



-Construction Improvement Project Application-



COUNTYWIDE VISION STATEMENT

We envision a complete county that capitalizes on the diversity of its people, its geography, and its economy to create a broad range of choices for its residents in how they live, work, and play.

We envision a vibrant economy with a skilled workforce that attracts employers who seize the opportunities presented by the county's unique advantages and provide the jobs that create countywide prosperity.

We envision a sustainable system of high-quality education, community health, public safety, housing, retail, recreation, arts and culture, and infrastructure, in which development complements our natural resources and environment.

We envision a model community which is governed in an open and ethical manner, where great ideas are replicated and brought to scale, and all sectors work collaboratively to reach shared goals.

From our valleys, across our mountains, and into our deserts, we envision a county that is a destination for visitors and a home for anyone seeking a sense of community and the best life has to offer.

COUNTY OF SAN BERNARDINO
COMMUNITY DEVELOPMENT AND HOUSING
2016-2017 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
- CONSTRUCTION IMPROVEMENTS PROJECT APPLICATION -

Construction and other community improvement projects include construction or rehabilitation of public facilities, parks, roads, water and sewer facilities; acquisition of real property for eligible public purposes; demolition and clearance of deteriorated buildings; code enforcement; and removal of architectural barriers. Please use the "Public Service Program Application" forms, rather than this set of forms, for any activities to provide services to clients not involving construction of buildings or facilities.

The total allowable number of newly funded projects is based on the percentage of each City's formula share of the CDBG allocation and the maximum number allowed for newly funded construction projects is based on the City's CDBG Administrative Cap. The cities of Big Bear Lake, Grand Terrace, Loma Linda, Needles, Twentynine Palms and the Town of Yucca Valley, which are receiving less than \$150,000 may only fund up to four (4) projects at any level. The remaining cities have the following allowable funding opportunities:

City	Total Allowable Projects	Maximum Number of Construction Projects	Estimated 15% Public Service Cap
Adelanto	9	2	\$41,958
Barstow	5	2	\$25,297
Colton	11	5	\$68,811
Highland	10	5	\$63,132
Montclair	9	2	\$41,145
Redlands	9	2	\$48,343
Yucaipa	7	2	\$40,186

Carefully read through the instructions and application forms. Answer all questions as specifically and completely as possible. If more space is needed, attach separate sheets. Submit one (1) signed paper copy. **Use the tab button to go to the next form fillable field.**

TYPE OR PRINT

A. Applicant Information	
1	Name of Applicant Organization:
2	Mailing Address: City: State: Zip:
3	Contact Person:
4	Title:
5	Phone: Fax:
	E-mail Address:

B. Project Description
Using 25 words or less, provide a concise description of the proposed project. This 25 word description is required in order for this application to be considered complete. Consider items addressed under the General Project Eligibility section of the Project Application Instructions. A detailed project description is also required to be provided on page 6.

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C. Project Characteristics			
1	Street address and nearest cross streets of the site or office where the program will be carried out:		
2	Legal property owner:		
3	What is the current zoning? Is this use permitted in this zoning? Yes No If no, explain why:		
4	Is a conditional use permit required? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, attach a copy of the permit.)		
5	Complete applicable items for all construction projects (including rehabilitation, acquisition and demolition). Assessor's parcel number: Square footage of proposed building or building addition: Square footage of construction site parcel: Length of improvements if street, water or sewer project: Service capacity of existing facility: Improved service capacity of the facility: Age of structure: Is the structure registered as a historic landmark under: State <input type="checkbox"/> Federal <input type="checkbox"/> Local law (If registered, attach a copy of the registration)		
6	Check the community need that will be addressed by this application: <table border="0"> <tr> <td style="vertical-align: top;"> <u>Public Facility Needs:</u> Senior Center Improvements Community Center Improvements Child Care Center Improvements Youth Center Improvements Park & Recreation Improvements Fire Station Improvements Social Care Facility Improvements <u>Code Enforcement Needs:</u> Code Enforcement Demolition and Clearance Blight Abatement <u>Other</u> (Please describe) </td> <td style="vertical-align: top;"> <u>Infrastructure Needs:</u> Water and Sewer Improvements Drainage Improvements Street Improvements Sidewalk Improvements Commercial/Industrial Infrastructure Development <u>Accessibility Needs:</u> Removal of Architectural Barriers <u>Historic Preservation Needs:</u> Historic Preservation Improvements </td> </tr> </table>	<u>Public Facility Needs:</u> Senior Center Improvements Community Center Improvements Child Care Center Improvements Youth Center Improvements Park & Recreation Improvements Fire Station Improvements Social Care Facility Improvements <u>Code Enforcement Needs:</u> Code Enforcement Demolition and Clearance Blight Abatement <u>Other</u> (Please describe)	<u>Infrastructure Needs:</u> Water and Sewer Improvements Drainage Improvements Street Improvements Sidewalk Improvements Commercial/Industrial Infrastructure Development <u>Accessibility Needs:</u> Removal of Architectural Barriers <u>Historic Preservation Needs:</u> Historic Preservation Improvements
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7	Describe the geographic boundaries of the neighborhood, community, or region to be served by this project. This description must include service area boundaries if land acquisition or structural improvements are proposed (attach a map):		

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D. Project Budget		
Provide the estimated financial data for the project as requested below for the appropriate project group. Costs should be based on the best information available. When preparing this data, consider the following factors: (a) project should be completed in one phase if possible, or if phased, operational capability of the phases should be independent of each other; (b) a phased project should be prioritized and broken into distinct parts, with estimated cost and priority for each part; (c) apply federal prevailing wage rates to construction projects over \$2,000. See Attachment A "Highlights of Federal Standards Provisions" page 8.		
	CDBG Share	Other Source
Architectural and engineering services	\$	\$
Site acquisition	\$	\$
Local Review application	\$	\$
Construction	\$	\$
Other	\$	\$
Total Costs	\$	\$
Grand Total (CDBG & Other)	\$	
Estimator (name and title):		

E. Amount of CDBG Funds Requested		
1	Amount of CDBG funds requested in this application (must equal Section D CDBG Share)	\$
2	Additional funds to be provided by <u>Other Source(s)</u> for this project. The date that the <u>Other Source(s)</u> of funds have been or will be awarded and available, must be stated below:	
	Source(s) Federal (Type of Funding): State (Type of Funding): County (Type of Funding): Other (Type of Funding)	
	Award Date: Date Available:	\$
	Source(s) Federal (Type of Funding): State (Type of Funding): County (Type of Funding): Other (Type of Funding)	
	Award Date: Date Available:	\$
	Source(s) Federal (Type of Funding): State (Type of Funding): County (Type of Funding): Other (Type of Funding)	
	Award Date: Date Available:	\$
	Source(s) Federal (Type of Funding): State (Type of Funding): County (Type of Funding): Other (Type of Funding)	
	Award Date: Date Available:	\$
	Total of Other Sources (Should equal "Total costs, Other Sources" in section D above)	\$

Please note: If this project also benefits residents of non-participating jurisdictions, matching funds in proportion to the percentage of non-cooperating residents to be served must be provided by other funding sources.

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F. Benefit Areas

This section requires a breakdown of the requested CDBG funds according to the proposed project's benefit area. Only enter amounts for cities where the project will provide a primary benefit. Partial funding of a project application may occur and must be considered when calculating a requested amount for more than one area. ***The cities of Big Bear Lake, Grand Terrace, Loma Linda, Needles, Twentynine Palms and the Town of Yucca Valley which are receiving less than \$150,000, may only fund up to four (4) projects at any level. The remaining cities may fund according to the table on page 1 of this application and in the Application Instructions for Section F.***

- 1) **Cooperating Cities:** The following cities participate as cooperating cities in the County's CDBG program. Please determine if the primary service area for your proposed project would include one or more of the following cities. If the project would provide predominant or partial benefit to city residents, the County will request a funding recommendation from the benefiting city or cities. Enter the requested amount of CDBG funds needed to provide the proposed project to each applicable city. Sub-total your entries below.

	Amount Requested		Amount Requested
Adelanto	\$	Montclair	\$
Barstow	\$	Needles	\$
Big Bear Lake	\$	Redlands	\$
Colton	\$	Twentynine Palms	\$
Grand Terrace	\$	Yucaipa	\$
Highland	\$	Town of Yucca Valley	\$
Loma Linda	\$		
Sub-total of Funds Benefiting Cooperating Cities:			\$

- 2) **Total Funds:** This amount must equal the amount of CDBG funds requested in this application on Line 1, in Section E.

Total Funds Requested	\$
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G. Maintenance and Operation Commitment

All capital improvements or facilities will require a Maintenance and Operation (M & O) contract between the County and an M & O Entity. The MAINTENANCE AND OPERATION COMMITMENT must be signed by a representative of the M & O entity with authority to obligate the organization.

- 1) **MAINTENANCE AND OPERATION COMMITMENT:** The governing body of the below named public, quasi-public, or non-profit entity has the financial capacity and is willing to assume the Maintenance and Operation (M & O) responsibility and costs associated with the indicated community development project. This body has reviewed the "Estimated Annual Maintenance and Operation Budget" part of this section. To the best of this body's ability, it has determined this budget to be a true and accurate estimate of the annual M & O costs for the proposed project.

It is understood that without a commitment for maintenance and operation, the indicated project may not be considered for funding under the Community Development Block Grant program. Should this project be funded, a formal M & O contract between the County and the M & O entity shall be written and signed before any funds can be released.

NOTE: The Maintenance and Operation cost for capital improvements and facilities are not eligible for CDBG funding.

Proposed Project:
Legal/Incorporated Name of Prospective M&O Entity:
Address:
Federal I.D. Number of M&O Entity:

Signature: _____ **Title:** _____

Print Name: _____ **Date:** _____

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2) **ESTIMATED ANNUAL MAINTENANCE AND OPERATION BUDGET**

M&O Annual Expenses

Estimated Dollar Value

Utilities

Electric	\$	_____
Water	\$	_____
Gas	\$	_____
Telephone	\$	_____
Disposal Service	\$	_____
Other ()	\$	_____
Sub-total	\$	_____

Materials

Janitorial Supplies	\$	_____
Office Supplies	\$	_____
Recreational Supplies	\$	_____
Ground Supplies	\$	_____
Other ()	\$	_____
Sub-total	\$	_____

Maintenance—Capital Improvements

Building Repair	\$	_____
Maintenance of Equipment	\$	_____
Improvements to Property	\$	_____
Other ()	\$	_____
Sub-total	\$	_____

Insurance

Liability	\$	_____
Fire	\$	_____
Other ()	\$	_____
Sub-total	\$	_____

***Personnel**

	# Of People	Man-Hours	
Maintenance			\$ _____
Secretary			\$ _____
Administrator			\$ _____
Program Staff			\$ _____
Other			\$ _____
Sub-total			\$ _____

*List # of people and man hours based on 2080 Hours per year.
Dollar value must include salaries and benefits.

M&O Annual Expense Total \$ _____

Revenue Sources (List out all sources such as budget sources, memberships, user fees, etc.)

_____	\$	_____
_____	\$	_____
_____	\$	_____

Budgeted Revenue Total \$ _____

Assets/Liabilities **Budgeted Revenue minus M&O Expense** \$ _____

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H. Organizational Information

1) **Organizational History:** (This is applicable only if you are a non-profit organization).

a. Date organization founded:	
b. Date organization incorporated as a non-profit organization:	
c. Federal Identification Number:	State Identification Number:
d. Number of paid staff:	Number of volunteers:
e. DUNS Number:	

2) Is this a "faith-based" organization? **Yes No

**Generally, a faith-based organization was founded or is inspired by faith or religion. Such organizations often choose to demonstrate that faith by carrying out one or more activities that assist low income persons within the community.

DETAILED PROJECT DESCRIPTION

(Continuation of Section B, Project Description, Page 1)

Within the space provided, explain why the location or target area was selected, provide detailed information on the construction project to be completed, its purpose and its beneficiaries. Include professional estimates for material and labor costs, the square footage of the proposed project and any pertinent construction related information. Also, include the cost of any required permitting for the proposed project, such as building permits. Please attach applicable maps, plans and brochures.

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DETAILED PROJECT DESCRIPTION (Continued)

[Empty box for detailed project description]

COUNTYWIDE VISION

Briefly describe how this project contributes to the Countywide Vision as shown on the cover page of this application. Please check at least one of the boxes. A form fillable field is also provided for additional input.

Implement the Countywide Vision.
Create, Maintain and Grow Jobs and Economic Value in the County.
Improve County Government Operations.
Operate in a Fiscally-Responsible and Business-Like Manner.
Ensure Development of a Well-Planned, Balanced, and Sustainable County.
Maintain Public Safety.
Provide for the Health and Social Services Needs of County Residents.
Pursue County Goals and Objectives by Working with Other Governmental Agencies.

DETAILED PROJECT TIMELINE AND EXPENDITURE OF FUNDS

PROJECT TIMELINE:

DESIGN: Start Date: _____ Completion Date: _____

BID PACKAGE: Submission to CDH for Approval Date: _____

CONTRACTOR SELECTION: Date: _____

CONSTRUCTION DATES: Start Date: _____ Est. Completion Date: _____

EXPENDITURE OF FUNDS: (Please provide projected dates for submission of reimbursement claims and the estimated amount of each)

Beginning Allocation: \$ _____

Reimbursement Claim: Date: _____ \$ _____

Reimbursement Claim: Date: _____ \$ _____

Reimbursement Claim: Date: _____ \$ _____

Reimbursement Claim: Date: _____ \$ _____

Reimbursement Claim: Date: _____ \$ _____

Reimbursement Claim: Date: _____ \$ _____

Reimbursement Claim: Date: _____ \$ _____

Reimbursement Claim: Date: _____ \$ _____

Reimbursement Claim: Date: _____ \$ _____

Reimbursement Claim: Date: _____ \$ _____

Reimbursement Claim: Date: _____ \$ _____

Reimbursement Claim: Date: _____ \$ _____

Reimbursement Claim: Date: _____ \$ _____

Authorized Signature: To the best of my knowledge, the information provided on this application is true and I am authorized to submit this application on behalf of the applicant organization. Also, I acknowledge that insurance coverage including, but not limited to, Comprehensive General Liability, Automobile Liability, and Professional Liability (or Errors and Omissions Liability) will be required before CDBG funds can be made available to approved projects.

Signature: _____ **Title:** _____

Print Name: _____ **Date:** _____

PLEASE SUBMIT ONE SIGNED PAPER COPY OF EACH COMPLETED AND SIGNED PROJECT APPLICATION TO:
County of San Bernardino, Community Development and Housing, 385 North Arrowhead Avenue, Third Floor, San Bernardino, CA 92415-0043, Attention: Program and Compliance Section.

For assistance or information regarding the completion of this application, call (909) 387-4705 or FAX (909) 387-4415.

This application form can be accessed on CDH's Website at: <http://www.sbcountyadvantage.com/Community-Development-Housing/Community-Development-Division.aspx>.

Attachment A

2015-16 CONSTRUCTION IMPROVEMENTS PROJECT APPLICATION HIGHLIGHTS OF FEDERAL STANDARDS PROVISIONS (DAVIS –BACON ACT)

- Applies to any construction, rehabilitation, alteration, or repair, including painting, flooring, and decoration, in an amount of \$2,000 or more, any part of which is federal money.
- The prevailing federal wage rates and fringe benefits are effective as of the date of the advertisement for bids. (Davis-Bacon wage rate schedule is available on the internet at: <http://www.wdol.gov/dba.aspx#0>)
- Workers must be paid weekly and certified payrolls submitted weekly in the prescribed format. The payrolls must include details of each worker's job classification, hours worked, and wages and benefits paid. Certified payrolls must be reviewed as soon as they are received and compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately.
- Workers must be interviewed on the job site regarding appropriate job classification and wages and benefits received. Employee interviews must be compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately.
- Contractor and subrecipient must maintain all records for a minimum of five years after completion of the project.

Federal Fair Housing Laws

All County of San Bernardino Department of Community Development and Housing programs must ensure compliance with Federal Fair Housing Laws. Fair housing is a condition in which individuals of similar income levels in the same housing market have a like-range of housing choice available to them regardless of age, ancestry, color, disability, familial status, marital status, national origin, race, religion, sex, sexual orientation, source of income, or any other arbitrary factors.

The federal Fair Housing Act of 1968 and Fair Housing Amendments Act of 1988 (42 U.S. Code §§ 3601-3619, 3631) are federal fair housing laws that prohibit discrimination in all aspects of housing, such as the sale, rental, lease or negotiation for real property. The Fair Housing Act prohibits discrimination based on race, religion, and national origin. In 1988, the Fair Housing Act was amended to extend protection to familial status and people with disabilities (mental or physical). In addition, the Amendment Act provides for "reasonable accommodations," allowing structural modifications for persons with disabilities if requested, at their own expense, and sets housing code standards for new multi-family dwellings to accommodate the physically disabled.

CDBG Application Checklist

Community-based organizations are required to include one copy of the items listed below. If you are not submitting these items at this time, please notify the Community Development Division at (909) 387-4705 to make other arrangements. The following information is required before any contract or reimbursement can be completed.

Summary of agency's current year General Operating Budget

List of agency's Board of Directors, including names and addresses

Proof of existing non-profit/tax-exempt status (Letters from the Federal Internal Revenue Service and State Franchise Tax Board)

Current certificate of insurance and amounts covered

Organizational chart

Minutes of last Board meeting

If your application is funded you will be required to provide a copy of your last audit and your Articles of Incorporation and Bylaws must be on file.