



### CDBG Application Summary

**Applicant:** City of Chula Vista Housing Division

**Program/Project:** Community Housing Improvement Program

**Project Description:** The program provides single-family homeowners with differed (forgivable) loans to complete energy efficiency and health and safety-related improvements to their home.

**Type of Program/Project:** Housing

**Eligibility:** **Matrix Code:** 14A – Rehab (Single Family Homes) **Proposed Number to Serve:** 11 Households  
**National Objective:** LMH

**Funding Request:** \$231,500 **Prior Year Funding:** \$0

**Specific Use of Chula Vista Funding:** Loans/Grants and Staff Time **FUNDING RECOMENDED** **\$231,500**

**City of Chula Vista**  
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**  
**FY 2014-2015 CAPITAL IMPROVEMENT PROJECTS APPLICATION UPDATED 12/13/13**  
**[Office Use Only] NO: \_\_\_\_\_**

**I. LEGAL NAME OF APPLICANT AGENCY:**

City of Chula Vista

**II. MAILING ADDRESS:**

276 Fourth Avenue

**CITY:**

Chula Vista

**ZIP CODE:**

91910

**III. CONTACT PERSON**

Stacey Kurz

**TITLE:**

Senior Project Coordinator

**TELEPHONE:**

619-585-5609

**E-MAIL:**

skurz@ci.chula-vista.ca.us

**SECONDARY CONTACT:**

Jose Dorado

**TITLE:**

Project Coordinator II

**TELEPHONE:**

619-476-5375

**E-MAIL:**

jdorado@ci.chula-vista.ca.us

**IV. IF SUBMITTING MULTIPLE APPLICATIONS, APPLICATION PRIORITY NUMBER:**

**V. TYPE OF AGENCY:**

501(c)3 Non-Profit

Government/Public Agency

For-Profit

Other (specify): \_\_\_\_\_

**VI. AGENCY DESCRIPTION:**

Faith Based Organization:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date of Incorporation:	1911
Agency Tax ID Number:	95-6000690
Agency DUNS Number:	078-276551
No. of Paid Staff:	4
No. of Volunteers:	N/A

**Provide the Agency's Mission Statement:**

It is the priority goal of the City to provide a full range of housing opportunities, conveniently located in suitable living environments, to all its citizens.

**VII. PROPOSED PROJECT TITLE:**

Community Housing Improvement Program (CHIP)

**VIII. PROJECT ADDRESS/ADDRESSES:**

	<b>ZIP CODE:</b>	<b>CENSUS TRACT:</b>
Single Family Homes-Northwest Chula Vista (West of I-805)	91910	LMMA within 91910
Single Family Homes- Southwest Chula Vista (West of I-805)	91911	LMMA within 91911
Citywide Mobile Home Parks	All Zip Codes	All Census Tracts

**IX. FY 2014-15 CDBG FUNDING REQUEST:**

<b>Minimum Funding Request to Implement and Complete the Project:</b>	\$ 231,500
<b>Amount of Other Funds Secured* for the Project:</b>	\$
<b>Total Cost to Complete the Project:</b>	\$ 231,500

\*Secured means awarded at the time of application submittal.

<b>Has this project received CDBG funding in prior years?</b> (if Yes, answer below)	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>a) List the applicable Fiscal Years:</b>	2012
<b>b) Have all prior year funded project activities been completed?</b>	<input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>
<b>c) If not, what is the scheduled date of completion?</b>	February 2015

**X. CDBG ELIGIBLE ACTIVITY CATEGORY FOR PROJECT [Must select only ONE option.]**

<input type="checkbox"/> Acquisition [24 CFR 570.201(a)]	<input type="checkbox"/> Clearance [24 CFR 570.201(d)]
<input type="checkbox"/> Disposition [24 CFR 570.201(b)]	<input checked="" type="checkbox"/> Rehabilitation and Preservation [24 CFR 570.202]
<input type="checkbox"/> Public Facilities/Improvements [24 CFR 570.201(c)]	<input type="checkbox"/> Minor Residential Rehabilitation [24 CFR 570.202(b)]

**XI. PROJECT DESCRIPTION**

Provide a description of the proposed project. Include an explanation of how the proposed project meets the criteria of the Eligible Activity selected. Indicate whether subcontractors and/or volunteers will be utilized to perform project activities.

CHIP has been an approved/funded program in the City of Chula Vista since the 1970's. The purpose and objectives of the CHIP Loan Program is to: eliminate health and safety hazards, remove blight, enhance the quality of the affordable housing stock, enhance overall neighborhood quality, and provide low-income residents with an affordable loan option to implement needed repairs to their homes, in adherence with the CHIP Program Manual. The day-to-day administration of the program will be conducted by City staff.

**XII. PROJECT FEE STRUCTURE**

Indicate whether or not fees will be charged for any services delivered in conjunction with this project for which CDBG funds are being requested. If fees are charged, describe the fee structure.

N/A

**XIII. PROJECT BENEFIT**

To be eligible for CDBG funding from the City, the project must meet the following National Objective:  
**Benefits low/moderate (L/M) income persons.**

In order to qualify as benefiting low- or moderate income persons, an activity must fall into **one of the categories below**. Please check the applicable box for your project.

1.  **Area Benefit** – At least 51% of the residents within the targeted activity area are L/M income persons.
2.  **Limited Clientele** – To qualify under this subcategory, a limited clientele activity must meet one of the following tests. Please check the appropriate box.
  - a.  Clientele must be one of the following groups (please check which group best describes your clients):

<input type="checkbox"/> abused children	<input type="checkbox"/> illiterate adults
<input type="checkbox"/> elderly persons	<input type="checkbox"/> persons living with AIDS
<input type="checkbox"/> battered spouses	<input type="checkbox"/> migrant farm workers
<input type="checkbox"/> severely disabled persons	<input type="checkbox"/> homeless persons

*(use census population report definition)*
  - b.  At least 51% of the clientele served must be L/M persons
  - c.  The activity must be of such nature and a location that it may be reasonably concluded that the clientele will be L/M income persons

- d.  The activity must serve to remove material or architectural barriers to the mobility or accessibility of elderly persons or of severely disabled adults
- 3.  **Housing** – The activity must result in housing that will be occupied by L/M income persons upon completion. The housing can be either owner- or renter-occupied and can be either one family or multi-unit structures. Rental housing must be occupied at affordable rents.

**XIV. TARGET POPULATION**

Provide a description of the target population and/or target area/neighborhood boundaries to be served. Indicate whether or not the project currently serves the target population and/or target area/neighborhood boundaries described.

All households in the qualifying area that are owner occupied for a minimum of one year (including mobilehome owners) and are below 80% area median income are eligible.

Total number of <u>unduplicated</u> clients/households to be served as a result of the proposed project:	12
a) Of this, total number of unduplicated low/moderate-income clients/households to be served:	12
b) Percentage of unduplicated low/moderate-income clients/households to be served:	100%

Method of data collection to track client demographics (i.e. family size, race, ethnicity, income levels, City residency, etc.) and/or neighborhood boundaries served.

Use of Computer Software:  Manual Collection:  Other:

**XV. CONSOLIDATED PLAN GOALS**

The funding priorities for this application process will be based on the City’s approved Five-Year Consolidated Plan and will be prioritized by the City Council annually. The Consolidated Plan outlines a coordinated strategy to guide the City’s efforts to address housing and community/economic development needs for the next five years. A citizen outreach effort was conducted to determine the needs and priorities of the City of Chula Vista. The following are the Consolidated Plan goals that can be addressed with the CDBG funds being made available through this application process for Development/Capital Improvement Projects:

- Infrastructure Improvements in low and moderate income neighborhoods.
- Improve the condition of the City’s housing stock and facilities that serve special needs populations.
- Community Facilities.

Explain how the proposed project addresses goal selected. Include any supporting statistics or other factual information related to supporting the importance of addressing the need, including any increases and/or improvement to services or facilities/housing provided.

The rehabilitation of existing aging housing stock help to eliminate blight and health and safety issues in an effort to preserve housing stock in the older LMMA areas of the City. A large portion of those served are elderly and/or disabled persons.

**XVI. PERFORMANCE OUTCOME MEASURES**

As of 2006, the U.S. Department of Housing and Urban Development (HUD) has instituted required performance measures to gather information about and determine the effectiveness of programs funded with CDBG, ESG, HOME and HOPWA. Information obtained on the local level will be reported by the City to HUD, which will enable HUD to describe performance results as the National Level. HUD’s outcome performance measurement system has three objectives and three outcomes which are listed below.

**A. Select ONE of the following that best fits your project objective:**

<input type="checkbox"/> Suitable Living Environment:	This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) or social issues, such as crime prevention, child care, literacy, or elderly health services. It includes improving the safety and livability of neighborhoods, increasing access to quality facilities and services, and revitalizing deteriorating residential neighborhoods.
<input checked="" type="checkbox"/> Decent Housing	This objective focuses on housing programs possible under CDBG where the purpose of the program is to meet individual, family, or community needs and it does not include programs where housing is an element of a larger effort, since such programs would be more appropriately reported under the Suitable Living Environment objective.
<input type="checkbox"/> Creating/Expanding Economic Opportunity:	This objective applies to the types of activities related to economic development, commercial revitalization or job creation.

**B. Select ONE of the following that best describes the outcome your project will achieve:**

<input checked="" type="checkbox"/> New or Improved Availability/Accessibility:	This outcome applies to activities that make services, infrastructure, public facilities, employment opportunities, housing or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income persons where they live.
<input type="checkbox"/> Affordability	This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing or basic infrastructure hook-ups, or services such as transportation or day care.
<input type="checkbox"/> Sustainability:	This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low/moderate income persons.

**C. Anticipated Project Outcomes:**

Complete the chart below to describe the most significant outcome(s) this project is expected to have on its participants. Copy chart and submit an attached document to describe additional outcomes, if applicable.

<b>Outcomes:</b>	Outcomes are not the activities of the agency, but the benefits for the participants. Outcomes are related to overall project effectiveness. Outcomes are the end result of providing the activity. Describe how participants will benefit and how many are expected to realize this outcome. What will be the benefits for the clients? Focus on outcomes within the agency's control, utilize reasonable available data and have conditions that are well defined and measurable. Examples of outcomes include # affordable housing units rehabbed or # of curb ramps installed.
<b>Major Tasks/Activity:</b>	Outline the major tasks/activities to be conducted by this project (e.g. site preparation, construction/rehab, site inspections, etc.).
<b>Benchmarks/Dates:</b>	List the timeline for anticipated start and completion dates for each major task/activity listed.
<b>Outcome Measurements:</b>	Describe evaluation tools, methods and benchmarks to measure achievement of each outcome. How will you measure the outcomes? How will the project's impact on participants be evaluated?

Outcome #1	
Elimination of health and safety issues in homes through repair and rehabilitation of a minimum of 10 homes.	
Major Tasks/Activity Descriptions Necessary to Realize Outcomes	Benchmarks/Dates
Process applications for up to 12 households that qualify for the program	June 30, 2016
Complete contractor repairs within the fiscal year	June 30, 2016
Outcome Measurements	
Inspections, through code enforcement staff will identify and confirm health and safety issues have been eliminated through the rehabilitation of the home.	

Outcome #2	
Improve neighborhood stability through preservation of owner occupied households and assist persons of low income to improve accessibility and quality of life through improvements.	
Major Tasks/Activity Descriptions Necessary to Realize Outcomes	Benchmarks/Dates
Target areas of need through Title 25 inspections (mobilehomes) and code enforcement activity	June 30, 2016
Assist disabled persons with ADA improvements to home	June 30, 2016
Outcome Measurements	
Through applications and inspections the CHIP Committee will identify those households in need of assistance to rectify Title 25 violations and address accessibility needs.	

**XVII. PROJECT SUSTAINABILITY**

Were cost estimates for the project obtained from construction professionals to ensure appropriate funding levels were determined for feasibility?  Yes  No

CDBG is not a guaranteed funding source. Briefly describe how your project will be sustained should funds not be awarded as requested.

Some funds will be recaptured through CDBG loan repayments, however these will be limited and households served would be drastically reduced from the proposed levels.

**XVIII. PROJECT SITE INFORMATION**

\*CHIP project sites are unknown at this time. A phase I programmatic environmental review is completed at the beginning of the fiscal year and each home receives a project specific environmental review and as necessary lead-based paint inspections/remediation and State historic resource clearances are completed.

City-Owned:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If Yes, City Real Estate Assets Contact Name:	
Age of Building:	Unknown	Original Date of Construction:	Unknown
List Any Known Hazards: (ex. Asbestos, Storage Tanks – underground/above ground)		Designated Historic Landmark:	<input type="checkbox"/>
Does the project result in an expansion of an existing facility? If Yes, specify size:		sq.ft.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the project site located in a designated Redevelopment area?			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Lead Paint Information:**

For building/structures constructed prior to December 31, 1978:	<input type="checkbox"/> N/A
a) Has a lead hazard inspection report been issued for the facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Has facility been abated for lead paint?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Will children occupy the facility? If Yes, age range?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Environmental Information:**

a) Has a Phase I Environmental Assessment been completed for project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b) Is the building/structure located in a Historic Site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c) Is the building/structure located in a Historic District?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d) Is site located in a Flood Zone?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e) Is site located in a Flood Plain?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f) Does agency have flood insurance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g) Will there be demolition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Site Control: Applicants must demonstrate site control has been approved for a minimum of five years after the completion date of the project.**

[If the answer to a) is No, owner/lease agreement must be submitted with this application.]

a) Agency owns property? If Yes, date acquired?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b) Agency leases property? If Yes, lease expiration? <b>NOTE: Owner/lease agreement must be submitted with this application. Expiration date must not be less than 5 years from the scheduled completion date. from the scheduled completion date.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c) Agency has option to purchase? If Yes, lease expiration?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d) Other? Describe:		
e) Is there currently a lien on the property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Zoning** [If zoning is not known , contact City’s Development Services at (619) 446-5000]

a) Project structure type is: <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Public Facility <input type="checkbox"/> Public-Right-of-Way
b) What is the current zoning of the project site? Unknown
d) Is the project site zoned correctly for the proposed activity? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If No, provide an explanation of efforts and timetable to change zoning or obtain a variance.

**Appraisal** (Property acquisition projects only)

a) Has an appraisal been done on the property? Date of appraisal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b) If No, what is the source of the acquisition cost estimate?		

**Relocation**

Does the project require temporary/permanent relocation or moving of occupants? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, this project is subject to The Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA).</i>
If applicable, describe the relocation plans, including timetable, notifications to seller and occupants. List how many of the occupied units are: a) owner-occupied; b) renter-occupied; or c) businesses. Indicate whether temporary and/or permanent displacement is required.

**XIX. ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES**

Federal regulations require that all facilities and/or services assisted with CDBG funds be accessible to the disabled, whenever feasible. Accessibility includes such things as: entrance ramps, parking with universal logo signage, grab bars around commodes and showers, top of toilet seats that meet required height from the floor, drain lines under lavatory sink either wrapped or insulated, space for wheelchair maneuverability, accessible water fountains, access between floors (elevators, ramps, lifts), and other improvements needed to assure full access to funded facilities/programs, including serving the blind and deaf. In addition, compliance with Section 504 requirements is required prior to execution of an Agreement with the City.

Will the completed project meet ADA standards for accessibility by the disabled?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If No, describe accessibility problems and method to address problems, including funding and timetable:		

**XX. EMPLOYMENT AND CLIENT PARTICIPATION**

Do you notify the public that your agency does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age or disabilities in hiring practices or provision of services?

- Yes, currently       No, currently       Willing to adopt practice

**XXI. ORGANIZATIONAL CAPACITY**

- a) Has your agency ever done this type of activity before?       Yes       No

- b) Describe your agency’s experience with CDBG or other Federal grant programs, including the total years of experience and total amount of funding for each CDBG and/or other Federal grant award received:

The City has been an entitlement community for over 30 years. The CHIP program has been existence for approximately the same amount of time, with various funding sources being used throughout the years to carry out activities. Since 2008, the City has exclusively used CDBG funds for the CHIP.
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- c) Describe your agency’s current capacity and staff qualifications in carrying out the proposed activity and ensuring the project is completed as proposed and within the scheduled timeline:

Staff currently consists of a CHIP committee (a code enforcement inspector, housing staff administrator, and a financial analyst). To carry out daily activities a consultant has been under contract for 5 years and a finance processor is on staff.
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- d) Describe your agency’s administrative systems by checking each item that exists within your agency’s organizational structure:

<input checked="" type="checkbox"/> Formal Personnel System – Are written procedures in place? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> Staff Salary Tracking System by Funding Source
<input checked="" type="checkbox"/> Audit System – Are formal written accounting procedures in place? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> Recordkeeping System/Separate Tracking for Each Funding Source
<input checked="" type="checkbox"/> Formal Written Cash Management Practices (Includes Proper Security Measures)
<input checked="" type="checkbox"/> Hard Copy Files and Computer Records Systems with Security and Back-up in Place
<input checked="" type="checkbox"/> Internal Monitoring/Evaluation System
- Are written procedures in place? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
- Are procedures in compliance with Sarbanes-Oxley? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> Client Eligibility Verification
<input checked="" type="checkbox"/> Client Demographic Data Collection and Reporting System
<input checked="" type="checkbox"/> Procurement Policy – Are formal written procedures in place? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> Conflict of Interest Policies
<input checked="" type="checkbox"/> Client Grievance Policies
<input type="checkbox"/> Annual Fundraising/Revenue Generation

e) Describe the financial and program oversight by your agency's Board of Directors.

Not applicable. The CHIP committee oversees the approval and eligibility of all applications.

f) If any gaps exist in your agency's administrative systems, describe what they are and how they will be addressed:

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**XXII. LIST OF FUNDING SOURCES FOR THE PROJECT**

	AMOUNT SECURED	AMOUNT NOT SECURED	% OF TOTAL BUDGET
FY 2014-2015 CDBG Request from City of Chula Vista	\$231,500		100%

**List Other Sources Below:**

CDBG Funds Awarded From Prior Fiscal Years			
Section 108 Loan Guarantee	\$0	\$0	\$0
HOME	\$0	\$0	\$0
ESG	\$0	\$0	\$0
HOPWA	\$0	\$0	\$0
CDBG-R	\$0	\$0	\$0
Other Federal Stimulus Funds	\$0	\$0	\$0
Other Federal Funds	\$0	\$0	\$0
State/Local Funds	\$0	\$0	\$0
Private Funds	\$0	\$0	\$0
Agency Funds	\$0	\$0	\$0
<b>TOTAL PROJECT FUNDING SECURED FOR PROJECT</b>	<b>\$231,500</b>		<b>100%</b>

**XXIII. FY 2014-2015 COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT BUDGET**

List the expenses that will be applied to only the CDBG-funded portion of the project's total budget, along with an explanation of how each expense is related to project delivery. Ensure that the budget reflects compliance with prevailing wages requirements. (Total budget amount should match Page 2, Section IX, Minimum Funding Request amount.) In the justification section, also indicate the percentage of total cost of each line item that is budgeted under this application process. **NOTE: This proposed budget may be subject to change at the direction of the CDBG Program Office based on eligibility.**

LINE ITEM/TYPE	AMOUNT	JUSTIFICATION
Real Property Acquisition	N/A	
Demolition	N/A	

Relocation	N/A	
Lead-Based Paint Assessment/Abatement	N/A	
Construction Management	N/A	
Construction/Renovation	N/A	
Consultant/Professional Services	N/A	Daily administration provided under contract by B Adair Consulting
Project Management Services (not to exceed 10% of the total amount requested)	N/A	
Other: Staff Administration & Inspections	\$30,000	CHIP staffing to review application, conduct Code Enforcement Pre-and Post-inspections, Loan Servicing, and provide oversight of program
Other: Loans for Rehabilitation	\$201,500	Deferred and forgivable loans
Other:		
Other:		
\$231,500	<b>PROJECT BUDGET (TOTAL AMOUNT OF PROPOSED CDBG-FUNDED PORTION)</b>	

**B. AGENCY FINANCIAL SYSTEM**

1) <input type="checkbox"/> Cash Basis or <input type="checkbox"/> Accrual Basis.	2) Define Fiscal Year Term: From:		To:	
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**CITY OF CHULA VISTA  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM  
FY 2014-15 CDBG APPLICATION – UPDATED 12/13/13  
DEVELOPMENT/CAPITAL IMPROVEMENT PROJECTS**

## **XXII. CERTIFICATION OF APPLICATION**

### **The undersigned acknowledges the following:**

1. That, to the best knowledge and belief, all factual information provided is true and correct and all estimates are reasonable. This application and all attachments are complete and accurate.
2. That, to the best knowledge and belief, all factual information provided is true and correct and all estimates are reasonable. This application and all attachments are complete and accurate.
3. That submittal of an application for this project is not a guarantee of funding from the City of Chula Vista.
4. That the proposed project described in this application meets the following National Objective: Benefits low- or moderate (L/M) income persons, governing the use of CDBG funds.
5. That all CDBG-funded activities shall be within the City of Chula Vista and benefit only City of Chula Vista residents.
6. That no revised applications may be made in connection with this application once the deadline for applications has passed, unless revisions and/or additional documentation are mandated by CDBG Program during their application review process.
7. That, if the project is funded, the City of Chula Vista reserves the right to reduce and/or cancel the allocation if federal entitlements are canceled, reduced, or rescinded.
8. That, if the project is funded, a written agreement that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements, circumstances that would trigger grant suspensions and terminations, and reversions of assets would be required between the applicant and the City of Chula Vista.
9. That, if the project is funded, the applicant shall comply with all federal and City policies and requirements, City procedures must be followed, as applicable to the CDBG Program.
10. That, if the project is funded, the applicant understands that HUD release of FY 2014-15 CDBG funds must be obtained by the City prior to the obligation of funds (execution of a written agreement/Memorandum of Understanding).
11. That, if the project is funded, the City will perform a National Environmental Policy Act (NEPA) review prior to the obligation of funds (execution of a written agreement/Memorandum of Understanding).
12. That if the project is a facility, the applicant shall ensure the facility is maintained and operated for its approved use throughout its economic life, with a minimum period of five years from completion of the project, should the project be funded.
13. That a project's FY 2011-12 funding does not guarantee its continuation in the City's subsequent action plans.
14. That proof of required insurance coverage will be submitted to the City prior to the execution of a written agreement. Applicant understands that the execution of a written agreement will be delayed until proof of required insurance is submitted to the City.
15. That written signatory authority from the applicant's governing body indicating who can execute written agreements/contracts and amendments on its behalf has been included with this application packet.
16. That, if the project is funded, sufficient funds are available from non-CDBG sources to complete the project as described.
17. That, if the project is funded, the proposed activities (project tasks/activities) listed in this application may be implemented without delay upon the execution of a written agreement between the City of Chula Vista and the applicant.
18. That the proposed funding requested represents the amount needed to complete the project within 18 months from the date of the allocation. The applicant understands that phased (or installment) funding requests are prohibited for this application.
19. That the applicant understands that all CDBG funds allocated to projects must be expended within 18 months from the date of the allocation, or such funds are subject to being reprogrammed by the City Council.
20. That the applicant is fully capable of fulfilling its obligation under this application.
21. That, if the project is funded, the applicant understands that CDBG funds are provided on a reimbursement basis and that required reports and supporting documentation must be reviewed and accepted by assigned Project Managers prior to approval of payment to the applicant.
22. That, if the project is funded, all required federal and City certifications and assurances will be adhered to.
23. That the applicant shall not use CDBG funds for grant writing, fundraising or lobbying per OMB Circular A-87.
24. That the applicant possesses the legal authority to apply for CDBG funds and to implement the proposed project.

- 25. That the applicant does not have any unresolved audit findings for prior CDBG and/or other federal-funded projects.
- 26. That there are no pending lawsuits that have been filed against the applicant.
- 27. That the applicant understands that the City may verify any or all statements contained in this application packet, and that any intentionally false information or omission may disqualify the applicant from consideration for CDBG funding in the current and future years.
- 28. That the applicant understands that, upon submission, this application packet becomes the property of the City of Chula Vista and will not be returned to the applicant in whole or in part.
- 29. That should funding be approved for this proposed project, the applicant understands that they may not submit a request to revise the "project category" change OR "project description" listed in the application. However, the CDBG Program office reserves the right to make revisions to scope of work/scope of services and/or budget line items during contract negotiations in order to improve/enhance the benefit to low/mod clients and communities to be served.
- 30. That the undersigned has reviewed this application packet for completeness and accuracy and have approved the description, performance goals, budget, and other aspects of the described project listed in this application.
- 31. That the governing body of the applicant agency authorizes the submission of this application.

Signature: 

Print Name: Leilani Hines

Title: Housing Manager

Date: 01/06/2015

Agency Name: City of Chula Vista, Housing Division

Project Name: Community Housing Improvement Program (CHIP)



### CDBG Application Summary

**Applicant:** City of Chula Vista Fire Department

**Program/Project:** Fire Equipment

**Project Description:** CDBG funds in the amount of \$218,500 will be used for the purchase of fire equipment for Fire Stations 1 and 5. Equipment includes 28 sets of PPE (Turnouts) for firefighters permanently assigned to Fire Station 1 and 5 (\$68,500) and equipment to outfit a new Fire Engine, stationed at Fire Station 1 (\$150,000)

**Type of Program/Project:** Public Facility Improvement

**Eligibility:** **Matrix Code:** 03O Fire Stations/Equipment **Proposed Number to Serve:** 90,390 residents  
**National Objective:** LMA

**Funding Request:** \$218,500 **Prior Year Funding:** \$0

**Specific Use of Chula Vista Funding:** Equipment **FUNDING RECOMENDED** **\$218,500**

<p style="text-align: center;"><b>CITY OF CHULA VISTA</b>  <b>COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM – CFDA #14.218</b></p> 	<p><b>Census Tract:</b> See Section 2 F Below</p>
	<p><b>Priority No:</b></p>

Date Submitted: 12/22/2014 DUNS #: 078726551

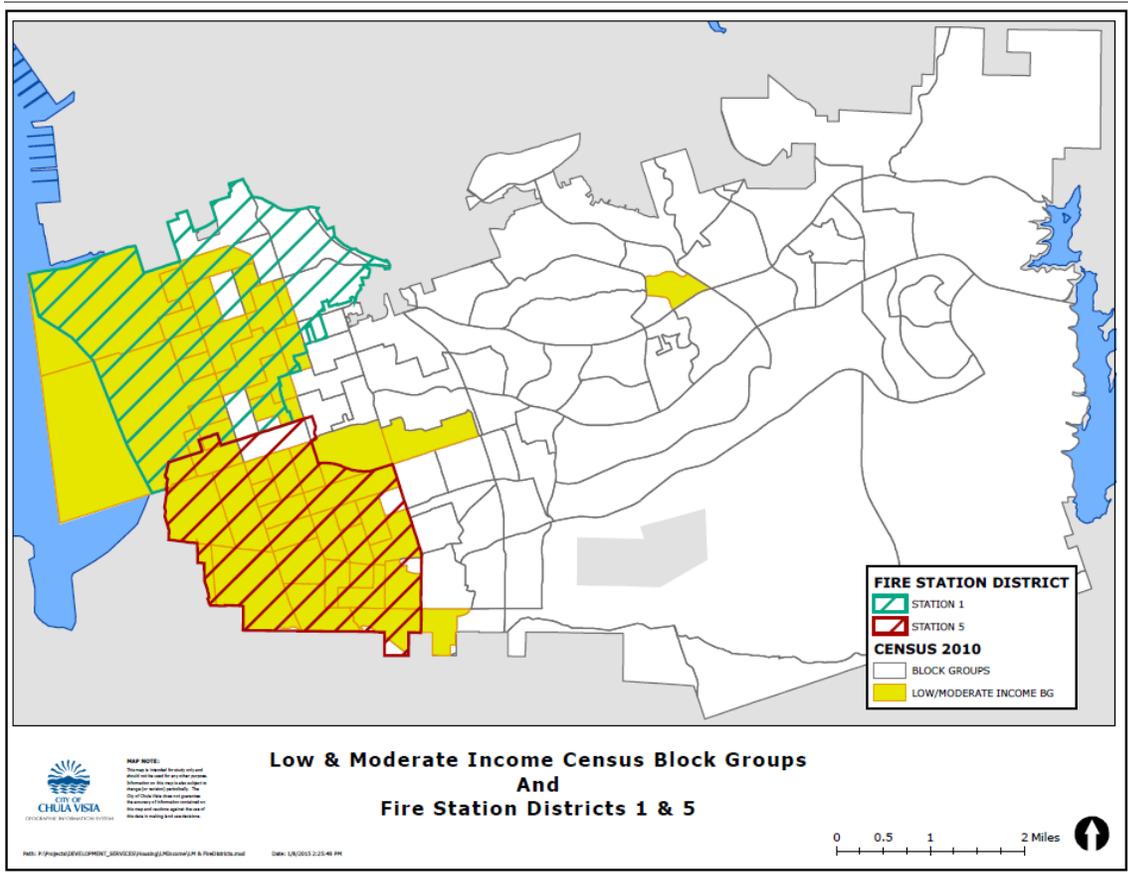
Title of Project: 2014-15 Chula Vista Fire Equipment

1. AGENCY SUBMITTING APPLICATION:

- a. City Department: **Fire Department**
- b. Project Manager: **James Garcia** Telephone Number: **(619) 409-5839**
- c. Contact Person (if different from Project Manager): **Madeline Smith** Tel. Number: **5858**
- d. E-mail Addresses: **msmith@chulavistaca.gov**
- e. **Signature of Authorized Official:** \_\_\_\_\_  \_\_\_\_\_
- f. Name and Title of Authorized Official: **Jim Geering, Fire Chief**

2. PROJECT LOCATION: (Attach map of project site showing the boundaries of the geographic area served.)

- a. Community: Chula Vista, Fire Districts for Fire Station 1 and 5
- b. Street address (include zip code): 447 F Street, Chula Vista, CA 91910 and 391 Oxford Street, CA 91911
- c. Cross streets:
- d. Assessor Parcel Number (where applicable): Not applicable
- e. Thomas Bros. Reference Page: Not applicable
- f. 2010 Census tracts and Census tract block group numbers: *(2010 American Community Survey (ACS)/Census data and guidance from HUD has been received. Eligibility of your proposed project may be significantly impacted due to these HUD updates. Projects previously funded by CDBG may or may not continue to meet HUD eligibility requirements. Please consult with HCD staff during the preparation of your application and prior to submission to ensure your proposed project meets eligibility requirements.)*  
**Fire District 1:** 12302, 12303, 12304, 12401, 12402, 12501, 12502, 12600, 12700, 12800, 13000 (60.73 LMI)  
**Fire District 5:** 10001, 10103, 10107, 13102, 13103, 13104, 13203, 13204, 13205, 13206, 13303, 13307, 13308 (66.49% LMI)



3. **PROJECT DESCRIPTION:** (Provide a clear, detailed description of the project and specifically how the requested CDBG funds would be used. Attach a list of the proposed tasks with associated activities, expected accomplishments of each task, timelines, and information on staff/consultant who would supervise/perform the work.

**CDBG funds in the amount of \$218,500 will be used for the purchase of fire equipment for Fire Stations 1 and 5. Equipment includes 28 sets of PPE (Turnouts) for firefighters permanently assigned to Fire Station 1 and 5 (\$68,500) and equipment to outfit a new Fire Engine, stationed at Fire Station 1 (\$150,000).**

4. **TYPE OF ACTIVITY:**

- |   |   |   |                                       |
|---|---|---|---------------------------------------|
| <input checked="" type="checkbox"/> Public Facilities | <input type="checkbox"/> Economic Development       | <input type="checkbox"/> Rental Housing         | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Infrastructure               | <input type="checkbox"/> Public Service             | <input type="checkbox"/> Owner-Occupied Housing |                                       |
| <input type="checkbox"/> Planning/Administration      | <input type="checkbox"/> Non-homeless Special Needs | <input type="checkbox"/> Homeless/HIV/AIDS      |                                       |

5. **OBJECTIVE:** (Please check only one)

- |                                       |                             |   |
|---------------------------------------|-----------------------------|---|
| <input checked="" type="checkbox"/> 1 | Suitable Living Environment | (Activities that benefit communities/ families/individuals by addressing issues in their living environment)  |
| <input type="checkbox"/> 2            | Decent Housing              | (Housing activities that meet individual family or community needs; should not be used for activities where housing is an element of a larger effort) |
| <input type="checkbox"/> 3            | Economic Opportunity        | (Activities related to economic development, commercial revitalization, and job creation)   |

6. **OUTCOME:** (Please check only one)

- |                                       |                             |   |
|---------------------------------------|-----------------------------|---|
| <input checked="" type="checkbox"/> 1 | Availability/ Accessibility | (Activities that make services, infrastructure, housing, and shelter available and accessible. Note that accessibility does not only refer to physical barriers)  |
| <input type="checkbox"/> 2            | Affordability               | (Activities that provide affordability in a variety of ways. It can include creation or maintenance of affordable housing, basic infrastructure hookups, or services such as transportation or daycare) |
| <input type="checkbox"/> 3            | Sustainability              | (Activities that promote livable or viable communities and neighborhoods by providing services or by reviving slums or blighted areas)  |

7. PROJECT BENEFICIARIES:

- a. Describe the geographic service area or the specific population served, including the estimated number of persons served and other measurable outputs:

**Fire Station 1 and 5 are both located on the West side of the City of Chula Vista in low to moderate income areas. Both Fire Station 1 and 5 were built in the early 1950's and served as the backbone of the Chula Vista Fire Department throughout the growth of the City. Today as in the past, Fire Station 1 and 5 continue to be the two busiest Fire Stations in the City. This is an area comprised of primarily low income families and individuals. A large number of the people we respond to either have no medical insurance and/or limited or no access to medical care.**

**The combination of older homes without Fire Sprinklers, the use of old unmaintained or serviced heating devices, unapproved or permitted additions to structures, and unapproved or non-conventional electrical wiring also contributes to an increase in fire related incidents for these two stations. The statistics indicate that the calls for service in these geographical areas will continue to grow.**

- b. If the proposed project only serves a limited clientele, a certain segment of the population, such as youth, childcare or senior centers, health facilities, ADA improvements, or housing activities/services:

(1) Provide the unduplicated number of people expected to be served annually.

**N/A**

(2) Describe what steps will be taken to document that a minimum of 51% unduplicated low- and moderate-income persons will be served annually. Note: All subrecipients requesting funds for programs working directly or indirectly with homeless populations will be required to participate in the Homeless Management Information System (HMIS) database effort administered by the Regional Task Force on the Homeless.

**The service areas for the proposed project have been designated as low/moderate income census tracts by the 2010 US Census.**

8. SITE INFORMATION: Not Applicable (a – d)

- a. Suitability of site or facility:  
 b. Availability of land/facility: (Indicate if the site has been selected, whether there is site control, and other issues of ownership.)  
 c. Effect on surrounding land use:  
 d. Conformance with General Plan: (For information, call PDS at (619) 615-8289)

9. ENVIRONMENTAL REVIEW STATUS: (Call Angelica Davis at (619) 691-5036 and check appropriate boxes if environmental status is known)

- Exempt CEQA:  
 Exempt NEPA:  
 Environmental Assessment Needed: Underway  Complete   
 Environmental Impact Statement: Underway  Complete

10. CDBG FUNDS REQUESTED: (Specific use of CDBG funds only)

Planning	\$ _____	Inspections	\$ _____
Personnel/Administration	\$ _____	Construction/Installations	\$ _____
Site Acquisition	\$ _____	Consultant Cost	\$ _____
Relocation Assistance	\$ _____	Supplies/Equipment	\$ 218,500
Permits and Fees	\$ _____	Insurance/Legal	\$ _____
Engineering/Designs	\$ _____	Other (_____)	\$ _____
		TOTAL	\$ 218,500

11. STAFF STATEMENT OF PROJECT NEED/OBJECTIVE:

- a. Indicate specific local conditions that warrant funding of the project:

**The Fire Department is in need of Personal Protective Equipment (PPE) know as Turnout Gear for the Firefighters that work at Fire Station 1 and 5. Due to the higher call for service and wear and tear on the Firefighters PPE, many of the Firefighters gear is reaching the end of its serviceable life. The National Fire Protection Association's (NFPA) mandate**

is that this PPE be inspected annually and replace every 10 years. This PPE is critical to Firefighter Safety and Survivability and is required to be able to properly and safely respond to Emergency incidents in this area. The Fire Department has identified \$143,000 in funding for new Turnout Gear (PPE) however the total need is \$211,500 leaving us \$68,500 short. The Fire Department has no additional funding available for this requirement that will support the Firefighters at Station 1 and 5.

The additional funding request is for equipment that will be used to outfit the new Fire Engine to be located at Fire Station #1. Last year, the City entered into a lease/purchase agreement for a new Fire Engine to be placed in service at Fire Station 5. The City also funded and purchased all equipment required to outfit this new apparatus. A second new Fire Engine has been ordered to replacement the Engine currently in use at Fire Station 1. No funding is available to purchase equipment required to outfit this second Fire Engine. The equipment being used on the current Fire Engine at Fire Station 1 will need to remain in place as this Engine will remain in service as a Reserve Fire Engine. This equipment is critical in order to be able to place this new apparatus in service upon arrival.

- b. Describe the relationship of the proposed activity to other similar community facilities/services. (If there are other similar facilities/services in the community, provide a map showing locations):  
N/A

12. PROJECT BUDGET:

- a. Indicate how the requested CDBG funds will be leveraged and identify other sources of funds, including the amounts, for this project. Describe here if the proposal is part of larger project.

The Fire Department will use \$68,500 of the requested CDBG funds to purchase 28 sets of PPE (Turnouts) for firefighters who are in need of turnout replacement and are permanently assigned to Fire Station 1 and 5. These are the personnel that regularly respond to calls for service in the area of those fire stations.

Additionally, the Fire Department requested \$150,000 to outfit a new Fire Engine with equipment. The department purchased a new Pierce Fire Engine to replace an engine that had reached its serviceable life per the NFPA as a frontline Fire Engine. The replacement Fire Engine will be received at the end of June 2015 and will require to be outfitted with fire equipment before it is put into service. The cost to outfit the engine is \$150,000, which includes all equipment. This engine will be placed in Fire Station #1.

- b. Specify the status of other funding sources and include dates: application submitted, decision pending on requested funds, or funds committed.

N/A

13. PROJECT COST ESTIMATE:

a.	CDBG Funds Previously Allocated To This Project:	\$ 0
b.	Current Proposal:	
	(1) CDBG Project Request	\$ 218,500
	(2) Other Funds Allocated to Project for spending in (list sources):	
	Other Federal (Specify Source):	\$
	Other State/Local (Specify Source):	\$
	<u>Current Proposal Total</u>	<u>\$ 218,500</u>

14. PRELIMINARY SCHEDULE: (For CDBG Fund Requests Only)

<u>Task</u>	<u>Completion Date</u>
Environmental Review	<u>N/A</u>
Contract Award	<u><b>February 2015</b></u>
Site Acquisition	<u>N/A</u>
Engineering/Design	<u>N/A</u>
Consultant Services	<u>N/A</u>
Relocation Assistance	<u>N/A</u>
Construction/Installation	<u>N/A</u>
Other: <u>Purchase PPE and Equipment</u>	<u><b>February 2015</b></u>
Other: <u>PPE and Equipment Received/Paid</u>	<u><b>May 2015</b></u>

Estimated Date of Completion (assuming July 2015 Release of Funds) \_\_\_\_\_

15. PROJECTED CDBG EXPENDITURES IN FY 2014-15

1 <sup>st</sup> Quarter	_____
2 <sup>nd</sup> Quarter	_____
3 <sup>rd</sup> Quarter	<u><b>\$218,500</b></u>
4 <sup>th</sup> Quarter	_____

16. Will the proposed project meet Americans with Disabilities Act standards for access to persons with disabilities? Explain.

17. Project will be carried out by: (Check one of the following)

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> City Employees      | <input type="checkbox"/> Non-Profit Organization         |
| <input type="checkbox"/> Contractors                    | <input type="checkbox"/> For Profit Organization         |
| <input type="checkbox"/> City Employees and Contractors | <input type="checkbox"/> Faith Based Organization        |
| <input type="checkbox"/> Another Public Agency          | <input type="checkbox"/> Institution of Higher Education |

18. CURRENT ACTIVITIES:

a. Indicate current project status:

**The Fire Department is waiting for approval of funding. Once approved, staff will start the procurement process to purchase the personal protective equipment for the firefighters and the required equipment for the new Fire Engine.**

b. For phased projects, describe the progress on the current phase at time of this application and indicate the expected completion date of the previously funded work:

**N/A**

19. BASIS FOR STAFF RECOMMENDATION:

a. Include specific reasons for your support and indicate why this project is a priority:

**Firefighter SAFETY is the Fire Department's number one priority. In order to keep firefighters safe when they respond to incidents, the department ensures their PPE is up-to-date, maintained, and in compliance with the NFPA standards. The 28 sets of turnouts that will be purchased with this funding are rapidly approaching the end of their serviceable life and will be out of compliance with NFPA standards.**

**Top service to our community is another priority of the Fire Department. Replacing the Fire Engine at Station1 has**

been a difficult challenge due to budgetary constraints. The new Fire Engine will allow the Fire Department to provide improved service, assist with response times, improve firefighter safety, and overall operational efficiency. Once the fire engine is received, it cannot be placed into service without first outfitting it with required fire equipment. This funding will allow the department to fund the purchase of equipment to outfit it and put into service this new Fire Engine as soon as possible.

b. Note any anticipated problems or delays in implementation (e.g., use permits, other agency approvals or contingencies):

We do not anticipate any problems or delays in implementation.

**N/A**

c. Describe the urgency or reasons for funding the project this year:

**Firefighter turnouts have to be replaced by the date they expire per the NFPA. Once turnouts are ordered, it takes the manufacturer approximated 90 days to deliver, during the turnout replacement plan staff created, a list of employees were identified that require new PPE immediately as well as by the end of calendar year 2015 . These turnouts need to be ordered purchased well ahead of their expiration date to allow for manufacturing time and shipping.**

20. CITIZEN OR ADVISORY COMMITTEE RECOMMENDATION: N/A

a. Actions taken and votes received:

b. Input received from citizens: (Attach letters received from public.) If applicable

21. NATIONAL OBJECTIVE:

Any real property acquired or improved in whole or in part with CDBG funds in excess of \$25,000 shall be used to meet one of the national objectives. Cities are required to meet the national objective until five years after expiration of the contract or MOU. City Departments are required to meet the national objective until five years after HUD closeout of the City's CDBG grant program. Describe how your agency will comply with this HUD requirement:

**Benefit low/moderate income persons (24 CFR 570.208).**