

City of Santa Ana

Community Development Block Grant

Biennial Public Service Nonprofit Application

DESCRIPTION OF COMMUNITY DEVELOPMENT BLOCK GRANT

The **Community Development Block Grant (CDBG)** is a U.S. Department of Housing and Urban Development (HUD) entitlement grant that the City receives on an annual basis 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. No more than 15% of the City's CDBG grant funds may be used for the provision of public services (including labor, supplies, and materials) including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare (but excluding the provision of income payments), homebuyer down payment assistance, or recreational needs. To be eligible for CDBG assistance, a public service must be either a new service or a quantifiable increase in the level of an existing service above that which has been provided by or on behalf of the City in the previous 12 calendar months. The City of Santa Ana Community Development Agency allocates these CDBG grant funds to nonprofit organizations through a transparent, competitive process for programs that most effectively serve the residents of the City. Interested and eligible organizations can apply on a biennial basis for this funding via the CDBG Biennial Public Service Nonprofit Application.

CDBG Biennial NOFA

Funding will be available to experienced nonprofit organizations for the provision of public services that include a priority on **crime prevention, crisis-intervention, and/or suppression efforts for children, youth and/or families.**

Priority funding will be awarded to programs that:

- Develop crime prevention and suppression programs that assist in the development of suitable living environments by targeting specific Santa Ana neighborhoods that have a long-standing history of crime involving children, youth and families. For example, crime prevention education programs or community-oriented policing programs such as establishing a neighborhood watch program.
- Develop programs that target victims of domestic violence, dating violence, sexual assault or stalking;
- Services that will benefit children (generally under age 13), including parenting skills classes;
- Health services addressing the physical health needs of residents;
- Mental health services addressing the mental health needs of residents;
- Youth services including during and after school programs that target teens (ages 13 to 19) and include recreational programs with a counseling/mentorship program on

healthy lifestyles, substance abuse prevention, crime prevention, dating violence and anti-bullying. Programs with current Memorandum of Understandings with Santa Ana Unified School District will have priority over other youth service programs;

- Legal services that provide legal aid to low and moderate income residents;
- Senior services for the elderly 62+ years.

Programs will be funded for a two-year period from July 1, 2024 through June 30, 2026.

- The **minimum** funding amount is **\$80,000** per program to ensure that CDBG programs make the greatest impact in our community.
- The **maximum** funding amount is **\$150,000** per program. However, organizations that submit a joint application may request a maximum of **\$300,000** per program.

Organization Requirement

The purpose of this NOFA is to review, compare and evaluate organizations that want to partner with the City to implement CDBG-funded projects, activities, and programs. The City will review your application together with a panel of appointed officials on the Community Development Commission to determine if your organization:

- Has the programmatic capacity to successfully design, implement, and report on a CDBG-funded project per the requirements of the United States Department of Housing and Urban Development (HUD) and the City;
- Has the fiscal capacity to accept, manage, and report on CDBG funds on a reimbursement basis in accordance with HUD and City requirements;
- Demonstrates a solid track record and past experience in implementing similar activities and projects that are indicative of potential future success;
- Implements proper controls and best management practices to ensure fair and ethical dealings in the areas of finance and accounting, procurement, and client and vendor grievances;
- Implements eligible activities and projects that may be funded by CDBG;
- Has adopted a mission statement, goals, and objectives that closely align with those of the City (as expressed in its Consolidated Plan) and of HUD;
- Nonprofit organizations must be in good standing and have no outstanding monitoring findings prior to a FY 2024-2026 CDBG award.
- All nonprofit applicants must be able to document 501(c)(3) status. Applicants whose status is pending at the time of application will not be considered for funding.

Nonprofit Organization Collaboration

Nonprofit organizations may submit a joint application with other nonprofit organizations. Collaborating nonprofit organizations must meet all the application requirements.

Faith-Based Organizations

Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the CDBG program. Organizations may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as a part of the

programs or services funded with CDBG funds. If the organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded with CDBG funds, and participation must be voluntary for the beneficiaries of the CDBG-funded programs or services. Faith-based organizations may use space in their facilities to provide CDBG-funded services without removing religious art, icons, scriptures or other religious symbols. An organization that participates in the CDBG program shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief. A religious organization's exemption from the federal prohibition on employment discrimination based on religion, set forth in section 702(a) of the Civil Rights Act of 1964 is not forfeited when the organization participates in the CDBG program. Notwithstanding the foregoing, nondiscrimination requirements imposed by statute on all CDBG grantees shall apply to religious and faith-based organizations

Cost Reimbursement Agreement

Grants are provided through a Cost Reimbursement Subrecipient Agreement. Reimbursement requests are allowed on a quarterly basis. Therefore, organizations must have enough working capital to continue services until a reimbursement request can be processed by the City. Only allowable and allocable CDBG expenses will be reimbursed. The term of the agreement will be July 1, 2024 through June 30, 2026.

Insurance Requirement

Organizations approved for CDBG funding will be required to obtain a minimum of \$1,000,000 general liability insurance, automobile insurance not less than \$1,000,000 per occurrence, and workers' compensation insurance not less than \$1,000,000 per occurrence, for the term of the agreement. In addition, the City must be listed as additionally insured via an endorsement with the endorsement stating that the insurance is primary and noncontributory.

Eligible Activities Requirement

Public service activities which are directed toward the improvement of the quantity and quality of community services principally benefiting persons of low- and moderate-income are eligible for funding. These activities include, but are not limited to, services concerned with employment, crime prevention, childcare, health, substance abuse counseling and treatment, education, fair housing counseling, energy conservation, welfare (excluding income payments) and recreational needs. Emergency grant payments for food, clothing, and shelter (rent, mortgage, utilities) needs are eligible activities as long as the payments do not exceed three months and the payments are made directly to the provider of such services on behalf of an individual or family.

The services funded must be either a new service or a quantifiable increase in the level of service above that which has been provided by or on behalf of the City in the previous 12 calendar months. Services that were originally funded as a new or increased level of service are eligible for continued funding.

Eligible costs include labor, materials, supplies, some operating and maintenance costs for the

portion of the facility in which the public service is located, and equipment necessary for the provision of the public service.

Ineligible costs include income payments, assistance for buildings used for the general conduct of government, general local government expenses, political and religious activities, and the purchase of equipment except equipment that constitutes all or part of a public service. Income payments are payments made to an individual or family to provide basic levels of food, shelter, or clothing but do not include emergency grant payments referenced above under eligible activities.

National Objective Requirement

The proposed program must meet the National Objective of activities that provide a benefit to low- and moderate-income persons. At a minimum, the program must serve 51% low- and moderate- income persons. **Low- and moderate-income** is defined as having an income equal to or less than 80 percent of the area median income, adjusted for household size. The specific household income limits are based on U.S. Census Bureau estimates, updated and issued by HUD annually <http://www.huduser.org/portal/datasets/il.html>. **In general, to document compliance with the national objective requirement, funded programs will require the collection, calculation, and documentation of the participants' family size and income.**

Limited Clientele activity: This is the category most often used for public service activities. Limited clientele activities are activities limited to a specific group of persons. At least 51 percent of those served must be low- and moderate-income persons. Services qualifying under this category **serve a specific clientele**, rather than providing service to all persons in a geographic area. Limited clientele activities may qualify as either a **presumed benefit activity** or a **direct benefit activity**. A presumed benefit activity is one that exclusively serves a specific group of people that HUD categorically considers low and moderate-income persons. These categories include: ***abused children, battered spouses, elderly persons, homeless persons, illiterate adults, persons living with AIDS, migrant farm workers, and severely disabled adults as defined by the Bureau of Census.*** The project sponsor must document that the activity is designed to be used exclusively by a category of persons presumed by HUD to be low- and moderate-income.

If the clientele served does not fall under one of the presumed benefit category of persons, it may qualify as a direct benefit activity which serves low- and moderate-income persons. The project sponsor must verify and maintain documentation regarding the family size and income of each person served. At least 51 percent of the clientele served must be low- and moderate-income persons or the activity funded must be limited exclusively to low- and moderate-income persons. The nature and location of the activity may also support a conclusion that primarily low- and moderate-income persons are served. To qualify under this definition, the service provided must be both of such nature and in such location that it may reasonably be concluded that the activity's clientele will primarily be low- and moderate-income persons.

City of Santa Ana Consolidated Plan Priority Need Requirement

Applications for fiscal year 2024-2026 must meet a FY 2020-2024 Consolidated Plan priority need. The Consolidated plan is available for review [HERE](#).

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.

Playing by the Rules - A Handbook for CDBG Subrecipients on Administrative Systems: [HERE](#)

Guide to National Objectives and Eligible Activities for CDBG Entitlement Communities: [HERE](#)

To view Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR 200, visit: [HERE](#)

Additional Requirements

This application will be available for public display. Therefore, do not include any information that is subject to state or federal confidentiality regulations (i.e. an address to a domestic violence shelter).

The attached application contains several questions regarding city residents. Residency of participants is determined by the last permanent address. The City will hold organizations accountable for the information included, such as expected service level.

Review of Applications

City staff will conduct a minimum threshold review of all applications received for completeness and to determine the eligibility of the proposed program. The Community Development Commission (CDC) will review and recommend public service funding levels to City Council. City Council will review the recommendations provided by the CDC for funding to determine which activities will be in the best interest of the community.

CDBG CRITERIA FOR ALLOCATING POINTS

2024 - 2026 CDBG Application Guidelines

COMMUNITY NEEDS	
<p>1. Did organization identify nature of the program and demonstrate community need for the target population group (i.e. youth, seniors, disabled) 10 Points</p>	<ul style="list-style-type: none"> ▪ Applicant identifies the nature of the program and demonstrates need for the target population. = 10 Pts. ▪ Applicant does not identify the nature of the program and did not demonstrate need for the target population. = 5 Pts. ▪ Applicant only identifies State or National data = 0 Pts.
<p>2. Did applicant meet a specific City Consolidated Plan goal and priority and stated correlation to proposed program? 10 Points</p>	<ul style="list-style-type: none"> ▪ Applicant met a specific Consolidated Plan goal and priority and correlation to proposed program was clear= 10 Pts ▪ Applicant met a specific Consolidated Plan goal and priority but did not clearly state the correlation to proposed program= 5 Pts ▪ Applicant did not meet any plan goal or priority= 0 Pts.
CAPACITY TO PROVIDE PUBLIC SERVICES	
<p>3. Did the organization provide a summary and listing of the admin and program staff? 20 Points</p>	<ul style="list-style-type: none"> ▪ Organization provided summary and staff listing of all admin and program to fully execute proposed program=20 Pts ▪ Organization did not provide both summary and staff listing of all admin and program staff =10 Pts ▪ Organization provided summary and staff listing of all admin and program staff but does not have the capacity to fully execute proposed program=5 Pts ▪ Organization did not provide summary and staff listing of all Admin and program=0 Pts
EXPERIENCE	
<p>4. Years of experience providing the proposed program? 10 Points</p>	<ul style="list-style-type: none"> ▪ 5 or more years of experience providing proposed program=10 Pts ▪ 2-4 years of experience providing proposed program=5 Pts ▪ 1 year of experience providing proposed program=3 Pts ▪ 0 years of experience providing proposed program=0 Pts
<p>5. Does the applicant have experience administering CDBG and/or any other Federal Grants? 10 Points</p>	<ul style="list-style-type: none"> ▪ Applicant has experience administering CDBG and other Federal Grant programs=10 Pts. ▪ Applicant only has experience administering CDBG programs=5Pts. ▪ Applicant has no experience administering CDBG and/or Federal Grant programs=0 Pts.

<p>6. Did organization meet prior year's performance and/or expenditure goals. 10 Points</p>	<ul style="list-style-type: none"> ▪ Applicant met 90% annual goals and/or expended all grant funds = 10 Pts. ▪ Applicant met 75% annual goals and/or expended all grant funds = 5 Pts. ▪ Applicant met 50% annual goals and/or expended all grant funds for 1 of 3 years = 3 Pts. ▪ Applicant did not meet annual goal and/or expended all grant funds = 0 Pts.
<p>EFFECTIVE & EFFICIENT USE OF FUNDS</p>	
<p>7. Are the majority of unduplicated participants from Santa Ana? (Q1a/Q1=___%) 10 Points</p>	<ul style="list-style-type: none"> ▪ 100% to 80% of program participants are City residents = 10 Pts. ▪ 79.9% to 60% of program participants are City residents = 5 Pts. ▪ 59.9% to 30% of program participants are City residents = 0 Pts.
<p>8. Did the organization describe the measurable performance outcomes and how outcomes will be qualitatively and quantitatively tracked? 10 Points</p>	<ul style="list-style-type: none"> ▪ Measurable performance outcomes with qualitatively and quantitatively tracking = 10 Pts. ▪ Measurable performance outcomes but no qualitatively and quantitatively tracking = 5 Pts. ▪ No measurable performance outcomes and qualitatively and quantitatively tracking = 0 Pts
<p>9. Does the organization have active partnerships and/or collaborations in order to effectively and efficiently carry out proposed program? 10 Points</p>	<ul style="list-style-type: none"> ▪ Organization partners and/or collaborates with 3 or more community organizations = 10 Pts. ▪ Organization partners and/or collaborates with 2 community organizations = 5 Pts. ▪ Organization partners and/or collaborates with 1 community organization = 1 Pts. ▪ Organization partners and/or collaborates with 0 community organization = 0 Pts.

Anticipated Timeline

2024- 2026 CDBG Public Service Application

Dates	Actions
Wednesday, October 25, 2023	Community Development Commission - Application Review/ Ad Hoc Committee
Tuesday, November 7, 2023	City Council - Application Review and Approval
Wednesday, November 8, 2023	Application Released for 45 days * All potential subrecipients from contact lists will be notified via email and Constant Contact. A press release or social media post may also be issued.
Tuesday, November 14, 2023	CDBG Application Training
Monday, December 18, 2023	Applications due at 5:00 PM
Tuesday, December 19, 2023 to Thursday, December 21, 2023	Staff review of applications for CDBG eligibility/National Objective compliance
Wednesday, January 10, 2024	1st review of applications by the Community Development Commission Ad Hoc Committee
Tuesday, January 23, 2024 and Wednesday, January 24, 2024	Community Development Commission Special Meeting/Non-Profit Presentations of Public Service Programs
Thursday, February 1, 2024	2nd review of applications by the Community Development Commission Ad Hoc Committee
Wednesday, February 28, 2024	Community Development Commission funding recommendations
Tuesday, March 19, 2024	CDBG Public Hearing at City Council, with recommendation for approval of CDBG nonprofit funding.

If there is a question about any part of the application, please contact bvega@santa-ana.org or 714-667-2219.

APPLICATION FOR SUBRECIPIENT PROPOSALS

DUE DATE: Monday, December 18, 2023 at 5:00PM

Hard Copy Applications must be submitted by mail or hand delivered to:

**City of Santa Ana
Attention: Brenda Vega, Community Development Analyst
20 Civic Center Plaza 6th Floor
Santa Ana, CA 92701**

NO LATER THAN 5 P.M., Monday, December 18 2023.

ABSOLUTELY NO LATE APPLICATIONS WILL BE ACCEPTED.

[Submit one complete application for each proposed program.](#)

A complete application **must** include the following:

1. Organizational Cover Letter
2. Application Form
3. 2024-2025 Proposed Program Budget (Attachment 1)
4. 2025-2026 Proposed Program Budget (Attachment 2)
5. Staff Listing (Attachment 3)
6. Certificates (Attachment 4)
7. Organization Chart
8. Board of Directors, By-laws and Articles of Incorporation
9. Financial Statements & Single Audit, (Single Audit required if organization expended more than \$750,000 of federal funds within a program year), Form 990
10. IRS Nonprofit Designation Letter
11. Logic Model

NOTES:

Failure to provide ALL required information will cause this application to become invalid and will not be considered for funding. The City reserves the right to withdraw consideration of this application if evidence of compliance is not provided or if compliance status changes during the application process. The City reserves the right to waive a requirement if it is determined to be in the best interest of the City.

PUBLIC SERVICE APPLICATION

DUE DATE: 5:00 p.m., Monday, December 18, 2023

Legal Name of Organization*

UNIQUE ENTITY ID Number*

A unique entity ID is a unique nine-character number used to identify your organization. The City uses the Unique Entity ID number to report how federal grant money is allocated. Unique Entity ID number lookup or registration.

Name of second organization if doing a collaboration

UNIQUE ENTITY ID number of second organization, if doing a collaboration

A Unique Entity ID number is a unique nine-character number used to identify your organization. The City uses the Unique Entity ID number to report how federal grant money is allocated. Unique Entity ID number lookup or registration.

Date Organization Founded*

Date of Nonprofit Incorporation*

SERVICE AND FUNDING

Q1. Total number of unduplicated individuals to be served during FY2024-2025 and FY 2025-2026 by program*

2024-2025 _____ 2025-2026 _____

a. Percentage that are estimated to be low-income*

2024-2025 _____ 2025-2026 _____

Q2. Estimated yearly units of service*

(number of unduplicated individuals multiplied by service visits – i.e. 200 youth X 25 tutoring sessions = 5,000 units of service)

2024-2025 _____ 2025-2026 _____

Q3. Total CDBG funds requested for FY 2024-2025 and FY 2025-2026*
(\$40,000 minimum)

2024-2025 _____ 2024-2025 _____

a. Minimum Willing to Accept to Administer Your Program*
(\$40,000 minimum)

2024-2025 _____ 2025-2026 _____

Q4. Cost per participant*
(Total CDBG funds requested divided by Total to be served)

Q5. Program History

a. Total number of Santa Ana residents actually served in 2021-2022 and 2022-2023 *

2021-2022 _____ 2022-2023 _____

b. Total years the program has been in existence

Q6. Name of Program*

Q7. Provide a concise description of the proposed program*
(300 character maximum)

Q8. Provide a detailed description of the proposed program. Include the

following in order*

- a. Detailed description of services provided
 - b. Frequency of service delivery (i.e. daily, weekly, monthly);
 - c. How the service is provided (i.e. one-on-one, classroom settings, home visits, phone referrals); and
 - d. Target population groups (i.e. youth in specific neighborhoods)
- (5,000 character maximum)

Q9. Describe your experience in providing the proposed program or similar programs*

Highlight accomplishments
(5,000 character maximum)

Q10. Will this program result in new service or increase the level on an existing service*

- Yes
- No

If yes, describe how the direct service proposed:

- a. Is not a duplication of existing services available; or
- b. Demonstrates a quantifiable increase in access and/or the level of an existing service provided to the target population.

(5,000 character maximum)

Q11. Similar Services*

List similar services that are currently provided in the community and describe how the proposed program complements or fills an existing gap in services

(2,000 character maximum)

Q12. Neighborhood Initiative Area*

An area that that has been adversely affected by disinvestment and decline is considered a Neighborhood Initiative area. The City’s target areas for this period are the Townsend/Myrtle Neighborhoods at Jerome Center and Cedar-Evergreen Neighborhood at Madison Elementary School. Does the program serve residents of a Neighborhood Initiative area?

Choices

- Yes
- No

If yes, please describe below

If yes, please describe the area boundaries and reasons the area fits Neighborhood Initiative criteria.

(5,000 character maximum)

Q13. Describe the unmet need that the proposed program will address*

(5,000 character maximum)

Q14. Will the program be conducted within the City of Santa Ana boundaries*

Choices

Yes

No

If no, explain how Santa Ana residents will be served

(5,000 character maximum)

Q15. Organization Participation*

List Santa Ana neighborhood associations, local community organizations and/or civic groups the organization participates in and to what extent.

(5,000 character maximum)

Q16. List the benchmarks the organization will use to determine success of the program*

Provide intended outcomes.

(5,000 character maximum)

Q17. Track and Measure Performance*

Describe how the organization will track and measure performance outcomes qualitatively and quantitatively.

(5,000 character maximum)

Q18. List federal grants that the organization has received within the last 5 years*

Include grant amounts, services provided, and outcomes.

(5,000 character maximum)

Q19. Summarize the qualifications of the organization's staff*

(Program & Administrative) that would allow the organization to provide the services stated and comply with regulatory requirements.

(5,000 character maximum)

ATTACHMENTS

Please save complete packet to your desktop and then fill out. If you try to fill out the form from the download screen, the information will not be saved when you try to upload it.

2024-2025 Scope and Budget Exhibit A and B (Attachment 1)

2025-2026 Scope and Budget Exhibit A and B (Attachment 2)

Staff Listing (Attachment 3)

(Include Admin and Program Staff working on the proposed program)

Certifications Exhibit C, D and E (Attachment 4)

Logic Model

Using the template provided below by the University of Wisconsin, please attach a logic model that will summarize your proposed program on one page including the situation (community need) that you are going to address, the inputs you will use to address that need, your outputs of activities that you will undertake in your program, and the outcomes (short - 3 months, medium - 6 months and long - 12 months), that you will achieve. Please ensure you are as detailed as possible to provide your logic of how you will achieve your stated outcomes.

Logic Model from University of Wisconsin:

<https://fyi.extension.wisc.edu/programdevelopment/designing-programs/>

**City of Santa Ana CDBG Scope of Work
Program Year 2024-2025 (July 1, 2024 - June 30, 2025)**

Name of Organization

Name of Funded Program

Annual Accomplishment Goal

Unduplicated Participants anticipated to be served during the 12-month contract period.

1	TOTAL		0%		0%
		Santa Ana Participants		Low Income Participants	

Schedule of Performance

	Unduplicated Participants	Estimated Invoicing
(estimated)		
Quarter 1: JUL 1 - SEP 30		
Quarter 2: OCT 1 - DEC 31		
Quarter 3: JAN 1 - MAR 31		
Quarter 4: APR 1 - JUN 30		
	0	\$ -

Program and Funding Description

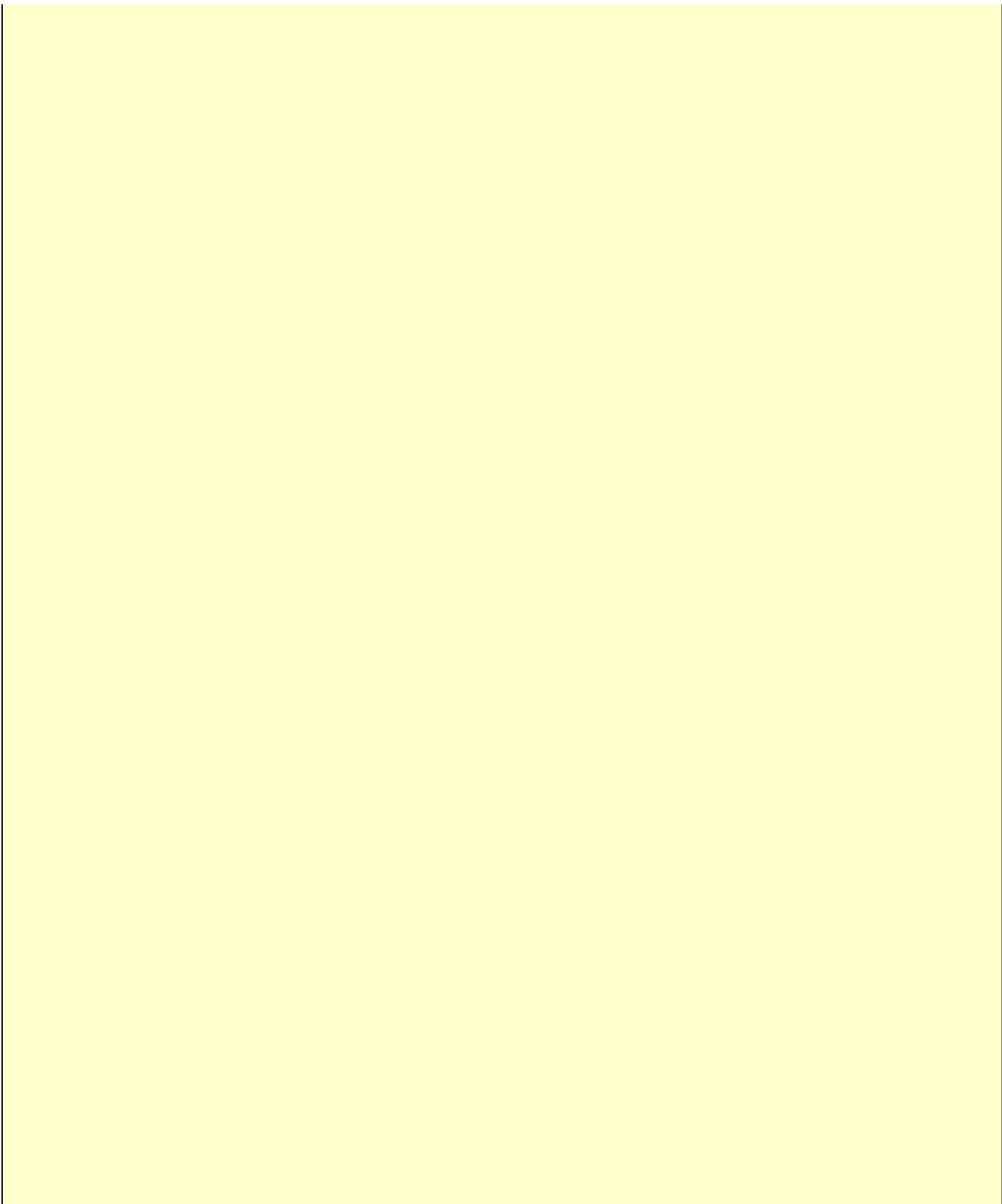


EXHIBIT A

**FISCAL YEAR 2024-2025
PROGRAM BUDGET**

Organization Name

Program Name

EXPENDITURES

Enter budget categories and projected expenditures for the proposed program:

Category	Expenditures		Program Budget	Total Organization Budget
	Funded By Santa Ana CDBG	Expenditures Funded By Other Sources		
Administrative Staff Salaries	\$0		\$0	
Program Staff Salaries	\$0		\$0	
Contractual/Professional Services	\$0		\$0	
0	\$0		\$0	
0	\$0		\$0	
0	\$0		\$0	
0	\$0		\$0	
0	\$0		\$0	
0	\$0		\$0	
0	\$0		\$0	
TOTAL Direct Costs	\$0	\$0	\$0	\$0
Indirect Costs 10%	\$0		\$0	
TOTAL BUDGET	\$0	\$0	\$0	\$0

* Indirect cost rate: 10% Non-Federal entity without federally recognized negotiated indirect cost rate, will charge a de minimis rate of 10% of modified total direct costs.

PROGRAM RESOURCES

LIST ALL OTHER PROGRAM RESOURCES FOR 2024-2025

Funding Source Total must equal Program Budget Total listed above.

FUNDING SOURCE	AMOUNT
Santa Ana CDBG	
TOTAL	\$ -

2024-2025 CDBG BUDGET LINE ITEMS

ADMINISTRATIVE STAFF

Position Title	Annual Salary & Benefits	CDBG Funds Requested	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

**City of Santa Ana CDBG Scope of Work
Program Year 2025-2026 (July 1, 2025 - June 30, 2026)**

Name of Organization _____
 Name of Funded Program _____

Annual Accomplishment Goal

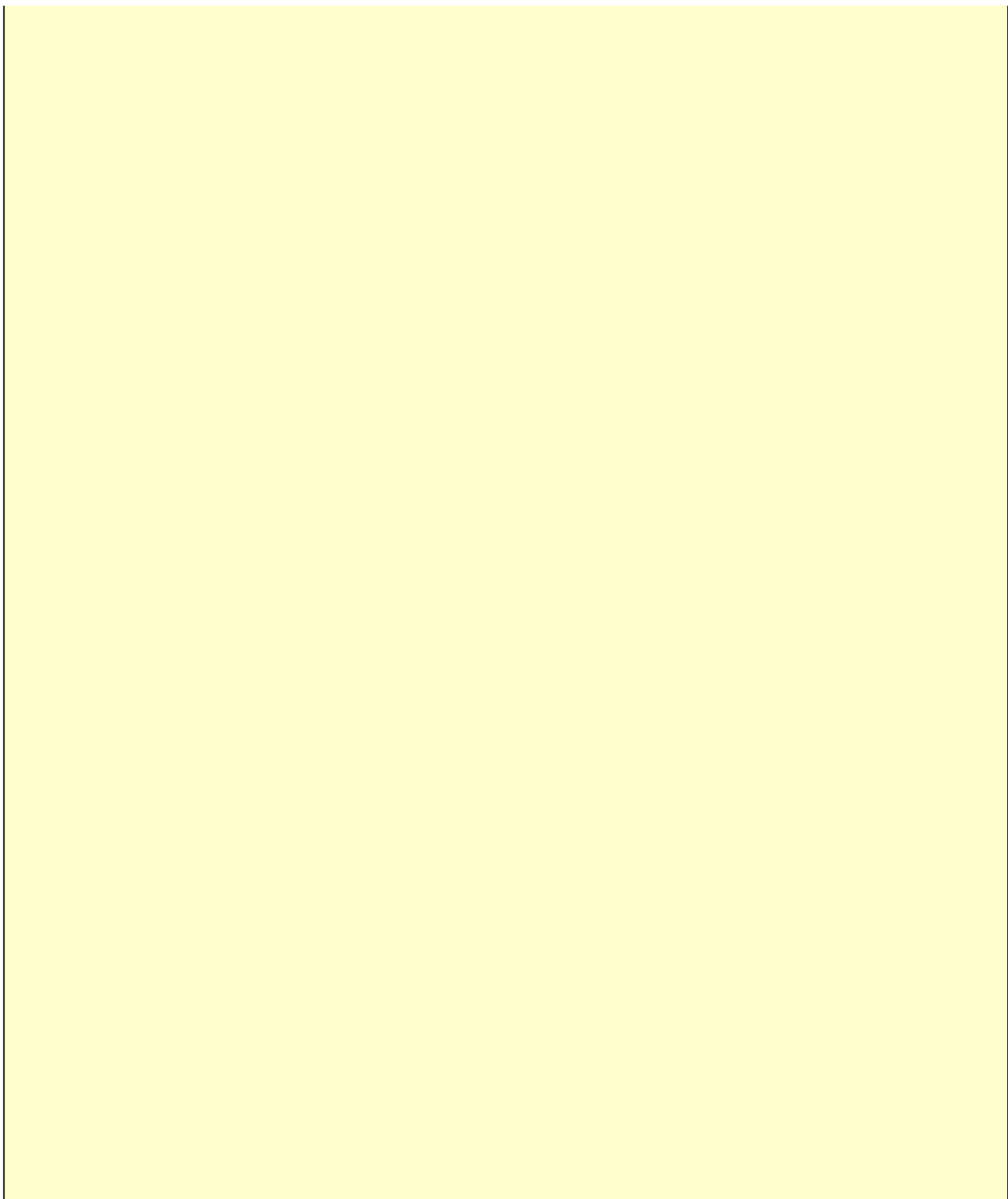
Unduplicated Participants anticipated to be served during the 12-month contract period.

1 TOTAL	Santa Ana Participants	0%	Low Income Participants	0%
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Schedule of Performance

(estimated)	Unduplicated Participants	Estimated Invoicing
Quarter 1: JUL 1 - SEP 30		
Quarter 2: OCT 1 - DEC 31		
Quarter 3: JAN 1 - MAR 31		
Quarter 4: APR 1 - JUN 30		
	0	\$ -

Program and Funding Description



**FISCAL YEAR 2025-2026
PROGRAM BUDGET**

Organization Name _____

Program Name _____

EXPENDITURES

Enter budget categories and projected expenditures for the proposed program:

Category	Expenditures		Program Budget	Total Organization Budget
	Funded By Santa Ana CDBG	Expenditures Funded By Other Sources		
Administrative Staff Salaries	\$0		\$0	
Program Staff Salaries	\$0		\$0	
Contractual/Professional Services	\$0		\$0	
0	\$0		\$0	
0	\$0		\$0	
0	\$0		\$0	
0	\$0		\$0	
0	\$0		\$0	
0	\$0		\$0	
0	\$0		\$0	
TOTAL Direct Costs	\$0	\$0	\$0	\$0
Indirect Costs 10%	\$0		\$0	
TOTAL BUDGET	\$0	\$0	\$0	\$0

* Indirect cost rate: 10% Non-Federal entity without federally recognized negotiated indirect cost rate, will charge a de minimis rate of 10% of modified total direct costs.

PROGRAM RESOURCES

LIST ALL OTHER PROGRAM RESOURCES FOR 2025-2026

Funding Source Total must equal Program Budget Total listed above.

FUNDING SOURCE	AMOUNT
Santa Ana CDBG	
TOTAL	\$ -

2025-2026 CDBG BUDGET LINE ITEMS

ADMINISTRATIVE STAFF

Position Title	Annual Salary & Benefits	CDBG Funds Requested	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

Staff Listing
 (Include Admin and Program Staff working on the proposed program)

Name and Title	Duties/Activities Performed	Qualification for Duties/Activities	CDBG Funded
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

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

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):

