

CITY OF OCEANSIDE  
Neighborhood Services Department / Housing & Code Enforcement Division

**2010-2015 COMMUNITY PLANNING AND DEVELOPMENT GRANTS PROGRAM**

**I. APPLICATION OVERVIEW and REVIEW PROCESS for current year**

**A. Office of Community Planning and Development**

The Office of Community Planning and Development (CPD) of the U.S. Department of Housing and Urban Development (HUD) seeks to develop viable communities by promoting integrated approaches that provide decent housing, a suitable living environment, and expanded economic opportunities for low- and moderate-income persons and families. The primary means towards this end is the development of partnerships among all levels of government and the private sector, including for-profit and non-profit organizations.

Consistent with these objectives, the Office of Community Planning and Development has developed a set of underlying principles that are used in carrying out its mission.

1. Community building begins with job creation, employment, and creation of safe, decent and affordable housing.
2. Planning and execution of community development initiatives must be bottom up and community driven.
3. Complex problems require coordinated, comprehensive, and sustainable solutions.
4. Government must be streamlined to be more efficient and effective.
5. Citizen participation in federal, state and local government can be increased through communication and better access to information.

The Office of Community Planning and Development seeks to encourage empowerment of local residents by giving them a voice in the future of their neighborhoods, stimulating the creation of community-based organizations, and enhancing the management skills of existing organizations so they can achieve greater production capacity. Housing and community development are not viewed as separate programs, but rather as among the myriad elements that make up a comprehensive vision of community development. Community-based organizations are at the heart of a bottom-up housing and community development strategy. More information is at <http://www.hud.gov/offices/cpd/about/index.cfm>

CPD manages four block grant programs for states and local jurisdictions:

1. Community Development Block Grant (CDBG) Program

The Community Development Block Grant Program provides funds to the states and to eligible cities and counties to fulfill three National Objectives:

- Provide assistance to low- and moderate-income individuals and families;
- Eliminate slum and blight in neighborhoods; or
- Meet an urgent community need.

All activities and projects receiving CDBG funds must address one of these National Objectives. Examples are:

- a. Programs or projects in which at least 51 percent of the participant individuals or households are low- or moderate-income, such as a childcare program with at least 51 percent of the children coming from low/moderate-income families. Low income is defined as less than 80 percent of the area median income (AMI), adjusted for family size. This is the most commonly used qualifier for CDBG funds. Documentation of the income level of participants is required for low/moderate clientele (LMC benefit) funded projects.
- b. Programs or projects that benefit a neighborhood or defined area in which at least 51 percent of the households are low/moderate-income (area benefit)
- c. Programs or projects that benefit to a defined qualifying group, including adults with disabilities, seniors 62 and older, battered spouses, and others.
- d. Programs or projects that eliminate slum or blight conditions in particular neighborhoods. HUD guidelines define these conditions; the City has primary responsibility for these activities.
- e. Projects that meet an urgent community need; this objective is used only in the case of natural disasters such as the 2007 firestorms in San Diego.

The Oceanside City Council has determined that CDBG public services funds and local funds allocated during the 2010-2015 Consolidated Plan shall be focused on neighborhood improvement and revitalization in order to maintain and solidify gains made in the past five to ten years. This emphasis is a return to the primary goal of Community Planning and Development Programs, "to develop viable urban communities through decent housing, a suitable living environment, and enhanced economic opportunity."

The City will place specific emphasis during the next 2010-2015 on programs and activities that support the Crown Heights / Eastside Neighborhood Revitalization Strategy Area (NRSA). The City will in particular support activities at City Parks & Recreation centers, community resource centers and other City facilities.

## 2. HOME Investment Partnership Program (HOME)

The HOME program provides formula grants to the states and to eligible cities and counties that communities use — often in partnership with local nonprofit groups — to fund a wide range of activities that build, buy, and/or rehabilitate affordable housing for rent or homeownership. HOME is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households.

The City of Oceanside uses its HOME allocation for downpayment assistance to increase homeownership among low- and moderate-income families in Oceanside; for the acquisition and rehabilitation of rental units such as the Country Club Apartments; and for new construction of affordable rental housing for very low-income (50 to 80 percent AMI) families in the City, such as the *Old Grove* or *La Mision Village* projects and the upcoming Mission Cove project.

## 3. Emergency Shelter Grants (ESG) Program

The City of Oceanside does not receive ESG Program funds. The City does manage a Homelessness Prevention and Rapid Re-housing Program (HPRP) to assist families at risk of homelessness or families who have been made homeless due to the current economic recession. The HPRP cannot help with mortgages nor can funds be used to

assist chronically homeless persons or families. The HPRP goal is to enable families to remain in stable, secure housing, especially families with children ages 0-18. The HPRP will continue until funds are exhausted.

4. Housing Opportunities for Persons with AIDS (HOPWA)

The City of Oceanside does not receive HOPWA funds; the County of San Diego does receive and allocate HOPWA funds to local agencies that provide housing and supportive services for persons who are disabled with AIDS.

In addition to the National Objectives, projects and programs receiving CDBG, HOME or local (Mortgage Revenue Bond, etc.) funds from the City of Oceanside must address one of the local objectives presented in the City's five-year Consolidated Plan for Housing and Community Development. The Consolidated Plan guides the use of resources allocated to the City from the U.S. Department of Housing and Urban Development as well as other federal, state and local resources. The annual Action Plan details how the City will use available funds to meet the Consolidated Plan objectives. A listing of the objectives in the 2010-2015 Plan is attached.

Print copies of the 2010-2015 Consolidated Plan and current year Action Plan are available from the Neighborhood Services Department - Housing Division. The documents can also be found on the City's website <http://www.ci.oceanside.ca.us> under the Neighborhood Services - Housing pages. The City recommends that applicants read these documents prior to submitting an application.

**B. Kinds of Grants Available to Local Organizations for upcoming Program Year**

1. Renewal Grants for Public Services

The City's policy and priorities for CDBG, HOME and local funding are contained in the 2010-2015 Consolidated Plan, which includes housing, homeless, and community development objectives. All programs or projects must meet one or more of these local objectives. HUD limits funding for public services – social services, health programs, youth and senior activities, etc. – to a maximum of 15 percent of the CDBG entitlement funding for the year. The City Council has limited grants for public services to no more than \$35,000 per project; an agency or organization can receive funding for more than one project.

The City Council made a significant change to the CDBG Program in October 2009: grants for public services using CDBG program funds (social services) and Mortgage Revenue Bond (MRB) Program funds (housing and homeless-serving programs) will be restricted to:

- agencies that provide services in a City facility, including recreation centers and community resource centers;
- agencies that provide services to prevent homelessness and/or essential services to homeless individuals and families;
- agencies that provide services under one of the City's Neighborhood Revitalization Strategy Area Plans.

Renewal grants are conditional on certain provisions:

- the subrecipient has met objectives and fulfilled contract requirements, including timely submission of program reports and requests for funds;
- monitoring has not revealed any deficiencies; and
- Congress appropriates sufficient funds for the programs.

Subrecipients are not required to submit an application for renewal of the grant award for 2014-2015. Any reduction of funding from HUD or changes in City priorities may impact renewal funding of programs. Since the City is dependent upon Congress for the annual appropriation of funds for the CDBG program, there is no guarantee that agencies awarded funds one year will receive funds in subsequent years.

## 2. Grants for Capital Projects

The City will accept applications for capital projects for current year by invitation only. For more information call the CDBG Program Manager at 760.435.3385.

## **C. Eligibility for CDBG Funding**

In order to apply, an agency or organization must demonstrate that it is:

- a. Organized as a 501(c)(3) or (c)(4) not-for-profit corporation;
- b. A corporation in good standing in the State of California; and
- c. A tax-exempt organization with letter of determination from the Internal Revenue Service. Tax-exempt status from the State Franchise Tax Board is not required.

Organizations applying for CDBG or MRB funds will be asked to demonstrate:

- a. Approval of the proposed program or project by the agency's Board of Directors and designation of a project manager who will report on the project;
- b. Adequate management experience and financial capability in the organization to meet accounting standards and reporting requirements as set forth in federal regulations listed in the contract; and
- c. Liability and vehicle (if necessary) insurance that meets City requirements, with policy endorsements showing the City as "additional insured" and that the agency's insurance is "primary" and the City's "excess only." The City also requires evidence of Workers' Compensation coverage.

## **D. Application Review Process – Public Services**

Since this is not an open year for public service applications, staff brought forward current public service applicants and recommended continued funding for the upcoming fiscal year. These recommendations were presented to City Council at a public hearing in early March. Following the public hearing, Councilmembers will have until May 7, 2014, to consider any public testimony, staff comments, and the recommendations. The Council makes the final decisions as to funding and any changes in grant awards.

City staff has prepared the draft Action Plan and has published it for a thirty-day public comment period. When the comment period has closed, the Action Plan with any revisions will be submitted to the City Council for approval and authorization to submit the proposed plan and budget to HUD. The Action Plan must be received the HUD Los Angeles Field Office no later than May 15, 2014.

Contracts and public services agreements will be sent in June to agencies allocated CDBG or MRB funding by the Council. These contracts must be signed and returned to the City no later than September 30, with all attachments. The contract period begins July 1, and ends June 30; public services funds cannot be carried over to a subsequent year. The City distributes grant funds to recipients as reimbursement and only with submission of adequate supporting documentation (payroll reports, invoices, etc.); the City cannot make advance payments of grant funds to subrecipients. Payments will not be made until contracts are

signed by the City. Requests for payment must bear original signatures; faxed or photocopies signatures will not be accepted.

More information is available in the *Policies and Procedures* detailing allocation and management of the City's CDBG and HOME programs.

## E. Application Package

In open public service years applications shall be prepared on **8.5x11 white paper, single-sided with 1" margins, double-spaced using a standard 12 point type** (Times New Roman, Arial, Courier, etc.). Applicants shall submit one original and one copy with pages held together by a paper clip or binder clip. Each page other than the cover sheet shall be numbered in sequence. Binders, cover letters, general letters of support or other extraneous material will be discarded.

A complete application for CDBG (public services) or MRB (housing) funds shall include the following items arranged in order. The format can be reproduced using any standard word processing program; an e-version of the application will be sent to all eligible applicants.

- a. Cover Sheet and application checklist
- b. Application summary form (one page)
- c. Summary description of the program with goals, objectives, activities and outcomes (short- and long-term) (maximum two pages)
- d. Community benefit/justification for continued funding (maximum two pages)
- e. Project "sources and uses" budget – see sample (One page)
- f. Budget narrative with brief explanation of line items (One page)
- g. Letters of commitment from collaborating agencies, if applicable, demonstrating their contribution to or participation in the project
- h. A list of the names and addresses of current members of the agency board of directors and officers of the corporation

Deliver applications by assigned date to: CDBG Program, Neighborhood Services Department – Housing Division, 321 North Nevada Street, Oceanside CA

**or**

Mail applications by assigned date to: CDBG Program, Neighborhood Services Department – Housing Division, 300 North Coast Highway, Oceanside CA 92054-2859.

The funding recommendation staff report was made available after the March Public Hearing. These dates may be affected by changes to the City Council calendar.

## General Information

### 1. Funding limits

The minimum amount of funding that can be allocated for activities is \$7,500; the maximum amount of funding available is \$35,000.

### 2. Collaborative Proposals

Collaborative proposals are encouraged and will score bonus points. Partnerships between agencies are an effective way to meet the needs of the targeted population as well as a means to avoid unnecessary overlap or duplication of services.

### 3. DUNS Number

All applicants must have a DUNS number on file with the City.

### 4. Business License

All applicants must have a current business license from the City of Oceanside. This license is free for nonprofit organizations. Call 760-435-3878 for information.

### 5. Performance Measurement Systems

Following direction from Congress, HUD now requires all grant recipients (the City) to include performance measurement systems as part of the Consolidated Plan and annual Action Plan. Each funded activity (subrecipients) must demonstrate a measurable outcome that contributes positively toward fulfilling national and local objectives. Current subrecipients of grant funds must show positive outcomes from their programs; renewal of funding for public services activities will depend upon this demonstration of positive outcomes and cost effective use of grant funds.

### 6. Neighborhood Improvement

The City's primary emphasis in the 2010-2015 Consolidated Plan period will be to support neighborhood-based programs and activities that relate to City parks & recreation facilities, community resource centers and other facilities located in low- and moderate-income neighborhoods. The City will particularly support activities that fulfill goals and objectives in the Crown Heights / Eastside NRSA Strategy Plan.

### 7. Technical Assistance

The City will respond to questions and provide technical assistance on preparation of applications from November 15 to December 18. Staff will review and provide comments on draft applications submitted by assigned deadline. For questions or technical assistance, contact Cecilia Barandiaran at 760-435-3385 or by email at [cbarandiaran@ci.oceanside.ca.us](mailto:cbarandiaran@ci.oceanside.ca.us).

### 8. Contacts:

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