CITY OF MADERA

CDBG 2027/2028 GRANT APPLICATION

Cover Sheet

CDBG APPLICATION SUBMISSION

Application Deadline:	January 29, 2027, by 5:00 p.m.
Application Delivery:	Applications will only be accepted electronically via email. Please submit a PDF application package to grantsinfo@madera.gov.
All Applicants	For additional information, applicants may visit: https://www.madera.gov/living-in-madera/housing-grants-assistance-programs/community-development-block-grant-cdbg/.
City Contact:	Marcela Zuniga, (559) 661-3692, mzuniga@madera.gov

Application due date: On or before January 29, 2027, by 5:00 PM

Contact: Marcela Zuniga (559-661-3692) or mzuniga@madera.gov

Project Category: ☐ Public Service ☐ Housing ☐ Infrastructure

☐ Capital Improvement ☐ Administrative

Applicant Name:	Amount of CDBG Funds Requested: $
Physical Address:	
Mailing Address:	
Program/Project Name:	
If you have Non-profit Internal Revenue Code Section 501(c)(3) status, enter your organization's Federal Tax ID Number:	
Person to Contact Regarding this application: First & Last Name and Title: Telephone Number and Email Address:	
Organization Official that will execute the agreement: First & Last Name and Title: Telephone Number and Email Address:	
Is this a New ☐ or Existing ☐ Program/ Project	
Project Title:	

Project Description (200 character maximum):

Applicants must respond to all of the following questions.

Section 1. Project Information

1.1 Project Objective:

☐ Suitable Living Environment

☐ Decent Housing

☐ Economic Opportunity

1.2 Project Outcome:

☐ Availability/Accessibility ☐ Sustainability

☐ Affordability ☐ Administrative

1.3 Select the priority need this project targets.

Priority Needs for the 2027/28 Annual Action Plan	
Top Need Areas	**Target Areas**
□ Housing Needs	Activities tied to this goal will work to preserve and expand the supply of affordable housing for different population groups within the City.
□ Public Services	Improve the quality and access to programs and facilities for health and safety, transportation and recreation services.
□ Community and Economic Development	Activities tied to this goal will work to increase residents' job readiness through skill training, promotion of business, educational opportunities, and other strategies that may serve low-income populations in their attempts to seek economic opportunities.
□ Public Improvements	Activities tied to this goal may include improvements to parks, streets, sidewalks, lighting, ADA accessibility, among other infrastructure and/or facilities that serve residents.

□ Homeless needs and Services	Activities tied to this goal will support getting individuals and families out of homelessness as well as preventing individuals and families from becoming homeless.
□ Administration	Provide Administration services to achieve Madera's 2025-2029 Consolidated Plan Goals

1.4 CDBG Criteria:

Which CDBG Low Moderate Income (LMI) National Objective below does the proposed project meet? See Attachment A for Income Limits.

□ (1) Area benefit: At least 51% of residents within the targeted activity area are low to moderate income (LMI). OR

□ (2) Limited Clientele (select from options below) OR

□ (a) Project will exclusively benefit the following special needs populations(s) – select all that apply:

□(i) Abused children

□(ii) Elderly Persons 62 years or older

□ (iii) Battered Spouses

□ (iv) Severely disabled adults (not children) – documentation required

□ (v) Illiterate adults

□ Persons living with HIV/AIDS

□ Migrant Farm Workers

□ Homeless Persons

□ (b) At least 51% of clientele served will be documented as LMI

□ (c) Will exclusively serve 100% LMI clients

□ (3) Housing (select subpart below) OR

□(a) Single family (must be 100% LMI)

□(b) Multi-unit (if two units, one must be LMI; if three or more units, at least 51% of units must be LMI)

□ (4) Job Creation: at least 51% if jobs created/retained for LMI persons

Section 2. Project Description

Narrative not to exceed 500 characters. A complete project description includes summary of applicant organization, goals of the project, target population, impact to the community, community partners (as applicable), and sustainability of the activity. Description must demonstrate how HUD's national objective is met.

Please attach the project description on a separate sheet.

Section 3. Project Timeline

3.1 Will the proposed project funding be fully expended by June 30, 2028?

☐ Yes ☐ No

If no, please explain.

3.2 Please provide anticipated project/activity schedule by identifying major milestones in each quarter period.

Quarter	Description of Anticipated Milestones
Quarter 1 July - September	
Quarter 2 October - December	
Quarter 3 January - March	
Quarter 4 April – June	

Section 3. Ability to Locate other Funds

3.1 What financial resources, other than City are available for this project? Explain.

Section 4. Public Input Received/Citizen Participation

Proposals should include evidence of citizen support for the project. Please see Priority Needs for the 2027/28 Annual Action Plan (Attachment B) and eligible CDBG Census Tracts (Attachment C) map. Public Service recipients shall be a minimum of 51% or more designated as low- to moderate-income. Public Service recipients may be qualified as Presumed Benefit (homeless persons, persons with disabilities and seniors).

4.1 What was done to receive public input/participation? Please provide details.

4.2 What were the outcomes? Include documentation of support for the proposal such as meeting minutes, letters and petitions.

4.4 List partnerships / collaborations with other agencies within the community.

Section 5. Client Population

5.1 Indicate the total number of <u>unduplicated</u> clients you intend to serve during the term of this proposed project/activity:

Section 6. Program Budget and Capacity

6.2 Does the organization have the storage capacity to retain program/project files for a minimum of five years? ☐ Yes ☐ No

6.1 Does the organization have the capacity to separately track/report all CDBG funded expenditures and activities? ☐ Yes ☐ No

If yes, briefly describe the organization's record keeping, tracking, and reporting system.

6.2 Project Budget

Project Budget:		
Personnel/ Administrative expenses *Administrative expenses cannot exceed 20% of total requested funds*		
Salaries		
Benefits		
Operating Costs		
Total		
Non Personnel		
Project Expenses:		
Other *Indirect cost allocation plan must be submitted if indirect cost line item is needed*		
Other:		
Other:		
Total		

Budget Narrative: Please attach a separate sheet if necessary.

Section 7. References

Please provide the name, title, company/agency, phone and email address for three references.

Name	Title	Company/Agency	Phone

Corporation directors:

How often does the Board meet? _____

What was the average number of Board members attending meetings last year?

_____

Based on the bylaws, what is the minimum and maximum number of seats on the Board?

_____ Minimum _____ Maximum

Please provide the following information:

Date of Incorporation: _____

IRS Employer Number: _____

Attach current Board of Directors' roster, including the names, addresses, occupations and number of years served on the Board.

FINANCIAL:

If additional funds are received, please describe the source, the amount and provide supporting documentation.

How often are financial records audited, and by whom? _____

List any judgments or pending lawsuits against the agency or program:

_____

RESOLUTION/CERTIFICATION:

We, the Board of Directors of _____ do hereby resolve that on _____, the Board reviewed this application and, furthermore, the Board in proper motion and vote approved this application for submission to the City of Madera.

Furthermore, we certify that the agency making this application is (1) non- profit, (2) tax exempt, and (3) incorporated in the State of California, and has complied with all applicable laws and regulations. To the best of our knowledge, all information presented herein is correct and complete.

Dated: _____

AGENCY NAME: _____

ADDRESS: _____

TELEPHONE: _____

Email Address_____

By: _____
President of the Board of Directors

This application and the information contained herein are true, correct and complete to the best of my knowledge.

By: _____
Executive Director

Certification

I hereby certify that I am authorized to submit this application for CDBG funding provided by the City of Madera (City). I declare under penalty of perjury that al information provided in this application is true, complete, and accurate to the best of my knowledge.

Name: _____

Title: _____

Signature: _____

Application Attachments

The attachments below are required by the CDBG program. Not all of the attachments apply to all projects. If you are unable to upload any of the attachments, contact Marcela Zuniga at (559) 661-3692 or mzuniga@madera.gov at least one day prior to the application submission deadline.

Required Attachments:

Articles of Incorporation

Organization Chart

Non-Profit Determination Letters, IRS & State (501.3.c)

Most Recent Financial Statements

Most Recent Audit & Findings, if any

Board Certification/Resolution

Governing Board Roster

The following documents are required if applicable to the project.

Program Intake Policies

Client Intake Form

Documentation of Additional Funds

Attachment A

CDBG HOUSEHOLD ANNUAL INCOME LIMITS
Effective April 2025

Family Size @ 80%	1	2	3	4	5	6	7
	$52,600	$60,100	$ 67,600	$ 75,100	$ 81,150	$ 87,150	$ 93,150

Attachment B

Priority Needs for the 2027/2028 Action Plan	
Top Needs Areas	Target Areas
Increase Affordable Housing	Use CDBG and HOME funds to advance the development of affordable housing and owner-occupied rehabilitation including disability access/improvements and similar projects.
Enhance Public Improvements and Public Infrastructure	Enhance the quality and use of the physical infrastructure of Madera
Address Homeless Needs and Services	Addressing the individuals and families that are experiencing homelessness and preventing others from becoming homeless was among the top needs identified during the public meetings and surveys that were completed. There is a need to provide services to those experiencing homelessness and temporary shelter situations so the homeless individuals and families may regain housing stability.
Improve Public Services	Housing and general cost of living expenses continue to increase. Lower income households may need support services to obtain and maintain standard affordable housing. Providing support services including but not limited to childcare, after-school programs for youth, recreational activities for seniors and supportive services for at-risk populations will assist lower income households obtain and maintain standard affordable housing.
Community and Economic Development	With the rising cost of living, there is a growing need to help lower-income households increase their earnings. Providing job training and educational opportunities can empower low- and moderate-income households to improve their financial stability.

Attachment C

City of Madera CDBG Eligible Census Tracts

