

**CITY OF HEMET**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**

**PROGRAM YEAR 2017/18**  
**APPLICATION INFORMATION**



**APPLICATION SUBMISSION DEADLINE:**  
***5 PM; WEDNESDAY, DECEMBER 7, 2016***

**CITY OF HEMET**  
**445 EAST FLORIDA AVENUE**  
**HEMET, CA 92543**

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## **INTRODUCTION**

The City of Hemet is pleased to present the U.S. Department of Housing and Urban Development (HUD) funded Community Development Block Grant (CDBG) Application Information pamphlet to interested parties. This pamphlet is intended to explain the federal and local goals of the CDBG program and to assist you in applying for CDBG funds for program year July 1, 2017 through June 30, 2018. Included in the pamphlet are a summary of program administration procedures, instructions to complete the CDBG application, and an explanation of activities eligible for funding. As there are strict eligibility criteria, please carefully review this document to determine if your project qualifies under the federal CDBG regulations. While City of Hemet staff is available to provide technical assistance, it is the responsibility of the applicant to become educated on the federal regulations that govern the CDBG program. For more detailed information on HUD guidelines, go to <https://www.hudexchange.info/community-development/cdbg-ta-products/>.

An overview of previously funded projects is provided on page 15. These projects have contributed to the betterment of our community, enhancing our neighborhoods by providing public services for low and moderate income citizens. We look forward to your input in the use of future Community Development Block Grant (CDBG) monies in the City of Hemet.

The City's Citizen Participation Plan has been summarized in this pamphlet, beginning on page 9, to provide information on how you can participate in the City's CDBG project selection process. A complete copy of the Citizen Participation Plan may be viewed on the Community Development Block Grant page of the City of Hemet website (<http://www.cityofhemet.org>). For further information concerning this program, contact Carla Callahan, CDBG Coordinator, at 445 East, Florida Avenue, Hemet, CA 92543; (951) 765-3722.

## **PURPOSE OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

The CDBG program is a flexible program that provides communities with resources to address a wide range of unique community development needs. Beginning in 1974, the Community Development Block Grant (CDBG) program is one of the longest continuously run programs at the Department of Housing and Urban Development (HUD). The CDBG program provides annual grants on a formula basis to general units of local government and States.

The purpose of the CDBG program is to enhance and maintain viable urban communities through the provision of **decent affordable housing**, a **suitable living environment** and the **expansion of economic opportunities**; principally for low and moderate income persons. CDBG is an important tool for assisting local government agencies to tackle serious challenges facing their communities. The CDBG program has made a difference in the lives of millions of people and their communities across the nation.

The annual CDBG appropriation is allocated between States and local jurisdictions called "entitlement" communities. Entitlement communities are comprised of central cities of Metropolitan Statistical Areas (MSAs); metropolitan cities with populations of at least 50,000; and qualified urban counties with a population of 200,000 or more (excluding the populations of entitlement cities).

The Community Development Block Grant Program "entitles" cities with populations greater than 50,000 to directly receive grant funds. The amount of the grant is based on a five-part formula reflecting the ratio of the community's population, extent of housing overcrowding, poverty, age of housing, and growth lag to the average figures for all similar communities.

### **CITY OF HEMET ENTITLEMENT STATUS**

The City of Hemet became an Entitlement City in 1994, and was entitled to receive an annual block grant award directly from the Department of Housing and Urban Development (HUD). This direct entitlement allows the City Council to have greater local control of funds by selecting projects to receive grant allocations and ensures greater accountability to Hemet citizens.

## **COMPLIANCE WITH NATIONAL OBJECTIVES**

In order for an activity or program to be eligible for Community Development Block Grant (CDBG) funding it must qualify as meeting one or more of the following Department of Housing and Urban Development (HUD) three National Objectives:

### **National Objective #1**

#### **Activities benefiting low and moderate income persons/households**

The definition of a low or moderate income person or household is one having an income equal to or less than the income limits established by HUD (page 13). A minimum of 70% of the City's total allocation must be used for this purpose. In order to determine if a project qualifies under this criterion, it must fall under one of the following two activities:

#### **I. Direct Benefit Activities**

A direct benefit activity requires the subrecipient to document that the program is benefiting low and moderate income persons. At least 51% of the recipients of Public Service programs must be within low and moderate income limits. Certain other activities, such as Housing rehabilitation, require 100% of the program participants to be low and moderate income households.

##### A. Economic Development Activities

Economic development activities include all endeavors aimed at increasing or maintaining the level of business activity in the City. *These activities mandate that a business create or retain permanent jobs, of which 51% will be available to persons of low and moderate income.* Examples include loans or grants to businesses providing job training opportunities for low and moderate income persons, and advertising and recruiting efforts directed to areas where substantial numbers of low and moderate income persons reside.

##### B. Public Services

Up to 15% of the City's total annual CDBG allocation may be used for Public Service Activities. *At least 51% of a public service activity's clientele must be documented as low and moderate income residents.* Public service projects must be a new service or an increase in the existing level of service. Examples of public services include homeless needs, senior programs, child care, domestic violence, drug abuse, and crime prevention programs.

##### 1. Presumed Benefit

Certain groups are presumed by HUD to meet the low and moderate income criteria. HUD has defined these groups as: abused children, battered spouses, elderly persons, "severely disabled" adults, homeless persons, illiterate adults and migrant farm workers.

### C. Housing Activities

Housing activities involve the acquisition or rehabilitation of properties, or new housing construction for the purpose of benefiting low and moderate income households. The following are examples of Housing activities which meet this criteria:

- Rehabilitation of Housing occupied by low and moderate income persons. *Improvements must eliminate sub-standard or deteriorating property conditions.*
- Rehabilitation of multi-unit rental Housing of which at least 51% of the units are occupied by tenants whose income is less than or equal to 80% of the County median income.

## **II. Area Benefit Activities**

These are activities that serve geographic areas where not less than 51% of the households are low and moderate income. To meet this criterion, *51% of household incomes must be equal to or less than 80% of the County's median income.*

Examples of Area Benefit Activities include public improvements such as street, sidewalk, curb and gutter improvements (and related design and engineering) and community centers.

### A. Public Facilities and Improvements

Construction and/or general improvements to a neighborhood are allowable when the area is primarily composed of low and moderate income residents. General improvements include, but are not limited to, street and related improvements, sidewalks, public facilities, and water and sewer facilities.

## **National Objective #2**

### **Activities which aid in the prevention or elimination of slums or blight**

- Projects may qualify if benefiting a slum or blighted area as defined under state or local law and containing a sub-standard number of deteriorating or dilapidated buildings or infrastructure within the area. Redevelopment project areas qualify under this category.

In order to be eligible, *the activity must be designed to address one or more of the conditions which qualified the area as slum and blighted.* Residential rehabilitation qualifies if the property is considered substandard per local definition.

- Projects which may qualify outside a slum or blighted area include acquisition, demolition, rehabilitation, relocation and historic preservation. Under this standard, *rehabilitation is limited to the extent necessary to eliminate substandard conditions detrimental to public health and safety.*

### **National Objective #3**

#### **Activities designed to meet community development needs having a particular urgency**

*Activities must be designed to alleviate existing conditions which pose a serious and immediate threat to the health or welfare of the community and which became urgent within the past 18 months. Other sources of funding must be available. Listings of specific eligible and ineligible activities are provided on page 14.*

#### **General Program Administration/Planning Activities**

Up to 20% of the CDBG award may be used for general program administration and planning activities. Planning activities consist of data gathering, studies analysis, and preparation of plans.

## **CITY OF HEMET CDBG PROGRAM GOALS**

The goal of the City of Hemet, with funding from CDBG, is to increase self-sufficiency and economic opportunity for lower-income residents and individuals with special needs so that they can achieve a reasonable standard of living. Specifically, from July 1, 2015 through June 30, 2020 the City has established the following priority needs and subsequent goals as a guide for allocating CDBG funding:

### **1. HOUSING**

- Enhance affordable home ownership through education, preservation and rehabilitation
  - ✓ Annually fund fair housing services including first time home buyer education
  - ✓ Annually fund code compliance services
  - ✓ Annually fund housing rehabilitation activity
- Enhance affordable rental housing through education and preservation
  - ✓ Annually fund land/lord tenant services
  - ✓ Annually fund crime free rental housing program

### **2. PUBLIC FACILITIES & INFRASTRUCTURE**

- Improve existing infrastructure, community and public facilities
  - ✓ Annually fund infrastructure or facility projects (engineering, fire, public works and/or non-profit)

### **3. ECONOMIC DEVELOPMENT**

- Retain and expand economic opportunities through enhancement of public facilities
  - ✓ Fund, as available, infrastructure projects that encourage or support economic development

### **4. HOMELESS**

- Support the local Continuum of Care strategy to aid homeless persons and families, and to end chronic homelessness
  - ✓ Allocate CDBG staff time to actively participate in CoC
  - ✓ Allocate CDBG staff time to collaborate with local homeless providers
  - ✓ Fund as available innovative activities to prevent or reduce homelessness and increase self sufficiency

### **5. NON-HOUSING SPECIAL NEEDS**

- Provide supportive services for persons with special needs, including youth, elderly, and persons with disabilities
  - ✓ Fund as available innovative public service activities

## **CITIZEN PARTICIPATION PLAN**

Hemet has long been a community that looks to and relies upon citizen involvement to set its priorities and shape its direction.

### **Introduction**

The City of Hemet, as an annual recipient of U.S. Department of Housing and Urban Development (HUD) funding, is required to have and follow a detailed Citizen Participation Plan containing the City's policies and procedures for public involvement in:

- the development of the Five-Year Consolidated Plan – identification of needs and priorities for use of HUD funding;
- development of the Annual Action Plan – itemized proposed use of annual allocation of HUD funding;
- review of the Consolidated Annual Performance Evaluation Report (CAPER) – detailed evaluation of actual expenditure of annual allocation of HUD funding; and
- substantial amendments to the Citizen Participation Plan, Consolidated Plan, Annual Action Plan, or the CAPER.

### **Encouraging Public Participation**

The Code of Federal Regulations-Title 24-Part 91-Subpart B, requires that the City of Hemet's Citizen Participation Plan both provide for and encourage public participation. The primary purpose of the programs covered by this Citizen Participation Plan is to improve communities by providing decent housing, a suitable living environment, and growing economic opportunities—all principally for low and moderate income people. Therefore, the City will publish notices of public meetings, comment periods and public hearings in both the Press Enterprise and Spanish language, La Prensa newspapers, and on the City website [www.cityofhemet.org](http://www.cityofhemet.org) to encourage involvement by all of its citizens, particularly, low- and moderate- income residents, residents of blighted neighborhoods, minorities, non-English speaking persons and persons with disabilities who may benefit from the use of HUD funded activities. In addition the City will consult with the Housing Authority of Riverside County to encourage the participation of residents of assisted housing developments within the City of Hemet. Opportunities for public participation may also be publicized through direct notification (mail, e-mail or flyers) of groups and individuals who have expressed an interest or whom the City identifies as having a greater potential interest, such as disabled persons, minorities, seniors, youth, etc. The City will provide opportunities for public involvement at all stages of the process, including:

- Identifying needs;
- Prioritizing identified needs; and
- Overseeing the way in which programs are carried out.

### **Public Access to Information**

Citizens of Hemet, public agencies and other interested parties will be provided with reasonable and timely access to local meetings, information, and records relating to the proposed, actual, and past use of funds covered by this Citizen Participation Plan.

Standard documents will be available for public review at the City of Hemet, 445 East Florida Avenue, Hemet, California, 92543 and the City's website [www.cityofhemet.org](http://www.cityofhemet.org). All standard documents are maintained and accessible for a period of five (5) years as required by Consolidated Plan Regulations [24 CFR 91.105(h)]. These documents will be provided, when requested, in an accessible format to persons with disabilities and non-English speakers. Standard documents include:

- The Citizen Participation Plan
- The Five-Year Consolidated Plan
- The Annual Action Plan
- The Consolidated Annual Performance and Evaluation Report
- Substantial Amendments to any of the listed documents

### **Consolidated Plan Process**

The purpose of HUD funding is to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development and providing community facilities and services, with maximum feasible priority given to activities which benefit low and moderate income persons. The City is responsible for developing its own programs and funding priorities within HUD requirements, through the Consolidated Plan Process. In order to develop and implement an effective plan the City must actively engage citizens, public agencies and other interested parties at all stages of the process.

In general, this process includes:

- Identification of housing and community development needs
- Preparation of the Five-Year Consolidated Plan
- Preparation of the Annual Action Plan
- Public comment and hearing of the proposed plan
- Formal approval by the Hemet City Council of the proposed plan
- When necessary, preparation of a substantial amendment to revise priorities, activities or funding
- Preparation of the CAPER

The City will notice and hold a public hearing at the beginning of the Consolidated Plan process, typically in September, to obtain citizens' views about the City's diverse housing and community development needs and what priority those needs have, prior to preparation of the proposed Five-Year Consolidated Plan or the Annual Action Plan. At the housing and community development needs public hearing, City Council will direct staff to establish a process for evaluating funding requests for the upcoming program year. Previous processes include City Council ad hoc committee, citizen advisory panel, and staff advisory panel.

City staff will facilitate the funding request and evaluation process and provide funding recommendations at a regular City Council meeting, typically in February. Upon City Council approval of the program year funding recommendations, the Five-Year Consolidated Plan and/or Annual Action Plan will be prepared and made available, typically in March, for public review and comment, thirty (30) days prior to a public hearing. The public hearing and City Council approval of the plan must occur prior to submission of the plan, typically in April, at least forty-five (45) days before the beginning of the program year on July 1. In the event, changes in funded activities or funding amounts must be made after approval of the plan the amendment process (detailed on page 5) must be followed.

The CAPER, which describes how funds were actually expended and the extent to which these funds were used for activities that benefited low and moderate income people, will be prepared after completion of the program year, June 30, and made available for a 15-day public review and comment period, typically in August, before submission to HUD. HUD requires submission no later than ninety (90) days after the program year end, by September 28.

## **Complaint Procedures**

The federal government has given the Mayor and City Council sole responsibility and authority to develop and implement the Consolidated Plan and the Annual Action Plan within HUD regulated guidelines. HUD requires thirty-day public review periods for the Consolidated Plan and the Annual Action Plan, while the review period for the Comprehensive Annual Performance Evaluation Report (CAPER) is fifteen days.

Written comments, complaints, concerns or questions addressed to the City of Hemet will receive a meaningful, written reply within 15 working days, when practicable.

Comments, suggestions or complaints may be addressed to the City of Hemet:

Carla Callahan, CDBG Coordinator  
City of Hemet  
445 East Florida Avenue  
Hemet, CA 92543  
(951) 765-3722  
[ccallahan@cityofhemet.org](mailto:ccallahan@cityofhemet.org)

Persons wishing to object to the approval of an application may direct such objections to the Los Angeles Area HUD office:

William Vasquez, Director  
Community Planning and Development Division  
300 North Los Angeles Street, Suite 4054  
Los Angeles, CA 90012  
(213)534-2555  
[William.G.Vasquez@hud.gov](mailto:William.G.Vasquez@hud.gov)

## **APPLICATION PROCESS**

Non-profit agencies and City of Hemet departments interested in receiving Community Development Block Grant (CDBG) funds must submit a complete project application. **APPLICATIONS FOR THE 2017-2018 PROGRAM YEAR MUST BE RECEIVED BY DECEMBER 7, 2016 NO LATER THAN 5:00 P.M.** in order to be considered for inclusion in the City's 2017-2018 CDBG Annual Action Plan budget process. All applications must be submitted on the standard application form (beginning on page 18).

**APPLICATIONS SENT BY FAX OR E-MAIL WILL NOT BE ACCEPTED.  
LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

All project proposals will be evaluated for CDBG program eligibility. Application review will involve an evaluation of whether the project is sponsored by a reputable agency, has non-profit status, has performance measures, is financially feasible, and is an eligible activity as described by HUD regulation. *To ensure efficient administration of CDBG funding the minimum project allocation will be \$10,000.* Final project selections will be approved by the Hemet City Council at a City Council meeting which will include a public hearing.

**All potential applicants are invited and encouraged to attend an application development workshop hosted by the City of Hemet's Community Development Block Grant Program Coordinator:**

**Wednesday, November 9, 2016**

**City of Hemet  
445 East Florida Avenue  
Hemet, CA 92543**

***For information or to register please contact:***

**Carla Callahan  
(951)765-3722  
[ccallahan@cityofhemet.org](mailto:ccallahan@cityofhemet.org)**

# Riverside County Maximum Gross Income Limits

Effective 03/28/2016

| Family Members<br>in<br>household | Extremely Low Income<br>Limits(30% of median) |         | Very Low Income limits<br>(50% of median) |         | Low Income Limits<br>(80% of median) |         |
|-----------------------------------|---|---------|---|---------|--------------------------------------|---------|
|                                   | Annual  | Monthly | Annual                                    | Monthly | Annual                               | Monthly |
| 1                                 | \$13,450                                      | \$1,120 | \$22,400                                  | \$1,866 | \$35,800                             | \$2,983 |
| 2                                 | \$16,020                                      | \$1,335 | \$25,600                                  | \$2,133 | \$40,900                             | \$3,408 |
| 3                                 | \$20,160                                      | \$1,680 | \$28,800                                  | \$2,400 | \$46,000                             | \$3,833 |
| 4                                 | \$24,300                                      | \$2,025 | \$31,950                                  | \$2,662 | \$51,100                             | \$4,258 |
| 5                                 | \$28,440                                      | \$2,370 | \$34,550                                  | \$2,879 | \$55,200                             | \$4,600 |
| 6                                 | \$32,580                                      | \$2,715 | \$37,100                                  | \$3,091 | \$59,300                             | \$4,941 |
| 7                                 | \$36,730                                      | \$3,060 | \$39,650                                  | \$3,304 | \$63,400                             | \$5,283 |
| 8                                 | \$40,890                                      | \$3,407 | \$42,200                                  | \$3,516 | \$67,500                             | \$5,625 |
| 9                                 | \$44,750                                      | \$3,729 | \$44,750                                  | \$3,729 | \$71,550                             | \$5,962 |
| 10                                | \$47,300                                      | \$3,941 | \$47,300                                  | \$3,941 | \$75,650                             | \$6,304 |
| 11                                | \$49,850                                      | \$4,154 | \$49,850                                  | \$4,154 | \$79,700                             | \$6,641 |
| 12                                | \$52,400                                      | \$4,366 | \$52,400                                  | \$4,366 | \$83,800                             | \$6,983 |
| 13                                | \$55,000                                      | \$4,583 | \$55,000                                  | \$4,583 | \$87,900                             | \$7,325 |
| 14                                | \$57,900                                      | \$4,658 | \$55,550                                  | \$4,795 | \$92,000                             | \$7,666 |

## **ELIGIBLE ACTIVITIES** (Partial list)

- Acquisition of real property
- Disposition of real property
- Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements, such as:
  - Parks, playgrounds and recreational facilities
  - Senior centers
  - Neighborhood Facilities
  - Fire protection equipment
  - Parking facilities
  - Street improvements
  - Flood, drainage, or sewer facilities
- Clearance, demolition and removal of buildings and improvements
- Public services, within certain limits
- Interim assistance necessary to arrest deterioration or alleviate emergency conditions threatening the public health and safety
- Housing services
- Privately owned utilities
- Construction of housing
- Homeownership assistance
- Provision of assistance to carry out economic development and job creation/retention activities
- Rehabilitation and preservation of residential and non-residential structures, both publicly and privately owned
- Activities relating to energy conservation and renewable energy resources

## **INELIGIBLE ACTIVITIES**

- Acquisition, construction, or reconstruction of buildings for the general conduct of government
- Political activities
- Operating and maintenance expenses (except for public services)
- Construction of new housing by units of general local government
- Certain income payments

## EXAMPLES OF PREVIOUSLY FUNDED PROJECTS

**Assistance League of Hemacinto:** Provide clothing for needy students through Operation School Bell

**Alternatives to Domestic Violence:** Provide 24 hour crisis services for victims of domestic violence

**California Family Life Center:** Assist disadvantaged youth in becoming productive adults

**Care-A-Van Transit System, Inc:** Provide transportation needs for elderly, disabled and the needy

**Community Pantry:** Provide emergency help for those in need of food and emergency housing

**EXCEED:** Provide onsite education and job training services for mentally challenged adults

**Hemet/San Jacinto Center Against Sexual Assault (CASA):** Sexual assault intervention and prevention services

**La Vista Alcohol and Drug Recovery:** Assist women while recovering from alcohol and drug addiction

**PAL:** Provide after school activities for youth

**T.H.E. Center, Inc.:** Riding therapy for disabled children and adults

**United Way, Foster Grandparent Program:** Senior mentors partner with at-risk children on a one-on-one basis in schools

**Valley Restart Shelter:** Homeless shelter services

**Valley Wide Scholarship Program:** Provide scholarships for youth to participate in after school sports

**CITY OF HEMET  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)  
APPLICATION INSTRUCTIONS**

Interested parties wishing to apply for Community Development Block Grant (CDBG) funds must complete the attached application form. In order to assist the City to determine project eligibility and to evaluate public benefit, **all questions must be answered and the required documentation attached.**

A. Proposal Review

Proposals will be reviewed by City staff for completeness, program eligibility and *minimum funding request of \$10,000*. Proposals found eligible will be evaluated for funding recommendations. Highest funding priority will be given to projects which best address the City of Hemet's CDBG needs and priorities.

B. Evaluation Criteria

The evaluation criteria which will be used to score proposals is outlined below:

1. Consolidated Plan Priority Alignment
2. Project Impact
  - Demonstrated need
  - Target clientele, number of persons to benefit
  - Results to be achieved
  - Community considerations
3. Project Viability/Readiness
  - Effective/timely expenditure of CDBG funds
  - Sufficiency of resources and leveraging of CDBG funds
  - Environmental review requirements
  - Activity/project budget
4. Applicant Attributes
  - Project/program management capacity
  - Past performance/responsiveness
  - Compliance with federal statutes
  - Application quality
5. Applicant Capacity
  - Experience and competency
  - Business/operation plan
  - Soundness of approach
  - Long term fiscal support and community need

C. Submission

A **signed original and one (1) copy** of the application must be submitted to the City of Hemet, at the address below, **by 5:00 p.m., Wednesday, December 7, 2016**. All required documentation must be included with the original only. For questions or assistance in completing this form, please contact:

City of Hemet  
Carla Callahan, CDBG Coordinator  
445 E. Florida Avenue  
Hemet, CA 92543  
(951)765-3722  
[ccallahan@cityofhemet.org](mailto:ccallahan@cityofhemet.org)

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LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

**CITY OF HEMET  
2017-2018  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
APPLICATION**

1. Name of Agency/Department \_\_\_\_\_
2. Federal Identification Number \_\_\_\_\_
3. DUNS Number \_\_\_\_\_
4. Physical Address/Location  
of Agency/Department \_\_\_\_\_
5. Mailing Address  
of Agency/Department \_\_\_\_\_
6. Name/Title of Director \_\_\_\_\_
7. Director Phone Number \_\_\_\_\_
8. Director E-Mail Address \_\_\_\_\_
9. Name/Title of Project Manager \_\_\_\_\_
10. Project Manager Phone Number \_\_\_\_\_
11. Project Manager E-mail address \_\_\_\_\_

\_\_\_ Check if your agency is considered a faith-based organization.

\_\_\_ Check if your agency is registered as a HUD Section 3 Business.

**Include the following documentation:**

- A) Organization's incorporation as a legally incorporated private non-profit organization with 501 (c)(3) current tax exempt status
- B) Current listing of Board of Directors
- C) Organizational chart
- D) Current overall agency budget
- E) Current balance sheets and/or most recent annual report

*\*additional supporting documentation may be requested upon approval for CDBG funding:  
-copies of most recent State and Federal Tax returns;  
-current copy of adopted by-laws*

**CITY OF HEMET  
2017-2018  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
REQUEST FOR FUNDING**

Activity/Project Name \_\_\_\_\_

Specific Location \_\_\_\_\_

of Activity/Project \_\_\_\_\_

CDBG Funding Requested \$ \_\_\_\_\_ (amount for this activity/project only)

***Provide a detailed budget spreadsheet as attachment #1, including and identifying other anticipated funding sources, for the entire activity/project. Specifically identify the anticipated City of Hemet CDBG reimbursed costs (minimum \$10,000).***

*\*Funding requests for Infrastructure or Public Facility activities must include at least one cost estimate from a licensed and insured contractor.*

Provide a detailed description of proposed activity/project to be assisted with CDBG funding. Identify your agency's timeline for the proposed activity/project; if funded, can this activity/project proceed on July 1, 2017 and be complete by June 30, 2018? If this is a public service activity/project, identify the service as new, substantially increased or improved. Attach additional pages if needed.

**CITY OF HEMET  
2017-2018  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
REQUEST FOR FUNDING**

Proposed number of persons or households to be served by this activity/project if fully funded: \_\_\_\_\_

*Of these how many are expected to be City of Hemet residents?* \_\_\_\_\_

Proposed number of **low/moderate income** persons or households to be served by this activity/project if fully funded: \_\_\_\_\_

*Of these how many are expected to be City of Hemet residents?* \_\_\_\_\_

Check here if the purpose of this activity/project is to:

- Help prevent homelessness
- Help the homeless
- Help those with HIV/AIDS
- Primarily help persons with disabilities

Identify the goals and objectives of the activity/project and how these will be measured and evaluated to determine success of the project/activity? How will this activity/project **directly** benefit low/moderate income persons? What methods will be used to assure that all who might benefit from the project are provided an opportunity to participate?

*Attach additional pages if needed.*

**CITY OF HEMET  
2017-2018  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
REQUEST FOR FUNDING**

Describe your agency's experience in administering and implementing activities/projects with federal funds. Include previous CDBG funding years and jurisdictions. Provide title, name and qualifications of key personnel responsible for the administration and implementation of the proposed activity/project. *Attach additional pages if needed.*

**CITY OF HEMET  
2017-2018  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
REQUEST FOR FUNDING**

Describe your agency's management policies and procedures regarding personnel, conflict of interest, procurement, record keeping and financial management, including whether or not they are written and adopted. *Attach additional pages if needed.*

**CERTIFICATION**

**The undersigned hereby certifies that:**

1. The information contained in the project proposal is complete and accurate.
2. The agency shall comply with all Federal and City of Hemet policies and requirements affecting the CDBG program.
3. Sufficient funds are available to complete the project as described, if CDBG funds are approved.
4. On behalf of the applying agency I have obtained authorization to submit this application for CDBG funding.  
**(Attach Minute Action and/or signed Board Approval)**

Type Name and Title of Authorized Representative

\_\_\_\_\_

Signature of Authorized Representative

\_\_\_\_\_

Date: \_\_\_\_\_

Telephone: (        ) \_\_\_\_\_

Email: \_\_\_\_\_