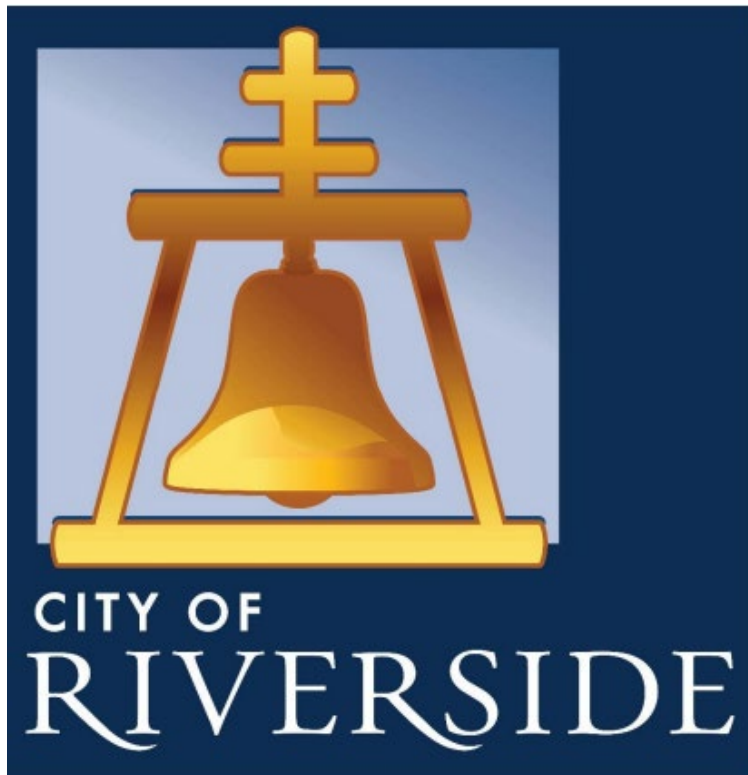


**City of Riverside
2025/2026 CDBG Application**



**2025/2026 Application and Information Packet
for
Community Development Block Grant (CDBG) Funds**

City of Riverside
Housing and Human Services Department (HHS)
3900 Main Street 5th Floor
Riverside, CA 92522
(951) 826-2040 or (951) 826-2438

City of Riverside
Housing and Human Services Department (HHS)
CDBG Program 2025/2026 Application Packet

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CDBG Income Eligible Census Tract Block Groups

City of Riverside: Income Eligible Census Tracts/Block Groups Listing

APPLICATION WORKSHOP WILL BE HELD THURSDAY, DECEMBER 12th FROM 1:00 P.M. TO 2:30 P.M., CITY HALL, MAYORS CEREMONIAL ROOM, 3900 MAIN ST. 7TH Floor.

THE DEADLINE TO SUBMIT THE CDBG APPLICATION IS: 4:00 PM, WEDNESDAY, JANUARY 29, 2025

Part I. Application Introduction and Procedures

The City of Riverside invites all interested and eligible parties to submit proposals for the 2025/2026 Community Development Block Grant (CDBG) Program funded by the U.S. Department of Housing and Urban Development (HUD).

The CDBG application will be available on the City of Riverside web site at <http://www.riversideca.gov/cdbg/> on Wednesday, **December 4, 2024**. Interested applicants can complete the application online and submit it in person or by mail.

You may also request an electronic copy of this application packet sent to you by e-mail. Requests for electronic copies should be sent to Fedgrants@riversideca.gov

E-mail requests will not be accepted prior to Wednesday, December 4, 2024.

The following sections include information for potential applicants on the federal and local guidelines to qualify for the CDBG program, followed by the City's application. CDBG-funded projects must comply with strict eligibility criteria. **Prior to submission, please carefully review this information package to determine if your request for funds will qualify under the federal CDBG regulations.** While City of Riverside staff are available to provide technical assistance, it is the responsibility of the applicant to become fully educated on the federal regulations that govern the CDBG program. For more detailed information on HUD guidelines, go to: <https://www.hudexchange.info/programs/cdbg/cdbg-laws-and-regulations/>

Applications for CDBG funding must be completed in full and submitted to the City of Riverside no later than **4:00 p.m. WEDNESDAY, JANUARY 29, 2025**. When complete, submit **one original and two copies** of your application. Applications that are submitted late, incomplete, or sent by FAX or E-mail will not be accepted or considered.

Applications Submitted by Mail:

City of Riverside
Housing and Human Services
Department
ATTN: CDBG DIVISION
3900 Main Street, 5th Floor
Riverside, CA 92522

Applications Submitted in Person:

Housing and Human Services
Department
3900 Main Street, 5th Floor
Riverside, CA 92522 at
City Hall from 9am-4pm

Mailed applications must be postmarked by January 29, 2025.

Technical Assistance

Housing and Human Services Department staff are available to answer questions regarding CDBG regulations, applicant and project eligibility and the City's application process. All potential applicants, including previously funded agencies, are invited, and encouraged to attend the CDBG Application Workshop Thursday, December 12, 2024, from 1:00 pm to 2:30 pm at the following location:

**Riverside City Hall, Mayor's Ceremonial Room
3900 Main St. 7th Floor, Riverside, CA 92522**

www.RiversideCA.gov/grants

Workshop Information:

At this workshop, we will review HUD CDBG eligibility guidelines and the City's 2025/2026 application criteria and selection process. Applicants not in attendance at the workshop will be independently responsible for acquiring any information relevant to the application process presented at the workshop.

II. What is the Community Development Block Grant (CDBG) Program?

The United States Department of Housing and Urban Development (HUD) administers the Community Development Block Grant (CDBG) Program. The primary purpose of the CDBG Program is to assist low and moderate-income people. The main objective of the HUD CDBG Program is the development of viable communities by providing decent housing, a suitable living environment, and expanded economic opportunities primarily for low- and moderate-income residents. The national objectives of the CDBG program were established to assist local communities with activities focused on:

- Eliminating slum and blight, preventing deterioration of property, providing needed neighborhood community facilities, provision of supportive services
- Preserving and improving the supply of affordable housing through improvement of low- and moderate-income housing
- Acquisition, design, construction, and installation of needed public facilities, improvements, and accessibility measures
- Creation and retention of jobs for low- and moderate-income persons through the expansion of business opportunities and the provision of financial incentives to businesses

III. How Can CDBG Funds Be Used?

Federal regulations require that CDBG funds be used for eligible activities that meet one of three national objectives:

- Benefit low- and moderate-income persons;
- Aid in the prevention or elimination of slum or blight; and
- Meet a need having a particular urgency

The City of Riverside uses its annual CDBG allocation to fund projects and activities undertaken by City Departments and Community-based non-profit agencies specifically to address the housing and community development needs of low- and moderate-income persons in the City of Riverside. CDBG funding can be used for a variety of activities to meet HUD statutory goals including but not limited to:

DECENT HOUSING - which includes

- assisting homeless people obtain affordable housing
- assisting persons at risk of becoming homeless retention of affordable housing stock
- increasing the availability of affordable permanent housing in standard condition to low-income and moderate-income families, particularly to members of disadvantaged minorities without discrimination based on race, color, religion, sex, national origin, familial status, or disability
- increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence; and that is accessible to job opportunities

A SUITABLE LIVING ENVIRONMENT - which includes

- improving the safety and livability of neighborhoods
- increasing access to quality public and private facilities and services
- reducing the isolation of income groups within areas through spatial de-concentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods
- restoring and preserving properties of special historic, architectural, or aesthetic value
- conservation of energy resources

EXPANDED ECONOMIC OPPORTUNITIES - which includes:

- job creation and retention, establishment, stabilization, and expansion of small businesses (including micro businesses)
- the provision of public services concerned with employment
- the provision of jobs to low-income persons living in areas affected by those programs and activities or jobs resulting from carrying out activities under programs covered by the plan
- availability of mortgage financing for low-income persons at reasonable rates using non-discriminatory lending practices
- access to capital and credit for development activities that promote the long-term economic and social viability of the community
- empowerment and self-sufficiency for low-income persons to reduce generation poverty in federally assisted housing and public housing

Under HUD CDBG regulations, at least 51% of those benefiting from CDBG funded activities must be low and moderate-income persons. **Agencies and organizations receiving CDBG funding must be able to document that the individuals or households it serves fall within the HUD income limits.**

2024 HOUSEHOLD INCOME LIMITS

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Extremely Low Income (30%)	\$21,550	\$24,600	\$27,700	\$31,200	\$36,580	\$41,960	\$47,340	\$52,720
Very Low Income (50%)	\$35,900	\$41,000	\$46,100	\$51,250	\$55,350	\$59,450	\$63,550	\$67,650
Low Income (80%)	\$57,400	\$65,600	\$73,800	\$82,000	\$88,600	\$95,150	\$101,650	\$108,250

- ✓ **The City of Riverside anticipates receiving approximately \$3.0 million in CDBG funding from HUD for fiscal year 2025/2026 for use beginning July 1, 2025. All applicants and proposed activities must meet HUD CDBG eligibility guidelines to be considered for funding. No more than 15% of these funds can be used for public service projects.**
- ✓ **Final allocation of CDBG funds is contingent upon City Council Action, HUD award of funds and full execution of Subrecipient contract agreement. If applicant is selected to receive a grant, then under no circumstances will the City of Riverside reimburse the application for costs incurred prior to July 1, 2025.**
- ✓ **Completion and submission of this application does not obligate the City of Riverside to allocate CDBG funds to your activity.**

IV. Eligible Participants

Applicants for CDBG funding must be federally registered 501(c)(3) or (6) non-profit organizations, governmental entities, or educational institutions.

V. Eligible and Ineligible Activities

The City of Riverside will only consider funding proposals for CDBG eligible activities that serve primarily low- and moderate-income persons residing in the City of Riverside.

- Acquisition, construction, or rehabilitation of neighborhood facilities for public use
- Acquisition, construction, or rehabilitation of facilities for persons with special needs (e.g., homeless persons, battered spouses, frail elderly, disabled adults, abused children, etc.)
- Construction or rehabilitation of housing units for low-moderate-income
- Health care and substance abuse services
- Childcare and after-school programs

- Transitional housing and supportive services for the homeless; Crime prevention activities
- Parks, playgrounds, and recreational facilities
- Senior and disabled centers, except 24-hour care facilities
- Removal of architectural barriers, which restrict mobility of persons with disabilities

*Please note that applicants for capital improvement project funding must own the property to be assisted.

The following are examples of ineligible CDBG activities

- General government expenses political activities
- Religious activities
- Purchase of construction equipment
- Purchase of equipment, fixtures, motor vehicles, furnishing, or other personal property that is not permanent structural fixture

Additionally, the City of Riverside does not fund Indirect Costs. Indirect Costs are those that have been incurred for common or joint objectives that cannot be readily identified with the particular activity or service approved by the City Council. Only those costs incurred for the specific CDBG activity or service approved by the City Council shall be reimbursed.

VI. CDBG PROGRAM ADMINISTRATION, PROCESS AND SELECTION OF FUNDING RECIPIENTS

The City of Riverside CDBG Program is administered by the Housing and Human Services Department. Staff is responsible for facilitating project implementation, monitoring project activities and outcomes, and ensuring compliance with all HUD requirements and regulations such as fair housing, Davis-Bacon requirement (prevailing wages), environmental reviews, affirmative action, competitive bid procedures, and fiscal and contract administration.

The City of Riverside encourages citizen participation in the CDBG process through a series of public meetings, as well as through a published announcement prior to final project and program selection. Throughout the program year, citizens are given an opportunity to comment on all aspects of the City's CDBG Program use and performance. The City is required to prepare both an annual action plan and a Consolidation Annual Performance and Evaluation Report (CAPER) for HUD identifying community priorities and documenting accomplishments through funded activities, programs, and projects. These reports are available for public review.

In 2020, the City developed its Five-Year Consolidated Plan identifying priorities for the use of CDBG and other HUD funding resources through FY 2024. As part of the process for developing the Consolidated Plan, City staff conducted a survey that was distributed to all households in the City seeking community input in establishing priority needs under the CDBG eligibility categories. As part of the 2025/2026 Citizen Participation process the survey results have been revised to reflect the current priority needs of the community. This funding application covers FY 2025, the first year of the City's five- year plan.

Capital Improvement Priorities

Community Facilities

Park and Recreation Facilities
Youth Centers
Neighborhood Libraries

Infrastructure

Sidewalk Improvements
Street Lighting
Public Infrastructure

Public Service Priorities

Special Needs Services

Neglected Abused Children Service
Homeless Shelter Services
Domestic Violence Services

Community Services

Code Enforcement
Affordable Housing for Sale
Senior Housing

Neighborhood Services

Removal of Graffiti, Trash & Debris
Anti-Crime Programs
Residential Home Repair

Business & Jobs

Job Training Programs
Job Creation & Retention
Small Business Assistance

Housing and Human Services Department Staff is responsible for pre-screening all CDBG Grant Applications in order to determine eligibility with Federal regulations. The eligible applications are then selected for recommendation based on a number of factors including, but not limited to priority needs, and local objectives as outlined in the City's Five-Year Consolidated Plan, community input gathered through the public participation process, cost effectiveness of the proposed project including leveraging of CDBG funds with other resources, and past grant performance by the applicant (if applicable).

Recommendations will be included in the Draft 2025/2026 Annual Action Plan which will be posted to our website for review prior to the public hearing, which is anticipated to be held on April 15, 2025 (tentative date), where the City Council will receive community input before making a final determination on the recommendations of CDBG funding for the 2025/2026 program year.

Once the City Council has made its final determination, applicants will be notified in writing of the disposition of their application. All applicants awarded funding will be required to execute a standard HUD CDBG Sub-recipient Contractual Agreement prior to implementation of their respective project/activity. No funds shall be disbursed to a contract sub-recipient until HUD provides a final award letter to the City of Riverside, and a contract is fully executed by the respective parties. Under no circumstances will the applicant be reimbursed for any costs incurred prior to July 1, 2025. Throughout the program year, City Staff will monitor the performance of the Grant Applicant to ensure compliance with the provisions of the approved contract.

PART II: APPLICATION

[Click Here to Clear Form](#)

DUE DATE: January 29, 2025

DATE RECEIVED BY CITY: _____

**CITY OF RIVERSIDE
2025/2026 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION**

I. Applicant/Project Information

AGENCY/ORGANIZATION NAME: _____

PROJECT/ACTIVITY NAME: _____

PROJECT ADDRESS/LOCATION: _____

MAILING ADDRESS _____

PROJECT LOCATED IN COUNCIL WARD# _____

PROJECT SERVICE AREA (specific neighborhood(s)/community or citywide):

Neighborhood(s) (Specify neighborhoods below)

City Wide

AGENCY/ORGANIZATION BACKGROUND

FEDERAL TAX ID # _____ **UEI #** _____

PROJECT TYPE (please choose only one of the following):

- Neighborhood facility construction/improvements
(Ex. Park or recreation center improvements)
- Housing construction/rehabilitation
- Public infrastructure construction/improvements
(Ex. Street, curb, gutter, or water and sewer line improvements)
- Homeownership assistance
- Economic development/commercial rehabilitation
- Real Property Acquisition
- Community facility construction/improvements
(Ex. Senior Centers, Homeless Shelters)
- Public Service activity (Limited to 15% of total City CDBG allocation)

PROJECT DESCRIPTION: _____

(Please provide a simple phrase or sentence)

APPLICANT TYPE

Only federally registered 501(c)(3) or (6) Non-profit organizations, governmental entities or educational institutions may apply. **Please check which type of organization you represent:**

Registered Non-Profit. (Please attach a copy of IRS determination letter to application)

Government Entity

Educational Institution (Please attach IRS determination of exempt status)

City Department

APPLICANT ADDRESS: _____

APPLICANT PHONE #: (____) _____

APPLICANT FAX #: (____) _____

APPLICANT E-MAIL ADDRESS: _____

CONTACT PERSON/TITLE: _____

TOTAL PROJECT/ACTIVITY BUDGET: Amounts taken from application budget. Public Service Section IV or Capital Improvement Section V	\$ _____
TOTAL CDBG FUNDS REQUESTED:	\$ _____
REMAINING BUDGET WITH OTHER FUNDS (Difference of total budget and CDBG funds requested)	\$ _____

Only applicants licensed for the proposed activity (where applicable) may apply.

Under federal or state law, does your proposed project require a license or certificate to operate?
(If yes, please attach a copy of the license or certificate to this application)

Yes No

Is your organization considered a faith-based organization? (Requested for HUD statistical purposes only. Your response does not affect the funding decision.)

Yes No

Have you previously received CDBG funding for a project/activity from the City of Riverside?

Yes No

If the organization has previously received funding, please identify years, projects, and amounts funded in the last five years:

YEAR	PROJECT/ACTIVITY	AMOUNT
2024-2025		
2023-2024		
2022-2023		
2021-2022		
2020-2021		

REQUIRED: Identify other sources of funding to be used (enter "0" if none) to support the proposed CDBG activity and whether this funding is secured or proposed.

FUNDING SOURCE	AMOUNT	SECURED	PROPOSED
Section 108 Loan Guarantee			
Other Consolidated Plan Funds			
Home			
ESG			
HOPWA			
Other Federal Funds			
State/Local Funds			
Private Funds			
Other			
TOTAL	\$		

Please identify any community coalitions, collaborative groups, coordinating meetings, etc., in which representatives from your organization regularly participate.

Coalition/Group/etc.	When are meetings are held

Please identify the key personnel that will be responsible for this project including the management, staff, and volunteer positions.

Position	Name (or to be hired)	Years with Organization	Years of experience

Please provide a brief summary of your agency/organization’s history and overall function and purpose. Please limit your response to the space below.

II. HUD CDBG National Objectives

Applicants seeking CDBG funding from the City of Riverside must propose activities designed to meet the HUD National Objective of providing a direct benefit to low-moderate-income persons.

1. Please select one of the four following CDBG eligibility categories for your proposed project.

Low- Moderate-Income Area Benefit (LMA): An activity that benefits all residents in a particular area where at least 51% of the residents are low- and moderate-income persons as determined by the most recently available decennial Census information or other statistically reliable standards as approved by HUD. **(Not applicable for Public Service programs)**
(See map on page 27)

Please identify the census tract(s) to be served? How many total residents and low- moderate-income residents would benefit from this activity? (See census info on pages 28 & 29)?

Low- Moderate- Income Clientele (LMC): Activities under this category require documentation on family size and income in order to show that at least 51% of the clientele served are low- and moderate-income. **OR** must benefit a Limited Clientele that is generally presumed to be principally low- and moderate-income (abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers).

If selecting this category, please identify the primary clientele served: _____

How many eligible clients would be served by this activity? _____

If presumed low- and moderate- income clientele, please select category:

Abused children

Battered spouses

Elderly persons (aged 62 & up)

Severely disabled adults

Homeless persons

Illiterate adults

Persons living with AIDS

Migrant farm workers

Low- Moderate-Income Housing Activity (LMH): An activity undertaken for the purpose of providing or improving permanent residential structure(s) which, upon completion, will be occupied by low- and moderate-income persons at an affordable rate. If a structure contains more than one unit, at least 51% must be occupied by low- and moderate- income persons.

Please describe activity type:

How many eligible households would benefit from this activity? _____

Low- Moderate-Income Job Creation or Retention Activity (LMJ): An activity designed to create or retain permanent jobs, at least 51% of which will be made available to or held by low- and moderate-income persons.

If selecting this category, please describe activities and jobs to be created/retained:

How many eligible people would benefit from this activity? _____

2. Please identify the CDBG National Objective and Outcome your proposed activity will help accomplish (please select only **ONE** in each Column)

Objective:

Create Suitable living environment

Provide decent affordable housing

Create economic opportunity

Outcome:

Availability/Accessibility

Affordability

Sustainability

3. Please answer yes or no to each of the following. Is the purpose of this activity to:

	Yes	No
Help prevent homelessness?		
Help those with HIV/AIDS?		
Help the homeless?		
Primarily help persons with disabilities?		

III. CDBG Application Narrative

Please respond to each of the following questions. Please keep your responses brief and to the point. Your response to any one question should be no more than one page. In the event that additional information is needed, CDBG Program staff will contact you. **No revisions will be allowed after Wednesday, January 29, 2025.** Please do not attach additional information to this application. Unsolicited information will not be considered for review.

PROJECT SUMMARY. Please provide a brief summary of your proposed project or activity (50 words or less). This description will be used in application summaries provided for review with City Council members and throughout the application process.

A. What specific community need(s) or issue(s) is your project/activity designed to address?

Please include a description of the target population and/or area that your project will benefit. Identify in your description the HUD Statutory CDBG Program Goal (identified in the introduction above) your project will address.

B. How will your project/activity help to address the community need(s) or issue(s) identified above? Your response should outline your scope of work for the proposed project. Please include:

- Services to be provided or proposed work to be completed
- Number of low- and moderate-income persons/households to benefit from activity
- Other quantifiable results such as service beds or jobs created, number of housing units completed, square footage of services area rehabilitated or added, linear feet of sidewalk resurface, etc.
- Specifically, how CDBG funds will be expended
- Methods you will use to document that the population served meets HUD eligibility criteria and to collect and report all HUD required data to the City

C. Please describe your organization's experience with implementing the type of project/ activity that you are proposing.

Please include your organization's experience with using government funding as well as your fund-raising experience with both government and non-government sources. Also, include information on any consultants or contractors to be used on the project. Please identify the results of any previous efforts to implement a similar project.

D. Please provide a timeline for the implementation of your proposed CDBG funded project/ activity.

You must provide an implementation timeline even if the funding is requested for an on-going project. Your timeline should reflect an ability to initiate the proposed project on July 1, 2025, and complete the proposed project by June 30, 2026.

IV. CDBG Project Budget FY 2025/2026 Public Service

For Public Service Activities - Please provide budget information identifying the total costs for the public service project/activity proposed. Include all expenses associated with the project even if you are not requesting CDBG funds for that line item.

For Capital Development Activities – Please skip to Section V, page 20.

1. PERSONNEL: Please complete the following tables*

A) WAGES: Please provide the following information for all personnel assigned to the proposed project.

Position	Full-time/ Part-time/ Volunteer?	Hourly Rate	Hours Per Week on project	Weeks Per Year on project	Total Cost	City's CDBG Share
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
		\$			\$	\$
SUBTOTAL FOR WAGES					\$	\$

B) FRINGE BENEFITS

TYPE OF COSTS	PERCENT OF SALARY	TOTAL COST	CITY CDBG SHARE
FICA		\$	\$
SUI		\$	\$
OTHER		\$	\$
SUBTOTAL FOR FRINGE BENEFITS		\$	\$

TOTAL STAFF COSTS

TOTAL COST	CITY CDBG SHARE
\$	\$

Please insert totals in the TOTAL BUDGET OVERVIEW table on page 19.

2. SUPPLIES AND SERVICES COSTS:

CATEGORY	TOTAL COST	CITY CDBG SHARE
SPACE RENTAL	\$	\$
UTILITIES	\$	\$
LIABILITY INSURANCE	\$	\$
WORKMAN'S COMPENSATION INSURANCE	\$	\$
OTHER INSURANCE	\$	\$
CONSULTANT SERVICES* (see below)	\$	\$
TRAVEL	\$	\$
SUPPLIES	\$	\$
OTHER:	\$	\$
TOTAL SUPPLIES AND SERVICES	\$	\$

Please insert totals in the TOTAL BUDGET OVERVIEW table below.

***CONSULTANT SERVICES** – Please provide the following for all consultants/subcontractors to be used on this project

Service/Contractor name	Hourly Rate	Hours Per Week	Weeks to be Employed	Total Cost	City's CDBG Share
	\$			\$	\$
	\$			\$	\$
	\$			\$	\$

TOTAL BUDGET OVERVIEW

COST CATEGORY	TOTAL COST	OTHER SOURCES	CITY CDBG SHARE
PERSONNEL	\$	\$	\$
SERVICES/SUPPLIES	\$	\$	\$
TOTAL	\$	\$	\$

3. OTHER FUNDING SOURCES: If costs are to be shared by other sources of funding, including CDBG funds from other jurisdictions, identify the source of funding, grantor/lending agency, and amount.

FUNDING SOURCE	AMOUNT
	\$
	\$
	\$
	\$
TOTALS	\$

Return to page 11 of this CDBG Application. Use the budget information from this section to complete the budget information in the box on page 11. Then Skip to Section VI, page 21.

V. CDBG Project Budget FY 2025/2026 Capital Improvement

Do not use the forms in the CDBG Application for Public Service Activity (except as directed below). Instead, attach a separate written budget identifying the total costs for the capital development project/activity proposed. Include all expenses associated with the project even if you are not requesting CDBG funds for the entire project. **To prepare the Project Budget you must obtain written Proposals from contractors to determine realistic costs of your Capital Improvement Project (CIP).**

Please submit three (3) written Proposals from properly licensed and insured contractors with your application. All three (3) Proposals must include:

- A. A detailed written Scope of Work (work description) in the “line item” format **(the scope of work should not vary from one proposal to another).**
- B. Accurate line-item costs for each task. Cost estimates must include payment of federally mandated Davis Bacon “prevailing wages” for labor, and submittal of weekly certified payrolls from each tier contractor. Your contractors may access updated Davis Bacon wage decisions for free at <http://www.access.gpo.gov/davisbacon/>
- C. In addition to the contractors hard costs (material and labor, profit and overhead), in your budget you may include certain project soft costs such as project plans, engineering, city entitlement and permit fees. However, if the City Council approves your CDBG grant, you may not sign contracts nor incur project hard costs or soft costs until after you have signed and received a fully “executed” CDBG Sub- recipient Agreement from the City of Riverside.
- D. In this project budget you are **REQUIRED** to identify the other sources of funding you will use to support your proposed CDBG project activity. You **MUST** indicate in the budget whether this other funding is “secured” or “proposed” and funding amount.

Return to page 11 of this CDBG Application. Use the budget information from this section to complete the budget information in the box on page 11.

VI. Maintenance and Operations Commitment

The governing body of the above public, Quasi-Public, or Non-Profit entity has the financial capacity and is willing to assume the maintenance and operation responsibility and costs associated with the indicated Community Development project. This body has reviewed Part II of this form and to the best of its ability has determined this budget to be a true and accurate estimate of the annual maintenance and operation costs for the proposed project. The maintenance and operation costs that will be considered are those authorized under 24 CFR 570.201(e) and 24 CFR 570.206(a)(4) while activities under 24 CFR 570.207(a)(2) classified as ineligible will not be allowed. Examples of eligible cost are:

- Insurance
- Utilities
- Office Supplies
- Rental and Maintenance of Office Space
- Staff Salary

It is understood that without a commitment for maintenance and operation the indicated project may not be considered for funding under the Community Development Block Grant Program.

NOTE: Community Development Block Grant funds may not be utilized for ongoing maintenance and operation costs of capital improvements/facilities.

Signature of Authorized Applicant Representative

Name and Title of Authorized Applicant Representative (Please Print or Type)

Date

VII. Insurance Requirements

The City requires commercial liability insurance, automobile liability insurance (if any vehicle is operated for any organizational purpose that the City has funded), and workers' compensation insurance (if any individual is employed by your organization). If your funding request is approved, the City will require that new insurance certificates and endorsements be issued pursuant to City Requirements.

Proof of insurance will only be required if your organization is approved for funding.

Insurance Inventory

Project/Activity Name: _____

PRIMARY INSURANCE POLICY

Name of Insurance Company (general liability) _____
Effective Dates of Policy (per occurrence policy) _____
Limits of Liability _____
Deductibles per Occurrence _____

Name of Insurance Company (general liability) _____
Effective Dates of Policy (per occurrence policy) _____
Limits of Liability _____
Deductibles per Occurrence _____

Name of Insurance Company (general liability) _____
Effective Dates of Policy (per occurrence policy) _____
Limits of Liability _____
Deductibles per Occurrence _____

EXCESS/UMBRELLA POLICY

Name of Insurance Company _____
Effective Dates _____
Limits of Liability _____
Underlying Coverage Limits _____
Name of Underlying Company _____

VIII. References

Please provide the information requested below for three (3) professional references for your organization/agency. References should be from entities with whom you have a contractual relationship or with whom you otherwise have a business relationship.

1) Company Name: _____

Address: _____

Telephone Number: _____

Name of person to contact: _____

Nature of Business Relationship: _____

No. of Years of Business Relationship: _____

2) Company Name: _____

Address: _____

Telephone Number: _____

Name of person to contact: _____

Nature of Business Relationship: _____

No. of Years of Business Relationship: _____

3) Company Name: _____

Address: _____

Telephone Number: _____

Name of person to contact: _____

Nature of Business Relationship: _____

No. of Years of Business Relationship: _____

IX. Applicant Certification

THE UNDERSIGNED CERTIFIES THAT:

- a) The information contained in this document is complete and accurate;
- b) The proposed program/project described in this application meets the National Objective of benefiting low and moderate-income persons, as defined by CDBG Federal Regulations.
- c) The applicant shall comply with all Federal, State and City laws, policies and requirements affecting the CDBG Program;
- d) If the project is a facility, the sponsor shall maintain and operate the facility for its approved use throughout its economic life; and
- e) Sufficient funds are available from non-CDBG sources to complete the program/project, as described, if CDBG funds are allocated to the applicant.

Signature of Authorized Applicant Representative

Date

Name and Title of Authorized Applicant Representative (Please Print or Type)

X. CDBG APPLICATION ATTACHMENTS

PLEASE ATTACH THE FOLLOWING DOCUMENTS AND PROVIDE ONE SET OF THE ATTACHEMENTS.

Most recent audited financial statement

IRS determination of exempt

Status List of Board of Directors

Bylaws and Articles of Incorporation

Three (3) costs estimates for Capital Improvement
Projects (See instructions on page 20)

Certificate of Insurance

City of Riverside Business Lic

XI. Application Submittal

Please submit ONE ORIGINAL AND TWO COPIES of your completed application to:

**City of Riverside
ATTN: CDBG/GRANTS DIVISION
Housing and Human Services Department
3900 Main Street, 5th Floor
Riverside, CA 92522**

You will be contacted, in writing, by the Housing and Human Services Department regarding the status of your grant application. If you have any questions regarding your grant application or the CDBG Program, please contact:

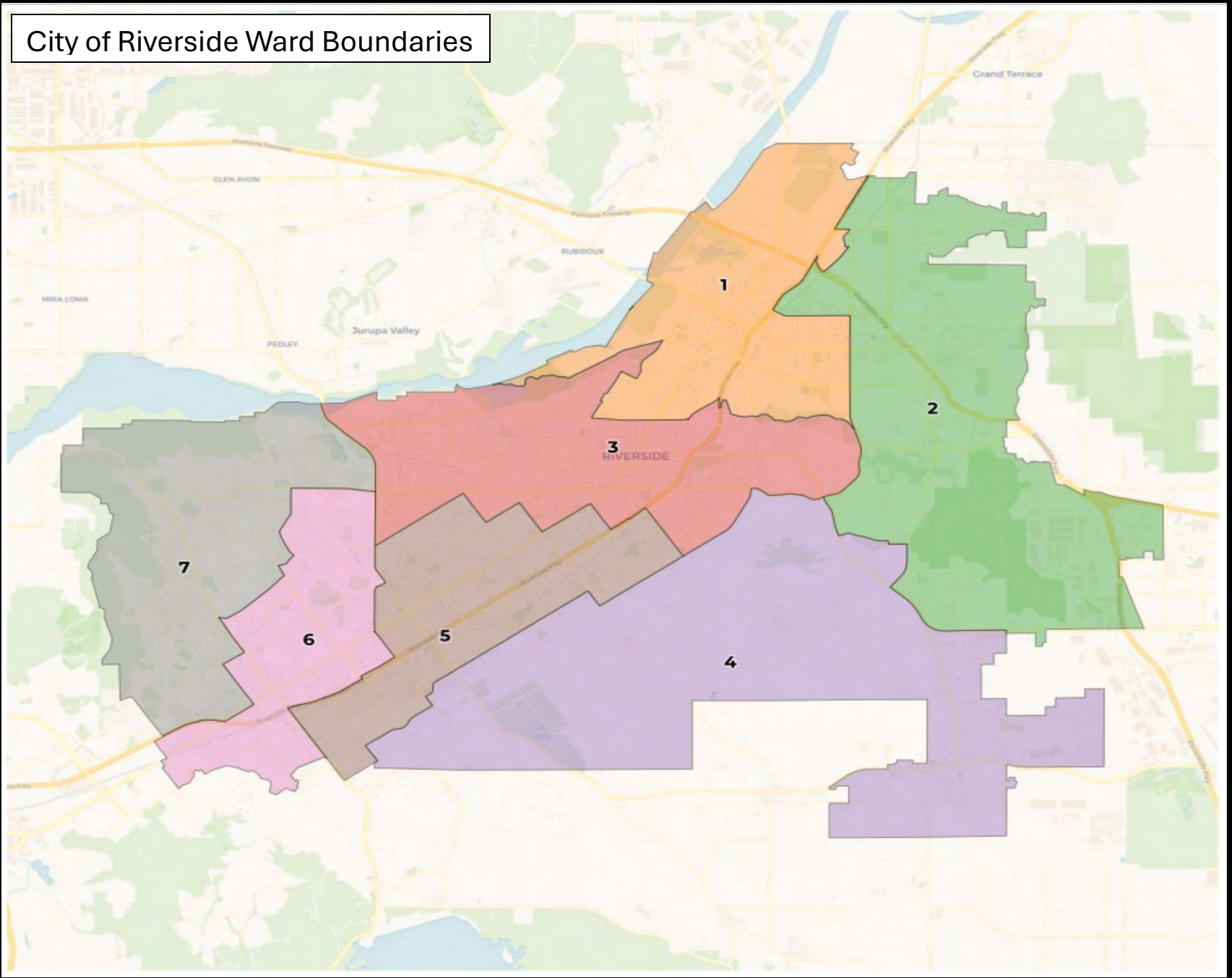
- **Michelle Guzman** Capital Improvement Projects and Public Service (951)826-5302
- **Martha Naranjo** Capital Improvement Projects (951)826-5469
- **Johanna Escobar** Public Service Projects (951)826-2040

**APPLICATION DUE DATE:
Wednesday, January 29, 2025, no later than 4:00p.m.**

**APPLICATIONS THAT ARE SUBMITTED LATE, INCOMPLETE, OR
SENT BY FAX OR E-MAIL, WILL NOT BE ACCEPTED OR CONSIDERED.**

Thank you for your interest in the City of Riverside and your participation in the Community Development Block Grant Program.

City of Riverside Ward Boundaries



Appendix A

CDBG MATRIX CODES

CDBG Matrix Codes by Category

Matrix codes are listed here by category so you can quickly review the available choices.

Acquisition, Disposition, Clearance, Relocation

- | | | | |
|----|------------------------------|-----|-------------------------------|
| 01 | Acquisition of Real Property | 04A | Cleanup of Contaminated Sites |
| 02 | Disposition of Real Property | 08 | Relocation |
| 04 | Clearance and Demolition | | |

Administration and Planning

- | | | | |
|-----|--|-----|---|
| 20 | Planning | 21E | Submission of Applications for Federal Programs |
| 20A | Planning (State-Administered CDBG Grantees) | 21H | CDBG Funding of HOME Admin |
| 21A | General Program Administration | 21I | CDBG Funding of HOME CHDO Operating Expenses |
| 21B | Indirect Costs | 21J | State Administration |
| 21C | Public Information | 14H | Rehab: Administration |
| 21D | Fair Housing Activities (subject to Admin cap) | | |

Economic Development

- | | | | |
|-----|---|-----|--|
| 14E | Rehab: Publicly or Privately Owned Commercial/Industrial (CI) | 17D | CI: Other Improvements |
| 17A | CI: Acquisition/Disposition | 18A | ED: Direct Financial Assistance to For-Profits |
| 17B | CI: Infrastructure Development | 18B | ED: Technical Assistance |
| 17C | CI: Building Acquisition, Construction, Rehabilitation | 18C | ED: Micro-Enterprise Assistance |

Housing

- | | | | |
|-----|---|-----|---|
| 12 | Construction of Housing | 14G | Rehab: Acquisition |
| 13 | Direct Homeownership Assistance | 14H | Rehab: Administration |
| 14A | Rehab: Single-Unit Residential | 14I | Lead-Based Paint/Lead Hazards Testing/Abatement |
| 14B | Rehab: Multi-Unit Residential | 14J | Housing Services |
| 14C | Rehab: Public Housing Modernization | 16A | Residential Historic Preservation |
| 14D | Rehab: Other Publicly Owned Residential Buildings | 19E | Operation/Repair of Foreclosed Property |
| 14F | Rehab: Energy Efficiency Improvements | | |

Public Facilities and Infrastructure Improvements

- | | | | |
|-----|---|-----|--|
| 03A | Senior Centers | 03L | Sidewalks |
| 03B | Handicapped Centers | 03M | Child Care Centers |
| 03C | Homeless Facilities (not operating costs) | 03N | Tree Planting |
| 03D | Youth Centers | 03O | Fire Stations/Equipment |
| 03E | Neighborhood Facilities | 03P | Health Facilities |
| 03F | Parks, Recreational Facilities | 03Q | Facilities for Abused and Neglected Children |
| 03G | Parking Facilities | 03R | Asbestos Removal |
| 03H | Solid Waste Disposal Improvements | 03S | Facilities for AIDS Patients (not operating costs) |
| 03I | Flood Drainage Improvements | 03 | Other Public Facilities/Improvements |
| 03J | Water/Sewer Improvements | | |
| 03K | Street Improvements | | |

Public Services

- | | |
|--|--|
| 05A Senior Services | 05N Services for Abused and Neglected |
| 05B Handicapped Services | 05O Mental Health Services |
| 05C Legal Services | 05P Screening for Lead Poisoning |
| 05D Youth Services | 05Q Subsistence Payments |
| 05E Transportation Services | 05R Homeownership Assistance (not direct) |
| 05F Substance Abuse Services | 05S Rental Housing Subsidies |
| 05G Services for Battered and Abused Spouses | 05T Security Deposits |
| 05H Employment Training | 05U Housing Counseling |
| 05I Crime Awareness/Prevention | 05V Neighborhood Cleanups |
| 05J Fair Housing Activities (subject to Public Services cap) | 05W Food Banks |
| 05K Tenant/Landlord Counseling | 03T Operating Costs of Homeless/AIDS Patients Programs |
| 05L Child Care Services | 05 Other Public Services |
| 05M Health Services | |

Repayment of Section 108 Loans

- | | |
|---|---|
| 19F Planned Repayments of Section 108 Loans | 19G Unplanned Repayments of Section Loans |
|---|---|

Other

- | | |
|---|---|
| 06 Interim Assistance | 19C Non-Profit Organization Capacity Building |
| 07 Urban Renewal Completion | 22 Unprogrammed Funds |
| 09 Loss of Rental Income | 23 Tornado Shelters Serving Private Mobile Home Parks |
| 11 Privately Owned Utilities | |
| 15 Code Enforcement | |
| 16B Non-Residential Historic Preservation | |

Definitions of the matrix codes are provided in the table that follows.