



# **Program Year 2024-2025**

## **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, 8<sup>th</sup> Floor  
Fresno, California 93721

# Table of Contents

Introduction

Threshold Requirements

Application Checklist

<u>APPLICATION</u>	<u>Page</u>
Section I Application Summary.....	6
Section II Public Hearing/Citizen Participation.....	7
Section III Applicant Information.....	8
Section IV Applicant Certification.....	9
Section V Detailed Project Description.....	10
Section VI Project Readiness.....	13
Section VII Project Timeline.....	15
Section VIII Project Cost Estimate.....	16
Section IX Local Financial Resources.....	17
Section X Applicant Operating Budget.....	18
Section XI Environmental Assessment Questionnaire and Supplemental Questionnaire	19

## APPENDICES

Appendix 1 - Application Approval Timeline.....	27
Appendix 2 - CDBG Program.....	28
Appendix 3 - 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/Photos
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 2024-2025 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 **\$75,000** up to a maximum of **\$300,000**, for public facility and infrastructure improvement activities to be implemented beginning July 1, 2024. 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 2024-2025 and meet one of HUD’s three National Objectives: 1) Benefit primarily low- and moderate- income (LMI) persons; 2) Aid in the prevention or elimination of slums or blight; or 3) Meet a need having a particular urgency (referred to as urgent need) as defined by HUD.

**Only complete applications for funding, submitted on the 2024-2025 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 Thursday, August 31, 2023.**

**NOTE:** An application workshop to answer questions and assist applicants with the preparation of the CDBG Application is scheduled for **Thursday, June 22, 2023, from 9:00 a.m. to 10:30 a.m. at the Fresno County Plaza Building, 8<sup>th</sup> Floor, Conference Room “A”**. Staff representing the Community Development Division will discuss the application process. Staff representing other Divisions may be available to discuss plans, specifications, and cost estimate submittals. **We invite you to attend this workshop, and to bring any project information with you that you may wish to discuss.** Please call the Community Development Division at (559) 600-4292 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 Thursday, August 31, 2023.**
- Each agency, District or community group may submit **one** project application.
- Applications must be submitted on the 2024-2025 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 **\$75,000** and must not exceed **\$300,000.**
- 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.
- If the activity will include installation of sidewalks, owners of adjacent properties must be notified of the project and informed that the property owner would be responsible for maintenance of the sidewalks upon completion of the activity.
- 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 600-4292 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., Thursday, August 31, 2023.**

**Mail completed applications to: Fresno County Department of Public Works and Planning, Community Development Division, Attn: Community Development Grants Program, 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 2024-2025 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.: \_\_\_\_\_

D. Applicant DUNS No.: \_\_\_\_\_

E. Contact Person Name and Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

F. Name of Project Engineer: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

G. Project Name: \_\_\_\_\_

H. Provide a brief description of proposed activity (detailed description to be provided in Section V):

I. Total Project Cost: \$ \_\_\_\_\_

J. Grant Amount Requested: \$ \_\_\_\_\_

Applicants may only submit one project application. The grant amount requested **may not be less** than \$75,000 **or exceed** \$300,000.

K. Address of Project Site (if any): \_\_\_\_\_

L. 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, including photos, under **Attachment H, Other Supporting Documentation/Maps/Photos**.

## **SECTION II PUBLIC HEARING/CITIZEN PARTICIPATION**

Applicants are required to conduct a noticed public hearing before their governing boards to provide interested citizens the opportunity to comment on all activities submitted for funding.

A. Describe the means used to obtain citizen involvement, any accommodations made to encourage broad participation, and how all persons that may benefit from the project were provided an opportunity to participate:

B. The following supporting documentation will illustrate compliance with this Section. Submit as part of this application the following supporting documentation:

- Proof of publication notice.
- Certified Minute Order or resolution authorizing submission of application and naming person authorized to sign on behalf of the Applicant.
- Letters of support, flyers.

**Include all supporting documentation for this Section under Attachment B, Evidence of Public Hearing/Local Support.**

**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 (**Attachment C, Applicant’s Legal/Organization Documents**):

- 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.

Photographs of the project location may also be submitted, and will be used by staff in presenting the project to the Citizens Advisory Committee during its review and ranking of the unincorporated area projects. Photographs may be included in **Attachment H, Other Supporting Documentation/Maps/Photos**, or may be submitted by email to [jnimer@fresnocountyca.gov](mailto:jnimer@fresnocountyca.gov).

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/or the location of the improvements 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/Photos)**.

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/Photos**)

## 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 2024-2025 will become available on July 1, 2024, 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. \_\_\_\_\_

	<b>CEQA</b>	<b>NEPA</b>
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/Photos**)?

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		August 31, 2023
2. Environmental Review	Minimum 90-day review	April 2024
3. Agreement for CDBG Grant		July 2024
4. Engineer Selected/Hired	Must go through formal RFP process if not already secured, or if secured for more than 3 years	
5. Submit Plans/Specs/Current Cost Estimate (P/S/E) to the County		
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. Begin Advertising Project (Publication Date)	Advertise minimum of 2 weeks	
10. Bid Opening	Submit bid canvas and low bid proposal with 7 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 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 (NOC)	Allow time for Board meeting	
18. Submit Final Invoice, Project Outcome Measurement Report, Project Cost Summary, etc.	Deadline is 60 days following filing of NOC	

## SECTION VIII PROJECT COST ESTIMATE

A. Construction Costs (you may submit a separate spreadsheet if necessary):

Work Item #	Description	Quantity	Unit of Measure	Unit Price	Total Cost of Work Item
<b>SUBTOTAL</b>					<b>\$</b>

- 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** **\$ \_\_\_\_\_**

Please provide an anticipated draw schedule for construction for the number of months estimated.

Month 1 \$ \_\_\_\_\_      Month 2 \$ \_\_\_\_\_      Month 3 \$ \_\_\_\_\_  
 Month 4 \$ \_\_\_\_\_      Month 5 \$ \_\_\_\_\_      Month 6 \$ \_\_\_\_\_

Date \_\_\_\_\_

---

Prepared by: Name and Title (print or type)



**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 Budget Resources 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 (2023-24). 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 2023-24	Proposed FY 2024-25
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 2023-24	Proposed FY 2024-25
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.**

FÈ Project Name: \_\_\_\_\_

GÈ Existing Zone District: \_\_\_\_\_

HÈ Existing General Plan Land Use Designation: \_\_\_\_\_

I È Is the project in conformance with local land use, circulation and drainage plans?

~~Yes~~ Yes (include supporting documentation)                      No                      Unknown

Í È Present land use: \_\_\_\_\_

Ë È Describe major vegetative cover: \_\_\_\_\_

Ï È Proposed source of water: \_\_\_\_\_

Ì È Proposed sewage disposal method: \_\_\_\_\_

JÈ 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. What land uses in the area may be impacted by the project?
12. What land uses in the area may impact the project?
13. 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: \_\_\_\_\_
14. 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**
15. 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.):
- \_\_\_\_\_
16. 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 17, 18 and 19 below must be provided in Attachment G, Environmental Supporting Documentation**

17. 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.
18. 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.
19. Provide a written statement of purpose and need for the project.
20. 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?<br><b>(NOTE: A project may not be accepted or processed if it does not conform to the appropriate General or Community Plan.)</b> |            |           |            |
| 2. Will the project require rezoning, a conditional use permit, variance, parcel map, or subdivision map?   |            |           |            |
| a. Will required entitlement clearances be completed by September 30, 2023?   |            |           |            |
| 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?<br><b>(NOTE: HUD requires compliance with its acquisition procedures.)</b>                                      |            |           |            |
| b. Will the project cause displacement of residents, businesses, or farms?  |            |           |            |
| c. Can an alternate site be selected to avoid displacement?   |            |           |            |
| 4. Does the applicant's operating budget include 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/Photos.**
6. Does the project involve the installation of sidewalks?
  - a. Have owners of adjacent properties been notified of the project, and informed that the property owner would be responsible for maintenance of the sidewalk upon project completion?
  - b. Have owners of adjacent properties indicated support for the project and willingness to maintain the sidewalks upon project completion? If yes, attach letters of support, if any, as **Attachment B, Evidence of Public Hearing/Local Support.**
7. 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?
8. 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.)**
9. 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)?
10. Is the project designed to eliminate slum and blight?  
**(Answer N/A if the project predominantly serves low and moderate income persons.)**
11. Will all other funding needed to complete the project be in place by July 1, 2024?
  - a. If no, can the project be completed without all the funding?

Yes   No   N/A

12. 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?
  - c. 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 meeting federal procurement procedures with an engineering firm to perform engineering work?
- a. If yes, attach a copy of the contract as **Attachment H, Other Supporting Documentation/Maps/Photos.**
  - 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, 2024 with its own local resources?  
**(NOTE: Contact County staff for required federal procedures for hiring consulting engineers/ architects. If a consultant is selected without following federal requirements, a new selection process may be required.)**
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?



Yes   No   N/A

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/Photos.**

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/Photos.**

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

# **APPENDICES**

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

## Appendix 1

### APPLICATION APPROVAL TIMELINE

<b><u>Activity</u></b>	<b><u>Time Frame</u></b>
Public Hearing(s) Conducted by Applicant	June - August 2023
CDBG Application Submittal Deadline	August 31, 2023
County Review of CDBG Applications	September 2023
Citizens Advisory Committee (CAC) Review of CDBG Project Proposals	October – November 2023
Rating and Ranking of CDBG Project Proposals by CAC	March 2024
Board of Supervisors Conducts Public Hearing for Approval of Recommended Projects and Programs	April – May 2024
Initial Study/Environmental Assessment Review Period	January – July 2024
Applicant Notification of Grant Award	May 2024 (Estimated)
2024-2025 Program Year Begins	July 1, 2024

## Appendix 2

### **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

## **BOARD OF SUPERVISORS PRIORITY CLASSIFICATIONS**

These classifications are used to assist in the ranking process, but do not determine eligibility.

- 1. High Priority: Economic development\*, health and safety, and fire protection projects
- 2. Medium Priority: All public works improvements (water, sewer, drainage, sidewalks, etc.)
- 3. Low Priority: Neighborhood facilities, parks and recreation facilities, improvements to historical facilities and projects that remove barriers for the disabled

\* Please note, economic development projects have complicated program requirements, and will involve additional review for eligibility

## **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)

## Appendix 3

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

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to Consider Proposals  
for CDBG 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 \_\_\_\_\_, 2023, 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) 600-4292.

# **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/Photos**

# **ATTACHMENT I**

## **Other Projects**



# **ATTACHMENT J**

## **Evidence of Maintenance Plan**