



**CITY OF SAN CLEMENTE**  
**FY 2023-2024**  
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**  
**PUBLIC SERVICE GRANT APPLICATION GUIDELINES**

**PURPOSE**

The City of San Clemente is accepting applications from existing tax-exempt California nonprofit corporations that provide public services for residents of the City that are eligible for Community Development Block Grant (CDBG) funding.

**PROGRAM DESCRIPTION**

The primary objective of the CDBG program, which is administered by the Federal Department of Housing and Urban Development (HUD), is to develop viable communities by:

- Providing decent housing
- Providing a suitable environment
- Expanding economic opportunities

All CDBG-funded activities must principally benefit persons of low- and moderate-income (as defined by HUD – see below).

The amount allocated for FY 2023-24 public service programs grant funding is \$44,550. **Please note that funding estimates are subject to change.**

**PROGRAM REQUIREMENTS**

**A. CDBG NATIONAL OBJECTIVE**

All CDBG-funded activities must meet one of the program's three broad national objectives:

1. Provide a benefit to low- and moderate-income persons;
2. Aid in the prevention or elimination of slums or blight; or
3. Meet other community development needs having a particular urgency (i.e., declared disaster).

**B. BENEFITS TO LOW/MODERATE INCOME POPULATION**

Overall, the City requires that 70 percent of CDBG program beneficiaries meet HUD's definition of a low- or moderate-income person. A person is considered low- and moderate-income if their household income is less than or equal to 80 percent of the county median income. Program beneficiaries must be able to provide evidence of income. Current income limits, adjusted for household size, are as follows:

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<u>Number of Persons in Household</u>	<u>Income Limit</u>
1	\$75,900
2	\$86,750
3	\$97,600
4	\$108,400
5	\$117,100
6	\$125,750
7	\$134,450
8	\$143,100

Note: Income limits are updated annually by HUD.

C. **BENEFIT TO THE SAN CLEMENTE COMMUNITY**

Eligible activities must show evidence of benefit to San Clemente residents. Reliable accounting of the number of low- and moderate-income San Clemente residents directly assisted with grant funding must be provided. All program beneficiaries must be able to provide evidence that San Clemente is or was their last permanent place of residence for a minimum of three months.

D. **NONPROFIT STATUS**

Eligible service providers must be tax-exempt California nonprofit corporations before the application deadline. Proof of nonprofit status must be provided at the time of application. Additionally, applicants must be in good standing with the State of California and the IRS.

E. **PERMITS AND LICENSES**

Programs must have or obtain all proper local, State, and Federal permits and licenses. Applicants must also comply with and be in good standing with permit/license issuing agency and applicable land use regulations.

F. **INSURANCE**

All agencies awarded CDBG funds will be required to obtain and maintain the following insurance coverage:

1. General Liability: \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury, personal injury, and property damage.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

An endorsement naming the city as additional insured is also required.

**FUNDING**

The City has not established a minimum or maximum grant amount. Note that the City is not obligated to fund all program elements requested in an application (for example, the City could choose to fund a portion of program staff costs but not administrative staff costs.) Funding will only be granted for CDBG-eligible expenditures as delineated in federal regulations. Funding will be provided for eligible expenditures on a reimbursable basis only, subject to guidelines of the Federal Office of Management and

Budget. For additional information regarding eligible use and management of federal funds, applicants are encouraged to review applicable regulations. Links to relevant regulations are provided below:

- [CDBG Regulations \(24 CFR 570\)](#)
- [Federal Grant Administrative Regulations \(2 CFR 200\)](#)
- [Single Audit Regulations \(OMB Circular A133\)](#)

#### SELECTION & EVALUATION CRITERIA

The City's Social Services Budget Committee will review and evaluate applications. It is anticipated the Committee will meet in February 2023. Evaluation criteria include but are not limited to, the following:

- Documented community need for proposed services for the target population group.
- Experience administering CDBG or other Federal Grants.
- Experience and Qualifications relevant to provide proposed services.
- Consistent achievement of program goals (prior performance).

#### INSTRUCTIONS FOR SUBMISSION & REQUIREMENTS

- The application due date is Tuesday, January 24, 2023, at 5:00 p.m.
- Applications should be mailed or delivered to the **City of San Clemente, Community Development Department, 910 Calle Negocio, San Clemente, CA, 92673**, and identified as **2023-2024 CDBG Public Service Grant Application – Attention: Mike Linares**.
- The original application must be printed one-sided and not stapled.
- Applicants must also submit an unsigned MS-Word electronic copy of the application (application only) by the due date and time to [LinaresM-Temp@san-clemente.org](mailto:LinaresM-Temp@san-clemente.org).
- All other required materials must be submitted on a USB storage device in PDF format. Ensure all passwords are removed for documents such as tax returns and audits.
- **APPLICATIONS WILL NOT BE ACCEPTED AFTER THE DEADLINE.**
- Applications may not be sent by facsimile.
- Application may be photocopied but must be signed by an official authorized to act on behalf of the agency or applying organization.
- Do not submit applications in binders or other types of portfolios.
- Do not provide any program materials, letters of recommendation, etc.

#### CITY CONTACT INFORMATION

The application is available on the City's website at <https://www.san-clemente.org/departments-services/housing-and-social-services>. Questions regarding the application process or program eligibility should be directed to Mike Linares, City of San Clemente, Community Development Consultant at [LinaresM-Temp@san-clemente.org](mailto:LinaresM-Temp@san-clemente.org).