City of Murrieta
1 Town Square
Murrieta, CA 92562

City of Murrieta
Community Development Block Grant Application
2013-2014 Program Year

Supplement to
County of Riverside
Economic Development Agency
CDBG Application

Application Due Date
Thursday, September 20, 2012
5:00 PM

City of Murrieta
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
2013-2014 Program Year
Application Instructions

The City of Murrieta is inviting eligible non-profit organizations 501(c)(3) to submit applications for Community Development Block Grant (CDBG) funds for the 2013-2014 Program Year.

Accompanying this announcement is the City of Murrieta's Application (Attachment A), which is a supplement to the County of Riverside CDBG Application (Attachment B), and procedures that must be followed by all non-profit organizations applying for Community Development Block Grant (CDBG) funds from the City of Murrieta. The City of Murrieta is a sub-recipient of a portion of Riverside County's share of CDBG funds, and the County's application and procedures are also used in processing and considering applications.

FUNDING PRIORITIES

The Murrieta City Council has established the following top CDBG funding priorities for the 2013-2014 Program Year:

1. Community Food Pantries;
2. Women and Children Programs;
3. Domestic Violence Programs; and
4. Children and Youth Development Programs

IMPORTANT DATES

PUBLIC FORUM
Monday, September 10, 2012, 6:00 p.m.

Where:
Murrieta City Hall
1 Town Square
Murrieta, CA 92562

The City will conduct a public forum in the Council Chamber, at which time the public will have a chance to offer suggestions on how block grants should be spent locally. **Potential applicants are not required to attend, but are strongly encouraged to do so.**

APPLICATION DEADLINE
Thursday, September 20, 2012, 5:00 p.m.

To be considered for funding, fully completed applications must be **at** City Hall by this date. **Applications received after the deadline will not be accepted.** See "How to Apply" section.

CITY COUNCIL CONSIDERATION
Tuesday, October 16, 2012, 7:00 p.m.

The City Council will consider the allocations of funds during its regular meeting on Tuesday, October 16, 2012.

MINIMUM FUNDING REQUEST AND LEVERAGE FUNDING

Minimum Allocation Request: In an effort to ensure effective, efficient, and appropriate allocation, and use of CDBG funds, the County of Riverside requires any proposed CDBG activity in an **amount not less than $10,000**.

Leverage Funding: Verification of at least FIVE percent (5%) matching funds must be provided prior to the date of the grant awarded to the grantee. Funds used to match a previous CDBG grant may not be used to match a subsequent grant award. Applications with zero leveraging will be disqualified. Leverage may include, but are not limited to Federal, state, local, private, donations, in-kind, volunteers' hours at $5.00 hour, etc.

QUALIFYING CRITERIA

Applicants **MUST BE** legally established non-profit entities. This typically means a governmental agency or an entity created under Section 501(c)(3) of the Internal Revenue Code.

Proposed projects **MUST** meet one of the following federal criteria (24 CFR 507.201) to be eligible:

- The activity predominantly benefits low to moderate-income people (more than 51% of the persons served by the activity).
- The activity eliminates slums or blight.
- The project meets a need having a particular urgency. The condition of urgency must be of recent origin, generally being developed or becoming critical less than 18 months preceding the application for assistance.

In considering application proposals, the City will pay particular attention to the amount of benefit received by Murrieta residents. Applicants are strongly encouraged to take special care in identifying and quantifying the program and the number of Murrieta residents who have benefited from the activity in the past, and who would be served by the activity in the next year (See Attachment A). Selected funding recipients will be required to prepare and submit reports to the City, including bi-annually quantifiable performance measures reports, demonstrating the number served and the applicable benefit received.

HOW TO APPLY

1. Complete **Attachment A – City of Murrieta Application and Attachment B – Riverside County CDBG Application** form provided by the City of Murrieta and submit with required attachments to City Hall by the **deadline date of September 20, 2012, 5:00 p.m.**

   IMPORTANT Reminders:

   - ✓ All applications must include a detailed index of all attachments to the CDBG application, and must be individually tabbed and labeled to correspond to the specific section of the application.
   - ✓ The application cannot be altered. If additional space is needed to complete a response, continue the answer on an attached sheet, in sequence, and with the section header and numbered responses corresponding with the application.

   (Continued on next page.)

- ✓ All questions on the application must be answered, and documentation requests must be attached. Incomplete applications will not be processed.

2. **Submit two (2) originals with live ink signatures and six (6) copies (total of eight) of the completed application with signatures, attachments, dividers, and labels to:**

Nancy Driggers, Assistant to the City Manager
City of Murrieta
1 Town Square
Murrieta, CA 92562

FOR ASSISTANCE

For information regarding the program or eligibility of activities, call the City of Murrieta's CDBG coordinator: Nancy Driggers, Assistant to the City Manager, at 951.461.6008.

ADDITIONAL INFORMATION

CDBG funds for 2013-2014 will not be available until after July 1, 2013, and are subject to receipt of authorization to incur costs. Applicants receiving funding will be required to meet the City and County insurance requirements, file regular reports to the City of Murrieta regarding their activities, performance measures, and income verification forms for beneficiaries of services funded.

Funding is typically provided on a reimbursement basis for services already rendered and paid for by the non-profit service provider.

The amount of funding available to the City is unknown at this point. Whatever the allocation, however, the total sum available for public service projects is limited to no more than 15 percent of the total amount received from the County of Riverside.

Applications are being accepted only for public service category activities this cycle, based on the Council's focus areas mentioned on page 2.

Due to County guidelines, applications for amounts of less than $10,000 will not be considered.

Since a great deal of effort is required to put together an application, potential applicants are encouraged to discuss their proposals with the City's block grant coordinator in advance to make a preliminary determination on eligibility of the organization and project.

ATTACHMENT A

City of Murrieta
COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR 2013-2014
Application

A. GENERAL INFORMATION:

Applying Entity or Agency: _____

Site Location Address: _____

City, State, Zip Code: _____

Mailing Address: _____

City, State, Zip Code: _____

Telephone Number: _____ Fax Number: _____

Executive Director Name: _____

Title: _____

E-Mail Address: _____

What is your organization's mission and vision (Limited to the space below):

_____

_____

_____

_____

_____

_____

How is your program different from other organizations providing the same type of services to Murrieta residents (Limited to the space below):

_____

_____

_____

_____

_____

_____

B. OUTCOMES AND QUANTIFIABLE PERFORMANCE MEASURES SPECIFIC TO MURRIETA:

NOTE: If your project receives requested funds, the following questions are based on the expected number of **Murrieta** clients to be served.

1. Number of **Murrieta** clients or units of service to be provided using CDBG funds during the term of the 2013-2014 grant: _____
2. Length of CDBG-funded activities or service to **Murrieta clients** (weeks, months, year): _____
3. Unduplicated number of **Murrieta** clients/persons projected to serve (e.g., 25 clients, 50 seniors): _____
4. Units of service (Example: 25 clients x 10 visits = 250 units of service): _____
5. Service will be provided to **Murrieta** (check one or more):

   ☐ Men ☐ Women ☐ Children - Age Range _____

   ☐ Men/Women

   ☐ Men/Women/Children ☐ Families

   ☐ Seniors ☐ Severely Disabled Adults Range of children's ages _____

   ☐ Migrant Farm Workers ☐ Homeless

6. Number of beds of facility: _____
7. Anticipated number of "new" beds: _____
8. Length of stay (if residential facility): _____
9. If you received CDBG funds in FY 2011-2012, how many unduplicated **Murrieta** clients/persons were served by your program from July 1, 2011 through June 30, 2012: _____
10. If you received CDBG funds in 2011 or 2012, please quantify the increase in service that you will be providing in 2013-2014 Program Year, and explain why there is a new demand or an unmet need in the community for this service:

    _____

    _____

    _____

    _____

    _____

    _____

    _____

11. If you did not receive CDBG funds in FY 2011-2012, how many unduplicated **Murrieta** clients/persons were served by your program from July 1, 2011 through June 30, 2012: _____

12. Murrieta CDBG Funds Requested (total requested Murrieta CDBG amount for this project only):

    $_____.

13. Provide a detailed description of the proposed use of the CDBG funds only (e.g. client scholarships, purchase of specific piece of equipment, rent, supplies, utilities, salaries, etc.):

Proposed Use of CDBG Funds Only	Amount
Total	

14. Other leveraging funding:

Leveraging Source of Funds	Amount
Total	

Please attach the County of Riverside 2013-2014 Fully Completed CDBG Application and Attachments with applicable labels, tabs and dividers as required by the County and above in "How to Apply" Section – Pages 3 & 4.

Attachment B

County of Riverside
Economic Development Agency

Community Development Block Grant (CDBG)
Application for the
2013-2014 Program Year

You may also locate the County of Riverside Application on their website at:

http://www.rivcoeda.org/LinkClick.aspx?fileticket=CVA6yh7CZvA%3d&tabid=488
or
Click Here to County of Riverside's 2013-2014 CDBG Application

City of Murrieta
CDBG Application Submission Deadline:
Thursday, September 20, 2012, 5:00 p.m.