

City of Seaside CDBG 2018-2020 Community-Based Organization Application Application Instructions

GENERAL INFORMATION

The City of Seaside is soliciting applications for its anticipated 2018-2020 Community Development Block Grant (CDBG) funds. Eligible organizations are limited to nonprofits and local government entities. Funds awarded will be available after July 1, 2018, with the complete expenditure of awarded funds for FY 2018-2019 expected by June 30, 2019. Please see the *2018-2020 Notice of Funding Availability* for important information. The City of Seaside adopted a resolution on May 7, 2015 adopting a two year cycle for subrecipient applications. Applications received will be considered for the 2018-2019 and 2019-2020 funding.

Applications must be received with all required materials by January 12, 2018 at 5:00 p.m.

All parts of the application and the required attachments must be submitted by the deadline. Applications must use the required forms and include all required attachments. Hand-written applications will *not* be accepted.

Only applications submitted for *eligible* activities in accordance with the required format (see attached forms and instructions) will be considered for funding. If you are considering submitting an application for funding and have not previously received CDBG funding, please contact City staff for assistance in determining activity eligibility.

2018-2019 FUNDING

The City is anticipating that it will receive a 2018-2019 CDBG award of approximately \$360,000. The City also expects to have received \$103,000 in program income during the 2017-2018 program year and will do so again in 2018-2019. Annual allocations of CDBG funds are made by the federal government after the federal budget is approved. The actual amount of funding available under this application will be revised once the City receives an award notification from US Department of Housing and Urban Development (HUD). For planning purposes, the funding is expected to be similar for 2019-2020.

Please note that 20 percent of the annual funds will be allocated to program administration, and only 15 percent of the annual award plus the prior year's program income is allowed to be available for public services. After program administration, the City is anticipating a total of \$370,400 will be available under this application, and \$69,450 of that will be available for public service programs.

Estimated 2018-2019 award		\$ 360,000.00
<u>Anticipated 2017-2018 income</u>		<u>103,000.00</u>
Total new funding		463,000.00
Program administration	20.0%	\$ (92,600.00)
Total available to allocate		370,400.00
Estimated 2018-2018 award		\$ 360,000.00
<u>Anticipated 2017-2018 income</u>		<u>103,000.00</u>
Total public services cap basis		463,000.00
Anticipated 2018-2019 public service	15.0%	69,450.00

ELIGIBLE ACTIVITIES

CDBG may be used for a number of activity types. This application is for nonprofit organizations and public agencies to provide public services or make improvements to public facilities. All funded activities must primarily benefit low- and moderate-income persons.

New applicants and applicants considering new programs or project should contact City staff to determine the eligibility of their activity.

APPLICATION SUBMISSION

Applications must be completed and printed using the form documents provided. You may handwrite your answers on the form. If you have any trouble opening or filling out the application, please contact City staff. Applications must be complete, so please check that all questions are answered. Applications may be submitted in hard copy or electronically.

If you are submitting electronically :

- You can submit a flash drive to Sharon Mikesell at City Hall ([PLEASE be sure to ask for a receipt for your records](#)). [Do NOT email your application.](#)
- Print, sign, and scan the Application Summary Form and the Board Authorization letter (see I. General Forms on the Application Checklist).
- Scan all required attachments.
- Scanned attachments must be submitted as PDF files.

If you are submitting a hard copy:

- Submit one printed original and one copy of all required attachments.
- Please do not bind or staple your application. Paper clips and loose leaf (three-ring) binders are acceptable.
- Please make use of dividers to separate sections and attachments.
- Deliver your application to the attention of Sharon Mikesell at City Hall, 440 Harcourt Avenue, Seaside, CA 93955.

All materials (printed or electronic) must be received by January 12, 2018 at 5:00 p.m.

DUNS Number Requirement

HUD requires that CDBG subrecipients provide their Federal Tax ID number and their Data Universal Numbering System (DUNS) number. The DUNS number is a unique nine-digit identification number provided by the commercial company Dun & Bradstreet. If you have a DUNS number, please include it in your application. **If you do not have a DUNS number at the time of application, you will need to obtain one and provide it as a condition of receiving funding.** You can wait to confirm whether you have been awarded funding to obtain the DUNS number. Please be aware that you must have a different nine-digit DUNS for each physical location or different address in your entity as well as each legal division that may be co-located.

TIME FRAME

Please see the Notice of Funding Availability (NOFA) for important dates in the application and award process.

APPLICATION REVIEW PROCESS

The review process for proposals consists of review by CDBG staff, recommendations by the Community Development Advisory Committee (CDAC), consideration by City Council, a 30-day public comment period for the Annual Action Plan, City Council approval, and HUD review and approval.

1. Staff review – Proposals will be reviewed for completeness and then evaluated against applicable HUD regulations, the City's Consolidated Plan, City Council goals and objectives, and other related City policy (e.g., General Plan). Applications are evaluated and scored based on applicant experience, project readiness and feasibility, leveraging of other funds and track record, and likelihood for timely use of HUD funds.
2. CDAC review – The committee will review the evaluation and scoring by CDBG staff. The committee will make funding recommendations. Committee recommendations will be forwarded to the City Council for consideration.
3. The City Council will consider the draft Annual Action Plan and hold public hearings to receive public comment. (Notices will be published in the *Monterey County Weekly*.) The City Council will provide direction to staff regarding the draft Action Plan.
4. The City Council will approve the final Action Plan by resolution and direct staff to submit the plan to HUD no later than May 15, 2018, or as otherwise directed by HUD.

APPLICATION REVIEW CRITERIA

Proposed activities will be evaluated on the following criteria:

- **Benefit to Low- and Moderate-Income Persons** - Activities providing a clear benefit to at least 51 percent very low, low- and moderate-income persons or households will be ranked higher than those that do not. Please refer to the attached information regarding these income categories in Monterey County.
- **Priority Services and Populations** - Applications that address the priority needs or serve the priority populations identified by the CDAC will be ranked higher than those that do not.
 - On October 18, 2017, the CDAC determined the top priorities obtained from September 20, 2017 community needs session:
 1. Crime Prevention (most top priority votes)
 2. Youth Services
 3. Youth Centers
 4. (tie)Emergency repairs to homes (most overall votes)
 - 4 (tie)Employment Training
 - 4 (tie)Homeless Facilities
 - 5 (tie)Fair Housing
 - 5 (tie)Streets and Sidewalks
 - New housing (most second priority votes)
- 6 **Activity Need and Justification** - Proposed activities will be evaluated on their ability to address the need identified in the application.
- 7 **Readiness to Proceed** - Project will be evaluated for feasibility of implementation, overall and within the allotted time frame.
- 8 **Cost Reasonableness and Effectiveness** - Budgets will be reviewed to determine completeness and reasonableness of all costs related to the request for CDBG funding, as well as cost against benefit. All budgets should factor in the most recent cost estimates available.
- 9 **Activity Management and Implementation** - Applicants must demonstrate the ability to carry out the proposed activities. Each applicant will be evaluated on experience, administrative capacity, and financial management. For organizations which have previously received CDBG funding, performance in prior years will be considered.
- 10 **Experience** - The City will evaluate the applicant's experience implementing similar programs or projects.
- 11 **Past Performance** - For grantees receiving funds from the City in the past five years, the City will evaluate timely expenditure of funds, record of report submission, and progress in meeting identified goals. Applicants who have not received City grants in the previous five years will be awarded all points in this category.
- 12 **Matching Contributions** - Consideration will be given to the amount of non-CDBG funds committed to the project. The greater the financial support or leveraging from local and other sources, the greater the potential impact that CDBG funds will have on meeting local community needs.



FY 2017 INCOME LIMITS DOCUMENTATION SYSTEM

HUD.gov [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

FY 2017 Income Limits Summary

FY 2017 Income Limit Area	Median Income <input type="button" value="Explanation"/>	FY 2017 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Monterey County	\$63,100	Very Low (50%) Income Limits (\$) <input type="button" value="Explanation"/>	28,500	32,600	36,650	40,700	44,000	47,250	50,500	53,750
		Extremely Low Income Limits (\$)* <input type="button" value="Explanation"/>	17,100	19,550	22,000	24,600	28,780	32,960	37,140	41,320
		Low (80%) Income Limits (\$) <input type="button" value="Explanation"/>	45,600	52,100	58,600	65,100	70,350	75,550	80,750	85,950

Selecting any of the buttons labeled "Explanation" will display detailed calculation steps for each of the various parameters.

* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as [established by the Department of Health and Human Services \(HHS\)](#), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

Income Limit areas are based on FY 2017 Fair Market Rent (FMR) areas. For information on FMRs, please see our associated FY 2017 [Fair Market Rent documentation system](#).

For last year's Median Family Income and Income Limits, please see here:

Select a different county or county equivalent in California:

▲



FY 2017 INCOME LIMITS DOCUMENTATION SYSTEM

[HUD.gov](#) [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

FY 2017 Very Low-Income (50%) Income Limits Calculation

The Income Limits explained on this page are not for use with Multifamily Tax Subsidy Projects (IRC section 42 and 142 projects). Users interested in these programs should visit the [FY2017 Multifamily Tax Subsidy Project Documentation System](#).

The 4-person Very Low-Income Limit (VLIL) is based on 50% of the median family income estimated for **Monterey County, California**. For a discussion of the estimated median family income please [read here](#).

Once the median family income is estimated and a preliminary 4-person Very Low-Income Limit is calculated (as 50% of median family income) a series of comparisons required by statute are made:

- 1. High Housing Cost Adjustment:** The 4-Person VLIL is increased if it would otherwise be less than the amount at which 35 percent of it equals 85 percent of the annualized two-bedroom Section 8 40th percentile FMR (this adjusts income limits upward for areas where rental housing costs are unusually high in relation to median income);
- 2. Low Housing Cost Adjustment:** If the 4-Person VLIL exceeds 80% of the U.S. median family income, and the two bedroom 40th percentile fair market rent is affordable (less than or equal to 30% of the preliminary VLIL), the VLIL will be reduced to the greater of 80% of U.S. median family income or the amount at which 30 percent of it equals the two-bedroom 40th percentile FMR (this adjusts income limits downward for areas of unusually high median family incomes);
- 3. State Non-Metro Median Family Income Adjustment:** The 4-Person VLIL is also adjusted if it would otherwise be lower than 50% of the State Non-Metro Median Family Income.
- 4. Ceilings and floors for changes:** In lieu of holding income limits harmless, HUD does not allow Income Limits to decrease more than 5 percent or increase more than 7 percent .

ROUNDING NOTE: The 4-person income limit is rounded to the nearest \$50 in the case that ceiling or floor adjustments are applied. This is done in order to make it easier for those wishing to replicate HUD's calculations. The rounded 4-person income limit is used to calculate other family size income limits.

4-Person Very Low-Income Limit Calculation for Monterey County, CA

The estimated FY2017 Median Family Income and preliminary 4-Person Very Low-Income Limit for Monterey County, California are:

Area	FY 2017 Estimate of Median Family Income	Preliminary 4-Person Very Low-Income Limit
Monterey County, CA	\$63,100	\$31,550

1. The High Housing Cost adjustment calculations follow:

2BR 40 th percentile FMR	85% of Annualized 2BR FMR	35% of Preliminary 4P VLIL	Comparison	High Housing Cost Adjustment
\$1,417	\$14,453	\$11,043	Is \$11,043 < \$14,453? Yes	Yes 4 Person VLIL = 85%*Annualized FMR / 35% = \$41,300

2. The Low Housing Cost adjustment calculations follow: As can be seen from the item above, Monterey County, CA, has a High Housing Cost Adjustment. Therefore a low housing cost comparison is not made.

3. State non-metro Median Family Income Adjustment:

50 Percent of State Non-Metro Median Family Income	Comparison	State Median Family Income Adjustment
\$59,900 * 0.5 = \$29,950	Is \$41,300 < \$29,950? No	No 4 Person VLIL = \$41,300

4. Ceilings and floor adjustment — Only the 4 person limit is shown here, although the ceilings and floors are applied to limits of all family sizes:

FY2016 4 Person VLIL	Change	Comparison	Final FY2017 4 Person VLIL
\$38,050	\$41,300 / \$38,050 - 1 = 0.085	Is 0.085 < -0.05 or > .07? Yes	ROUND(\$38,050 * 1.07) = \$40,700

Once the final 4-person income limit has been established, calculation of income limits for other family sizes is straight-forward. The 1-person family income limit is 70% of the 4-person income limit. The 2-person family income limit is 80% of the 4-person income limit, the 3-person family income limit is 90% of the 4-person income limit, the 5-person income limit is 108% of the 4-person income limit, the 6-person family income limit is 116% of the 4-person income limit, the 7-person family income limit is 124% of the 4-person income limit, and the 8-person family income limit is 132% of the 4-person income limit. For family sizes larger than 8 persons, the income limit can be calculated by adding an additional eight (8) percent per person to the next lower limit. For example a 9-person family income limit is 140% (132% + 8%), and so on. The resulting low-income limit calculation for other family sizes are then rounded up to the nearest \$50. Rounding up ensures that the income limit does not exceed the 5% decrease threshold.

Because HUD no longer enforces the Hold Harmless Policy from past years, HUD determined that allowing income limits to rise or fall precipitously was not in the best interests of managing the section 8 housing choice voucher program. For FY2017, the maximum change that can be experienced in any area in one year is 5 percent.

The table below depicts the unrestricted income limits for FY2017, the limits allowed under HUD's floor and ceiling, and the final FY2017 Income Limits.

FY 2017 Income Limit Change Comparison								
Monterey County, CA								
Income Limit Information	1- Person	2- Person	3- Person	4- Person	5- Person	6- Person	7- Person	8- Person
FY 2017 Prelim VLIL	\$28,900	\$33,050	\$37,150	\$41,300	\$44,600	\$47,900	\$51,200	\$54,500
FY 2016 VLIL	\$26,650	\$30,450	\$34,250	\$38,050	\$41,100	\$44,150	\$47,200	\$50,250
Maximum Change (7.0%) from FY 2016 Final VLIL	\$28,500	\$32,600	\$36,650	\$40,700	\$44,000	\$47,250	\$50,500	\$53,750
Cap Required?	Yes							
FY 2017 FINAL VLIL	\$28,500	\$32,600	\$36,650	\$40,700	\$44,000	\$47,250	\$50,500	\$53,750

Very Low-Income Limit Calculation For Families With More Than 8 People

Contiguous

United States	\$12,060	\$16,240	\$20,420	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320
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3. If the poverty guideline is higher, that value is chosen.

Poverty Guideline Adjusted Extremely Low-Income Limits								
Table (c)								
Maximum of Table (a) and Table (b)								
Area	1- person	2- person	3- person	4- person	5- person	6- person	7- person	8- person
Monterey County, CA	\$17,100	\$19,550	\$22,000	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320

4. The poverty guideline adjusted Extremely Low Income Limits are checked to ensure they are not greater than the Very Low Income Limits (50% Income Limits).

Very Low (50%) Income Limits								
Table (d)								
Area	1- person	2- person	3- person	4- person	5- person	6- person	7- person	8- person
Monterey County, CA	\$28,500	\$32,600	\$36,650	\$40,700	\$44,000	\$47,250	\$50,500	\$53,750

Final Extremely Low-Income Limits								
Minimum of Table (c) and Table (d)								
Area	1- person	2- person	3- person	4- person	5- person	6- person	7- person	8- person
Monterey County, CA	\$17,100	\$19,550	\$22,000	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320

Calculator For Determining Extremely Low Income Limits For Families With More Than 8 People

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FY 2017 INCOME LIMITS DOCUMENTATION SYSTEM

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FY 2017 Low-Income Income Limits Calculation

In general, most 4-person low-income limits are the higher of 80 percent of the area median family income or 80 percent of the State non-metropolitan median family level. However, calculating low-income limits as 80 percent of the area median family income may produce anomalies inconsistent with statutory intent because the very low-income limits are not always based on 50 percent of the median(e.g., very-low income limits could be higher than low-income limits).

The calculation normally used, therefore, is to set the 4-person low-income limit at 1.6 (i.e. 80%/50%) times the relevant 4-person very low income limit. The only exception is that the resulting income limit may not exceed the U.S. median family income level (\$68,000 for FY 2017) except when justified by high housing costs. Use of very low-income limits as a starting point for calculating other income limits tied to Section (3)(b)(2) of the U.S. Housing Act of 1937 has the effect of adjusting low-income limits in areas where the very low-income limits have been adjusted because of unusually high or low housing-cost-to-income relationships.

1. The first step of calculating low-income limits is to establish the preliminary 4-person income limit. This is derived by multiplying the 4-person very low-income limit by 1.6 (80%/50%) and rounding the product to the nearest 50.

Area	4-Person Very Low-Income Limit	Preliminary 4-Person Low-Income Limit
Monterey County, CA	\$40,700	\$65,100

2. Next, a comparison is made to ensure that the preliminary 4-Person low-income limit is not greater than the U.S. median family income level:

Area	US Median Family Income	Comparison	Result
Monterey County, CA	\$68,000	Is \$65,100 > \$68,000? No	No Adjustment 4 Person LIL = \$65,100

3. Next, a check is made to see if the area qualifies as a high housing cost area. This is similar to the high housing cost adjustment made for very low-income limits. An area's income limit is

adjusted due to high housing costs if 85% of the area's annual 2 bedroom FMR is greater than 35% of the US median income. As we are deriving the low-income limit, the 85% of the annual 2-BR FMR is augmented by 1.6:

Area	2BR FMR	Annual 2BR FMR	Annual 2BR FMR* 1.6*85%	35% of US Median Income	Comparison	Result
Monterey County, CA	\$1,417	\$17,004	\$23,125	\$23,800	Is \$23,125 > \$23,800? No	No Adjustment 4-Person LIL = \$65,100

4. Subsequent to the comparisons above, low-income limits are calculated for each person size family between 1 and 8 persons. As is done with the very low-income limits, the 1-person limit is calculated by multiplying the 4-person limit by 70%, the 2-person is obtained by multiplying the 4-person limit by 80%, the 3-person by multiplying the 4-person by 90%, the 5-person by multiplying the 4-person by 108%, the 6-person by multiplying the 4-person limit by 116%, the 7-person by multiplying the 4-person limit by 124%, and the 8-person by multiplying the 4-person limit by 132%. The low-income limits for these family size are then rounded up to the nearest \$50.

Monterey County, CA								
Income Limit	1- person	2- person	3- person	4- person	5- person	6- person	7- person	8- person
FY2017 Low-Income Limits	\$45,600	\$52,100	\$58,600	\$65,100	\$70,350	\$75,550	\$80,750	\$85,950

Low-Income Limit Calculation For Families With More Than 8 People

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Median Family Income Calculation Methodology

Estimates of median family income for metropolitan and non-metropolitan areas are developed as follows:

1. The U.S. Census Bureau's 2010-2014 ACS median family income estimates are used as a basis for calculating HUD's FY2017 MFIs. In areas where the margin of error is more than half of the 2014 5-year ACS itself, the state non-metro estimate of median family income is used.
2. In areas where there is a 2014 1-year ACS estimate of median family income that exceeds its margin of error, the 1-year ACS estimate becomes the basis for median family income.
3. Once the appropriate 2014 ACS data has been selected, an inflation factor based on the CBO forecast of the national CPI is calculated to inflate the estimate from mid-2012 to April, 2017 (or mid FY2017).

Monterey County, has published local area 1-year 2014 ACS Survey results.

MFI Step by Step Calculation for Monterey County

1. The following are the 2014 American Community Survey 5-year median income estimate and margin of error for **Monterey County**, :

Area	ACS ₂₀₁₄ 5-Year Median Income	ACS ₂₀₁₄ 5-Year Margin of Error	Ratio	Result
Monterey County,	\$62,370	\$1,260	$\frac{\$1,260}{\$62,370} = 0.02$	0.02 < .5 Use ACS₂₀₁₄ Monterey County, Median Income

2. Since there is a 1-year 2014 ACS estimate available, the margin of error of the estimate is checked to determine if it is less than one-half of the 1-year 2014 ACS:

Area	ACS ₂₀₁₄ 1-Year Median Income	ACS ₂₀₁₄ 1-Year Margin of Error	Ratio	Result
Monterey County,	\$61,181	\$2,635	$\frac{\$2,635}{\$61,181} = 0.043$	0.043 < .5 Update to ACS₂₀₁₄ 1-Year Median Income

3. The calculation of the CPI Inflation Factor is as follows:

Area	FY2017 <u>CPI</u>	2014 Annual <u>CPI</u>	<u>CPI</u> Inflation Factor
Monterey County,	244.2	236.736	$(244.2 / 236.736) = 1.03153$

4. The FY 2017 median family income is estimated as follows:

Area	ACS ₂₀₁₄ 1-Year Estimate	<u>CPI</u> Inflation Factor	FY 2017 Area MFI Estimate
Monterey County,	\$61,181	1.03153	$(\$61,181 * 1.03153) = \$63,110$

5. In keeping with HUD policy, the median family income estimate is rounded to the nearest \$100:

Area	Unrounded FY 2017 MFI Estimate	Rounded FY 2017 MFI Estimate
Monterey County,	\$63,110	\$63,100

Press below to select a different state:

Select a new state

Or select a FY 2017 HUD Metropolitan FMR Area's Median Family Income:

Salinas, CA MSA

Select Area

City of Seaside CDBG
2018-2020 Community-Based Organization Application
Helpful Hints – Preparing a Program/Project Budget

The budget tips and sample provided below are meant to serve as a guide, not a mandatory budget format. Your budget does not have to duplicate this format exactly.

TIPS ON PREPARING A PROJECT BUDGET FOR YOUR GRANT APPLICATION

- Clearly depict how much money is needed and how it will be used.
- The budget should include sources (income) and uses (expenses) of funds.
- Sources of funds should include names of other funding organizations and amounts pledged or received as well as amounts still needed to be raised and possible sources for those funds.
- Indicate the time period covered by the budget.
- Indicate if requested expenses are one-time or ongoing.
- Make sure that you have accounted for all costs, such as benefits and payroll taxes as well as salaries, so that there will be no surprises mid-project.
- Finally, make sure all the numbers add up.

SAMPLE BUDGET CATEGORIES

Below is a list of suggested budget categories to use when developing your proposal budget. The clearer you are about where funds are coming from and how they will be used, the easier it will be for the reviewer to assess your financial need.

Sources of Funds

- ✓ Federal/state/local grants or contracts
- ✓ Bequests
- ✓ Corporate and foundation grants
- ✓ United Way and federated campaigns
- ✓ Other fundraising, such as individual gifts and special events
- ✓ Other types of income (fees, membership dues, sales of publications or merchandise, etc.)

Uses of Funds (Expenses)

- ✓ Salaries, benefits, and payroll taxes
- ✓ Professional or consulting fees
- ✓ Insurance
- ✓ Travel and transportation
- ✓ Supplies, copying, postage
- ✓ Rent and utilities
- ✓ Maintenance
- ✓ Staff training and development
- ✓ Administrative overhead
- ✓ Equipment—non-capitalized (minor)
- ✓ Equipment—capitalized (major)
- ✓ Other services

Prerequisites to Contracting and Reimbursement

Agencies who are awarded funding will be required to demonstrate the ability to comply with the administrative requirements of CDBG funding prior to the City executing a subrecipient agreement. Agencies awarded funds will be considered to be subrecipients under the City's CDBG grant. All awards are contingent on the funding of the federal CDBG program and an award of CDBG funding to the City of Seaside. The requirements of the federal CDBG grant will pass through to subrecipients. All agencies awarded funds will also be required to meet the City's insurance requirements. Funds may not be expended by agencies awarded funds before the City provides written notice to proceed.

Staff Contacts

If you have questions or comments on CDBG funding or this application, please contact:

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