

KERN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

Non-Profit Agencies & Special Districts

Please submit this completed application with the required attachments. **Applications which do not contain the requested information will be deemed incomplete and will not be processed.** It may be necessary to contact the local planning, building, health, and fire departments to assist in responding to some of the questions. This application is available online at: <https://www.kernplanning.com/community-development>



Water/Sewer Improvements

Public Facility Rehabilitations
Public Facility Construction



Recreational
Improvements



Street/Drainage Improvements



Architectural Barriers

If you need assistance or have questions regarding this application please contact the phone number below. Please submit the application package (and 1 copy) no later than **November 30, 2018** addressed to:



Lorelei H. Oviatt, AICP, Director
Planning and Natural Resources Department
Community Development Division
County Public Services Building
2700 "M" Street, Suite 250
Bakersfield, California 93301
(661) 862-5050



APPLICANT/PROJECT INFORMATION

Provide the following information as the cover page of your application:

- Organization Name
- Contact person, Title
- Address (Street, City, State, Zip Code)
- Telephone number
- Project Name

PROJECT PURPOSE AND BENEFIT

- A. What is the purpose of the project? Provide a brief statement of the problem to be addressed and describe what the project will accomplish. (See attached list of Eligible Activities and National Objectives, Appendix A.)
- B. Provide a map showing the specific geographic service area boundaries of your project. (See attached description of Determining Service Areas, Appendix B.)
- C. Describe who or what group(s) will benefit from the project. Include characteristics such as race, gender, income, age, etc. (See attached form pursuant to HUD requirements of Outcome Performance Measurement, Appendix C.)

PROJECT DESCRIPTION

Describe all components of the project, in a detailed narrative. Indicate "N/A" if the question is not applicable to your project:

- A. Where is the project to be located? Please provide:
- the street address or boundary limits,
 - the Assessor's Parcel Number (APN),
 - location and site plan maps, and
 - 5 photographs: 1 of the site and 4 from the site (looking north, south, east & west.)
- B. MAJOR WORK ITEMS (one or more may apply):
1. For acquisition of property, a building, or public easement, provide the following:
 - A written appraisal report prepared for the site/facility?
 - The square footage of the site/facility?
 - What year was the structure built?
 - Will this acquisition involve relocation of existing residents or businesses?
 - Current property owner name, address, and phone number.
 - Please provide the name of nearest commercial civil airport or military airfield? Is the project located within two miles of the nearest airport or airfield? If so, provide the distance to the airport or airfield and indicate if the subject property is located within a Clear Zone, Airport Protection Zone, or in the Runway Clearance Zone.
 2. For new construction, provide the following:
 - A detailed description (quantity, size, types of rooms, etc.) of what is to be constructed?
 - Will off-site improvements (landscaping, parking, curbs, gutters, etc.) be included?
 3. For rehabilitation, renovation or expansion of an existing facility, provide the following:
 - Describe what deficiencies that must be corrected (structural, mechanical, plumbing, electrical, etc.)
 - Provide a detailed description of the proposed improvements.
 - Does a different agency maintain the facility? Please identify. Are they willing to enter into a three party agreement to ensure continued maintenance in accordance with the agreement?

- C. For larger scale projects, will this project be phased? If so, explain the breakdown of work to be performed during each phase (i.e., phase year)?
- D. Who will implement this project (complete design, conduct bid advertising, contracting, etc.)?
 - Is design currently complete for the proposed improvements?
 - Will your agency complete design in-house or contract it out?
 - Does your agency have the capacity to implement this project in a timely manner?
 - If a third party will be used to implement this project, please provide contact information.
- E. Please describe all alternative sites and alternative project designs that were considered:
 - Why were these alternatives rejected?
 - If no other alternatives were considered, explain why not.

FUNDING SOURCES/PROJECT COST ESTIMATE

- A. Please explain why CDBG assistance is needed for this project?
- B. Itemize all sources of funding expected to be available and used for this project.

Source of Funds	Amount of Funding Expected
Community Development Block Grant	\$
Other Federal Source(s)	\$
State Source(s)	\$
Local/Applicant Source(s)	\$
Total Funding	\$

NOTE: Total funding as shown above **must** match the “Total Project Cost” shown on the next page of the application.

For all non-CDBG funding sources provide:

- Name of agency, contact person, and telephone number
 - Proof of commitment (e.g., letter of approval, resolution, agreement, etc.)
 - Description of any limitations (expiration date, eligible uses, etc.) on the funding?
- C. Please identify the source of funds for **annual operating & maintenance costs** (if any) associated with this project?
 - Are these funds available now? If not, when will they be available?
 - What is their source?
 - D. Provide an itemized cost estimate using the format shown on next page.

PROJECT COST ESTIMATE

Note: Pricing estimates should take into account federal and state prevailing wage requirements.

Prepared By: _____
 (Name of Engineering Firm/Applicant/etc.)

Date Prepared: _____

Description of Item	Quantity	Unit of Measure*	Unit Price	Total Price

Construction Cost	\$
Real Property Acquisition (if applicable)	\$
Design Cost (10% of construction cost, if applicable)	\$
Advertisement	\$ 10,000
Construction Inspection (15% of construction cost)	\$
Contract Administration/HUD Monitoring (5% of construction cost)	\$
Contingency (10% of construction cost)	\$
Escalation (6% of construction cost)	\$
Project Delivery Cost (Planning and Natural Resources Department – CD Costs)	\$ <u>17,000</u>
TOTAL PROJECT COST**	\$

* Unit of measure – includes lineal feet, square feet, each, lump sum, etc. Do not use lump sum to describe the entire project as a one line item. Break out the estimate by major components (HVAC costs, roofing costs, lighting costs, etc.)

** Total Project Cost should equal Total Funding from the prior page.

PLANNING ISSUES

- A. What is the current zoning of the project site? What is the current Specific or General Plan Designation of the project site? Are the proposed uses consistent with the current Land Use Categories assigned under the local plan?
- B. Will a general plan amendment, zone change, conditional use permit or zoning variance / modification be required for the proposed use of the site?
- Which action will be required?
 - Is your agency going to process the required actions?
 - How long is the process expected to take?
- C. Are there any Federal or State review and approval process required for the proposed project?
- Which action will be required?
 - Is your agency going to process the required actions?
 - How long is the process expected to take?
- D. What is the proposed source of water for the project? What is the proposed method of sewage disposal? Are new connections proposed in association with the project?
- E. Have you received all clearances and/or commitments from affected public utility companies (electricity, sewer, water, etc.) or railroads to complete this project?
- Provide copies of “will serve” letters from each applicable public utility provider.

ENVIRONMENTAL DATA

Prior to HUD’s release of Grant conditions and/or funds for a CDBG-funded project, a review of the project’s potential impact on the environment must be conducted, and the County of Kern must certify to HUD that it has complied with all applicable environmental procedures and requirements. Complete answers to the following questions must be provided in order to initially assess a proposed project’s potential environmental issues/concerns. Project conditions or mitigation, if any, may be an additional project cost.

A. Land Use

1. What use(s) currently occupy the project site (e.g., vacant, industrial, residential, etc.)?
2. What land uses (e.g., agriculture, residences, school, etc.) are north, south, east, & west of the site?
3. How many structures are on the site?
 - Have the structures been tested for asbestos containing materials? **Include report and/or laboratory test results, if available.** If “No”, you may be asked to provide one, at your own expense, before award of CDBG funding.
 - Have the structures been tested for lead-based paint? **Include report and/or laboratory test results, if available.** If “No”, you may be asked to provide one at your own expense, before award of CDBG funding.
4. Please provide the **year built** of all buildings or structures on the site.

B. Environmental Studies/Reports:

- Have there been any previous environmental studies or reports (i.e., archaeological/historic resources survey, noise survey, Phase I or Phase II environmental site assessment (ASTM

E1527-13 or E1903), biological survey, asbestos or lead-based paint assessment, etc.) prepared for this site or adjoining properties? **Provide a copy with this application.**

- Can your agency provide funds for the preparation of these types of studies, if required, as part of the environmental review? (Preference may be given to applicants able to fund and complete such reports or studies in order to facilitate more timely expenditure of federal funds).

C. Are there any storage tanks/containers (larger than 100 gallons) on the project site or in a mile of the project's vicinity?

- Please identify the approximate location of all existing tanks/containers (larger than 100 gallons) on an exhibit or map, if applicable.
- What is the size of each tank?
- Please describe the contents of the tanks/containers (e.g., diesel, propane, gas, etc.)
- What is the approximate distance from the container to the project site?

D. Describe any surface waters on the site or in the surrounding area (e.g., wetlands, rivers, drainage basins, lakes, etc.)

E. Noise Sources:

- Is the project site within 2 blocks of a railroad track?
- Is the project site within 1 mile of an airport?
- Is the project site within 2 blocks of a major highway?
If yes, describe the noise sources and their locations in relation to the project site.

F. Describe the project site's topography and vegetation.

G. Will these improvements:

- 1) Increase residential densities?
- 2) Make a vacant building habitable?
- 3) Convert the type of use of a building to habitation?

INSURANCE, RESOLUTION OF AUTHORIZATION, FINANCIAL STATEMENTS

A. The County requires all of its grant recipients to maintain general liability, automobile and workman's compensation insurance with limits of not less than \$1,000,000. **Provide documentation regarding ability to provide the required coverage.**

B. Can your organization/insurance carrier add the County and HUD as additional insureds to your current insurance?

C. Please provide a resolution from the governing body authorizing application for CDBG Funds.

D. Please provide audited financial statements for the two previous fiscal years (balance sheets, income statements, tax statements, fiscal year budgets, bank statements, etc.).

VIII. NON-PROFIT AGENCY INFORMATION ONLY (This information is not required for Special Districts)

A. Describe the purpose of and services provided by your organization.

B. Who are the clients of your organization?

- C. How do you currently document low income status for each client?
- D. How will the clientele benefit from this project?
- E. Will the services offered by your organization increase or expand as a result of the CDBG assistance? If yes, please answer the following questions:
- What new programs and/or services will be provided?
 - Describe how existing programs and/or services will be expanded?
 - What percentage of an increase is expected?
- F. Has your organization ever brought suit or currently pursuing litigation against the County or another government entity? If yes, please explain.
- G. Please provide all the items listed below with your application
1. A table summary of your organization's Officers/Board of Directors. Include each person's name, title, home address, and telephone number.
 2. Articles of Incorporation.
 3. Bylaws.
 4. Tax Exemption Certificate (if applicable).
 5. A brief narrative assuring that services to be provided as a result of this CDBG assistance will not include any religious and/or political activities.

**Appendix A
ELIGIBLE ACTIVITIES and
NATIONAL OBJECTIVES**

Federal regulations specify that all projects and programs funded with CDBG, HOME, and ESG funds must be **both** “Eligible” for funding and meet one of three “National Objectives.”

EXAMPLES OF ELIGIBLE ACTIVITIES by major category include:

<p>CDBG Program: Public Facilities, including but not limited to acquisition for, design, construction, reconstruction, or rehabilitation of: Community/Neighborhood Centers Senior Centers Child Day Care Facilities Parks/Recreation Facilities Branch Fire Stations and Libraries Shelters and Rehab Centers for Specified Groups</p> <p>Public Improvements Domestic Water System Improvements Fire Prevention Improvements Sewer System Improvements Drainage Facilities (Basins, Drain Lines, Curb and Gutter) Removal of Architectural Barriers Street Improvements Improvements to Public and Private Utilities</p> <p>Public Services (only as approved by the Board of Supervisors)</p> <p>Housing Programs/Projects Rehab of Owner/Tenant Occupied Housing</p> <p>Economic Development Assistance to Private Businesses to Facilitate Creation of New Jobs</p>	<p>Other Activities to complement those previously listed: Relocation Assistance Demolition/Clearance Code Enforcement Historic Preservation Interim Assistance – in time of Emergency Planning for and Administration of the CDBG Program</p> <p>HOME Program Rehabilitation of Owner and Rental Units Acquisition of Real Property for Housing Construction of Units for Sale or Rent Land Acquisition for New Housing Construction Reconstruction of Residential Units Development Costs/Fees Transitional Housing, Single Room Occupancy Housing, and Group Homes Demolition Where New Units Will Be Built</p> <p>ESG Program Rehabilitation of Homeless Facilities Payment of Operating Costs Essential Homeless Services</p> <p>The THREE NATIONAL OBJECTIVES are:</p> <ul style="list-style-type: none"> - Principally Benefit Low and Moderate Income Persons - Aid in the Prevention or Elimination of Slums, Blight, or Blighting Influences - Meet Community Development Need of “Particular Urgency”
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Appendix B

DETERMINING SERVICE AREAS

This attachment provides guidance on how to determine the area served by an activity. This information is required so that we can determine if the residents that reside in the service area meet an Area Benefit National Objective. For an area to qualify, 51% or more of service area residents must qualify as Low & Moderate Income (LMI).

Existing Service Areas

If specific boundaries have already been determined (i.e., fire station, school district, utility district, library, park, etc.) so that it is already known which area is being served by the project, no further work is needed. Provide a map of the existing service area.

New Service Areas

It is recommended that you use service boundaries of Census Tracts and Block Groups which are maintained by the U.S. Census Bureau. To determine the service area consider the following factors and provide a map:

1. Nature of Activity - Consider size and layout

It is reasonable to assume that certain kinds of facilities serve only very small areas. For example, tot-lots, sidewalks, gutters, trees, and street lights on a residential street would usually benefit only the residents of the immediately adjacent area. Therefore, the area served by such activities is usually limited to a few census block groups surrounding the area in which they are located.

A community park cannot be so small as to have so little equipment (number of swings, slides, etc.) that it would only be able to serve a small number of persons at any one time.

A neighborhood park containing three ball fields with grandstands, for example, would serve more than a single neighborhood.

A small, two-lane street in a residential neighborhood would serve the immediate area.

An arterial four-lane street that may pass through a neighborhood but is clearly and primarily used by persons passing through from other areas would have a community benefit.

2. Location / Accessibility of the Activity

When a facility is located near the boundary of a particular neighborhood, its service area would be expected to include portions of the adjacent neighborhood as well as the one in which it is located.

Use natural geographic barriers such as a river or a highway that reasonably separates persons residing in an area in a way that precludes them from taking advantage of a facility that is otherwise nearby. If the project is not accessible because of such a barrier, that area should not be included in the service area.

Barriers (fees, time of activity, language, etc.) might also constitute a limit to accessibility.

In most cases, the service area for one activity should not overlap with that of a comparable activity (e.g., two community centers, two clinics, or two neighborhood housing counseling services). The nature, location, and accessibility of comparable facilities and services must also be considered in defining a service area.

“Fit” of Service Area

Census data (tracts, block groups, etc.) must be used to the maximum extent feasible for determining the income of persons residing in a service area. The census division that best falls within the service area should be used for defining the service area. In some cases, a limited number of persons may be excluded. An income survey of a defined service area is another alternative approach in determining whether residents within the service area is 51% or more LMI. Surveys can be quite costly and their use should be limited.

Commercial Service Areas

It is highly recommended that an analysis of comparable centers/strips should be undertaken in defining the service area. If a survey does not exist, an analysis of the location and accessibility of comparable stores should be undertaken as described above. It is not always possible to determine the area served by a commercial business as some commercial facilities serve a very broad area (e.g., a regional shopping mall), the businesses may depend on tourists, or the area may be so large that its residents are unlikely to meet the 51% LMI income test.

Appendix C
OUTCOME PERFORMANCE MEASUREMENT

*(This section **must** be completed in order to be considered for funding)*

HUD requires recipients of federal funds to assess the objectives and outcomes of all projects undertaken. A Performance Measurement System has been designed by HUD to establish and track measurable goals and objectives for the CDBG, ESG, and HOME Programs. Applicants are required to identify the objectives and outcomes of their proposed projects and to predict benefits and measure performance. **If a project is approved for funding, the applicant must agree to collect and report all data required in accordance with the requirements set forth by HUD and as stipulated in the project agreement.**

1. Project Objectives:

Why is the proposed project/program needed?

2. Project Outcomes:

What changes do you expect will be achieved as a result of the proposed project or program?

3. Project Benefit:

- a. How many persons or households is the proposed project/program expected to benefit? _____
- b. How many jobs is the proposed project/program expected to create and/or retain? _____
- c. How many dwelling units is the proposed project/program expected to create and/or rehabilitate? _____

Additional Application Information Required for Outcome Performance Measurement:

- 1. Will the project provide a new service or benefit to residents?
Yes No
- 2. Will the project provide improved service or benefit to residents?
Yes No
- 3. Will the project upgrade a currently substandard service, facility or improvements?
Yes No
- 4. Will the facility provide overnight shelter or other emergency housing?
Yes No

If so, how many beds will be created? _____