023	Next Year 2023-2024
<b>TOTAL</b>			

#### E.10. Other Characteristics

Other Characteristic	Last Year 2021-2022	This Year 2022-2023	Next Year 2023-2024
<b>TOTAL</b>			0

#### E.11. Total Unduplicated

## F. Salaries Table

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### F. Salaries Table

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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

## E. Required Documents

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## E. Required Documents

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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](#)

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## Documentation

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**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 2020. If not complete, submit a full copy of EXTENSION Form 8868. \*Required**

*\*\*No files uploaded*

**Financial Report for calendar year 2021 or Fiscal Year 2021-2022 \*Required**

*\*\*No files uploaded*

**IRS Tax Exempt Status Letter \*Required**

*\*\*No files uploaded*

**W9 \*Required**

*\*\*No files uploaded*

**Organization Budget \*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*

## Submit

No data saved

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## Submit

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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.