

**CITY OF CHINO**  
**COMMUNITY DEVELOPMENT**  
**BLOCK GRANT PROGRAM**



**PROGRAM YEAR 2021-2022**  
**APPLICATION INFORMATION BOOKLET**  
**DEVELOPMENT SERVICES DEPARTMENT**

CITY OF CHINO  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
APPLICATION INFORMATION BOOKLET  
PROGRAM YEAR 2021-2022

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## **INTRODUCTION**

The City of Chino is pleased to present the U.S. Department of Housing and Urban Development (HUD) funded Community Development Block Grant (CDBG) Application Information Booklet to interested and eligible parties. This booklet 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, 2021 through June 30, 2022. Included in the booklet is 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 Chino 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/programs/cdbg-entitlement/>.

Staff is available to answer questions you may have concerning this program. For further information, contact Pat Cacioppo, Management Assistant, at 13220 Central Avenue, Chino, CA 91710; (909) 334-3355 or by email at [pcacioppo@cityofchino.org](mailto:pcacioppo@cityofchino.org).

## **COMPLIANCE WITH NATIONAL OBJECTIVES**

The City of Chino encourages non-profit organizations to submit applications for Community Development Block Grant (CDBG) funds.

Funds available for CDBG projects are received annually from the U.S. Department of Housing and Urban Development (HUD) and are to be used for activities that meet the goal of HUD's Community Development Block Grant Program. This goal is to develop viable communities that include decent housing, suitable living environments, and expansion of economic opportunities principally for low and/or moderate-income persons. Consistent with this goal, HUD supports activities that meet one of the three following National Objectives of the Community Development Block Grant Program:

### **1. National Objective #1**

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

The definition of a low- and moderate-income person or household is one having an income equal to or less than the Section 8 income limits established by HUD (Exhibit A, page 7). 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 criteria, 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

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, childcare, 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's 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 criteria, 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.

**2. 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.

**3. 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 in Exhibit B (page 8).

## APPLICATION GUIDELINES

In addition to federal requirements, ***funds allocated through the CDBG Program must be used to provide direct benefit to Chino citizens.*** Other application requirements of the City include:

- Adherence to City guidelines;
- **Attendance at the CDBG Application Workshop (Due to Coronavirus pandemic, there will not be a workshop held in 2020);**
- Demonstrate that CDBG funds are leveraged to the maximum extent possible;
- **Attendance at the City of Chino's Community Services Commission CDBG Application Presentation Meeting (January 25, 2021);** and
- The City has implemented a \$10,000 minimum funding requirement; please make sure your budget reflects this minimum requirement.

**The application must be typed and include a cover letter summarizing the proposed project/program. All questions on the CDBG application must be answered.**

Applicants are required to provide a brief history of their organization, the mission statement of the organization, and how the proposed project fits into the organization's goals. The application must describe the ability of the organization to carry out the project. Such description should include any special or technical skills the organization possesses that support the ability to make this a successful project. The proposed project must fall into one of four categories for CDBG funding: "start-up" costs to fund a new program; "expansion" of an existing program; a "continuation" of a program previously funded through CDBG; or to fund a "one-time" specific activity.

Because of the interest of the City in providing funding for projects/programs that benefit the citizens of the community, the proposal should describe in depth how the CDBG funds will be spent, how the expenditure will benefit the community, and how accomplishments will be documented. A minimum of 70% of CDBG funds must be expended on low and moderate-income persons.

An organization's application must include a line-item project budget. A financial statement (balance sheet) and/or an annual audit report must be included in the application package to indicate the financial stability of the organization.

The City Council makes its final funding determinations based on: project/program; eligibility; the organization's willingness to leverage funds to the maximum extent possible; the organization's ability to address the needs of Chino citizens as identified in the Consolidated Plan; and project/program adherence to City guidelines.

We have also provided you with an overview of previously funded projects (Exhibit C, pages 9-10). These projects have contributed to the betterment of the Chino community by enhancing neighborhoods and providing public services for low and moderate-income citizens.

**If you have any questions, please contact Pat Cacioppo, Management Assistant, at (909) 334-3355 or by email at [pcacioppo@cityofchino.org](mailto:pcacioppo@cityofchino.org).**

## APPLICATION PROCESS

Organizations interested in receiving Community Development Block Grant (CDBG) funds must submit a project application to the City of Chino Development Services Department. All applications must be submitted on the included standard application form. In order to be considered for inclusion in the 2021-2022 CDBG Annual Action Plan budget process as required by the Department of Housing and Urban Development (HUD), applications must be received by:

**5:30 P.M. on THURSDAY, JANUARY 7, 2021**

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

Complete all forms and narratives, typed or computer generated, in this application package. Attach additional supporting documentation in the order requested in the Application Submittal Checklist.

Submit the original application, including *all* mandatory attachments in requested order. Submissions should be unbound on white paper with the project name printed in the upper right corner of each page. All pages should be sequentially page numbered. Do not include tabs or colored separation sheets.

**All applicants are encouraged to call Pat Cacioppo, Management Assistant, at (909) 334-3355 for assistance with questions regarding the preparation of your request.**

If your application is approved for funding, the following information will apply, please take into consideration when filling out your application:

- ▶ STAFF MAY REQUIRE ADDITIONAL INFORMATION to accurately present the application request and/or require applicant to submit additional information not specifically stated in this application.
- ▶ PREMATURE COMMITTING OR EXPENDING OF FUNDS. Project costs are not eligible for CDBG reimbursement if they have been committed or spent prior to an Environmental Clearance. After the execution of the Subrecipient contract, approved activity expenses incurred after July 1 of the Program Year may be submitted for reimbursement.
- ▶ AN ENVIRONMENTAL REVIEW IS REQUIRED FOR EACH PROJECT RECEIVING CDBG FUNDING. The City will conduct Environmental Reviews following HUD's approval of the project.
- ▶ CONSTRUCTION OR REHABILITATION PROJECTS MAY REQUIRE THAT CONSTRUCTION WORKERS BE PAID IN ACCORDANCE WITH DAVIS-BACON (D/B) WAGE REGULATIONS. A determination of D/B applicability will be made prior to entering into a contract and the start of the work. If D/B applies to the project, labor costs for the project may increase.

▶ THE CITY OF CHINO MAY PLACE A LIEN ON ACQUISITION AND/OR REHABILITATION CONSTRUCTION PROJECTS FUNDED BY THE CDBG PROGRAM. The type and duration of the liens will depend on the type and amount of the project being funded.

▶ A SITE VISIT MAY BE CONDUCTED. The City's Development Services staff may request a tour of the organization and/or the proposed project site. Organizations will be notified a minimum of 24-hours prior to any formal site visit.

All project proposals will be evaluated for CDBG program eligibility by staff and evaluated by the Community Services Commission CDBG Review Committee. The review will involve an evaluation of whether the project is sponsored by a reputable agency, has non-profit status, good performance measures, is financially feasible, and is an eligible activity as described by HUD regulation. Final project selections will be made by the Chino City Council at a City Council meeting which will include a public hearing.

**CDBG Application**  
**For information please contact**  
**Pat Cacioppo, Management Assistant, at (909) 334-3355**  
**or**  
**[pcacioppo@cityofchino.org](mailto:pcacioppo@cityofchino.org)**



**CITY OF CHINO  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
HUD SECTION 8 INCOME LIMITS\***

San Bernardino County Area Median (as of April 2020) = \$75,300

**San Bernardino County Maximum Gross Income Limits  
Effective April 2020**

Family Members in household	Extremely Low Income Limits (30% of median)		Very Low Income limits (50% of median)		Low Income Limits (80% of median)	
	Annual	Monthly	Annual	Monthly	Annual	Monthly
1	\$15,850	\$1,320	\$26,400	\$2,200	\$42,200	\$3,516
2	\$18,100	\$1,508	\$30,150	\$2,512	\$48,200	\$4,016
3	\$21,720	\$1,810	\$33,900	\$2,825	\$54,250	\$4,520
4	\$26,200	\$2,183	\$37,650	\$3,137	\$60,250	\$5,020
5	\$30,680	\$2,556	\$40,700	\$3,391	\$65,100	\$5,425
6	\$35,160	\$2,930	\$43,700	\$3,641	\$69,900	\$5,825
7	\$39,640	\$3,303	\$46,700	\$3,891	\$74,750	\$6,229
8	\$44,120	\$3,676	\$49,700	\$4,141	\$79,550	\$6,629

*\* Income limits subject to change prior to 2021-2022 program year.*

**CITY OF CHINO  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)  
ELIGIBLE/INELIGIBLE ACTIVITIES**

**ELIGIBLE ACTIVITIES** (Partial list)

- Acquisition and/or 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 and/or retention activities
- Rehabilitation and preservation of residential and non-residential structures, both publicly and privately owned
- Activities relating to energy conservation and renewable energy sources

**INELIGIBLE ACTIVITIES**

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

**CITY OF CHINO  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)  
EXAMPLES OF PREVIOUSLY FUNDED PROJECTS**

**Inland Fair Housing and Mediation Board**

***Fair Housing Services***

This program provides residents with comprehensive resources to ensure education of fair housing rights, outreach, and counseling services.

**Inland Fair Housing and Mediation Board**

***Landlord/Tenant Mediation***

This program provides mediation to residents who have presented complaints regarding a variety of fair housing disputes. This program also provides for advocacy and legal aid assistance in cases of housing discrimination.

**Chino Neighborhood House**

***Food and Clothing Assistance Program***

This program provides assistance to families who are homeless or on the verge of homelessness with food and clothing.

**Chino Valley YMCA**

***Childcare Subsidy***

This program assists families with childcare subsidies for after school care at Richard Gird Elementary School.

**Community Services**

***Community Outreach***

This program provides outreach services to low and moderate-income families within the CDBG area. Services include: English/Spanish translation service, referrals to other service based organizations, and other government benefit services.

**House of Ruth**

***Domestic Violence Reduction Program***

This program assists persons who are victims of domestic violence by providing short-term shelter and transitional housing, counseling, outreach, education, and prevention services to battered and abused spouses and their children.

**Human Services**

***Family Counseling***

This program assists families with resolving family problems and disputes with specific emphasis on those who have been victims or potential victims of family violence. Services include support groups and counseling services.

**Inland Valley Hope Partners**

***Food Security Program***

This program assists families and individuals who are low, very low, and no-income with a five-day supply of staple foods every 30 days.

## **FSA-FAMILY SERVICE ASSOCIATION**

### ***Senior Nutrition Program***

This program is designed to provide a nutritious meal and an opportunity for socialization and involvement in the community. The home-delivered meal program enables frail, homebound seniors the opportunity to maintain their independence.

### **Project SISTER**

#### ***Sexual Assault Crisis & Prevention Services***

This program provides assistance to victims or potential victims of sexual assault with counseling, awareness education, and victim accompaniment. This program also provides bilingual programs and programs for seniors.

### **Public Works**

#### ***Graffiti Abatement***

This program eradicates graffiti within the City's CDBG target areas in order to avoid slum/blight conditions.

**CITY OF CHINO  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)  
CDBG PROGRAM PRIORITIES**

The City of Chino has established the following Community Development Block Grant Goals and Objectives as part of its Five-Year (2020-2025) Strategic Plan in order to give maximum priority to activities which will benefit low and moderate-income residents. The following are a list of the 2020-2025 Consolidated Plan's high priorities for the use of CDBG funds:

- 1) Provide Housing Improvement Grants to owner-occupied housing.
- 2) Address the needs of homeless families with children; homeless individuals; and chronically homeless persons.
- 3) Arrest the decline of deteriorated and deteriorating areas through code enforcement activities in low and moderate-income neighborhoods.
- 4) Support infrastructure improvement funding for parks, street improvements, sidewalks, streetlights.
- 5) Support economic development funding for business property enhancement and small business development activities.
- 6) Support public services funding for:
  - Senior services
  - Handicapped services
  - Legal services
  - Battered and abused spouses
  - Fair housing
  - Tenant/landlord counseling
  - Childcare services
  - Abused and neglected children
  - Mental health services
  - Graffiti removal
  - Other low and moderate-income services

**CITY OF CHINO  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)  
APPLICATION EVALUATION PROCESS**

Applications submitted for funding consideration will be evaluated based on the following criteria:

A. Submission Review

Proposals will be reviewed by the Development Services Department for completeness and program eligibility. Applicants will be required to make a presentation to the Community Services Commission on January 25, 2021, and to answer questions regarding their proposal. A CDBG Review Committee will be selected following the applicant presentation meeting. Proposals found eligible will be evaluated and rated by a Community Services Commission CDBG Review Committee for funding recommendations. The Committee's recommendations will be submitted to the City Council for a final funding decision.

While proposals with the highest score will receive funding priority, other factors will be taken into account in making funding awards. These factors include the selection of those projects which meet CDBG Program Priorities identified in Exhibit D.

B. Evaluation Criteria

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

1. Consolidated Plan Priority Alignment
2. Benefit to Chino Residents
  - Extent and seriousness of identified need
  - Target clientele, number of persons to benefit
  - Results to be achieved
  - Non-duplication of effort
3. Project Viability/Readiness
  - Effective/timely expenditure of CDBG funds
  - Sufficiency of resources and leveraging of CDBG funds
  - Environmental review requirements
  - Project budget
4. Ability to Perform
  - Project/program management capacity
  - Past performance/responsiveness
  - Compliance with federal statutes
  - Application quality
5. Project Long-Term Outlook
  - Long term fiscal support
  - Long term community need



CITY OF CHINO  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)  
APPLICATION

APPLICATION DEADLINE:  
5:30 P.M. on THURSDAY, JANUARY 7, 2021

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

Please type or use a computer-generated form. Handwritten applications will not be accepted.

1) Name of Agency: \_\_\_\_\_

2) Name/Title of Workshop Attendee: \_\_\_\_\_

3) Mailing Address where correspondence about this application is to be sent:

\_\_\_\_\_  
Street City State Zip

4) Physical Address where proposed project is conducted (*if different than mailing address*). Add additional lines if there is more than one location:

\_\_\_\_\_  
Street City State Zip

5) Physical Address where project records will be kept for monitoring purposes. Add additional lines if there is more than one location:

\_\_\_\_\_  
Street City State Zip

6) Federal Tax I.D. No.: \_\_\_\_\_

7) CA Franchise Tax Board I.D. No.: \_\_\_\_\_

8) DUNS No.: \_\_\_\_\_

9) Contact Person's Information: \_\_\_\_\_

\_\_\_\_\_  
Name/Title Email Address

\_\_\_\_\_  
Phone Number Fax Number

10) Authorized Person's Information (*if same as Contact Person, note "same" below*):

\_\_\_\_\_  
Name/Title Email Address

\_\_\_\_\_  
Phone Number Fax Number

11) Project Name: \_\_\_\_\_

12) Briefly describe the proposed project and what goal(s) it is intended to achieve:

13) Performance Outcome Measurements

The three program performance categories listed below are required under the CDBG program by the U.S. Department of Housing and Urban Development (HUD). Please check one or more boxes under the following program performance categories that apply to your proposal.

Availability/Accessibility

This category applies to proposals that make services, infrastructure, housing, shelter or jobs available or accessible to low and moderate-income persons, including persons with disabilities.

- Enhances the living environment through new/improved availability
- Creates decent housing with new/improved availability
- Promotes economic opportunity through new/improved availability

Affordability

This category applies to proposals that provide affordability, through various means, to the lives of low and moderate-income persons.

- Enhances the living environment through new/improved availability
- Creates decent housing with new/improved availability
- Promotes economic opportunity through new/improved availability



Promoting Livable or Viable Communities

This category applies to proposals that are aimed at improving a community or neighborhood by helping to make it more livable or viable by providing a benefit to principally low and moderate-income persons or by removing or eliminating slums or blighted areas.

- Enhances the living environment through new/improved availability
- Creates decent housing with new/improved availability
- Promotes economic opportunity through new/improved availability

14) Please provide a brief explanation of how your proposal will address the selected program performance category. Describe the anticipated quantifiable results of your proposal for the selected category.

15) Please check one that best identifies the nature of the Project in Chino<sup>1</sup>:  
 Start-Up       One-Time       Continuing       Expansion

16) Project/Activity Type:     Public Service     Capital Improvement  
*(Requires cost estimate)*

17) If "Capital Improvement" is selected, provide the location of the project by census tract and block group number.

Census Tract \_\_\_\_\_ Block Group \_\_\_\_\_

NOTE: Most construction projects (other than some residential rehabilitation) will be required to meet HUD labor requirements, including competitive bidding of contracts, HUD approval of contractor prior to contract award, and payment of prevailing wages.

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<sup>1</sup> Start-Up – New project/program; One-Time – funding request will fulfill a one-time expenditure need; Continuing – funding request is to continue a previously funded project/program; or Expansion – an existing or a previously-funded project/program that is expanded in scope, not just that more people are served.

18) Describe the community need(s) or issue(s) the proposed project/activity will address.

*\*Is the purpose of this project activity to:*

- |   |                          |     |                          |    |
|---|--------------------------|-----|--------------------------|----|
| Help prevent homelessness?                | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Help the homeless?                        | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Help those with HIV/AIDS?                 | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Primarily help persons with disabilities? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

19) Identify the specific need being addressed by the proposed project in the 2020-2025 City of Chino Consolidated Plan. (Program Priorities listed on page 11)

20) Please identify unduplicated (new clients) persons/households:

**Check One:**     Persons: \_\_\_\_\_     Households: \_\_\_\_\_

Total number of persons or households to be served by the proposed project: \_\_\_\_\_

a) Of the total number to be served, how many are Chino residents: \_\_\_\_\_

b) Of the total number to be served, how many are low/moderate-income: \_\_\_\_\_

21) Was this project previously funded with Chino or other CDBG funds?

Yes  No

If yes, indicate the year(s) in which CDBG funds were received; the granting agency; the amount of funding, and whether the allocation was expended within the program year.

22) If your organization is a non-profit organization, provide and/or attach the following documentation as applicable:

1. Copies of both State and Federal tax exemption determination letters;
2. List of organization's board of directors, board members, and titles.
3. Copy of organization's articles of incorporation and bylaws;
4. Copy of organizational chart;
5. Copy of organization's Conflict of Interest Policy;
6. Copy of most recent annual audit or current balance sheet;
7. Copy of lease (if CDBG funding request involves reimbursement of rental expenses to conduct proposed project or make improvements to the property not owned by applicant);
8. Letter from outside organization detailing terms of donated space to conduct the proposed project; if applicable.

23) Is your organization considered a faith-based organization?

Yes  No

24) Describe organization's mission and goals.

25) Provide number of years the organization has been in existence; describe number, type, and complexity of programs/services administered; provide number of staff and major kinds of responsibilities; and describe accounting and financial reporting system.



**CITY OF CHINO  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
APPLICATION  
Public Service Budget  
Minimum grant request is \$10,000**

**(A) PERSONNEL/STAFF COSTS: Please complete the following tables**

WAGES: Please provide the following information for each member of your program's staff necessary to administer the proposed program for CDBG funding. If applicable, add additional positions needed as the result of any proposed increase in services, and estimate costs accordingly.

POSITION/TITLE	VOLUNTEER (Y/N)	HOURLY RATE	HRS. PER WK.	MONTHS EMPLOYED	TOTAL COST	CDBG SHARE
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
SUBTOTAL FOR WAGES					\$	\$

FRINGE BENEFITS:

TYPE OF COSTS	PERCENT OF SALARY	TOTAL COST	CDBG SHARE
FICA		\$	\$
SUI		\$	\$
OTHER		\$	\$
SUBTOTAL FOR FRINGE BENEFITS		\$	\$

**TOTAL PERSONNEL/STAFF COSTS**

TOTAL COST	CDBG SHARE
\$	\$

**(B) PROPOSED PROGRAM BUDGET OVERVIEW: Include all costs associated with the proposed program**

<b>A) COST CATEGORY</b>	<b>B) TOTAL COST</b>	<b>C) CDBG SHARE</b>
SPACE RENTAL	\$	\$
UTILITIES	\$	\$
GENERAL LIABILITY INSURANCE	\$	\$
AUTOMOBILE LIABILITY INSURANCE	\$	\$
WORKER'S COMPENSATION INSURANCE	\$	\$
OTHER INSURANCE:	\$	\$
CONSULTANT SERVICES	\$	\$
TRAVEL	\$	\$
SUPPLIES	\$	\$
EQUIPMENT	\$	\$
OTHER:	\$	\$
OTHER:	\$	\$
OTHER:	\$	\$
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>\$</b>	<b>\$</b>

**TOTAL PROGRAM COSTS**

<b>TOTAL COST</b>	<b>CDBG SHARE</b>
\$	\$

**CITY OF CHINO  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
APPLICATION  
Capital Improvement Budget**

*You must submit one or more written cost estimates from a licensed and insured contractor with this application.*

**Guidance:** Please use the following to present your CDBG request for funding.  
In column A, list budgeted items for your project/activity.  
In Column B, provide the projected amount and calculation for each budgeted item.  
In Column C, provide the calculation and projected amount for CDBG request of funds.

<b>A) COST CATEGORY</b>	<b>B) TOTAL COST</b>	<b>C) CDBG SHARE</b>
<b>PERSONNEL EXPENSES</b>	\$	\$
<b>TOTAL PERSONNEL</b>	\$	\$
<b>DELIVERY COSTS</b>	\$	\$
ACQUISITION	\$	\$
SITE DEVELOPMENT	\$	\$
MATERIALS	\$	\$
PHYSICAL INSPECTIONS	\$	\$
ARCHITECTURAL ENGINEERING	\$	\$
REHAB LOAN AND GRANT COSTS	\$	\$
PERMITS AND FEES	\$	\$
INSURANCE	\$	\$
LEGAL FEES	\$	\$
FINANCING	\$	\$
APPRAISAL COSTS	\$	\$
<b>TOTAL DELIVERY COSTS</b>	\$	\$
<b>CONTRACT SERVICES</b>	\$	\$
<b>TOTAL CONTRACT SERVICES</b>	\$	\$
<b>BUDGET TOTAL</b>	<b>\$</b>	<b>\$</b>

**CITY OF CHINO  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
APPLICATION  
Certification**

**The undersigned hereby certifies that:**

1. The information contained in the project proposal is complete and accurate.
2. Application has been duly authorized by the governing body of the applicant to act on its behalf.
3. The agency shall comply with all Federal, State, and City policies and requirements affecting the CDBG program.
4. Sufficient funds are available to complete the project as described, if CDBG funds are approved.

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Organization

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Project Name

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Print Name and Title of Authorized Person

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Signature of Authorized Person

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Date Signed



**CITY OF CHINO  
 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
 APPLICATION  
 Attachment A**

**PROJECT/PROGRAM WORK SCHEDULE**

Include your Project Work Schedule as Attachment A. The information provided will be used to track project progress through Quarterly Project Progress Reports. The projected goal/outcome should be broken down at least by quarters (see example below), but may be broken down into smaller time frames:

Time Frame	Task/Deliverable	Person Responsible
1 <sup>st</sup> Quarter July-September		
2 <sup>nd</sup> Quarter October-December		
3 <sup>rd</sup> Quarter January-March		
4 <sup>th</sup> Quarter April-June		

**CITY OF CHINO  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
APPLICATION  
Submittal Checklist**

Completed and signed application (including Attachment A); and the following mandatory attachments:

- Copies of both State and Federal tax exemption determination letters;
- List of organization's board of directors, board members, and titles;
- Copy of organization's articles of incorporation and bylaws;
- Copy of organization's conflict of interest policy;
- Copy of most recent annual audit or current balance sheet;
- Copy of lease (if CDBG funding request involves the reimbursement of rental expenses to conduct proposed project or make improvements to property not owned by applicant);
- For donated space: A letter from outside organization detailing terms of donated space to conduct the proposed project, if applicable;

Submit the original and one additional complete copy of the application, including Attachment A. Submissions should be unbound on white paper with the name of the applying organization and the project name printed in the upper right corner of each page. All pages should be sequentially page numbered. Do not include tabs or colored separation sheets. A person or persons very knowledgeable of all aspects of the proposed project should attend the meetings.

Questions may be directed to Pat Cacioppo, Management Assistant, at (909) 334-3355, or by e-mail at [pcacioppo@cityofchino.org](mailto:pcacioppo@cityofchino.org)