

**CITY OF PETALUMA**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**INFORMATION AND APPLICATION PACKET**  
**FY 2019-2020**



**BLOCK GRANT STAFF:**

**Sue Castellucci, Housing Administrator**  
**(707) 778-4563**

HOUSING AND BLOCK GRANT DIVISION  
(707) 778-4563

**NOTICE OF PUBLIC HEARING**

**2019-2020 Community Development Block Grant**

**Notice is hereby given that the Petaluma City Council will hold a public hearing at its regular meeting on May 6, 2019, to allocate the 2019-2020 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 Tuesday, February 12, 2019 at the City of Petaluma, 27 Howard Street, Petaluma, CA.**

In accordance with the Americans with Disabilities Act, if you require special assistance to participate in the City Council meeting, please contact the City Clerk's Office at (707) 778-4360 (voice) or California Relay System at (800) 735-2929 TTY. 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  
California Relay System at (800) 735-2929 TTY

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

CITY OF PETALUMA  
FY 2016-2017 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
TECHNICAL ASSISTANCE  
**FEBRUARY 12, 2019**

City of Petaluma Housing Division  
27 Howard Street, Petaluma, CA  
10:00 AM

1. INTRODUCTIONS
2. DISCUSSION OF THE CITY OF PETALUMA'S NEEDS FOR 2019-2020
3. AMOUNT AVAILABLE fy 2019-2020
4. ELIGIBLE AND INELIGIBLE ACTIVITIES
5. APPLICATION/FUNDING TIMELINES
6. APPLICATION FORM

**City of Petaluma**  
**Community Development Block Grant (CDBG) Program**  
**Technical Assistance Packet FY 2019-2020**

**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**

We have not received an estimate from HUD of our 2019-2020 entitlement grant. Our grant for fiscal year 2018-2019 was \$342,825. We are anticipating that the 2018-2019 will be approximately the same unless Congress votes to reduce the CDBG entitlement program. The CDBG funds will be available after July 1, 2019 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 2015-2020, 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 Federal grant and other resources to address housing, shelter, and other community development needs.

Five local priorities for CDBG funding are outlined in the 2015-2020 Consolidated Plan. These are:

1. Improve housing opportunities by preserving existing affordable housing
2. Provide housing and services to the low income populations, including but not limited to children, seniors and special needs population (homeless, disabled, etc.)
3. Increase the supply of affordable housing
4. Promote housing opportunities for homeownership
5. Improve accessibility in public facilities and infrastructure

### 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:

Rehabilitation of housing and other buildings

Removal of architectural barriers

Public Services

Special activities by certain eligible subrecipients

Acquisition of real property

Disposition of real property acquired with CDBG funds

CDBG program administration

Public facilities and improvements

Clearance, removal and demolition of buildings and improvements.

Interim Assistance

Relocation Assistance

Homeownership assistance

Special economic development activities

Planning, urban environmental design and related activities

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 10, 2019	Public Notice announcing (1) deadline for funding applications (2) date of technical assistance workshop (3) date of public hearing to allocate funds
February 12, 2019	Technical Assistance Workshop
February 25, 2019	Deadline for Applications (5:00 P.M.)
March 21, 2019	Notice for Draft Action Plan and Public Hearing
March 21-April 22, 2019	Comment period for Proposed Action Plan
May 6, 2019	Public Hearing to allocate 2019-2020 CDBG funds
April-July, 2019	Carry out environmental reviews of all activities
May 14, 2019	Submit application to HUD (due May 15)
July-August, 2019	Execute grant agreement with HUD
August 2019	City executes agreements with subrecipients

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

Attachment: FY 2019-2020 Application





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

---

---

---

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

---

---

**BENEFIT SECTION**

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

---

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

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

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

---

---

---

---

**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, 2019.
- . If your funding request involves land acquisition or physical development activities, a supplemental application will be required.

**APPLICATION DEADLINE  
FEBRUARY 25, 2019 AT 5:00 PM**

**Please submit your application to Sue Castellucci, Housing Administrator, City of Petaluma, P. O. Box 61, Petaluma, CA 94953 or hand-delivered to 27 Howard Street, Petaluma. Applications received after the deadline will not be considered.**