



Community Revitalization
Community Development & Housing Department

**Guidelines
for Completing
Community Development Block Grant
Project Applications for the
2024-25 Program Year**



Guidelines for the 2024-25 Program Year Community Development Block Grant (CDBG) Project Applications

WHAT IS CDBG?

In 1974, the federal government enacted the Federal Housing and Community Development Act. Title I of the Act combined several funding programs into a single program called "Community Development Block Grant" (CDBG). Congress designed the CDBG program to enhance and maintain the viability of urban communities. The CDBG program accomplishes these goals by providing decent housing, suitable living environments and expanded economic opportunities; principally for low- and moderate-income persons. The U.S. Department of Housing and Urban Development (HUD) administers the CDBG program through state and local governments.

Communities receiving CDBG funds are free to develop their own programs and funding priorities based on local community development needs. However, these "entitlement communities" must promote the **national CDBG objectives** by giving the highest funding priority to activities that benefit low- and moderate-income persons, or that aid in the elimination and prevention of slums and blight. Under certain circumstances, CDBG funds may be used as needed to address an immediate threat to public health and safety. CDBG activities must adhere to federal eligibility requirements to ensure consistency with the national objectives (see CDBG Project Eligibility below).

THE COUNTY CDBG PROGRAM

San Bernardino County receives annual CDBG entitlement funding as an "urban county", responsible for implementing a CDBG program for the unincorporated areas of the County and the 13 cities and towns that participate in the County's CDBG Program.

Staff estimates approximately \$6.8 million of CDBG funding will be allocated to the County for program year 2024-25. Of this amount, approximately \$2.1 million will be allocated to the County's unincorporated communities, which will be utilized for major capital and infrastructure improvements, Fair Housing and Landlord/Tenant Mediation programs. Applications for these projects will be solicited directly from County departments only. The remaining amount of approximately \$2.7 million will be allocated to the 13 Participating Cities to fund both public service programs and infrastructure improvements. Note: A 15% Public Service Cap applies. The total allowable number of newly funded projects is based on the percentage of each city's formula share of the CDBG allocation. 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, and Needles, which are receiving less than \$150,000, may only fund four (4) projects each. The remaining Participating Cities have the following allowable funding opportunities:

City	Total Allowable Projects	Maximum Number of Construction Projects	Estimated 15% Public Service Cap
Adelanto	9	2	\$48,486
Barstow	7	2	\$38,602
Colton	11	5	\$59,543
Highland	10	5	\$60,912
Loma Linda	5	2	\$21,215
Montclair	9	2	\$39,997
Redlands	9	2	\$50,121
Twentynine Palms	5	2	\$24,012
Yucaipa	7	2	\$35,346
Yucca Valley	5	2	\$20,075

Organizations are encouraged to submit applications to provide public services and community infrastructure improvement projects that will benefit residents within the following **13 participating cities**:

- | | | |
|---------------|------------|----------------------|
| Adelanto | Highland | Twentynine Palms |
| Barstow | Loma Linda | Yucaipa |
| Big Bear Lake | Montclair | Town of Yucca Valley |
| Colton | Needles | |
| Grand Terrace | Redlands | |

Cities that have a population of over 50,000 are eligible to receive CDBG entitlement grants directly from HUD. There are eleven (11) cities in San Bernardino County that receive and administer their own CDBG entitlement grants from HUD. As such, these cities, referred to as Metropolitan Cities, **do not participate** in the County's CDBG Program, as they receive their own funding from HUD. The Metropolitan Cities are:

Town of Apple Valley	Hesperia	San Bernardino
Chino	Ontario	Upland
Chino Hills	Rancho Cucamonga	Victorville
Fontana	Rialto	

Please do not submit an application for County CDBG funding for a project only benefiting residents of any of the 11 Metropolitan Cities. Such applications should be directed to that metropolitan city's CDBG program. If the project benefits residents of the County CDBG Program and residents of a metropolitan city(s), then an application may be submitted with matching funds in proportion to the percentage of non-County participating residents to be served.

CDBG PROJECT ELIGIBILITY

Federal regulations define the parameters for using CDBG funds according to the National Objectives. They also specify eligible program activities. Copies of these regulations (specifically, CFR 24 Part 570) are available on HUD's website at: <https://www.hudexchange.info/programs/cdbg/cdbg-laws-and-regulations/> or from the County Department of Community Development and Housing (CDH) upon request.

- **Eligible activities** include the acquisition of real property for an eligible use, construction, and rehabilitation of public facilities, demolition and clearance of deteriorated buildings, community services for low- and moderate-income persons or households, and removal of barriers that restrict the mobility of elderly and severely disabled adults.
- **Ineligible activities** include the construction of religious facilities or government buildings, new housing construction, equipment purchases, maintenance and operation expenses, political or religious proselytizing, and fundraising.

THE APPLICATION REVIEW PROCESS

The County's 2024-25 CDBG program year will begin on July 1, 2024, and will end on June 30, 2025.

- Construction project applications will not be accepted as complete without a properly executed Maintenance and Operation Commitment and an Estimated Annual Maintenance and Operation Budget. These elements of the application provide assurances of the long-term benefits of CDBG-funded improvements. All organizations that receive CDBG funding for facility improvements are required to enter into a Maintenance and Operation (M&O) contract. **Federal regulations do not permit the use of CDBG funds for facility maintenance and operation costs.**
- Public service applications require signed acknowledgment that insurance coverage, including but not limited to Workers Compensation, General Liability, Automobile Liability, and Errors and Omissions or Professional Liability, will be required before CDBG funds can be made available to approved projects (see attached Indemnification and Insurance Requirements).
- County staff will review all applications for eligibility based on their consistency with CDBG National Objectives and the strategies and goals of the current Consolidated Plan. Eligible applications will be forwarded to the appropriate cities for funding priority ranking and recommendations.
- County CDBG Participating Cities will receive copies from CDH of all applications identifying their city as a benefit area and requesting CDBG funding for that area. Each city will hold a public hearing to prioritize applications and recommend funding levels to the Board of Supervisors.
- The San Bernardino County Board of Supervisors will hold a public hearing to consider all funding recommendations and approve CDBG projects. The hearing is anticipated for late April 2024. Contact CDH for the scheduled date.

The Board of Supervisors has the final decision authority in funding County CDBG program applications. The deadline for submitting CDBG program applications is **Monday, December 11, 2023**, no later than **4:00 P.M. PST**.

For more information, please contact: Community Revitalization,
Community Development and Housing Department
560 E. Hospitality Ln., Ste. 200
San Bernardino, CA 92415-0043
Phone: (909) 501-0600

INDEMNIFICATION AND INSURANCE REQUIREMENTS

Indemnification - The Contractor agrees to indemnify, defend and hold harmless the County and its authorized officers, employees, agents, and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the County on account of any claim therefore, except where such indemnification is prohibited by law.

Insurance - Without in any way affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain throughout the contract the following types of insurance with limits as shown:

Workers' Compensation - A program of Workers' Compensation insurance or a state-approved Self-Insurance Program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with \$250,000 limits, covering all persons providing services on behalf of the Contractor and all risks to such persons under this Agreement. If the Contractor has no employees, it may certify or warrant to the County that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the County's Risk Manager. With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance. If the County's Risk Manager determines that there is no reasonably priced coverage for volunteers, evidence of participation in a volunteer insurance program may be substituted.

Comprehensive General and Automobile Liability Insurance - This coverage is to include contractual coverage and automobile liability coverage for owned, hired, and non-owned vehicles. The policy shall have combined single limits for bodily injury and property damage of not less than one million dollars (\$1,000,000).

Additional Named Insured - All policies, except for the Workers' Compensation, Errors and Omissions, and Professional Liability policies, shall contain additional endorsements naming the County and its officers, employees, agents, and volunteers as additional named insureds with respect to liabilities arising out of the performance of services hereunder.

Waiver of Subrogation Rights - The Contractor shall require the carriers of the above-required coverages to waive all rights of subrogation against the County, its officers, employees, agents, volunteers, contractors, and subcontractors.

Policies Primary and Non-Contributory - All policies required above are to be primary and noncontributory with any insurance or self-insurance programs carried or administered by the County.

Proof of Coverage - Contractor shall immediately furnish certificates of insurance to the County Department administering the contract evidencing the insurance coverage, including endorsements, above required prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within sixty (60) days of the commencement of an Agreement, the Contractor shall furnish certified copies of the policies and all endorsements.

Insurance Review - The above insurance requirements are subject to periodic review by the County. The County's Risk Manager is authorized, but not required, to reduce or waive any of the above insurance requirements whenever the Risk Manager determines that any of the above insurance is not available, is unreasonably priced, or is not needed to protect the interests of the County. In addition, if the Risk Manager determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Risk Manager is authorized, but not required, to change the above

insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the County, inflation, or any other item reasonably related to the County's risk. Any such reduction or waiver for the entire term of the Agreement and any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to the Agreement. The Contractor agrees to execute any such amendment within 30 days of receipt.

Professional Liability - Professional liability insurance with limits of a least \$1 million per claim or occurrence.