



Program Year 2011-2012

Application for Grant Funding

Unincorporated Areas

Fresno County
Community Development Block Grant (CDBG)
Program
Public Facility and Infrastructure Improvement Projects

County of Fresno
Department of Public Works and Planning
Community Development Division
2220 Tulare Street, 8th Floor
Fresno, California 93721

Table of Contents

Introduction

Threshold Requirements

Application Checklist

<u>APPLICATION</u>	<u>Page</u>
Section I Application Summary.....	7
Section II Public Hearing/Citizen Participation.....	8
Section III Applicant Information.....	9
Section IV Applicant Certification.....	10
Section V Detailed Project Description.....	11
Section VI Project Readiness.....	14
Section VII Project Timeline.....	16
Section VIII Project Cost Estimate.....	17
Section IX Local Financial Resources.....	18
Section X Applicant Operating Budget.....	19
Section XI Environmental Assessment Questionnaire and Supplemental Questionnaire	20

APPENDIX

Application Approval Timeline.....	27
CDBG Program.....	28
Sample Press Release/Public Notice.....	30

ATTACHMENTS

Attachment A	Project Site Map/Site Control
Attachment B	Evidence of Public Hearing/Local Support
Attachment C	Applicant's Legal/Organizational Documents
Attachment D	Minute Order/Resolution
Attachment E	Applicant's Financial Documents
Attachment F	Other Funding Commitments
Attachment G	Environmental Supporting Documentation
Attachment H	Other Supporting Documentation/Maps
Attachment I	Other Projects
Attachment J	Evidence of Maintenance Plan

“Communities that receive entitlement funds from the CDBG program are required to use their funds in a timely manner.” (HUD’s handbook *Guidelines for Grantee Selection, Management, and Oversight of Subrecipients in the CDBG Program*).

INTRODUCTION:

The County of Fresno receives an annual allocation of CDBG grant funds from the federal Department of Housing and Urban Development (HUD). The County makes a portion of these grant funds available to fund public facility and infrastructure improvement activities in its unincorporated communities.

The County’s Department of Public Works and Planning, Community Development Division is responsible for the administration and implementation of all CDBG-funded activities for the County and its participating cities. The application packet for the 2011-2012 Program Year is issued by the County’s Community Development Division. All CDBG funding requests are subject to terms and regulations in accordance with the provisions of Title I of the Housing and Community Development Act of 1974, (the Act) as amended, and the laws of the State of California.

The Community Development Division has issued this Application for grant requests of **\$100,000** up to a maximum of **\$350,000**, for public facility and infrastructure improvement activities to be implemented beginning July 1, 2011. Applications submitted for proposed funding must be for CDBG-eligible activities that are consistent with the County’s 5-year Consolidated Plan for Program Years 2010-2014 and meet one of HUD’s three National Objectives.

Only complete applications for funding, submitted on the 2011-2012 application form supplied by the County and included in this packet will be accepted.

Therefore, review your application proposal carefully, answer all questions and attach all required supporting documentation.

The deadline for submittal of the application and supporting documentation is 5:00 p.m., on Tuesday, August 31, 2010.

NOTE: An application workshop to answer questions and assist applicants with the preparation of the CDBG Application is scheduled for **June 30, 2010, from 2:00 p.m. to 4:00 p.m. at the Fresno County Plaza Building, 8th Floor, Conference Room “A.”** Staff representing the Community Development Division will discuss the application process, staff representing the Design and Road Maintenance and Operations Divisions will discuss plans, specifications, and cost estimate submittals, and staff representing the Development Services Division will discuss environmental review regulations. **We request that you attend this workshop, and that you bring any project information with you that you may wish to discuss.** Please call the Community Development Division at (559) 262-4292 to reserve your space or if you have any questions.

THRESHOLD REQUIREMENTS:

- **Submittal deadline:** Applications must be received at the Community Development Division office by **5:00 p.m., on Tuesday, August 31, 2010.**
- Each agency, District or community group may submit up to two applications for funding of separate activities.
- Applications must be submitted on the 2011-2012 application form.
- Applications must include all required attachments and all questions must be answered completely.
- Applications must include evidence of the noticed public hearing. Please attach the Minute Order authorizing submission of the application and the name of the person authorized to sign the grant agreement. Community groups must include a copy of the flier used to notify the community (include supporting documentation under **Attachment B, Evidence of Public Hearing/Local Support**).
- Application funding requests must not be less than \$100,000 and must not exceed \$350,000.
- Application information must demonstrate applicant has the capacity to carry out the activity within budget and on schedule.
- Applicant must submit a current financial statement and budget, and a current certified audit.
- The activity must be able to be completed within 12 to 18 months of funding – the activity must be ready to proceed upon funding approval. This requires approval of all required land use entitlements.
- Application must include a map showing the street boundaries of the area that will benefit from the activity and/or must include a description of the eligible beneficiaries.
- Application must include evidence of community support for the activity, such as letters of support from community members, community meeting rosters and minutes, or community petitions, etc.
- Application must include a copy of the current contract with the project engineer that demonstrates the term of the contract and that the engineer is authorized to provide services needed under application on behalf of the District. If the applicant is a community group, please contact the Community Development office at 262-4292 and you will be put in touch with the County's Design Division staff for further direction.
- If proposed project will require other funding in addition to requested CDBG funds, submit documentation with application demonstrating the sources of funds are available to complete the project.

Completed applications may be mailed or hand delivered. Applications must be received at the Community Development Division office by **5:00 p.m., Tuesday, August 31, 2010.**

Mail completed applications to: Fresno County Department of Public Works and Planning, Community Development Division, Attn: Community Development Program Manager, 2220 Tulare Street, 6th Floor, Fresno, CA 93721.

Hand-delivered applications will be accepted at: The Community Development office located in the Fresno County Plaza Building, 2220 Tulare Street, 8th Floor, Fresno, CA.

The 2011-2012 application packet is also available on the County's website and may be downloaded at: <http://www.co.fresno.ca.us/grants>.

APPLICATION CHECKLIST:

- ___ Application Summary (Section I)
- ___ Site Map/Site Control (Section I)
- ___ Public Hearing Documents, Proof of Publication Notice (Section II)
- ___ Letters of Support (Section II, Section V)
- ___ Applicant Certification (Section III)
- ___ Applicant's Legal/Organizational Documents (Section III)
- ___ Detailed Project Description (Section V)
- ___ Project Timeline (Section VI)
- ___ Project Cost Estimate (VIII)
- ___ Applicant Operating Budget (Section X)
- ___ Environmental Questionnaire (Section XI)
- ___ Other Supporting Documentation

**SECTION I
APPLICATION SUMMARY**

- A. Name of Applicant: _____
- B. Applicant Address: _____
City: _____ County: _____ Zip Code: _____
- C. Applicant Tax ID No./DUNS No.: _____
- D. Contact Person Name and Title: _____
Phone Number: _____ FAX: _____ E-Mail: _____
- E. Name of Project Engineer: _____
Phone Number: _____ FAX: _____ E-Mail: _____
- F. Project Name: _____
- G. Provide a brief description of proposed activity (detailed description to be provided in Section V): _____

- H. Total Project Cost: \$ _____
- I. Grant Amount Requested: \$ _____

Applicants may apply for up to two activities per applicant **but** the grant amount requested for each activity **may not be less** than \$100,000 **or exceed** \$350,000. Separate applications must be submitted for each activity.

- J. Address of Project Site (if any): _____
- K. Attach a site map (**Attachment A, Project Site Map/Site Control**) of the project location that shows street boundaries for all areas that will benefit from the project, outline the area around the project that encompasses all areas that will benefit, and/or include a description of the persons that will benefit from the activity (i.e. low-moderate income persons, at risk youth, senior citizens, disabled persons, etc). Submit supporting documentation under **Attachment H, Other Supporting Documentation/Maps**.

**SECTION III
APPLICANT INFORMATION**

This section of the application will demonstrate the applicant's capacity and ability to complete the project in a timely manner. Include any supporting documentation that illustrates the applicant's ability to complete projects on time and within budget.

A. The applicant is a (check one): CSA CSD Fire District
 Non-Profit Corporation Other _____ (specify)

1. Describe the types of services delivered by the applicant, and the beneficiaries served: _____

2. If a Non-Profit Corporation or a Community Service District (CSD) submit copies of the following:

- IRS designation
- Articles of Incorporation
- Bylaws
- Map showing applicant's boundaries
- List of names of Board of Directors
- Audited Financial Statements (last 2 years)
- Agency Organizational Chart (illustrating agency positions)

B. Does the applicant have experience completing similar type CDBG projects?
 Yes No (If yes, name two projects, the year funded and year completed.)

	Project Name	Year Funded	Year Completed
1.	_____	_____	_____
2.	_____	_____	_____

**SECTION IV
APPLICANT CERTIFICATION AND COMMITMENT OF
RESPONSIBILITY**

As the official designated by the governing body, I hereby certify that if approved by the County of Fresno for Community Development Block Grant Program funding, _____ (Applicant name) assumes the responsibilities for carrying out the activity specified in this application in a timely manner and certifies that:

- It possesses the legal authority to apply for the grant funds and to execute the proposed activity;
- The Applicant does not have any unresolved audit findings for prior CDBG or other federally-funded activities or projects;
- There are no pending lawsuits that would impact the implementation of this activity;
- It will comply with all statutes and regulations governing the federal Community Block Grant Program;
- The information, statements, and attachments contained in this application are, to the best of my knowledge and belief, true and correct;
- The Applicant has the ability to perform the duties for the activity applied for in accordance with the CDBG program regulations.

I authorize the Department of Public Works and Planning, Community Development Division, to contact any agency, whether or not named in this application, which may assist in determining the eligibility of the project. All information contained in this application is acknowledged to be public information.

Signature _____

Title _____

Type or Print Name _____

Date _____

**SECTION V
DETAILED PROJECT DESCRIPTION**

A. Project Description

A complete description of the activity to be undertaken must include the activity or services to be provided, where the activity will be provided, how the activity will be provided, and whom the activity will benefit.

1. Provide a detailed description of the project and the scope of work to be funded with CDBG grant:

2. Describe how and who (i.e. low-moderate income persons, at risk youth, senior citizens, disabled persons, etc) the project will benefit:

3. Describe the project location. Provide the street address and assessor's parcel number of the project and street boundaries of the entire area that will benefit from the project:

4. List any other agencies currently active in the project area:

5. Are the proposed activities part of a targeted revitalization effort?

Yes No

If yes, submit a copy of the neighborhood or community revitalization plan
(Attachment H, Other Supporting Documentation/Maps).

6. Describe other projects proposed and/or needed in the community or neighborhood that are anticipated in the next five years should funding be available (include housing, infrastructure and/or economic activities):

7. Describe how the proposed project will benefit the persons, neighborhood or community it will service:

8. How many persons are expected to benefit from this project _____
or how many jobs will be generated or retained as a result of the project, and
how many low/mod income persons will be employed in those jobs?

Number of jobs _____ Number employed _____

Note: Projects that are proposed to meet the Low/Moderate-Income National Objective by creating/retaining jobs for Low/Moderate-Income persons will require a Supplemental form to be provided by the Community Development Division after this application is submitted.

B. Project Funding

List all sources of funds anticipated to be received for this project, including other grants. If a letter of commitment from other funding sources has already been received, include a copy as supporting documentation (**Attachment F, Other Funding Commitments**).

- 1. Community Development Block Grant (CDBG) funds: \$ _____
- 2. Local funds: _____ \$ _____
- 3. Other federal funds: _____ \$ _____
- 4. State funds: _____ \$ _____
- 5. Other funds or in-kind services: _____ \$ _____
- 6. Total Project Cost: \$ _____

C. Project Priority

- 1. Local support for the project is evidenced by letters of support and/or commitment. Yes No (Attach supporting documentation, **Attachment H, Other Supporting Documentation/Maps**)

**SECTION VI
PROJECT READINESS**

CDBG funds are required to be spent in a timely manner; therefore, the Applicant is required to complete this project in a timely manner. CDBG funding for Program Year 2011-2012 will become available on July 1, 2011, and funded activities can commence upon completion of a fully executed project grant agreement with Fresno County.

A. Project Readiness to Proceed Once Funded:

1. If selected for funding, can the project be completed within 12 to 18 months from the date of agreement? Yes No

2. Are there weather (rain, temperature, etc) conditions that could delay construction of the project? Yes No

If yes, explain any potential delays:

3. Will the project require any PG& E activity? Yes No

If yes, explain any potential delays:

4. Will the project require CalTrans or any other outside agency review or approval? Yes No

If yes, explain any potential delays:

5. Has environmental review subject to the California Environmental Quality Act (CEQA and/or the National Environmental Policy Act (NEPA) been completed or initiated for this project? Yes No

Initial Study / Environmental Assessment No. _____

CEQA

NEPA

Initiated on: _____

Completed on: _____

6. Have any environmental reviews for CEQA and/or NEPA been completed within the last five years for other projects within ½ mile from the location of this project? Yes (Please list appropriate information below) No

Initial Study / Environmental Assessment No. _____

	CEQA	NEPA
Completed on:	_____	_____

Project Description/Geographical Area Reviewed:

- B. Identify any known facts that could delay the implementation of this project (for example, archeological or historical environmental concerns, right of way acquisition, easements, etc.):

- C. Does the applicant have site control as evidenced by supporting documentation (**Attachment H, Other Supporting Documentation/Maps**)?

Yes No Site control is expected by _____

SECTION VII PROJECT TIMELINE

Attach a timeline for the proposed project, from application submittal to project completion. Include milestones or key actions that will take place if the project is approved for a CDBG grant by the County Board of Supervisors. Show the dates for each milestone and indicate the project's completion date (the notice of completion date).

A **sample** timeline is below for your use. The first item on the timeline will be the submittal date of the application to the County. NOTE: If project is recommended for approval, Community Development staff will contact you during preparation of the agreement. Any subsequent changes to agreement execution dates and/or timeline will be revised accordingly.

PROPOSED CDBG PROJECT TIMELINE AND MILESTONES

Project Milestones/Actions	Notes	Date
1. Application Submitted		8/31/2010
2. Environmental Review	Minimum 90-day review	April 2011
3. Agreement for CDBG Grant		July 2011
4. Engineer Selected/Hired	Must go through formal RFP process if not already secured	
5. Submit Plans/Specs/Current Cost Estimate (P/S/E)		
6. County Review, Comment, Return of P/S/E	Period = 30 days from receipt of P/S/E	
7. Submit FINAL Plans/Specs/Cost Estimate, if needed	Must be stamped, certified by ENG	
8. County Review of Final P/S/E and issue Authorization to Advertise	Period = 30 days from receipt of Final P/S/E	
9. Advertise Project (Publication Date)	Advertise minimum of 2 weeks, last day will be Bid Opening	
10. Submit Bid Canvas, Low Bid Proposal	Within 5 days of Bid Opening	
11. County Authorization to Award	Period = 21 days from receipt of Bid Package	
12. Award of Contract	Must be the date of a Board/Council meeting	
13. Preconstruction Meeting		
14. Complete Construction of Project	Estimate construction days per contract	
15. Complete Punch-List Items	Time for addressing post- construction items	
16. Final Inspection	Walk-through with County / other parties prior to NOC	
17. Record Notice of Completion		
18. Submit Final Invoice, POM Report, Project Cost Summary, etc.	Deadline is 60 days following filing of NOC	

SECTION VIII PROJECT COST ESTIMATE

A. Construction Costs:

Work Item #	Description	Quantity	Unit of Measure	Unit Price	Total Cost of Work Item
SUBTOTAL					\$

- B. Estimated Engineering or Architectural Cost Including:
- 1. Design engineering and/or architectural fee: \$ _____
 - 2. Special requirements (conditional use permit/zone change/site plan review, foundation or archeological investigations, extensive environmental work) \$ _____
 - 3. Construction Engineering: \$ _____
 - 4. Maintenance Plan Preparation: \$ _____
- C. Advertising/Award (printing and noticing) \$ _____
- D. Property Acquisition (if applicable)
- 1. Real Property \$ _____
 - 2. Appraisals, title work and related work \$ _____
- E. Contingency \$ _____
- F. Other (specify) \$ _____
- G. **TOTAL PROJECT COST** \$ _____

Prepared by: Name and Title (print or type)

Date _____

SECTION IX
LOCAL FINANCIAL RESOURCES

Districts/Agencies/Nonprofits

Check this box if you are a Neighborhood or Community Citizen Group (if so, this page does not apply).

The local financial resources available to the applicant will be considered as a criterion to evaluate the applicant's administrative capacity to timely implement the proposed activity once funded. Answer all questions completely and include materials requested and any additional supporting documentation that illustrates the applicant's capacity.

A. Name of responsible Financial Officer (CFO/Accountant): _____
Phone: _____ Email: _____

B. Name of person responsible for conducting day-to-day financial transactions:

Phone: _____ Email: _____

C. Information/Documents Required:

1. Complete **Operating Budget and Budget Resources** form on following page. **Do not modify** or use a different form. **Completion of the Operating Budget and Method of Financing Budget form is required in addition to the applicant's audit and financial statement.**
2. Attach a Minute Order or Resolution authorizing adoption of the applicant's current budget (2010-11). Include as **Attachment D, Minute Order/Resolution.**
3. Attach most recent Audit and a current Financial Statement signed and dated by an authorized officer, showing amounts and specific nature of assets and liabilities. Include under **Attachment E, Applicant's Financial Documents.**
4. Districts only—provide copy of District's service fee schedule and/or connection fee schedule. Include with **Attachment E, Applicant's Financial Documents.**
5. Provide a list of all funding commitments received for this project, and/or other pending funding for which the applicant has applied for on behalf of project. Describe status of other funding. Include supporting documentation under **Attachment F, Other Funding Commitments.**

SECTION X
APPLICANT OPERATING BUDGET
 Districts/Agencies/Nonprofits

Check this box if you are a Neighborhood or Community Group (if so, this page does not apply).

Operating Budget

Description	Actual Current FY 2010-11	Proposed FY 2011-12
1. Total Budget Expenditures (include salaries, employee benefits, services, supplies, fixed assets, etc.)	_____	_____
2. Appropriations for Contingencies (cannot exceed 15% of Total Budget Expenditures)	_____	_____
3. General Reserves	_____	_____
4. Other Reserves	_____	_____
*5. TOTAL BUDGET (1 thru 4)	_____	_____

Budget Resources

Description	Actual Current FY 2010-11	Proposed FY 2011-12
1. Total Available Cash & Reserves	_____	_____
2. Taxes	_____	_____
3. Interest	_____	_____
4. Charges for Services	_____	_____
5. All Other Revenues	_____	_____
*6. TOTAL ESTIMATED FINANCING SOURCES (1 thru 5)	_____	_____

* **NOTE: Line 5 of the Operating Budget (Total Budget) and Line 6 of the Budget Resources (Total Estimated Financing Sources) must equal.**

SECTION XI
ENVIRONMENTAL ASSESSMENT QUESTIONNAIRE

Districts/Agencies/Nonprofits

Check this box if you are a local Neighborhood or Community Citizen Group (if so, this page does not apply).

The following information will be provided to the County's environmental staff to be used in the required environmental review, in accordance with Federal and State (NEPA and CEQA) regulations. All questions must be addressed and supporting documentation included. It is advised that the Project Engineer answer the questions and sign the form. **This Section is a threshold requirement which will assist in determining project readiness.**

1. Project Name: _____

2. Existing Zone District: _____

3. Existing General Plan Land Use Designation: _____

4. Is the project in conformance with local land use, circulation and drainage plans?

Yes (include supporting documentation) No Unknown

5. Present land use: _____

6. Describe major vegetative cover: _____

7. Proposed source of water: _____

8. Proposed sewage disposal method: _____

9. List existing physical site conditions to be improved by the project, such as buildings, wells, pipelines, roads, etc. (if improvement is to an existing building, provide the age of the building(s) and indicate if any surrounding buildings may be 50 years or older):

Are there any buildings or structures of historical or cultural value in the surrounding area?

Yes No

Please describe structure and location:

10. What are the existing, surrounding land uses (e.g., agriculture, residences, school, factory)? Include photographs as **Attachment G, Environmental Supporting Documentation**:

North: _____ East: _____

South: _____ West: _____

11. If any of the following items are located within 3,000 feet of project location, please describe and include photographs as **Attachment G, Environmental Supporting Documentation**:

Major roads/highways: _____

Railroad tracks: _____

Water resources: _____

Storage tanks: _____

Hazard sites: _____

Airports: _____

12. During the next two years, if there are other similar or related project(s) under consideration in the same geographical area, describe the project and its proposed location.

Attach summary as **Attachment I, Other Projects**

13. Identify any agencies from which a permit is required for this project (i.e. County of Fresno, San Joaquin Valley Air Pollution Control District, CRWQCB, etc.):

14. Please identify other reasonable courses of action that were considered and not selected, such as other sites, design modifications, or other uses of the subject site. Indicate why those actions were not selected.

Information requested in questions 15 and 16 below must be provided in Attachment G, Environmental Supporting Documentation

15. Provide a written description and map (or maps) illustrating (in detail) the location and size of **existing** sewer, water and/or drainage lines to be replaced or installed and/or location and size of **existing** curb, gutter and/or sidewalk improvements to be improved or constructed.
16. Provide a written description and map (or maps) illustrating (in detail) the location and size of **proposed** sewer, water and/or drainage lines to be replaced or installed and/or location and size of **proposed** curb, gutter, and/or sidewalk improvements to be improved or constructed, and size and location of material or equipment staging areas.
17. Complete the Environmental Supplemental Questionnaire on the following page.

ENVIRONMENTAL SUPPLEMENTAL QUESTIONNAIRE

In order to determine if this project is ready to proceed, and meet HUD's timeliness of expenditure requirements for the CDBG Program, funded projects must be ready to proceed once an agreement with the County is executed. Please answer all of the following questions. This information will assist in determining whether the project is ready to proceed.

- | | <u>Yes</u> | <u>No</u> | <u>N/A</u> |
|---|------------|-----------|------------|
| 1. Is the project in conformance with your local land use, circulation, and drainage plans?
(NOTE: A project may not be accepted or processed if it does not conform to the appropriate General or Community Plan.) | | | |
| 2. Will the project require rezoning, a conditional use permit, variance, parcel map, or subdivision map? | | | |
| a. Will required entitlement clearances be completed by October 1, 2011? | | | |
| 3. Does the applicant have clear title to all properties involved in the project? | | | |
| a. Will the applicant need to acquire real property, road rights-of-way, or easements as part of the project?
(NOTE: HUD requires compliance with its acquisition procedures.) | | | |
| b. Will the project cause displacement of residents, businesses, or farms? | | | |
| c. Can an alternate site be selected to avoid displacement? | | | |
| 4. The applicant's operating budget includes revenues and/or mechanisms in place to maintain improvements. | | | |
| 5. Does the applicant have sufficient, qualified personnel to properly maintain the project upon completion? | | | |
| a. If not, are local service fees sufficient to hire additional staff to properly maintain the project? | | | |
| b. If not, is the applicant willing to raise local service fees to meet this obligation? | | | |

Yes No N/A

- c. Does the applicant have a written maintenance plan for improvements made with CDBG funds? If yes, attach Plan as **Attachment H, Other Supporting Documentation/Maps.**
6. If required by the County, will the applicant set up a depreciation fund to replace the project?
- a. Would this requirement cause an increase in service fees?
- b. If so, is the applicant willing to increase service fees to set up a fund?
7. Are all improvements affixed to the property?
(NOTE: Furniture, and other equipment and improvements, [except for fire equipment] not affixed to the property are ineligible for CDBG funding.)
8. Is all of the property in the project area within the applicant's jurisdictional limits (i.e. the project area will not require annexation prior to project construction)?
9. Is the project designed to eliminate slum and blight?
(Answer N/A if the project predominantly serves low and moderate income persons.)
- a. If yes, is the project in an approved redevelopment area and in conformance with the redevelopment plan?
10. Will all funding needed to complete the project be in place by July 1, 2011?
- a. If no, can the project proceed without the funding?
- b. If no, can the project be delayed for another year?
11. Can the project be designed with deduct items if bids exceed budget?
- a. If no, is the applicant able to cover cost overruns from local resources?
- b. If no, can the project proceed in phases using the CDBG funds in the initial phase?

Yes No N/A

12. Will the project require the formation of an assessment district?
(NOTE: There may be Federal eligibility problems when an applicant intends to form an assessment district. Discuss with County staff.)
13. Does the applicant have a current contract with an engineering firm to perform engineering work?
- a. If yes, attach a copy of the contract as **Attachment H, Other Supporting Documentation/Maps.**
 - b. If no, will the applicant contract with an engineer and/or architect to design this project?
 - c. Will the applicant complete the contract process prior to July 1, 2011 with its own local resources?

(NOTE: Contact County staff for required federal procedures for hiring consulting engineers/ architects.)
14. If necessary, has the applicant received all clearances, and/or funding commitments, from any public utilities or railroads that may be involved in the project?
- a. Will the applicant have these clearances, and/or commitments, by the date for beginning construction as indicated in your time schedule?
15. If the project involves a water well, has the applicant received necessary permits from the Health Department?
16. Will all drainage, as a result of the project, be contained on-site or in applicant-owned drainage basins?
- a. If no, has the applicant paid required State permit fees for storm water discharges into rivers and streams? If fees have been paid, attach proof of payment as **Attachment H, Other Supporting Documentation/Maps.**

Yes No N/A

17. Will the project correct or address any serious health and/or safety issues?

If yes, attach correspondence the agency has received from a health or regulatory agency to demonstrate the seriousness of the problem with **Attachment H, Other Supporting Documentation/Maps.**

18. Is any of the land to be improved by the project under an agricultural land conservation contract (Williamson Act)?

19. Is any of the land to be improved subject to the approval of the Airport Land Use Commission due to the property's proximity to an airport?

To the best of my knowledge, the foregoing information is true.

Signature - Project Engineer

Date

Name

Title

APPENDIX

Application Approval Timeline
CDBG Program Description
Sample Press Release/Public Notice

APPLICATION APPROVAL TIMELINE

<u>Activity</u>	<u>Time Frame</u>
Public Hearing(s) Conducted by Applicant	July - August 2010
CDBG Application Submittal Deadline	August 31, 2010
County Review of CDBG Applications	September 2010 – December 2010
Citizens Advisory Committee (CAC) Review of CDBG Project Proposals	October 2010 – January 2011
Rating and Ranking of CDBG Project Proposals by CAC	February 2011 – March 2011
Board of Supervisors Conducts Public Hearing for Approval of Recommended Projects and Programs	April 2011 – May 2011
Initial Study/Environmental Assessment Review Period	April 2011 – July 2011
Applicant Notification of Grant Award	May 2011
2011-2012 Program Year Begins	July 1, 2011

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

Public Facilities and Infrastructure Improvement Projects

The CDBG Program, initiated in 1974, is a federally assisted program administered through the U.S. Department of Housing & Urban Development (HUD). Under the Program, Fresno County is entitled to receive a certain annual allocation for various housing and community development activities. The following is a list of eligible and ineligible projects. In addition to eligibility, a proposed project must be determined to meet a National Objective, which analysis is performed by Community Development staff.

ELIGIBLE ACTIVITIES

- I. Public Facility and Infrastructure Improvements
(includes acquisition, construction, reconstruction, rehabilitation or installation of the following types of activities on publicly-owned infrastructure and facilities)
 - A. Water System Improvements - Acquisition of private systems, installation of new systems, extensions to under-served areas and improvements to existing systems.
 - B. Sewer System Improvements - Extensions to non-sewered areas, replacement of existing lines, connections of private properties, and improvements to sewer treatment plants.
 - C. Street and Drainage Improvements - Drainage basins and lines, streets, curbs, gutters, sidewalks, lights, bridges, and canal undergrounding.
 - D. Fire Protection Improvements - Fire stations, hydrants, and fire protection equipment.
 - E. Neighborhood Facilities - Single or multi-purpose facilities to provide health, social, recreational, or similar services as well as branch libraries and facilities for specific groups, such as senior citizens and the handicapped.
 - F. Parks & Recreation Facilities - Site acquisition, development and improvements to new and existing parks, playgrounds and other recreational facilities.
 - G. Solid Waste Facilities & Equipment
 - H. Removal of Architectural Barriers (curb cuts, park improvements, and improvements to public buildings to meet ADA requirements)
 - I. Energy Conservation Measures

INELIGIBLE ACTIVITIES

Activities involving the following are **ineligible activities** under the CDBG Program:

- I. Civic Buildings - such as city halls, courthouses, police stations
- II. Operating and/or maintenance expenses
- III. Political activities
- IV. Purchase of equipment – furnishings and personal property (except for fire protection equipment)
- V. New housing construction - except under conditions identified in Section 570.207(b)(3) of the CDBG Program regulations

Every project proposal **MUST** contain evidence of citizen participation and support for the proposal. This evidence must include documentation of at least one Public Hearing at which the specific project was discussed and opportunities provided for citizen input.

SAMPLE PRESS RELEASE/PUBLIC NOTICE

to Consider Proposals
for CDBG Grant Funds

The _____ (Insert Applicant Name) will hold a public hearing to consider projects that could be financed by the Federal Community Development Block Grant (CDBG) Program.

The meeting will be held on _____, 2010, at _____ p.m. in the _____, located at _____. Interested individuals and organizations are encouraged to attend to voice project recommendations for their community or neighborhood.

The Community Development Block Grant (CDBG) is a Federal grant program administered by Fresno County to address housing and community development needs of low- and moderate-income persons. Types of eligible projects include (public works improvements such as water, sewer, streets and drainage, fire protection facilities and equipment, solid waste facilities, libraries and community centers.)

For further information, please contact the _____ (Applicant/Agency Name) at (559) _____ or the Fresno County Community Development office at (559) 262-4292.

ATTACHMENTS

Include all required material and supporting documentation under the appropriate Attachment. If needed, Applicants may provide additional attachments beyond those listed in the Table of Contents.

ATTACHMENT A
Project Site Map/Site Control

ATTACHMENT B

Evidence of Public Hearing/Local Support

ATTACHMENT C
Applicant's Legal/Organizational Documents

ATTACHMENT D
Minute Order/Resolution

ATTACHMENT E
Applicant's Financial Documents

ATTACHMENT F

Other Funding Commitments

ATTACHMENT G
Environmental Supporting Documentation

ATTACHMENT H

Other Supporting Documentation/Maps

ATTACHMENT I

Other Projects

ATTACHMENT J

Evidence of Maintenance Plan