

City of Anaheim
CDBG Public Service Funding - Fiscal Year 2017/2018
APPLICATION INSTRUCTIONS

INTRODUCTION

Thank you for your interest in the City of Anaheim CDBG Public Service Funding Process. The Instructions and Application documents for FY 2017/2018 have been modified. Please read the instructions and application carefully. Mark your calendar with all the important dates in this document. Once submitted, your application becomes the property of the City of Anaheim.

FUNDING AVAILABLE

The CDBG Public Service application process for non-profit agencies is a competitive process. The submittal of your agency's application is not a guarantee of a positive funding recommendation by the Community Services Board. Generally, not all agencies applying for funding are granted an award and not all agencies funded receive the full amount they requested. **The total amount of funding projected to be available for non-profit agencies in FY 2017/2018 is estimated to be \$292,980.** This amount is subject to change. \$10,000 is the minimum award made to any single agency, and there is a maximum cap of 20 percent (20%) to any single agency. Separate project applications may be submitted in lesser amounts as long as the total funded request by a single agency application totals at least \$10,000. Separate and complete applications must be submitted for each program/project proposed by an agency.

SHELTERS AND SUPPORTIVE SERVICES FOR HOMELESS POPULATIONS

Funding requests for organizations that provide shelter and supportive services to homeless populations and those at risk of becoming homeless are handled through the Emergency Solutions Grant (ESG) process with the City of Anaheim. Please contact the Stephen Stoewer, Senior Project Manager at (714) 765-4338 regarding the ESG application process. Do not complete a CDBG application.

CONSTRUCTION PROJECTS

Agencies proposing construction projects - public facility improvement projects - must complete the CDBG application. This includes agencies that are proposing a public facility improvement project for a facility that serves the homeless. It is in your best interest to discuss your construction project with staff prior to applying. Please contact Stephen Stoewer, Senior Project Manager at (714) 765-4338 to discuss your project prior to submitting an application.

CDBG PUBLIC SERVICE FUNDING PROCESS

The Community Services Board is appointed by City Council to advise them on human services/community services issues of importance in the community. One of the roles of the Community Services Board is to conduct public meetings in order to formulate initial funding allocation recommendation for public service agencies applying for CDBG Public Service Funding. Questions regarding the funding process may be referred to Jose J. Perez, Community Services Superintendent, 714-765-5244, or Martha Billingsley, Senior Secretary, 714-765-4456.

FUNDING PRIORITIES

The Community Services Board desires to encourage new applicants for City CDBG grants and for recipients of the grants to become self-sufficient in order to provide necessary services to Anaheim residents. The Board believes the importance of supporting basic needs as fundamental to the health of the community and will align its funding recommendations to support programs and services that promote the safety, stability, healthy development and self-sufficiency of low- and moderate-income Anaheim families, children/youth, senior citizens, the disabled and immigrants/refugees integrating into the Anaheim community.

The Community Services Board sets funding recommendation priorities focusing on areas of need including but not limited to: youth development; affordable subsidized child care services; after-school programs; career and academic mentoring; gang, drug and crime prevention; work/career training and employment services for youth from at-risk environments and disadvantaged youth and adults; access to nutrition, preventative healthcare and parenting skills education and other supportive social services for under-served and/or disenfranchised families; promoting and supporting the independence, health and safety of disabled persons, senior citizens and frail elderly; and the acculturation, stability and well-being of immigrant populations.

CDBG PROGRAM OBJECTIVES

The Primary Objective of the CDBG Program is the development of viable urban communities through the provision of decent housing, a suitable living environment and economic opportunity. All CDBG funds must be expended on projects or services that comply with the Primary Objective, while meeting one of the three National Objectives listed below:

- 1) Benefit low- and moderate-income persons
- 2) Address conditions of slum and blight
- 3) Meet particular urgent need(s) (such as flood, earthquake, etc.)

STATISTICAL DATA COLLECTION REQUIREMENT

The City of Anaheim is required by Federal regulations associated with the receipt of Community Development Block Grant (CDBG) Program funds from the U.S. Department of Housing and Urban Development (HUD) to maintain and provide HUD with specific statistical data for those programs benefiting from receipt – directly and/or indirectly - of CDBG funds. As a sub-recipient of these funds your agency or organization is required to collect and submit the following data to the City of Anaheim. If for any reason your organization does not or if approved for funding will not collect this information, your organization is ineligible to receive this funding.

DATA COLLECTION REQUIRED

- Number of Households/Persons Served
- Number of Households/Persons Served who are Anaheim residents
- Race of each Households/Persons Served
- Income Range of each Households/Persons Served (range provided by City)
- Residency of each Households/Persons Served must be verified and certified by your organization.

PERFORMANCE MEASUREMENT OUTCOME SYSTEM

Applicants are required to provide Performance Measurement as part of their application. Performance measurement is simply an organized process for gathering information to determine how well programs and projects are meeting needs, and then using that information to improve performance and better target resources. There are two critical components of performance measurement: (1) productivity, and (2) program impact.

Productivity reflects the level of efficiency (quantity, quality, and pace) with which an applicant undertakes its activities. Program impact reflects the extent to which those activities yield the desired outcomes in the community or in the lives of persons assisted. Performance Measurement tool(s) must be approved by Community Development staff during the contract phase for all grantees.

If funding for your agency is approved by the City Council, your agency will be required to enter into an Agreement with the City of Anaheim including but not limited to committing to collect and report the information contained in this document. If your agency cannot abide with all the requirements of the agreement please reconsider filing an application for CDBG funding.

DUPLICATIVE SERVICE

If your agency is applying for funds to provide a “duplicative service” (a duplicative service is a service that is already funded and provided by another agency, for example: senior congregate meals), you will need to provide information that will demonstrate a quantifiable increase in services to be provided through your program. For the purpose of this funding source a 15% increase is considered a quantifiable increase. **If you are a new agency or a funded agency that will be proposing a new program, please contact City staff to discuss the potential of a duplicative service and to ensure that the proposed program meets federal guidelines.**

APPLICATION DETAIL

The following sections and listed items require information to be provided at the overall organization/agency level (not at the specific program/project level).

Section I-Summary Information, Items: A, B, C, D, E, F, G, H, I, J, K, O, and P

The following sections and listed items require information to be provided at the program/project level for the specific program or project for which you are requesting funding.

Section I-Summary Information, Items L, M, and N

Section II-Proposed Program Information, Items A through H

Section III-Target Population, Items A through H

Section IV-This is the labor budget for the proposed program/project (show all funding sources)

Section V-This is the CDBG program/project staff position, title, and qualifications

Section VI-This is the non-labor (other operating) budget for the proposed program/project, please itemize (show all funding sources).

Important Note: The total City CDBG amount requested from Section IV and V (total of salaries/ benefits, and other operating) must match the amount of CDBG funding you are requesting in Section I-Summary Information, Item L.

PRE-APPLICATION WORKSHOP

A **MANDATORY** pre-application workshop for all interested agencies is scheduled for **Tuesday, May 24 from 10 a.m. – 11 a.m. at Anaheim City Hall, 5th Floor Conference Room**. The workshop will provide a walk-through of Anaheim’s CDBG application and funding process. Please R.S.V.P. for the workshop with Martha Billingsley at mbillingsley@anaheim.net or (714) 765-4456.

APPLICATION SUBMITTAL PACKAGE

An agency must submit a separate and complete application package for every program/project proposed. As an example, an agency requesting funds to support both child care services and an outreach program connecting under-served populations with health care would be required to submit a separate application for each program.

SUBMITTAL PACKAGE: Your application submittal package must include all of the following:

THE APPLICATION as described below.

- **One (1) original single-sided** complete application with **original signature(s)** in **BLUE INK**
- **Six (6) double-sided complete copies of the application**
- **One (1) electronic version of complete application** (either on a flash drive, CD, or sent electronically via email to mbillingsley@anaheim.net)
- Total paper applications submitted: 1 original + 6 copies = 7 application documents
- Applications must be typed or word processed. **Hand written applications will not be accepted.**
- Your application must be typed in Times New Roman 11 pt font
- Confine your responses to the space provided unless the directions indicate that you may add additional pages.
- The application is a Microsoft Word document. Please take care when completing the application that you keep the pages ordered/numbered in the same manner as you received the document and that you do not add text that will change the numbering of the pages.
- Do not include extra materials not specifically requested in the application (brochures, fliers, pamphlets will be discarded).
- The application is available online at www.anaheim.net, hard copy, or in electronic version. Please contact Martha Billingsley at (714) 765-4456 or mbillingsley@anaheim.net to request an application electronically.

ANNUAL INDEPENDENT FINANCIAL AUDIT as described below.

- **Seven (7) complete paper copies and one (1) electronic version of your agency's most recent Annual Independent Financial Audit completed in the last 12-months (between June 1, 2015 and July 1, 2016) if your agency's gross revenues are in excess of \$2 million dollars or more (Government Code Section 12586(e)(1)). Otherwise, submission of a financial audit is highly recommended, but not required.**
- Charitable corporations with gross revenues of \$2 million or more must prepare annual financial statements audited by an independent certified public accountant (CPA). The statements must use generally accepted accounting principles. The independent CPA must follow generally accepted auditing standards.
- The audit requirement applies to charitable corporations, unincorporated associations and trustees required to register and file reports with the Attorney General, whenever such organizations accrue \$2 million or more in gross revenue in any fiscal year.
- If your audit schedule trails this timeline you may include a "place saver" letter stating the date your audit will be completed and that copies and 1 electronic version will be forwarded immediately upon completion.

ACCOUNTING POLICIES & PROCEDURES AND PROGRAM POLICIES & PROCEDURES as described below:

- **ONE (1) full copy of your Agency's Board Approved: Accounting Policies and Procedures** (at a minimum these shall include: Internal Controls, Procurement, Petty Cash, Retention, Payroll, Vacation, Sick Leave and Affirmative Action Plan) and **Program Policies and Procedures** (at a minimum these should include: HIPA notice, client eligibility and documentation, client intake, program implementation and delivery). Provide a copy of the board action approving the P&P'S. **FAILURE TO PROVIDE BOARD APPROVED P&P'S WILL DISQUALIFY YOUR APPLICATION.**
- Please highlight these topic areas on either your table of contents or in the documents for easy identification.

APPLICATION MATERIALS/DOCUMENTS SUBMITTED BY YOUR AGENCY:

- Must not be stapled.

- Must not include materials not specifically requested on the application or in the instructions.
- If your Policy and Procedures Document is a large bound document you do not need to 3-hole punch it.
- **Must be boxed.** The box or boxes must be labeled with the agency's name (mailing labels are acceptable) and numbered (1 of 3, 2 of 3, etc.) Mailing envelopes/pouches are not acceptable.

IMPORTANT FINANCIAL AUDIT INFORMATION:

- Your agency is applying for Federal funds that have been allocated to the City of Anaheim. The Federal Office of Management and Budget (OMB) requires Annual Audits for all applicant agencies with gross revenues of \$2 million dollars or more.
- The Annual Audit must be conducted by an independent third party. An agency's internal audit generally conducted by its own CPA does not meet the OMB requirements for an Annual Audit.
- Exceptions to the independent annual audit requirement may be made for new start-up agencies (less than 18 months) that are requesting start-up funding. If funded, these agencies will be required to conduct an annual independent financial audit during the year they are funded.
- Additionally, the OMB requires a Single Audit for all agencies, **receiving federal funds, with an annual budget of \$750,000 or more.** If your agency, as a whole, is receiving or will be receiving more than \$750,000 from the Federal Government regardless of the source, then your agency is required to submit a Single Audit. The Single Audit must be performed on the entire agency, inclusive of the program for which funds are being requested.

APPLICATION DUE DATE

- Completed application packages are due **no later than 4:45 p.m. on Friday, July 1, 2016. Postmarks will not be accepted.**
- Applications may be mailed or delivered to:
Anaheim Community Services Department
200 S. Anaheim Boulevard, Suite 433, Anaheim CA 92805

ORAL PRESENTATIONS

The second step of the application process takes place once your application has been reviewed and vetted to ensure it meets all federal funding guidelines as determined by Community Development Department staff. You will be contacted and scheduled to provide an oral presentation on the proposed program to the entire 11 member Community Services Board.

- Oral presentations will be scheduled for **Thursday, September 8, 2016 and Thursday, September 15, 2016 between the hours of 5:30 pm and 9:45 pm.** Please mark your calendars with these important dates.
- The contact person listed on page 2 of your application will be notified of the actual day/time of your agency's presentation. Please make sure that current mailing and e-mail addresses and phone numbers are included on page 2 of the application.
- Presentations will be scheduled in reverse alphabetical order using the first letter in each agency's name. The presentation order is reversed each year.
- **Your agency's representative(s) providing the oral presentation must be able to address both programmatic and budget (including audit) information represented in your application.** The ability/inability of your representative(s) to competently answer questions regarding the information in your application to the satisfaction of the Community Services Board may affect their funding recommendation for your agency.

- Your representative should be knowledgeable about the application your agency submitted to the City of Anaheim and should bring a copy of the application with him/her to the presentation meeting. Frequently, Board Members ask questions regarding the budget and audit submitted and it is important for your representative to be able to adequately answer those questions.
- You may have more than one representative present in order to adequately respond to potential questions.
- Presentations are limited to 10 minutes per agency. At the 10-minute mark your agency will be asked to stop if your presentation has not concluded. Following the presentation the Community Services Board may ask questions of your representative(s) including but not limited to clarifying or exploratory questions about your agency's proposed program, budget, audit, services and service levels.

Questions regarding the CDBG funding process may be directed to the following Community Services Department staff:

Jose J. Perez, Community Services Superintendent, (714) 765-5244 or jperez@anaheim.net
Wendy Solorio, Community Services Supervisor, (714) 765-4502 or wsolorio@anaheim.net
Martha Billingsley, Senior Secretary, (714) 765-4456 or mbillingsley@anaheim.net