

# MEMORANDUM

Date: December 15, 2011  
 To: County CDBG Program Interested Applicants  
 From: Julie Conway, Housing Section Manager *JWC*  
 Re: Letter of Interest; Suggested Outline

## BACKGROUND INFORMATION:

- Name of Agency, contact person and phone/email
- Description of Proposed Activity
- Identify Cash Match funding source
- Will your agency/department be able to carry costs until State reimburses? (May take 8-12 weeks)

## GUIDING PRINCIPLES FOR ASSESSMENT OF PROPOSED CDBG ACTIVITIES

The Board of Supervisors provided the following guidance for assessment of CDBG activities. Please address the following questions that are applicable to your proposal in your Letter of Interest:

1. Describe how the proposal meets each of the following Federal requirements:
  - a. Activities must benefit low and moderate income persons in one of these ways:
    - i. Area benefit: at least 51% are Low-Mod residents (formerly called Targeted Income Group or TIG)
    - ii. Limited Clientele: activity limited to clientele where at least 51% are Low-Mod
    - iii. Housing activities: will provide or improve permanent residential structures to be occupied by Low-Mod residents
    - iv. Job creation or retention: activity will create or retain permanent jobs where at least 51 percent of the jobs, employ low-mod income persons. *Must meet additional criteria*
  - b. Program or project must be an eligible CDBG activity
  - c. If relevant, has the applicant satisfactorily met all requirements of past CDBG awards?
2. How does the proposal compare to State CDBG scoring criteria?
  - a. Please identify which of the following State Objectives apply to your proposal:
    - i. Native American Partnership-activity specific
    - ii. Public Improvements and Public Improvements in Support of Housing New Construction-activity specific
    - iii. Farm worker Housing/Health Services-activity specific
    - iv. Capacity Building-only one per application
  - b. Low-Mod benefit – 100% of funding must go toward Low-Mod activities; how will the organization prove that the proposal will serve 100% Low-Mod and what is the quality of documentation?

- c. Need – how do you know there is a need for the activity, how will you verify the need?
- d. Capacity – What experience does the applicant have to carry out the proposed activity?
- e. Readiness – How close is the organization to moving forward with the program or project?
- f. Leverage – Will other funding sources be used to sustain the program or to fund the project?

3. Does the proposal meet the **County's** priorities?

- a. What is the total number of Low-Mod households that would be served?
- b. What is the average AMI that would be served? More favorable consideration will be given to proposals that serve lower income households.
- c. Does the CDBG application reflect the Community Programs Funding Taskforce principles adopted by the Board of Supervisors? (*see below*)
- d. Is there sufficient benefit to a proposed public service for only the period that CDBG funds are awarded for; if multi-year services are contemplated, is it reasonable to expect non-CDBG funds to be available after the CDBG funds are spent?
- e. Does the proposal reduce the prospect of needing to use County General Funds?
- f. Does the proposal contribute to strengthening the overall competitiveness of the County's CDBG application?
- g. Are there alternate funding sources available or is the CDBG source likely to offer the best opportunity for the activity to be funded?
- h. Would the award of CDBG funds to the activity leverage additional funding that would otherwise not come into the County?
- i. For projects sponsored by County Departments, Planning staff will confer with appropriate County staff, including the CAO's office, to evaluate potential projects.

**ADDITIONAL BOARD OF SUPERVISORS ADOPTED GOALS**

The following Community Programs principles were adopted by the Board of Supervisors and provide guidance on prioritizing funding and strengthening partnerships.

- Protects vulnerable populations and closes disparity gaps.
- Responds to community safety net needs and is reliant on data and community input to identify and prioritize needs.
- Distributes funding through a process that is clear and transparent.
- Uses an open and competitive process as a tool for responding to community needs.
- Strives to provide a predictable source of funding for community-based services.
- Funds agencies and programs that effectively address community needs and meet performance standards.
- Recognizes differences in the relative cost of delivering services.
- Encourages efficiencies within and across funded agencies that support the social safety net.
- Leverages federal, state and private funding and maximizes volunteer and in-kind contributions.
- Promotes non-profit sustainability.

- Uses data to measure progress toward meeting social safety net community needs.
- Ensures accountability.
- Promotes collaboration and coordination between public and community-based safety net providers.
- Acknowledges that supporting community-based social safety net programs is a shared responsibility across all local jurisdictions.