

**CITY OF PETALUMA**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**INFORMATION AND APPLICATION PACKET**  
**FY 2009-2010**



**BLOCK GRANT STAFF:**

**Bonne Gaebler, CDBG Administrator**  
**Sue Castellucci, Housing Coordinator**  
**(707) 778-4555**

HOUSING AND BLOCK GRANT DIVISION  
(707) 778-4555

**NOTICE OF PUBLIC HEARING**

**2009-2010 Community Development Block Grant**

**Notice is hereby given that the Petaluma City Council will hold a public hearing at its regular meeting on April 6, 2009, to allocate the 2009-2010 Community Development Block Grant funds.** The City, as well as local nonprofit organizations, may apply for funding under this program. Proposed projects should place emphasis on the provision of housing and community development activities which principally benefit low and moderate income households and/or persons with a disability.

**A technical assistance workshop will be held at 10:00 AM on Thursday, February 12, 2009 at the Housing Division located at 27 Howard Street in Petaluma.**

In accordance with the Americans with Disabilities Act, if you require special assistance to participate in this meeting, please contact the City Clerk's Office at (707) 778-4360 (voice) or (707) 778-4480 (TDD). Translators, American Sign Language interpreters, and/or assistive listening devices for individuals with hearing disabilities will be available upon request. A minimum of 48 hours is needed to ensure the availability of translation services. In consideration of those with multiple chemical sensitivities or other environmental illness, it is requested that you refrain from wearing scented products. The City Clerk hereby certifies that this notice has been posted in accordance with the requirements of the Government Code.



For Accessible meeting information,  
Please call (707) 778-4360 or  
TDD (707) 778-4480

For additional information, please contact Bonne Gaebler, at (707) 778-4555 [bgaebler@ci.petaluma.ca.us](mailto:bgaebler@ci.petaluma.ca.us) or Sue Castellucci at (707) 778-4563, [scastellucci@ci.petaluma.ca.us](mailto:scastellucci@ci.petaluma.ca.us).

CITY OF PETALUMA  
FY 2009-2010 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
TECHNICAL ASSISTANCE  
**FEBRUARY 12, 2009**

Housing and Block Grant Offices  
Housing Division, 27 Howard Street, Petaluma  
10:00 AM

1. INTRODUCTIONS
2. SUMMARY OF THE 2005-2010 CONSOLIDATED PLAN PRIORITIES
3. LEP Guidance and 504 Compliance
4. AMOUNT AVAILABLE
5. ELIGIBLE AND INELIGIBLE ACTIVITIES
6. APPLICATION/FUNDING TIMELINES
7. APPLICATION FORM

**City of Petaluma**  
**Community Development Block Grant (CDBG) Program**  
**Technical Assistance Packet FY 2009-2010**

BACKGROUND

Community Development Block Grant regulations require that the City provide citizens and other interested parties with information concerning the amount of CDBG funds available and the range of activities that can be carried out. The Department of Housing and Urban Development also recommends that potential subrecipients be provided with sufficient information prior to the application process, to assist them with making a proposal that addresses local priorities. The purpose of the technical assistance session is to accomplish these tasks.

FUNDING AMOUNT AND AVAILABILITY

Although HUD has not yet informed the City of our annual entitlement, we anticipate receiving slightly less than the allocation for the Fiscal Year 2008-2009. The CDBG funds will be available after July 1, 2009, the start of the CDBG fiscal year. The CDBG regulations impose a 15% cap in CDBG funds which can be used for public services. The City of Petaluma will need to enter into funding agreements with any subrecipient selected for participation. The agreements will specify how the funds will be utilized and the schedule for drawing down funds. In some cases, such as public service activities, the funds can be made available quickly. For other activities, such as acquisition of real property, the funds cannot be drawn down until an environmental review, appraisal and other required steps have been completed.

LOCAL PRIORITIES

A Consolidated Plan, encompassing the years 2005-2010, is a prerequisite for receiving Federal funds including CDBG and Emergency Shelter Grant Program funds. The Consolidated Plan is a funding application and planning document which examines the local housing market, the inventory of existing housing and local demographics. From this information, the housing and service needs of very low, low and moderate income Petaluma households are determined. Finally, the Consolidated Plan includes an Annual Plan for the use of 2008-2009 Federal and other resources to address housing, shelter, and other community development needs.

Nine local priorities for CDBG funding are outlined in the 2005-2010 Consolidated Plan. These are:

1. Administer and/or facilitate programs and projects which enhance the quality of life for Petaluma's senior citizens;
2. Facilitate the provision of programs, projects, or facilities which enhance the lives of Petaluma's low and moderate income youth, particularly those residing in City-assisted housing;
3. Administer and/or facilitate projects and programs for persons with special needs (e.g. homeless facilities and singles, persons with a disability, et al.)
4. Provide rental units for very low and low-income residents, particularly those units with support services;
5. Improve accessibility in public facilities and low-income housing for persons with a disability;
6. Promote housing choices and opportunities;
7. Facilitate the provision of homeownership opportunities for low and moderate income persons with an emphasis on public safety workers, school personnel, and our minority community;
8. Promote programs, projects and facilities which encourage and implement principles of sustainability (e.g. energy efficiency, proximity to transit, water conservation, etc.);
9. Provision of programs, projects, or facilities which enhance the community's child care capacity.

### COUNTYWIDE PROJECTS

The City relies on local organizations and nonprofit developers with projects located in Petaluma to carry out the various housing and shelter services. It is often difficult to draw the line geographically. For example, the COTS facility provides emergency shelter to some persons who have not previously resided in Petaluma, yet this organization has been funded out of Petaluma's housing fund. County wide applicants are not precluded from submitting a funding application. All applications will be considered based on the nine Consolidated Plan priorities and the extent to which they serve Petaluma residents.

### ELIGIBLE ACTIVITIES

The regulations allow for a variety of activities to be funded. While there is a wide range of

activities, it should be kept in mind that the City has the discretion to fund only those activities addressing the locally established priorities. The following is a brief description of the eligible activities found in 24CFR Part 570.201-206:

Acquisition of real property

Disposition of real property acquired with CDBG funds

Public facilities and improvements

Clearance, removal and demolition of buildings and improvements.

Public Services

Interim Assistance

Relocation Assistance

Removal of architectural barriers

Homeownership assistance

Rehabilitation of housing and other buildings

Special economic development activities

Special activities by certain eligible subrecipients

Planning, urban environmental design and related activities

CDBG program administration

### INELIGIBLE ACTIVITIES

The following activities are described in 24CFR Part 570.207 and are summarized below:

Government buildings (except for projects which improve accessibility for persons with a disability)

General Government Expenses

Political Activities

Purchase of Equipment

Construction Equipment

Furnishings and Personal Property

Operating and maintenance expenses (public facilities)

New housing construction

## CDBG TIMELINE

January 7, 2009	Public Notice announcing (1) deadline for funding applications (2) date of technical assistance workshop (3) date of public hearing to allocate funds
February 12, 2009	Technical Assistance Workshop
February 26, 2009	Deadline for Applications (5:00 P.M.)
April 6, 2009	Public Hearing to allocate 2009-2010 funds - 7:00 p.m.
April 7, 2009	Publish Proposed Action Plan
April-July, 2009	Carry out environmental reviews of all activities
May 12, 2009	Submit application to HUD (due May 15)
July-August, 2009	Execute grant agreement with HUD
August 2009	City executes agreements with subrecipients

Publication and grant agreement dates are approximate and may vary from the dates noted above.

Attachment: FY 2009-2010 Application



Statement of Need to be addressed by the project and extent, if any, that these needs are being addressed by other organizations: \_\_\_\_\_

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Describe area served or population served and location of project \_\_\_\_\_

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**BENEFIT SECTION**

Whom does the project benefit? \_\_\_\_\_

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Total number of persons to be served \_\_\_\_\_

Total number of Petaluma residents to be served \_\_\_\_\_

How were these numbers determined? \_\_\_\_\_

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**FINANCIAL INFORMATION**

Total budget for the project (**attach copy**) \_\_\_\_\_

Total Amount Requested from City of Petaluma \_\_\_\_\_

Total amount of other known funding for the project and from where? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What other funding sources have you applied for and when will you know if the funds will be granted?

Please list \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Please Note: Non-profit agencies that have applied in the past three years or are currently funded by CDBG funds do not need to submit Articles of Incorporation and tax exemption letters if they are on file in this office and they have not been changed since initially submitted..*

ATTACHMENT TO FUNDING APPLICATION

- . Articles of Incorporation
- . Tax Exemption letter
- . A detailed and specific budget for the project and show how funds will be used.
- . An implementation schedule for the project. The funds will not be available until July, 2009.
- . If your funding request involves land acquisition or physical development activities, a supplemental application will be required.

**APPLICATION DEADLINE  
FEBRUARY 26, 2009 AT 5:00 PM**

**Please submit you application to Bonne Gaebler, Block Grant Administrator, City of Petaluma, 27 Howard Street, Petaluma, CA 94952. Applications received after the deadline will not be considered.**