

Neighborhood Improvement CDBG Project Application

The Community Investment for Families Department (CIFD), formerly the Housing and Community Investment Department (HCIDLA), is inviting applications for Community Development Block Grant (CDBG) funds for "Neighborhood Improvement" projects for the Consolidated Plan Program Year 48

Neighborhood Improvement projects consist of physical development of permanent public facilities or improvements. The public facility or improvement may be owned by the City of Los Angeles or a nonprofit organization (private or public) and must be open to the public. CDBG funds may be used for real property acquisition, new construction, installation, rehabilitation, environmental remediation of real property, or historical preservation and must meet a "national objective."

APPLICATION SUBMISSIONS

What: Complete the information in this Excel document (6 tabs plus a checklist) and submit the Excel file with applicable attachments and photos (JPEG, PDF, Word, Excel formats only) via email:

To: cifd-grantsadmin@lacity.org

When: By 12:00 p.m. (PST) on Wednesday, November 3, 2021

Application Review Guidelines:

For Program Year 48, you are encouraged to submit an application that aligns with the Mayor's Action Plan Policy and Funding Priorities letter. To learn more, visit the Mayor's Funding Priorities letter. It can be found at the below link after October 4, 2021.

<https://housing.lacity.org/community-resources/latest-action-plan>

To be considered for CDBG funding for the Program Year 48, July 1, 2022 – June 30, 2023, new projects involving construction should be ready to start construction in December 2022. Prior to beginning construction, you will need to complete all environmental reviews, execute City agreement, and procure contractor(s). Other factors that will be evaluated when considering project readiness may include, but are not limited to: site control, environmental testing and review, if all funds needed to start and finish the project are committed, the capacity of applicant to use federal funds in compliance with regulations, and the capacity of applicant to complete project in a timely manner.

If you do not think your project will meet all of these guidelines in time, the City is also interested in receiving applications to establish a pipeline of projects that will be ready for federal funding in future years. You may submit an application if you are contemplating needing funding in future years; the City will review and provide feedback on potential future funding.

TECHNICAL ASSISTANCE

Please submit questions to cifd-grantsadmin@lacity.org. Provide your name, contact information and project name, and a CIFD staff member will contact you to provide assistance.

CDBG Requirements Overview

CIFD will offer a two-hour information session about the application, federal rules, and contractual requirements that you will be responsible for if your project were selected for funding.

Tuesday, October 12, 2021

1:00pm - 3:00pm

via Google Meet online

Please email your R.S.V.P to cifd-grantsadmin@lacity.org and we will reply with the meeting information and access details.

CDBG Technical Assistance Overview

CIFD will answer questions and provide technical assistance (TA) about: completing and submitting the application, federal rules, and contract requirements that will apply if your project is selected for funding.

The TA will be conducted via telephone, email and online remote meetings (Google Meet) from **Monday, October 4, 2021 to Wednesday, November 3, 2021 from 9am to 3pm.**

Application Instructions

Much of the information requested in the application is self-explanatory. For some questions, we have provided examples or further explanation in "pop-up" fields that appear when you click in the question and/or response fields.

For example: Where can I get the Assessor's Parcel Number (APN)?

Information on property, including APN, zoning and year built, can be found at www.zimas.lacity.org.

1) Project Name: _____

2) Contact for further information on the application:

Name & Title _____

Phone _____

E-mail _____

3) Provide the full, legal name of the entity to receive the CDBG funds. Indicate if it is a nonprofit, city or a public entity (Nonprofit agencies attach Articles of Incorporation).

Private Nonprofit: (LLC Corporation)

City Department Other Public Entity

Name: _____

4) Project Site Address:

Assessor Parcel Number _____

(APN): _____

5) Provide the name of the current legal owner of the site. Indicate if they are a nonprofit, for-profit or public entity. If you own the property, attach a preliminary title report. If you are leasing, indicate the term and attach a copy of the lease. If you don't have a lease, please explain. If you are a public entity, and the property is owned by a different public entity, please attach an MOU or other agreement/authority granting permission to make improvements.

6) Discuss the total scope of the project using all funding sources (not only the potential CDBG funded portion).

7) What is the total Cost of Entire Project (Fill out information on Funding Tab)

\$ _____

8) Discuss how you determined the cost of the entire project. Attach one Class A or two Class C estimates. A Class A estimate is conducted by a professional based on completed design or drawings. A Class C estimate is based on opinion of probable cost using conceptual scopes of work for budgetary purposes only.

9) Amount of CDBG funds being requested:

\$

10) Describe specifically what the CDBG funds would be used for:

11) What planning stage is the project in? Has an architect been procured (or will City staff provide architectural services)? Is the design work complete?

12) Has construction started? Will construction start or is it planned to start before December 2022? If no, describe what is planned. If yes, describe what has been done already and contact cifd-grantsadmin@lacity.org immediately for further instructions.

13) Discuss factors that could impact the timeline identified in the Timeline Tab or potential delays that may change the projected dates:

14) Discuss how the project aligns with the Mayor's PY 48 Letter and goals identified therein.

15) CDBG requires that every project meet a "National Objective." In order for us to determine if your project might meet this requirement, please complete one or more of the following sections:

a Area Benefit: **If applicable**, describe how the project will benefit all residents in a specific area. Define the boundaries of the entire area that will benefit from your project. Provide a map of the area with the boundaries marked and an "X" where your project is located.

b Services: **If applicable**, describe the services that will be provided at the site(s), the specific population(s) that will be served, what entity will provide the services. How will your project document that more than 51% of the persons served are low / moderate income? How many years has your organization provided these services? Provide an example of a participant intake form.

c Slum / Blight: **If applicable**, tell us how your project will eliminate a specific threat to public health or safety posed by a physical condition of a building or property. (Attach report or code violation.)

16) Describe how the project will be maintained and how you will ensure it will continue to be used for at least five (5) years after completion. Who will maintain it? How much will it cost to maintain it? What is/are the planned source(s) of funds for maintenance costs? What is the plan to provide services and/or access after the project is complete?

17) Describe your experience with CDBG or other federal grants. Include the name of your last project, name of grant, amount awarded, when it was awarded, how was the grant used, and whether the project was completed.

18) Describe your experience implementing federal procurement requirements.

19) Describe your experience complying with federal prevailing wage (Davis-Bacon) labor standards.

20) PHASE I & II ENVIRONMENTAL ASSESSMENT REVIEWS

- Is the Phase I Assessment completed? YES NO
(If yes, please attach the Phase I Environmental Report)
- Is the Phase I Assessment current (within 180 days)? YES NO
- Is the updated Phase I Assessment Attached YES NO
- Does the Phase I suggest for a Phase II or additional assessment? YES NO
- If suggested, is the Phase II or additional assessment completed? YES NO
(if yes, please attach the reports)

21) HISTORIC REVIEW

- Age of building: _____
- Original date of construction: _____
(attach a copy of the original building permit)
- Is the building located in a historic site? YES NO
- Is the site located in a historic district? YES NO

22) PLANNING

- Name of City Planner consulted: _____
- Date: _____
- Tel #: _____
- Does the project comply with the district plan? YES NO
- District Plan Name: _____
- Will there be a zone change? YES NO
- Current Zone: _____
- Will project cause a change of use in site? YES NO
- Current Use: _____
- Is site located in a flood zone? YES NO
- Does agency have flood insurance? YES NO
(please attach copy of flood insurance)

23) ENVIRONMENTAL CEQA STATUS (Check with City Planning Department)

Please check one and attach copy.

- Ministerial (CEQA does not apply-may proceed to Building and Safety, no City Planning action required)
- Categorically Exempt
- Negative Declaration
- Mitigated Negative Declaration
- Environmental Impact Report
- Reconsideration of previous Environmental Review

Please provide the following information for all filed cases

- Case Number: _____
- Date filed: _____
- Date Completed: _____
- End of Comment Period: _____
- Date Adopted/Certified: _____
- Date Filed with County Clerk: _____
- Exhausted All Appeals Date: _____

24) ARE THE FOLLOWING ACTIVITIES PROPOSED FOR YOUR PROJECT

- REHABILITATION OF BUILDINGS BUILT PRIOR TO 1978? YES NO
(If yes, please attach BOTH Asbestos Survey & Lead-Based Paint Survey)
- DEMOLITION? YES NO
(If yes, please attach demolition plan or evidence that one is being prepared)
- DEMOLITION OF BUILDINGS/STRUCTURES BUILT PRIOR TO 1978? YES NO
(If yes, please attach BOTH Asbestos Survey & Lead-Based Paint Survey)
- RELOCATION? YES NO
(If yes, please attach relocation plan)
- NEW CONSTRUCTION? YES NO
(If yes, please attach soil report)

25) ARE ANY OF THE FOLLOWING PRESENT AT THE PROJECT SITE?

- California Oak Trees? (If yes, attach color photos) YES NO
- Storage Tanks? (Either Underground or above ground) YES NO
- Transformers? YES NO

26) ENVIRONMENTAL NOISE

- Will the site have an existing environmental noise problem? YES NO
- Will the site create a noise problem? YES NO

27) SITE PHOTOS OF THE AREA: Attach photos to the application with the following perspectives to and from the site.

- Each building on the block
- Up the block
- Down the block
- Across the street
- Historical points of interest (within 1/2 mile radius)

28) CONSTRUCTION PLANS AND PERMITS

Are the plans approved and permit(s) issued by the Dept. of Building and Safety (LADBS)? If necessary, has the Planning Dept. issued land use permit or variance to conform with zoning regulations? (Please check one box only.)

- Yes, plans are approved and permits have been issued by LADBS for the project (attach project permit)
- Plans are approved by LADBS but waiting for permit to be issued
- Submitted plans only to LADBS and waiting for approval
- Submitted application to Planning Dept. for land use permit variance/zone change and waiting for approval
- No plans and permits submitted.

Capital Project Timeline/ Milestones

Project Title:
 CDBG Funding Requested: \$
 Total Cost of Project: \$

Milestone	Description	Date (MM/YYYY)
Site Control /Appraisal	Provide the date that the applicant expects to have access / control of the site. Use the current date if applicant has site control.	
Environmental Review Historical Review Zoning Changes	Complete the Environmental Checklist on the Application. Provide the date that the applicant expects that all Environmental reviews will be completed; remediation and/or removal of hazardous waste addressed.	
Financing / Pre-Development	Provide the date all funds are expected to be secured (assume this application is funded).	
Contractor procurement	Provide the date that the applicant expects that all procurement will be done in conformance with federal procurement requirements.	
Relocation	Provide the date it is expected all site occupants will be relocated. Write "N/A" if there is no relocation.	
Demolition / Site Preparation	Provide date or write "N/A."	
Construction	Start Date	
Construction	End Date	
Ready for Use	Provide the expected date when the project will be completed or receive certificate of occupancy or open to the public or end users.	
National Objective	Provide the date it is expected the National Objective will be achieved (all jobs created/filled or project completed and serving a low/mod area or low/mod clientele or have addressed slum/blight).	

USE			
Cost Category	CDBG	Other Funds	Total
Acquisition			\$0
			\$0
Relocation			\$0
			\$0
Demolition / Clearance			\$0
			\$0
Architect/Design			\$0
			\$0
Permits			\$0
			\$0
Environmental Tests			\$0
			\$0
Other:			\$0
Other:			\$0
			\$0
Construction*			\$0
			\$0
Contingency			\$0
			\$0
Total**	\$0	\$0	\$0

*Does the estimate include Davis-Bacon (federal prevailing) wage? YES NO

SOURCE			
Funding Source	Amount (\$)	Committed (Y/N)	Proof Attached (Y/N)
	\$0		
	\$0		
	\$0		
	\$0		
	\$0		
	\$0		
Total**	\$0		

**Grand Totals of Sources and Uses should be equal.

Funding: Are all funds to complete the project committed? If not, provide explanation why funds are not committed, how and when remaining funds will be secured. Discuss funding restrictions, if any.

Checklist

Attached

		Yes	No	Comment
1	Preliminary Title Report (Question #5)			
2	Copy of the Lease (Question #5)			
3	Copy of MOU or Agreement w/ Public Entity (Question #5)			
4	Copies of Estimates (Question #8)			
5	Map of area to benefit (Question #15a)			
6	Example of intake form (Question #15b)			
7	Code violation or report on condition (Question #15c)			
8	Phase I Environmental Assessment Report (Question #20)			
9	Updated Phase I Environmental Assessment Report			
10	Phase II or additional environmental assessment			
11	Copy of original building permit (Question #21)			
12	Copy of flood Insurance (Question #22)			
13	CEQA (Question #23)			
14	Asbestos Survey (Question #24)			
15	Lead-Based Paint Survey (Question #24)			
16	Demolition Plan (Question #24)			
17	Relocation Plan (Question #24)			
18	Soil Report (Question #24)			
19	Pictures of California Oak Trees (Question #25)			
20	Site Photos (Question #27)			
	a Each building on the block			
	b Up the block			
	c Down the block			
	d Across the street			
	e Historical points of interest			
21	Copy of Project permit (Question #28)			
22	Proof of funding commitments			
	Business Documents (for nonprofits)			
23	Articles of Incorporation			
24	Bylaws			
25	Business Tax Registration Certificate (BTRC)			
26	Federal Tax Exemption Determination Letter			
27	List of Board Members			
	Additional Attachments, if applicable			
	Continuation of Responses / Additional Sites			