



The City of Yuba City CDBG Program is administered by the Community Development Department. Community Development Staff is responsible for facilitating project implementation, monitoring project activities and outcomes, and ensuring compliance with all HUD requirements and regulations such as fair housing, Davis-Bacon requirements (prevailing wages), environmental reviews, affirmative action, competitive bid procedures, and fiscal and contract administration.

In 2010, the City developed its Five Year Consolidation Plan (Con Plan) identifying priorities for the use of CDBG funds through 2015. Through the development of the Con Plan, the City's housing and community development needs were analyzed. The following specific areas of priority need categories were identified:

- 1) Affordable housing (including for elderly, persons with disabilities, and persons with HIV/AIDS);
- 2) Community and economic development;
- 3) Public infrastructure improvements;
- 4) Public Services for the non-homeless and special needs population; and
- 5) Services and programs to eliminate homelessness and HIV/AIDS

Community Development staff is responsible for pre-screening all CDBG grant applications submitted by potential sub-recipients in order to determine eligibility with Federal Regulations. Applications that are deemed eligible during the pre-screening process are forwarded on to the Application Review Committee (ARC) for final review. The ARC further evaluates the applications based on a number of additional factors with the following assessment being made:

- Does the project fit into the community priorities outlined in the Consolidated Plan and further foster the City's CDBG Strategic Plan Mission Statement as follows:
  - "To become a safer, more attractive family-oriented community by unifying the City; enhancing prosperity; and improving cultural, recreational, health, housing and educational opportunities for all residents. To provide a suitable living environment by improving the safety and livability of neighborhoods; expanding economic opportunities by creating jobs for low-income individuals; and assisting residents in obtaining affordable and fair housing."
- Can the project be completed in a reasonable time frame?
- Does the applicant have prior experience with CDBG related activities?
- If not, what experience does the applicant have with other grant programs and what is their proven record with similar community projects?



- Does the applicant have adequate and qualified staff for this project?
- Does the applicant have organizational strength, including adequate record keeping methods, filing systems, financial systems?
- Does the applicant clearly identify the objectives and outcomes of the activity?

Based on this evaluation, applications are scored by the ARC in the following three categories:

- |                              |           |
|------------------------------|-----------|
| 1. Administrative Capability | 30 points |
| 2. Feasibility               | 40 points |
| 3. Fiscal Responsibility     | 30 points |

The ARC then makes a recommendation on which applications should be considered for funding based on the above factors to the City Council. This recommendation is done at a regular City Council meeting, which includes a public hearing for Council to receive community input before making a final determination.

Once City Council has made their final determination, applicants are notified in writing of the disposition of their application. All applicants awarded funding will be required to execute a standard contractual agreement prior to implementation of their respective project/activity. No funds shall be disbursed to a contract sub-recipient until HUD provides a final award letter to the City of Yuba City and a contract is fully executed by the respective parties.