

COMMUNITY DEVELOPMENT BLOCK GRANT

The U.S. Department of Housing and Urban Development (HUD), Community Development Block Grant (CDBG) program is a flexible program that provides communities with resources to address a wide range of unique community development needs. The program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons.

Eligible Activities Requirement

CDBG eligible activities include, but are not limited to, public facilities and improvements, code enforcement, economic development, housing rehabilitation, and administration. The full listing of eligible activities is available at **24 CFR 570 Subpart C - Eligible Activities**.

National Objective Requirement

Programs and projects must meet the National Objective of a benefit to low and moderate income individuals. This may be established through the following methods:

- Area Benefit – Census block group data demonstrating the service area is at least 51% low and moderate income.
- Limited Clientele – Income documentation demonstrating that participants in CDBG programs are low and moderate income.

City of Santa Ana Consolidated Plan Priority Need Requirement

Applications for Fiscal Year 2023-2024 must meet a Fiscal Year 2020-2024 Consolidated Plan priority need. Priority needs include: Housing Opportunities, Public Facilities/Infrastructure, Economic Development, Code Enforcement, and Administration. The Consolidated plan is available for review at the City's CDBG website <https://www.santa-ana.org/cd/what-cdbg>.

Federal Requirements Resource Links

If funded, organizations will also need to comply with several federal requirements. For more information on these requirements, organizations may view the following websites:

1. Guide to National Objectives and Eligible Activities for CDBG Entitlement Communities, visit [HERE](#)
2. CDBG Federal Regulations, 24 CFR Part 570, visit [HERE](#)
3. Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR 200, visit [HERE](#)

Review of Applications

City staff will review applications for completeness and to determine the eligibility of the program. Recommendations will be provided to City Council for consideration.

Anticipated Timeline

1. Application Release Date: **Thursday, January 5, 2023**
2. Application Due Date: **Friday, February 16, 2023 by 5:00 p.m.**
3. City Council Public Hearing for CDBG and funding recommendations for consideration: **March 2023**

If there are questions about the application, please contact City staff at 714-647-6561 or dflores@santa-ana.org.

CITY PROGRAM/PROJECT APPLICATION

DUE DATE: Friday, February 16, 2023 by 5:00 p.m.

Agency* _____

Department* _____

Contact Name* _____

Contact Email* _____

SERVICE AND FUNDING

To view eligibility of CDBG categories, national objectives, and accomplishment types, click [here](#).

Q1. CDBG Eligible Activity*

Please select the eligible activity for the program/project.

- 570.201 (c) Public Facilities and Improvements
- 570.201 (k) Housing Services
- 570.201 (n) Homeownership Assistance
- 570.202 (c) Code Enforcement
- 570.202 (f) Lead-based Paint Activities
- 570.203 (b) Special Economic Development Activities

Q1a. CDBG Category*

Please select the code that the program/project falls under.

- 03F Parks, Recreational Facilities
- 03G Parking Facilities
- 03k Street Improvements
- 03L Sidewalks
- 13B Homeownership Assistance
- 14I Lead Paint Abatement
- 15 Code Enforcement
- 18C Economic Development: Micro Enterprise Assistance

Q2. National Objective*

Please select the applicable national objective for the proposed program/project.

- LMA – LOW/MOD area benefit
- LMH - Low/mod housing benefit

Q2a. If LMA, please identify the service area and census block groups with the boundaries.

Please attach Census Tract/LMA map.

Q2b. Accomplishment Type*

Please select the type of accomplishment for the program/project.

- 01 - People
- 08 - Businesses
- 10 - Housing Units

Q2c. Quantity of Accomplishment Type*

Please indicate the number of accomplishments based on the program/project accomplishment type.

Accomplishment Types

01 Public Facilities - How many public facilities will be constructed from your project? _____

08 Businesses - How many businesses will benefit from your program? _____

10 Housing Units - How many housing units will benefit from your program/project? _____

Q3. Total CDBG funds requested for FY 2023-2024* _____

Q4. Provide a concise description of the proposed program.*

Q5. Provide a detailed description of the proposed program. Include the following:*

- Details about the work to be performed.
- How it will benefit low-income people/households?
- Intended population to be served or intended service area.
- Schedule of completion (include a timeline for the program/project with key implementation dates)

Q6. Statement of Need*

Describe why this program/project is needed and the effects of not securing CDBG funds.

- Targeted neighborhoods and projects include: 1. Logan neighborhood and Logan Park
2. Madison neighborhood

Q7. Outcomes*

List the benchmarks that the program/project will use to determine success, provide intended outcomes, and describe how performance will be tracked.

- Please specify number of intended outcomes such as number of sidewalks or number of curbs ramps to be completed.

Q8. Agency/Department's Experience*

Describe the agency/department's experience in administering CDBG programs/projects and highlight accomplishments.

Application Attachments

Attachment 1 - Certifications, Exhibits C - D – E

Attachment 2 - 2023-2024 Proposed Program/Project Budget

Attachment 3 - Program/Project Policies and Procedures for Federal Awards*

Attachment 4 - Schedule of Completion/Timeline*

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION - Attached)

- (1) The prospective recipient of federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (2) Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective recipient of federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and voluntary exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to check the List of Parties Excluded from Procurement or Non-Procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontract, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Grantee/Contactor Organization Program Title

Name of Certifying Officer Signature Date

SUBRECIPIENT warrants the following:

1. SUBRECIPIENT will comply with Public Law 88-352, Title VI of the Civil Rights Act of 1964 (42 U. S. C. section 2000 et seq.) and implementing regulation in 24 CFR Part 1.
2. No person in the United States shall on the ground of race, color, religion, national origin, or sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with community development funds made available pursuant to the ACT.
3. All laborers and mechanics, employed by contractors or subcontractors in the performance of construction work financed in whole or in part with community development funds shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined in accordance with the Davis-Bacon Act, as amended, 40 U. S. C. Sections 276 a 1-5, except for individuals who perform services for which they volunteered; do not receive compensation for such services; or are paid expenses, reasonable benefits, or a nominal fee for such services; and are not otherwise employed at any time in construction work.
4. SUBRECIPIENT will comply with all Federal statutes applicable to projects funded with community development funds, except that (a) SUBRECIPIENT does not assume CITY'S environmental responsibilities described at 24 CFR 570.604; and (b) SUBRECIPIENT does not assume CITY'S responsibility for initiating the review process under Executive Order 12372.

Certification Regarding Drug-Free Workplace Requirements

The certification set out below is a material representation upon which reliance is placed by the U.S. Department of Housing and Urban Development in awarding the grant. If it is later determined that the contractor knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the U.S. Department of Housing and Urban Development, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

CERTIFICATION

- A. The contractor certifies that it will provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing a drug-free awareness program to inform employees about –
 - (1) The dangers of drug abuse in the workplace;
 - (2) The contractor's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance program; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee who will be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph -(a) that, as a condition of employment under the contract, the employee will -
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
 - (e) Notifying the U.S. Department of Housing and Urban Development within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;

- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -
 - (1) Taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The contractor shall insert in the space provided on the attached "Place of Performance" form the site(s) for the performance of work to be carried out with the grant funds (including street address, city, county, state, and zip code) .the contractor further certifies that, if it is subsequently determined that additional sites will be used for the performance of work under the contract, it shall notify the U.S. Department of Housing and Urban Development immediately upon the decision to use such additional sites by submitting a revised "Place of Performance" form.

Organization

Authorized Signature

Date

**PLACE OF PERFORMANCE
FOR CERTIFICATION REGARDING DRUG-FREE
WORKPLACE REQUIREMENTS**

Name: _____

Date: _____

The Contractor shall insert in the space provided below the site(s) expected to be used for the performance of work under the contract covered by the certification:

Place of Performance (include street address, city, county, state, zip code for each site):

**FISCAL YEAR 2023-2024
PROPOSED PROJECT BUDGET**

Organization Name City of Santa Ana

Project Name _____

EXPENDITURES

Enter budget categories and projected expenditures:

Category	Expenditures Funded By Santa Ana CDBG	Expenditures Funded By Other Sources	Program Budget	Total Organization Budget
Administrative Staff Salaries	\$0		\$0	
Program Staff Salaries	\$0		\$0	
Contractual/Professional Services	\$0		\$0	
Construction	\$0		\$0	
Design	\$0		\$0	
Construction Engineer	\$0		\$0	
Contingency	\$0		\$0	
	\$0		\$0	
	\$0		\$0	
	\$0		\$0	
TOTAL	\$0	\$0	\$0	\$0

PROJECT RESOURCES

LIST ALL OTHER PROJECT RESOURCES FOR 2023-2024

Funding Source Total must equal Project Budget Total listed above.

FUNDING SOURCE	AMOUNT
Santa Ana CDBG	
Other grants	
TOTAL	\$ -

2023-2024 CDBG BUDGET LINE ITEMS

ADMINISTRATIVE STAFF

Position Title	Annual Salary & Benefits	CDBG Funds Request	Description

PROGRAM STAFF

Position Title	Annual Salary & Benefits	CDBG Funds requested	Description

CONTRACTUAL/PROFESSIONAL SERVICES

Type of Service	Contract Amount	CDBG Funds Requested	Description

OTHER LINE ITEMS

Line Item	Program Amount	CDBG Funds Requested	Description

Attachment 1(b)