

COUNTY OF SAN BERNARDINO
ECONOMIC DEVELOPMENT AGENCY
COMMUNITY DEVELOPMENT DIVISION

2012-2013 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

- CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL -

Construction and other community improvement projects include construction or rehabilitation of public facilities, parks, roads, water and sewer facilities; acquisition of real property for eligible public purposes; demolition and clearance of deteriorated buildings; code enforcement; and removal of architectural barriers. Please use the "Public Service Program Proposal" forms, rather than this set of forms, for any activities to provide services to clients not involving construction of buildings or facilities.

Important: According to The U.S. Department of Housing and Urban Development (HUD) a minimum grant award amount is necessary to justify the cost of administering CDBG funded projects and program. **Consequently, CDH requires CDBG awards of \$75,000 or more and will use this grant minimum in making its recommendations for approved proposals.**

Carefully read through the instructions and proposal forms. Answer all questions as specifically and completely as possible. If more space is needed, attach separate sheets. Submit one (1) signed paper copy.

TYPE OR PRINT

A. Applicant Information	
1	Name of Applicant Organization: City of Twentynine Palms
2	Mailing Address: 6136 Adobe Road City: Twentynine Palm State: CA Zip: 92277
3	Contact Person: Randolph Councill
4	Title: Community Services Director
5	Phone: (760) 367 - 7562 ext.105 Fax: (760) 367 - 5704
6	E-mail Address: rcouncill@29palms.org

B. Project Description	
Using 25 words or less, provide a concise description of the proposed project. This 25 word description is required in order for this application to be considered complete. Consider items addressed under the General Project Eligibility section of the Project Proposal Instructions. A detailed project description is also required to be provided on page 6.	
Veterans Park Improvements	

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

C. Project Characteristics	
1	Street address and nearest cross streets of the site or office where the program will be carried out: Veterans Park, 6136 Adobe Road, Twentynine Palms, CA 92277
2	Legal property owner: City of Twentynine Palms
3	What is the current zoning? Park Is this use permitted in this zoning? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no, explain why:
4	Is a conditional use permit required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, attach a copy of the permit.)
5	Complete applicable items for all construction projects (including rehabilitation, acquisition and demolition). Assessor's parcel number: 618-626-01,05,11 Square footage of proposed building or building addition: Square footage of construction site parcel: 6.7 Length of improvements if street, water or sewer project: Service capacity of existing facility: Improved service capacity of the facility: Age of structure: Is the structure registered as a historic landmark under: State <input type="checkbox"/> Federal <input type="checkbox"/> Local law <input type="checkbox"/> (If registered, attach a copy of the registration)
6	Check the community need that will be addressed by this proposal: Public Facility Needs: Senior Center Improvements <input type="checkbox"/> Community Center Improvements <input type="checkbox"/> Child Care Center Improvements <input type="checkbox"/> Youth Center Improvements <input type="checkbox"/> Park & Recreation Improvements <input checked="" type="checkbox"/> Fire Station Improvements <input type="checkbox"/> Social Care Facility Improvements <input type="checkbox"/> Code Enforcement Needs: Code Enforcement <input type="checkbox"/> Demolition and Clearance <input type="checkbox"/> Blight Abatement <input type="checkbox"/> Other <input type="checkbox"/> (Please describe) Infrastructure Needs: Water and Sewer Improvements <input type="checkbox"/> Drainage Improvements <input type="checkbox"/> Street Improvements <input type="checkbox"/> Sidewalk Improvements <input type="checkbox"/> Commercial/Industrial Infrastructure Development <input type="checkbox"/> Accessibility Needs: Removal of Architectural Barriers <input type="checkbox"/> Historic Preservation Needs: Historic Preservation Improvements <input type="checkbox"/>
7	Describe the geographic boundaries of the neighborhood, community, or region to be served by this project. This description must include service area boundaries if land acquisition or structural improvements are proposed (attach a map): The City of Twentynine Palms and the unincorporated areas of the Morongo Basin.

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

D. Project Budget		
Provide the estimated financial data for the project as requested below for the appropriate project group. Costs should be based on the best information available. When preparing this data, consider the following factors: (a) project should be completed in one phase if possible, or if phased, operational capability of the phases should be independent of each other; (b) a phased project should be prioritized and broken into distinct parts, with estimated cost and priority for each part; (c) apply federal prevailing wage rates to construction projects over \$2,000. See Attachment A "Highlights of Federal Standards Provisions" page 10.		
	CDBG Share	Other Source
Architectural and engineering services	\$15,000	\$
Site acquisition	\$	\$
Local Review application	\$	\$
Construction	\$310,000	\$
Other	\$	\$
Total Costs	\$ 325,000	\$ 0
Grand Total (CDBG & Other)	\$ 325,000	
Estimator (name and title): Randolph Council		

E. Amount of CDBG Funds Requested		
1	Amount of CDBG funds requested in this application (must equal Section D CDBG Share)	\$ 325,000
2	Additional funds to be provided by <u>Other Source(s)</u> for this project. The date that the <u>Other Source(s)</u> of funds have been or will be awarded and available, must be stated below:	
	Source(s) <input type="checkbox"/> Federal (Type of Funding): _____ <input type="checkbox"/> State (Type of Funding): _____ <input type="checkbox"/> County (Type of Funding): _____ <input type="checkbox"/> Other (Type of Funding) _____ Award Date / / Date Available / /	\$
	Source(s) <input type="checkbox"/> Federal (Type of Funding): _____ <input type="checkbox"/> State (Type of Funding): _____ <input type="checkbox"/> County (Type of Funding): _____ <input type="checkbox"/> Other (Type of Funding) _____ Award Date / / Date Available / /	\$
	Source(s) <input type="checkbox"/> Federal (Type of Funding): _____ <input type="checkbox"/> State (Type of Funding): _____ <input type="checkbox"/> County (Type of Funding): _____ <input type="checkbox"/> Other (Type of Funding) _____ Award Date / / Date Available / /	\$
	Source(s) <input type="checkbox"/> Federal (Type of Funding): _____ <input type="checkbox"/> State (Type of Funding): _____ <input type="checkbox"/> County (Type of Funding): _____ <input type="checkbox"/> Other (Type of Funding) _____ Award Date / / Date Available / /	\$
	Total of Other Sources (Should equal "Total costs, Other Sources" in section D above)	\$0

Please note: If this project also benefits residents of non-participating jurisdictions, matching funds in proportion to the percentage of non-cooperating residents to be served must be provided by other funding sources.

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

F. Benefit Areas

This section requires a break down of the requested CDBG funds according to the proposed project's benefit area. Only enter amounts for cities where the project will provide a primary benefit. Partial funding of a project proposal may occur and must be considered when calculating a requested amount for more than one area. **The total amount must be \$75,000 or greater and must be sufficient to complete the project for the identified city. The cities of Big Bear Lake, Grand Terrace, Loma Linda, Needles, Twentynine Palms and the Town of Yucca Valley which are receiving less than \$150,000, will have no limit, but may only fund four (4) projects.**

- 1) **Cooperating Cities:** The following cities participate as cooperating cities in the County's CDBG program. Please determine if the primary service area for your proposed project would include one or more of the following cities. If the project would provide predominant or partial benefit to city residents, the County will request a funding recommendation from the benefiting city or cities. Enter the requested amount of CDBG funds needed to provide the proposed project to each applicable city. Sub-total your entries below.

	Amount Requested		Amount Requested
Adelanto	\$	Loma Linda	\$
Barstow	\$	Montclair	\$
Big Bear Lake	\$	Needles	\$
Colton	\$	Twentynine Palms	\$325,000
Grand Terrace	\$	Yucaipa	\$
Highland	\$	Town of Yucca Valley	\$
Sub-total of Funds Benefiting Cooperating Cities:			\$ 325,000

- 2) **Total Funds:** This amount must equal the amount of CDBG funds requested in this application on Line 1, in Section E.

Total Funds Requested	\$ 325,000
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G. Maintenance and Operation

All capital improvements or facilities will require a Maintenance and Operation (M & O) contract between the County and an M & O Entity. The MAINTENANCE AND OPERATION COMMITMENT must be signed by a representative of the M & O entity with authority to obligate the organization.

- 1) **MAINTENANCE AND OPERATION COMMITMENT:** The governing body of the below named public, quasi-public, or non-profit entity has the financial capacity and is willing to assume the Maintenance and Operation (M & O) responsibility and costs associated with the indicated community development project. This body has reviewed the "Estimated Annual Maintenance and Operation Budget" part of this section. To the best of this body's ability, it has determined this budget to be a true and accurate estimate of the annual M & O costs for the proposed project.

It is understood that without a commitment for maintenance and operation, the indicated project may not be considered for funding under the Community Development Block Grant program. Should this project be funded, a formal M & O contract between the County and the M & O entity shall be written and signed before any funds can be released.

NOTE: The Maintenance and Operation cost for capital improvements and facilities are not eligible for CDBG funding.

Proposed Project:	Veterans Park Improvements
Legal/Incorporated Name of Prospective M&O Entity:	City of Twentynine Palms
Address:	6136 Adobe Road, Twentynine Palms, CA 92277
Federal I.D. Number of M&O Entity:	33-0265469

Signature: _____ **Title:** Community Services Director

Print Name: Randolph Councill **Date:** 11 /7/ 2011

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

2) **ESTIMATED ANNUAL MAINTENANCE AND OPERATION BUDGET**

M&O Annual Expenses

Estimated Dollar Value

Utilities

Electric	\$ 20,000
Water	\$ 4,000
Gas	\$ _____
Telephone	\$ _____
Disposal Service	\$ _____
Other ()	\$ _____
Sub-total	\$ 24,000

Materials

Janitorial Supplies	\$ _____
Office Supplies	\$ _____
Recreational Supplies	\$ _____
Ground Supplies	\$ 25,000
Other ()	\$ _____
Sub-total	\$ 25,000

Maintenance—Capital Improvements

Building Repair	\$ _____
Maintenance of Equipment	\$ 15,000
Improvements to Property	\$ 12,000
Other ()	\$ _____
Sub-total	\$ 27,000

Insurance

Liability	\$ _____
Fire	\$ _____
Other ()	\$ _____
Sub-total	\$ 0

***Personnel**

	# Of People	Man-Hours
Maintenance	1	1,040
Secretary		
Administrator		
Program Staff		
Other		

	\$ 23,000
	\$ _____
	\$ _____
	\$ _____
	\$ _____
Sub-total	\$ 23,000

*List # of people and man hours based on 2080 Hours per year.
Dollar value must include salaries and benefits.

M&O Annual Expense Total \$ 99,000

Revenue Sources (List out all sources such as budget sources, memberships, user fees, etc.)

City General Funds	\$ 99000
	\$ _____
	\$ _____
Budgeted Revenue Total	\$ 99,000

Assets/Liabilities **Budgeted Revenue minus M&O Expense** \$ 0

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

H. Organizational Information

1) **Organizational History:** (This is applicable only if you are a non-profit organization).

a. Date organization founded: / /	
b. Date organization incorporated as a non-profit organization: / /	
c. Federal Identification Number:	State Identification Number:
d. Number of paid staff:	Number of volunteers:
e. DUNS Number:	

2) Is this a "faith-based" organization? **Yes No

**Generally, a faith-based organization was founded or is inspired by faith or religion. Such organizations often choose to demonstrate that faith by carrying out one or more activities that assist persons who are less fortunate.

DETAILED PROJECT DESCRIPTION

(Continuation of Section B, Project Description, Page 1)

Within the space provided, provide detailed information on the construction project to be completed, its purpose and its beneficiaries. Include professional estimates for material and labor costs, the square footage of the proposed project and any pertinent construction related information. Also, include the cost of any required permitting for the proposed project, such as building permits. Please attach applicable maps, plans and brochures.

Phase I	
1. Well	\$145,000
2. Irrigation	\$55,000
3. Grass Seed	\$35,000
4. Outdoor Exercise Equipmnet	\$35,000
5. Sidewalk	\$55,000
Total Phase I	\$325,000
Phase II South End	
6. Playground	\$200,000
7. Restrooms	\$125,000
Total Phase II	\$325,000
Phase III	
8. Picnic Shelter	\$325,000
9. Picnic Tables, drink fountains	\$60,000
10. Landscaping & Misc	\$130,000
Total Phase III	\$515,000
Phase IV	
11. Stage	\$300,000
12. Parking Lot	\$225,000
13. Water Play Park	\$250,000
Total Phase IV	\$775,000
Grand Total	\$1,940,000

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

DETAILED PROJECT DESCRIPTION (Continued)

Veterans Park is located adjacent to City Hall, and has several areas in which to expand and be used. The first phase includes a well, irrigation, Hydro-seeding, sidewalks, and outdoor exercise equipment.

DETAILED PROJECT TIMELINE AND EXPENDITURE OF FUNDS

PROJECT TIMELINE:

DESIGN: Start Date: __6-1-12__ Completion Date: __7-1-12__

BID PACKAGE: Submission to EDA for Approval Date: __8-1-12__

CONTRACTOR SELECTION: Date: __9-15-12__

CONSTRUCTION DATES: Start Date: __11-1-12__ Est. Completion Date: __2-28-13__

EXPENDITURE OF FUNDS: (Please provide projected dates for submission of reimbursement claims and the amount of each)

Beginning Allocation:	\$	__	__		
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__

Authorized Signature: To the best of my knowledge, the information provided on this application is true and I am authorized to submit this application on behalf of the applicant organization. Also, I acknowledge that insurance coverage including, but not limited to, Comprehensive General Liability, Automobile Liability, and Professional Liability (or Errors and Omissions Liability) will be required before CDBG funds can be made available to approved projects.

Signature: _____ **Title:** Community Services Director

Print Name: Randolph Councill **Date:** 11 /7/ 2011

PLEASE SUBMIT ONE SIGNED PAPER COPY OF EACH COMPLETED AND SIGNED PROJECT PROPOSAL TO:
County of San Bernardino, Economic Development Agency, Community Development Division, 385 North Arrowhead Avenue, Second Floor, San Bernardino, CA 92415-0040, Attention: Program and Compliance Section.

For assistance or information regarding the completion of this proposal, call (909) 388-0800 or FAX (909) 388-0844.

This application form can be accessed on EDA's Web Page at: <http://www.sbcountyadvantage.com/CDBG.aspx>.

Attachment A

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

HIGHLIGHTS OF FEDERAL STANDARDS PROVISIONS (DAVIS –BACON ACT)

- Applies to any construction, rehabilitation, alteration, or repair, including painting, flooring, and decoration, in an amount of \$2,000 or more, any part of which is federal money.
- The prevailing federal wage rates and fringe benefits are effective as of the date of the advertisement for bids. (Davis-Bacon wage rate schedule is available on the internet at: <http://www.wdol.gov/dba.aspx#0>)
- Workers must be paid weekly and certified payrolls submitted weekly in the prescribed format. The payrolls must include details of each worker's job classification, hours worked, and wages and benefits paid. Certified payrolls must be reviewed as soon as they are received and compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately.
- Workers must be interviewed on the job site regarding appropriate job classification and wages and benefits received. Employee interviews must be compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately.
- Contractor and subrecipient must maintain all records for a minimum of five years after completion of the project.

Federal Fair Housing Laws

All County of San Bernardino Department of Community Development and Housing programs must ensure compliance with Federal Fair Housing Laws. Fair housing is a condition in which individuals of similar income levels in the same housing market have a like-range of housing choice available to them regardless of age, ancestry, color, disability, familial status, marital status, national origin, race, religion, sex, sexual orientation, source of income, or any other arbitrary factors.

The federal Fair Housing Act of 1968 and Fair Housing Amendments Act of 1988 (42 U.S. Code §§ 3601-3619, 3631) are federal fair housing laws that prohibit discrimination in all aspects of housing, such as the sale, rental, lease or negotiation for real property. The Fair Housing Act prohibits discrimination based on race, religion, and national origin. In 1988, the Fair Housing Act was amended to extend protection to familial status and people with disabilities (mental or physical). In addition, the Amendment Act provides for "reasonable accommodations," allowing structural modifications for persons with disabilities if requested, at their own expense, and sets housing code standards for new multi-family dwellings to accommodate the physically disabled.

CDBG Application Checklist

Community-based organizations are required to include one copy of the items listed below. If you are not submitting these items at this time, please notify the Community Development Division at (909) 388-0800 to make other arrangements. The following information is required before any contract or reimbursement can be completed.

- Summary of agency's current year General Operating Budget
- List of agency's Board of Directors, including names and addresses
- Proof of existing non-profit/tax-exempt status (Letters from the Federal Internal Revenue Service and State Franchise Tax Board)
- Current certificate of insurance and amounts covered
- Organizational chart
- Minutes of last Board meeting

If your application is funded you will be required to provide a copy of your last audit and your Articles of Incorporation and Bylaws must be on file.

COUNTY OF SAN BERNARDINO
ECONOMIC DEVELOPMENT AGENCY
COMMUNITY DEVELOPMENT DIVISION

2012-2013 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

- CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL -

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Important: According to The U.S. Department of Housing and Urban Development (HUD) a minimum grant award amount is necessary to justify the cost of administering CDBG funded projects and program. **Consequently, CDH requires CDBG awards of \$75,000 or more and will use this grant minimum in making its recommendations for approved proposals.**

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TYPE OR PRINT

A. Applicant Information	
1	Name of Applicant Organization: City of Twentynine Palms
2	Mailing Address: 6136 Adobe Road City: Twentynine Palm State: CA Zip: 92277
3	Contact Person: Randolph Councill
4	Title: Community Services Director
5	Phone: (760) 367 - 7562 ext.105 Fax: (760) 367 - 5704
6	E-mail Address: rcouncill@29palms.org

B. Project Description	
Using 25 words or less, provide a concise description of the proposed project. This 25 word description is required in order for this application to be considered complete. Consider items addressed under the General Project Eligibility section of the Project Proposal Instructions. A detailed project description is also required to be provided on page 6.	
Pioneer Park, purchase of property.	

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

C. Project Characteristics	
1	Street address and nearest cross streets of the site or office where the program will be carried out: Pioneer Park, Adobe Road and Sullivan Avenue, Twentynine Palms, CA 92277
2	Legal property owner: City of Twentynine Palms
3	What is the current zoning? Park Is this use permitted in this zoning? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no, explain why:
4	Is a conditional use permit required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, attach a copy of the permit.)
5	Complete applicable items for all construction projects (including rehabilitation, acquisition and demolition). Assessor's parcel number: 616-281-01,06,0714 Square footage of proposed building or building addition: Square footage of construction site parcel: 20 Length of improvements if street, water or sewer project: Service capacity of existing facility: Improved service capacity of the facility: Age of structure: Is the structure registered as a historic landmark under: State <input type="checkbox"/> Federal <input type="checkbox"/> Local law <input type="checkbox"/> (If registered, attach a copy of the registration)
6	Check the community need that will be addressed by this proposal: Public Facility Needs: Senior Center Improvements <input type="checkbox"/> Community Center Improvements <input type="checkbox"/> Child Care Center Improvements <input type="checkbox"/> Youth Center Improvements <input type="checkbox"/> Park & Recreation Improvements <input checked="" type="checkbox"/> Fire Station Improvements <input type="checkbox"/> Social Care Facility Improvements <input type="checkbox"/> Code Enforcement Needs: Code Enforcement <input type="checkbox"/> Demolition and Clearance <input type="checkbox"/> Blight Abatement <input type="checkbox"/> Other <input type="checkbox"/> (Please describe) Infrastructure Needs: Water and Sewer Improvements <input type="checkbox"/> Drainage Improvements <input type="checkbox"/> Street Improvements <input type="checkbox"/> Sidewalk Improvements <input type="checkbox"/> Commercial/Industrial Infrastructure Development <input type="checkbox"/> Accessibility Needs: Removal of Architectural Barriers <input type="checkbox"/> Historic Preservation Needs: Historic Preservation Improvements <input type="checkbox"/>
7	Describe the geographic boundaries of the neighborhood, community, or region to be served by this project. This description must include service area boundaries if land acquisition or structural improvements are proposed (attach a map): The City of Twentynine Palms and the unincorporated areas of the Morongo Basin.

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

D. Project Budget		
Provide the estimated financial data for the project as requested below for the appropriate project group. Costs should be based on the best information available. When preparing this data, consider the following factors: (a) project should be completed in one phase if possible, or if phased, operational capability of the phases should be independent of each other; (b) a phased project should be prioritized and broken into distinct parts, with estimated cost and priority for each part; (c) apply federal prevailing wage rates to construction projects over \$2,000. See Attachment A "Highlights of Federal Standards Provisions" page 10.		
	CDBG Share	Other Source
Architectural and engineering services	\$	\$
Site acquisition	\$450,000	\$
Local Review application	\$	\$
Construction	\$	\$
Other	\$	\$
Total Costs	\$ 450,000	\$ 0
Grand Total (CDBG & Other)	\$ 450,000	
Estimator (name and title): Randolph Council		

E. Amount of CDBG Funds Requested		
1	Amount of CDBG funds requested in this application (must equal Section D CDBG Share)	\$ 450,000
2	Additional funds to be provided by <u>Other Source(s)</u> for this project. The date that the <u>Other Source(s)</u> of funds have been or will be awarded and available, must be stated below:	
	Source(s) <input type="checkbox"/> Federal (Type of Funding): _____ <input type="checkbox"/> State (Type of Funding): _____ <input type="checkbox"/> County (Type of Funding): _____ <input type="checkbox"/> Other (Type of Funding) _____ Award Date / / Date Available / /	\$
	Source(s) <input type="checkbox"/> Federal (Type of Funding): _____ <input type="checkbox"/> State (Type of Funding): _____ <input type="checkbox"/> County (Type of Funding): _____ <input type="checkbox"/> Other (Type of Funding) _____ Award Date / / Date Available / /	\$
	Source(s) <input type="checkbox"/> Federal (Type of Funding): _____ <input type="checkbox"/> State (Type of Funding): _____ <input type="checkbox"/> County (Type of Funding): _____ <input type="checkbox"/> Other (Type of Funding) _____ Award Date / / Date Available / /	\$
	Source(s) <input type="checkbox"/> Federal (Type of Funding): _____ <input type="checkbox"/> State (Type of Funding): _____ <input type="checkbox"/> County (Type of Funding): _____ <input type="checkbox"/> Other (Type of Funding) _____ Award Date / / Date Available / /	\$
	Total of Other Sources (Should equal "Total costs, Other Sources" in section D above)	\$0

Please note: If this project also benefits residents of non-participating jurisdictions, matching funds in proportion to the percentage of non-cooperating residents to be served must be provided by other funding sources.

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

F. Benefit Areas

This section requires a break down of the requested CDBG funds according to the proposed project's benefit area. Only enter amounts for cities where the project will provide a primary benefit. Partial funding of a project proposal may occur and must be considered when calculating a requested amount for more than one area. **The total amount must be \$75,000 or greater and must be sufficient to complete the project for the identified city. The cities of Big Bear Lake, Grand Terrace, Loma Linda, Needles, Twentynine Palms and the Town of Yucca Valley which are receiving less than \$150,000, will have no limit, but may only fund four (4) projects.**

- 1) **Cooperating Cities:** The following cities participate as cooperating cities in the County's CDBG program. Please determine if the primary service area for your proposed project would include one or more of the following cities. If the project would provide predominant or partial benefit to city residents, the County will request a funding recommendation from the benefiting city or cities. Enter the requested amount of CDBG funds needed to provide the proposed project to each applicable city. Sub-total your entries below.

	Amount Requested		Amount Requested
Adelanto	\$	Loma Linda	\$
Barstow	\$	Montclair	\$
Big Bear Lake	\$	Needles	\$
Colton	\$	Twentynine Palms	\$450,000
Grand Terrace	\$	Yucaipa	\$
Highland	\$	Town of Yucca Valley	\$
Sub-total of Funds Benefiting Cooperating Cities:			\$ 450,000

- 2) **Total Funds:** This amount must equal the amount of CDBG funds requested in this application on Line 1, in Section E.

Total Funds Requested	\$ 450,000
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G. Maintenance and Operation

All capital improvements or facilities will require a Maintenance and Operation (M & O) contract between the County and an M & O Entity. The MAINTENANCE AND OPERATION COMMITMENT must be signed by a representative of the M & O entity with authority to obligate the organization.

- 1) **MAINTENANCE AND OPERATION COMMITMENT:** The governing body of the below named public, quasi-public, or non-profit entity has the financial capacity and is willing to assume the Maintenance and Operation (M & O) responsibility and costs associated with the indicated community development project. This body has reviewed the "Estimated Annual Maintenance and Operation Budget" part of this section. To the best of this body's ability, it has determined this budget to be a true and accurate estimate of the annual M & O costs for the proposed project.

It is understood that without a commitment for maintenance and operation, the indicated project may not be considered for funding under the Community Development Block Grant program. Should this project be funded, a formal M & O contract between the County and the M & O entity shall be written and signed before any funds can be released.

NOTE: The Maintenance and Operation cost for capital improvements and facilities are not eligible for CDBG funding.

Proposed Project:	Pioneer Park Purchase Property
Legal/Incorporated Name of Prospective M&O Entity:	City of Twentynine Palms
Address:	6136 Adobe Road, Twentynine Palms, CA 92277
Federal I.D. Number of M&O Entity:	33-0265469

Signature: _____ **Title:** Community Services Director

Print Name: Randolph Councill **Date:** 11 /7/ 2011

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

2) **ESTIMATED ANNUAL MAINTENANCE AND OPERATION BUDGET**

M&O Annual Expenses

Estimated Dollar Value

Utilities

Electric	\$	_____
Water	\$	_____
Gas	\$	_____
Telephone	\$	_____
Disposal Service	\$	_____
Other ()	\$	_____
Sub-total	\$	<u>0</u>

Materials

Janitorial Supplies	\$	_____
Office Supplies	\$	_____
Recreational Supplies	\$	_____
Ground Supplies	\$	_____
Other ()	\$	_____
Sub-total	\$	<u>0</u>

Maintenance—Capital Improvements

Building Repair	\$	_____
Maintenance of Equipment	\$	_____
Improvements to Property	\$	_____
Other ()	\$	_____
Sub-total	\$	<u>0</u>

Insurance

Liability	\$	_____
Fire	\$	_____
Other ()	\$	_____
Sub-total	\$	<u>0</u>

***Personnel**

	# Of People	Man-Hours
Maintenance	1	1,040
Secretary		
Administrator		
Program Staff		
Other		

	\$	_____
	\$	_____
	\$	_____
	\$	_____
	\$	_____
Sub-total	\$	<u>0</u>

*List # of people and man hours based on 2080 Hours per year.
Dollar value must include salaries and benefits.

M&O Annual Expense Total \$ 0

Revenue Sources (List out all sources such as budget sources, memberships, user fees, etc.)

City General Funds	\$	_____
	\$	_____
	\$	_____
Budgeted Revenue Total	\$	<u>0</u>

Assets/Liabilities Budgeted Revenue minus M&O Expense \$ _____

H. Organizational Information

1) **Organizational History:** (This is applicable only if you are a non-profit organization).

a. Date organization founded: / /	
b. Date organization incorporated as a non-profit organization: / /	
c. Federal Identification Number:	State Identification Number:
d. Number of paid staff:	Number of volunteers:
e. DUNS Number:	

2) Is this a "faith-based" organization? **Yes No

**Generally, a faith-based organization was founded or is inspired by faith or religion. Such organizations often choose to demonstrate that faith by carrying out one or more activities that assist persons who are less fortunate.

DETAILED PROJECT DESCRIPTION

(Continuation of Section B, Project Description, Page 1)

Within the space provided, provide detailed information on the construction project to be completed, its purpose and its beneficiaries. Include professional estimates for material and labor costs, the square footage of the proposed project and any pertinent construction related information. Also, include the cost of any required permitting for the proposed project, such as building permits. Please attach applicable maps, plans and brochures.

The City of Twentynine Palms is growing and in the need and demand for more open space and park facilities. Currently the City has approximately 18.5 acres on Sullivan Avenue and Adobe Road. To make the park more functional and accessible, the City needs to purchase 4 additional parcels on Adobe Road, and 1 parcel on Sullivan Avenue. Their purchase would allow for the expansion of the park, with access off of Adobe Road, and Sullivan Avenue, which are both major artery roads.

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

DETAILED PROJECT DESCRIPTION (Continued)

DETAILED PROJECT TIMELINE AND EXPENDITURE OF FUNDS

PROJECT TIMELINE:

DESIGN: Start Date: ___ ___ Completion Date: ___ ___

BID PACKAGE: Submission to EDA for Approval Date: ___ ___

CONTRACTOR SELECTION: Date: ___ ___

CONSTRUCTION DATES: Start Date: ___ ___ Est. Completion Date: ___ ___

EXPENDITURE OF FUNDS: (Please provide projected dates for submission of reimbursement claims and the amount of each)

Beginning Allocation: \$ ___ ___

Reimbursement Claim: Date: ___ ___ \$ ___ ___

Reimbursement Claim: Date: ___ ___ \$ ___ ___

Reimbursement Claim: Date: ___ ___ \$ ___ ___

Reimbursement Claim: Date: ___ ___ \$ ___ ___

Reimbursement Claim: Date: ___ ___ \$ ___ ___

Reimbursement Claim: Date: ___ ___ \$ ___ ___

Reimbursement Claim: Date: ___ ___ \$ ___ ___

Reimbursement Claim: Date: ___ ___ \$ ___ ___

Reimbursement Claim: Date: ___ ___ \$ ___ ___

Reimbursement Claim: Date: ___ ___ \$ ___ ___

Reimbursement Claim: Date: ___ ___ \$ ___ ___

Reimbursement Claim: Date: ___ ___ \$ ___ ___

Reimbursement Claim: Date: ___ ___ \$ ___ ___

Authorized Signature: To the best of my knowledge, the information provided on this application is true and I am authorized to submit this application on behalf of the applicant organization. Also, I acknowledge that insurance coverage including, but not limited to, Comprehensive General Liability, Automobile Liability, and Professional Liability (or Errors and Omissions Liability) will be required before CDBG funds can be made available to approved projects.

Signature: _____ **Title:** Community Services Director

Print Name: Randolph Councill **Date:** 11 /7/ 2011

PLEASE SUBMIT ONE SIGNED PAPER COPY OF EACH COMPLETED AND SIGNED PROJECT PROPOSAL TO:
County of San Bernardino, Economic Development Agency, Community Development Division, 385 North Arrowhead Avenue, Second Floor, San Bernardino, CA 92415-0040, Attention: Program and Compliance Section.

For assistance or information regarding the completion of this proposal, call (909) 388-0800 or FAX (909) 388-0844.

This application form can be accessed on EDA's Web Page at: <http://www.sbcountyadvantage.com/CDBG.aspx>.

Attachment A

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

HIGHLIGHTS OF FEDERAL STANDARDS PROVISIONS (DAVIS –BACON ACT)

- Applies to any construction, rehabilitation, alteration, or repair, including painting, flooring, and decoration, in an amount of \$2,000 or more, any part of which is federal money.
- The prevailing federal wage rates and fringe benefits are effective as of the date of the advertisement for bids. (Davis-Bacon wage rate schedule is available on the internet at: <http://www.wdol.gov/dba.aspx#0>)
- Workers must be paid weekly and certified payrolls submitted weekly in the prescribed format. The payrolls must include details of each worker's job classification, hours worked, and wages and benefits paid. Certified payrolls must be reviewed as soon as they are received and compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately.
- Workers must be interviewed on the job site regarding appropriate job classification and wages and benefits received. Employee interviews must be compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately.
- Contractor and subrecipient must maintain all records for a minimum of five years after completion of the project.

Federal Fair Housing Laws

All County of San Bernardino Department of Community Development and Housing programs must ensure compliance with Federal Fair Housing Laws. Fair housing is a condition in which individuals of similar income levels in the same housing market have a like-range of housing choice available to them regardless of age, ancestry, color, disability, familial status, marital status, national origin, race, religion, sex, sexual orientation, source of income, or any other arbitrary factors.

The federal Fair Housing Act of 1968 and Fair Housing Amendments Act of 1988 (42 U.S. Code §§ 3601-3619, 3631) are federal fair housing laws that prohibit discrimination in all aspects of housing, such as the sale, rental, lease or negotiation for real property. The Fair Housing Act prohibits discrimination based on race, religion, and national origin. In 1988, the Fair Housing Act was amended to extend protection to familial status and people with disabilities (mental or physical). In addition, the Amendment Act provides for "reasonable accommodations," allowing structural modifications for persons with disabilities if requested, at their own expense, and sets housing code standards for new multi-family dwellings to accommodate the physically disabled.

CDBG Application Checklist

Community-based organizations are required to include one copy of the items listed below. If you are not submitting these items at this time, please notify the Community Development Division at (909) 388-0800 to make other arrangements. The following information is required before any contract or reimbursement can be completed.

- Summary of agency's current year General Operating Budget
- List of agency's Board of Directors, including names and addresses
- Proof of existing non-profit/tax-exempt status (Letters from the Federal Internal Revenue Service and State Franchise Tax Board)
- Current certificate of insurance and amounts covered
- Organizational chart
- Minutes of last Board meeting

If your application is funded you will be required to provide a copy of your last audit and your Articles of Incorporation and Bylaws must be on file.

COUNTY OF SAN BERNARDINO
ECONOMIC DEVELOPMENT AGENCY
COMMUNITY DEVELOPMENT DIVISION

2012-2013 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

- CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL -

Construction and other community improvement projects include construction or rehabilitation of public facilities, parks, roads, water and sewer facilities; acquisition of real property for eligible public purposes; demolition and clearance of deteriorated buildings; code enforcement; and removal of architectural barriers. Please use the "Public Service Program Proposal" forms, rather than this set of forms, for any activities to provide services to clients not involving construction of buildings or facilities.

Important: According to The U.S. Department of Housing and Urban Development (HUD) a minimum grant award amount is necessary to justify the cost of administering CDBG funded projects and program. **Consequently, CDH requires CDBG awards of \$75,000 or more and will use this grant minimum in making its recommendations for approved proposals.**

Carefully read through the instructions and proposal forms. Answer all questions as specifically and completely as possible. If more space is needed, attach separate sheets. Submit one (1) signed paper copy.

TYPE OR PRINT

A. Applicant Information	
1	Name of Applicant Organization: City of Twentynine Palms
2	Mailing Address: 6136 Adobe Road City: Twentynine Palm State: CA Zip: 92277
3	Contact Person: Randolph Councill
4	Title: Community Services Director
5	Phone: (760) 367 - 7562 ext.105 Fax: (760) 367 - 5704
6	E-mail Address: rcouncill@29palms.org

B. Project Description	
Using 25 words or less, provide a concise description of the proposed project. This 25 word description is required in order for this application to be considered complete. Consider items addressed under the General Project Eligibility section of the Project Proposal Instructions. A detailed project description is also required to be provided on page 6.	
Knott's Sky Park Improvements	

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

C. Project Characteristics	
1	Street address and nearest cross streets of the site or office where the program will be carried out: Knott's Sky Park, El Sol Avenue, Twentynine Palms, CA 92277
2	Legal property owner: City of Twentynine Palms
3	What is the current zoning? Park Is this use permitted in this zoning? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no, explain why:
4	Is a conditional use permit required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, attach a copy of the permit.)
5	Complete applicable items for all construction projects (including rehabilitation, acquisition and demolition). Assessor's parcel number: 616-041-05 Square footage of proposed building or building addition: Square footage of construction site parcel: 20 Length of improvements if street, water or sewer project: Service capacity of existing facility: Improved service capacity of the facility: Age of structure: Is the structure registered as a historic landmark under: State <input type="checkbox"/> Federal <input type="checkbox"/> Local law <input type="checkbox"/> (If registered, attach a copy of the registration)
6	Check the community need that will be addressed by this proposal: Public Facility Needs: Senior Center Improvements <input type="checkbox"/> Community Center Improvements <input type="checkbox"/> Child Care Center Improvements <input type="checkbox"/> Youth Center Improvements <input type="checkbox"/> Park & Recreation Improvements <input checked="" type="checkbox"/> Fire Station Improvements <input type="checkbox"/> Social Care Facility Improvements <input type="checkbox"/> Code Enforcement Needs: Code Enforcement <input type="checkbox"/> Demolition and Clearance <input type="checkbox"/> Blight Abatement <input type="checkbox"/> Other <input type="checkbox"/> (Please describe) Infrastructure Needs: Water and Sewer Improvements <input type="checkbox"/> Drainage Improvements <input type="checkbox"/> Street Improvements <input type="checkbox"/> Sidewalk Improvements <input type="checkbox"/> Commercial/Industrial Infrastructure Development <input type="checkbox"/> Accessibility Needs: Removal of Architectural Barriers <input type="checkbox"/> Historic Preservation Needs: Historic Preservation Improvements <input type="checkbox"/>
7	Describe the geographic boundaries of the neighborhood, community, or region to be served by this project. This description must include service area boundaries if land acquisition or structural improvements are proposed (attach a map): The City of Twentynine Palms and the unincorporated areas of the Morongo Basin.

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

D. Project Budget		
Provide the estimated financial data for the project as requested below for the appropriate project group. Costs should be based on the best information available. When preparing this data, consider the following factors: (a) project should be completed in one phase if possible, or if phased, operational capability of the phases should be independent of each other; (b) a phased project should be prioritized and broken into distinct parts, with estimated cost and priority for each part; (c) apply federal prevailing wage rates to construction projects over \$2,000. See Attachment A "Highlights of Federal Standards Provisions" page 10.		
	CDBG Share	Other Source
Architectural and engineering services	\$10,000	\$
Site acquisition	\$	\$
Local Review application	\$	\$
Construction	\$265,000	\$
Other	\$	\$
Total Costs	\$ 275,000	\$ 0
Grand Total (CDBG & Other)	\$ 275,000	
Estimator (name and title): Randolph Council		

E. Amount of CDBG Funds Requested		
1	Amount of CDBG funds requested in this application (must equal Section D CDBG Share)	\$ 275,000
2	Additional funds to be provided by <u>Other Source(s)</u> for this project. The date that the <u>Other Source(s)</u> of funds have been or will be awarded and available, must be stated below:	
	Source(s) <input type="checkbox"/> Federal (Type of Funding): _____ <input type="checkbox"/> State (Type of Funding): _____ <input type="checkbox"/> County (Type of Funding): _____ <input type="checkbox"/> Other (Type of Funding) _____ Award Date / / Date Available / /	\$
	Source(s) <input type="checkbox"/> Federal (Type of Funding): _____ <input type="checkbox"/> State (Type of Funding): _____ <input type="checkbox"/> County (Type of Funding): _____ <input type="checkbox"/> Other (Type of Funding) _____ Award Date / / Date Available / /	\$
	Source(s) <input type="checkbox"/> Federal (Type of Funding): _____ <input type="checkbox"/> State (Type of Funding): _____ <input type="checkbox"/> County (Type of Funding): _____ <input type="checkbox"/> Other (Type of Funding) _____ Award Date / / Date Available / /	\$
	Source(s) <input type="checkbox"/> Federal (Type of Funding): _____ <input type="checkbox"/> State (Type of Funding): _____ <input type="checkbox"/> County (Type of Funding): _____ <input type="checkbox"/> Other (Type of Funding) _____ Award Date / / Date Available / /	\$
	Total of Other Sources (Should equal "Total costs, Other Sources" in section D above)	\$0

Please note: If this project also benefits residents of non-participating jurisdictions, matching funds in proportion to the percentage of non-cooperating residents to be served must be provided by other funding sources.

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

F. Benefit Areas

This section requires a break down of the requested CDBG funds according to the proposed project's benefit area. Only enter amounts for cities where the project will provide a primary benefit. Partial funding of a project proposal may occur and must be considered when calculating a requested amount for more than one area. **The total amount must be \$75,000 or greater and must be sufficient to complete the project for the identified city. The cities of Big Bear Lake, Grand Terrace, Loma Linda, Needles, Twentynine Palms and the Town of Yucca Valley which are receiving less than \$150,000, will have no limit, but may only fund four (4) projects.**

- 1) **Cooperating Cities:** The following cities participate as cooperating cities in the County's CDBG program. Please determine if the primary service area for your proposed project would include one or more of the following cities. If the project would provide predominant or partial benefit to city residents, the County will request a funding recommendation from the benefiting city or cities. Enter the requested amount of CDBG funds needed to provide the proposed project to each applicable city. Sub-total your entries below.

	Amount Requested		Amount Requested
Adelanto	\$	Loma Linda	\$
Barstow	\$	Montclair	\$
Big Bear Lake	\$	Needles	\$
Colton	\$	Twentynine Palms	\$275,000
Grand Terrace	\$	Yucaipa	\$
Highland	\$	Town of Yucca Valley	\$
Sub-total of Funds Benefiting Cooperating Cities:			\$ 275,000

- 2) **Total Funds:** This amount must equal the amount of CDBG funds requested in this application on Line 1, in Section E.

Total Funds Requested	\$ 275,000
------------------------------	-------------------

G. Maintenance and Operation

All capital improvements or facilities will require a Maintenance and Operation (M & O) contract between the County and an M & O Entity. The MAINTENANCE AND OPERATION COMMITMENT must be signed by a representative of the M & O entity with authority to obligate the organization.

- 1) **MAINTENANCE AND OPERATION COMMITMENT:** The governing body of the below named public, quasi-public, or non-profit entity has the financial capacity and is willing to assume the Maintenance and Operation (M & O) responsibility and costs associated with the indicated community development project. This body has reviewed the "Estimated Annual Maintenance and Operation Budget" part of this section. To the best of this body's ability, it has determined this budget to be a true and accurate estimate of the annual M & O costs for the proposed project.

It is understood that without a commitment for maintenance and operation, the indicated project may not be considered for funding under the Community Development Block Grant program. Should this project be funded, a formal M & O contract between the County and the M & O entity shall be written and signed before any funds can be released.

NOTE: The Maintenance and Operation cost for capital improvements and facilities are not eligible for CDBG funding.

Proposed Project:	Knott's Sky Park Improvements
Legal/Incorporated Name of Prospective M&O Entity:	City of Twentynine Palms
Address:	6136 Adobe Road, Twentynine Palms, CA 92277
Federal I.D. Number of M&O Entity:	33-0265469

Signature: _____ **Title:** Community Services Director

Print Name: Randolph Councill **Date:** 11 /7/ 2011

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

2) **ESTIMATED ANNUAL MAINTENANCE AND OPERATION BUDGET**

M&O Annual Expenses

Estimated Dollar Value

Utilities

Electric	\$ 30,000
Water	\$ 4,000
Gas	\$ 2,000
Telephone	\$ _____
Disposal Service	\$ _____
Other ()	\$ _____
Sub-total	\$ 36,000

Materials

Janitorial Supplies	\$ _____
Office Supplies	\$ _____
Recreational Supplies	\$ _____
Ground Supplies	\$ 25,000
Other ()	\$ _____
Sub-total	\$ 25,000

Maintenance—Capital Improvements

Building Repair	\$ _____
Maintenance of Equipment	\$ 15,000
Improvements to Property	\$ 12,000
Other ()	\$ _____
Sub-total	\$ 27,000

Insurance

Liability	\$ _____
Fire	\$ _____
Other ()	\$ _____
Sub-total	\$ 0

***Personnel**

	# Of People	Man-Hours
Maintenance	1	1,040
Secretary		
Administrator		
Program Staff	1	1,040
Other		

	\$ 23,000
	\$ _____
	\$ _____
	\$ 23,000
	\$ _____
Sub-total	\$ 46,000

*List # of people and man hours based on 2080 Hours per year.
Dollar value must include salaries and benefits.

M&O Annual Expense Total \$ 134,000

Revenue Sources (List out all sources such as budget sources, memberships, user fees, etc.)

City General Funds	\$ 134,000
	\$ _____
	\$ _____
Budgeted Revenue Total	\$ 134,000

Assets/Liabilities **Budgeted Revenue minus M&O Expense** \$ 0

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

H. Organizational Information

1) **Organizational History:** (This is applicable only if you are a non-profit organization).

a. Date organization founded: / /	
b. Date organization incorporated as a non-profit organization: / /	
c. Federal Identification Number:	State Identification Number:
d. Number of paid staff:	Number of volunteers:
e. DUNS Number:	

2) Is this a "faith-based" organization? **Yes No

**Generally, a faith-based organization was founded or is inspired by faith or religion. Such organizations often choose to demonstrate that faith by carrying out one or more activities that assist persons who are less fortunate.

DETAILED PROJECT DESCRIPTION

(Continuation of Section B, Project Description, Page 1)

Within the space provided, provide detailed information on the construction project to be completed, its purpose and its beneficiaries. Include professional estimates for material and labor costs, the square footage of the proposed project and any pertinent construction related information. Also, include the cost of any required permitting for the proposed project, such as building permits. Please attach applicable maps, plans and brochures.

Phase I	
1. Well	\$145,000
2. Irrigation	\$30,000
3. Grass Seed	\$10,000
4. Outdoor Exercise Equipmnet	\$35,000
5. Sidewalk	\$55,000
Total Phase I	\$275,000
Phase II South End	
6. Parking Lot	\$225,000
7. Basketball Courts	\$210,000
8. Tennis Courts	\$225,000
9. Lighting of Courts	\$130,000
10. Playground	\$200,000
Total Phase II	\$965,000
Phase III	
11. Picnic Shelter	\$325,000
12. Restrooms	\$125,000
13. Landscaping & Misc	\$130,000
Total Phase III	\$580,000
Phase IV	
14. Horseshoe Pits	\$15,000
15. Bleachers	\$25,000
16. Trails	\$75,000
17. Lighting	\$190,000
18. Curb Gutter & Sidewalk	\$225,000
19. Skate Park	\$600,000
Total	\$1,130,000
Grand Total	\$2,945,000

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

DETAILED PROJECT DESCRIPTION (Continued)

The first Phase includes the construction of a well at the north end, along with irrigation, seed, exercise equipment, and sidewalk. Follow up phase moves toward the south end of Knott's Sky Park which is not developed.

DETAILED PROJECT TIMELINE AND EXPENDITURE OF FUNDS

PROJECT TIMELINE:

DESIGN: Start Date: __6-1-12__ Completion Date: __7-1-12__

BID PACKAGE: Submission to EDA for Approval Date: __8-1-12__

CONTRACTOR SELECTION: Date: __9-15-12__

CONSTRUCTION DATES: Start Date: __11-1-12__ Est. Completion Date: __2-28-13__

EXPENDITURE OF FUNDS: (Please provide projected dates for submission of reimbursement claims and the amount of each)

Beginning Allocation:	\$	__	__		
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__

Authorized Signature: To the best of my knowledge, the information provided on this application is true and I am authorized to submit this application on behalf of the applicant organization. Also, I acknowledge that insurance coverage including, but not limited to, Comprehensive General Liability, Automobile Liability, and Professional Liability (or Errors and Omissions Liability) will be required before CDBG funds can be made available to approved projects.

Signature: _____ **Title:** Community Services Director

Print Name: Randolph Councill **Date:** 11 /7/ 2011

PLEASE SUBMIT ONE SIGNED PAPER COPY OF EACH COMPLETED AND SIGNED PROJECT PROPOSAL TO:
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Attachment A

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

HIGHLIGHTS OF FEDERAL STANDARDS PROVISIONS (DAVIS –BACON ACT)

- Applies to any construction, rehabilitation, alteration, or repair, including painting, flooring, and decoration, in an amount of \$2,000 or more, any part of which is federal money.
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CDBG Application Checklist

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- List of agency's Board of Directors, including names and addresses
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- Current certificate of insurance and amounts covered
- Organizational chart
- Minutes of last Board meeting

If your application is funded you will be required to provide a copy of your last audit and your Articles of Incorporation and Bylaws must be on file.

COUNTY OF SAN BERNARDINO
ECONOMIC DEVELOPMENT AGENCY
COMMUNITY DEVELOPMENT DIVISION

2012-2013 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

- CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL -

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Important: According to The U.S. Department of Housing and Urban Development (HUD) a minimum grant award amount is necessary to justify the cost of administering CDBG funded projects and program. **Consequently, CDH requires CDBG awards of \$75,000 or more and will use this grant minimum in making its recommendations for approved proposals.**

Carefully read through the instructions and proposal forms. Answer all questions as specifically and completely as possible. If more space is needed, attach separate sheets. Submit one (1) signed paper copy.

TYPE OR PRINT

A. Applicant Information	
1	Name of Applicant Organization: City of Twentynine Palms
2	Mailing Address: 6136 Adobe Road City: Twentynine Palm State: CA Zip: 92277
3	Contact Person: Randolph Councill
4	Title: Community Services Director
5	Phone: (760) 367 - 7562 ext.105 Fax: (760) 367 - 5704
6	E-mail Address: rcouncill@29palms.org

B. Project Description	
Using 25 words or less, provide a concise description of the proposed project. This 25 word description is required in order for this application to be considered complete. Consider items addressed under the General Project Eligibility section of the Project Proposal Instructions. A detailed project description is also required to be provided on page 6.	
Luckie Park Improvements	

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

C. Project Characteristics	
1	Street address and nearest cross streets of the site or office where the program will be carried out: Luckie Park, 74362 Joe Davis, Twentynine Palms, CA 92277
2	Legal property owner: City of Twentynine Palms
3	What is the current zoning? Park Is this use permitted in this zoning? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no, explain why:
4	Is a conditional use permit required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, attach a copy of the permit.)
5	Complete applicable items for all construction projects (including rehabilitation, acquisition and demolition). Assessor's parcel number: 623-161-04-07 Square footage of proposed building or building addition: Square footage of construction site parcel: 45 Length of improvements if street, water or sewer project: Service capacity of existing facility: Improved service capacity of the facility: Age of structure: Is the structure registered as a historic landmark under: State <input type="checkbox"/> Federal <input type="checkbox"/> Local law <input type="checkbox"/> (If registered, attach a copy of the registration)
6	Check the community need that will be addressed by this proposal: Public Facility Needs: Senior Center Improvements <input type="checkbox"/> Community Center Improvements <input type="checkbox"/> Child Care Center Improvements <input type="checkbox"/> Youth Center Improvements <input type="checkbox"/> Park & Recreation Improvements <input checked="" type="checkbox"/> Fire Station Improvements <input type="checkbox"/> Social Care Facility Improvements <input type="checkbox"/> Code Enforcement Needs: Code Enforcement <input type="checkbox"/> Demolition and Clearance <input type="checkbox"/> Blight Abatement <input type="checkbox"/> Other <input type="checkbox"/> (Please describe) Infrastructure Needs: Water and Sewer Improvements <input type="checkbox"/> Drainage Improvements <input type="checkbox"/> Street Improvements <input type="checkbox"/> Sidewalk Improvements <input type="checkbox"/> Commercial/Industrial Infrastructure Development <input type="checkbox"/> Accessibility Needs: Removal of Architectural Barriers <input type="checkbox"/> Historic Preservation Needs: Historic Preservation Improvements <input type="checkbox"/>
7	Describe the geographic boundaries of the neighborhood, community, or region to be served by this project. This description must include service area boundaries if land acquisition or structural improvements are proposed (attach a map): The City of Twentynine Palms and the unincorporated areas of the Morongo Basin.

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

D. Project Budget		
Provide the estimated financial data for the project as requested below for the appropriate project group. Costs should be based on the best information available. When preparing this data, consider the following factors: (a) project should be completed in one phase if possible, or if phased, operational capability of the phases should be independent of each other; (b) a phased project should be prioritized and broken into distinct parts, with estimated cost and priority for each part; (c) apply federal prevailing wage rates to construction projects over \$2,000. See Attachment A "Highlights of Federal Standards Provisions" page 10.		
	CDBG Share	Other Source
Architectural and engineering services	\$12,000	\$
Site acquisition	\$	\$
Local Review application	\$	\$
Construction	\$253,000	\$
Other	\$	\$
Total Costs	\$ 265,000	\$ 0
Grand Total (CDBG & Other)	\$ 265,000	
Estimator (name and title): Randolph Council		

E. Amount of CDBG Funds Requested		
1	Amount of CDBG funds requested in this application (must equal Section D CDBG Share)	\$ 265,000
2	Additional funds to be provided by <u>Other Source(s)</u> for this project. The date that the <u>Other Source(s)</u> of funds have been or will be awarded and available, must be stated below:	
	Source(s) <input type="checkbox"/> Federal (Type of Funding): _____ <input type="checkbox"/> State (Type of Funding): _____ <input type="checkbox"/> County (Type of Funding): _____ <input type="checkbox"/> Other (Type of Funding) _____ Award Date / / Date Available / /	\$
	Source(s) <input type="checkbox"/> Federal (Type of Funding): _____ <input type="checkbox"/> State (Type of Funding): _____ <input type="checkbox"/> County (Type of Funding): _____ <input type="checkbox"/> Other (Type of Funding) _____ Award Date / / Date Available / /	\$
	Source(s) <input type="checkbox"/> Federal (Type of Funding): _____ <input type="checkbox"/> State (Type of Funding): _____ <input type="checkbox"/> County (Type of Funding): _____ <input type="checkbox"/> Other (Type of Funding) _____ Award Date / / Date Available / /	\$
	Source(s) <input type="checkbox"/> Federal (Type of Funding): _____ <input type="checkbox"/> State (Type of Funding): _____ <input type="checkbox"/> County (Type of Funding): _____ <input type="checkbox"/> Other (Type of Funding) _____ Award Date / / Date Available / /	\$
	Total of Other Sources (Should equal "Total costs, Other Sources" in section D above)	\$0

Please note: If this project also benefits residents of non-participating jurisdictions, matching funds in proportion to the percentage of non-cooperating residents to be served must be provided by other funding sources.

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

F. Benefit Areas

This section requires a break down of the requested CDBG funds according to the proposed project's benefit area. Only enter amounts for cities where the project will provide a primary benefit. Partial funding of a project proposal may occur and must be considered when calculating a requested amount for more than one area. **The total amount must be \$75,000 or greater and must be sufficient to complete the project for the identified city. The cities of Big Bear Lake, Grand Terrace, Loma Linda, Needles, Twentynine Palms and the Town of Yucca Valley which are receiving less than \$150,000, will have no limit, but may only fund four (4) projects.**

- 1) **Cooperating Cities:** The following cities participate as cooperating cities in the County's CDBG program. Please determine if the primary service area for your proposed project would include one or more of the following cities. If the project would provide predominant or partial benefit to city residents, the County will request a funding recommendation from the benefiting city or cities. Enter the requested amount of CDBG funds needed to provide the proposed project to each applicable city. Sub-total your entries below.

	Amount Requested		Amount Requested
Adelanto	\$	Loma Linda	\$
Barstow	\$	Montclair	\$
Big Bear Lake	\$	Needles	\$
Colton	\$	Twentynine Palms	\$265,000
Grand Terrace	\$	Yucaipa	\$
Highland	\$	Town of Yucca Valley	\$
Sub-total of Funds Benefiting Cooperating Cities:			\$ 265,000

- 2) **Total Funds:** This amount must equal the amount of CDBG funds requested in this application on Line 1, in Section E.

Total Funds Requested	\$ 265,000
------------------------------	-------------------

G. Maintenance and Operation

All capital improvements or facilities will require a Maintenance and Operation (M & O) contract between the County and an M & O Entity. The MAINTENANCE AND OPERATION COMMITMENT must be signed by a representative of the M & O entity with authority to obligate the organization.

- 1) **MAINTENANCE AND OPERATION COMMITMENT:** The governing body of the below named public, quasi-public, or non-profit entity has the financial capacity and is willing to assume the Maintenance and Operation (M & O) responsibility and costs associated with the indicated community development project. This body has reviewed the "Estimated Annual Maintenance and Operation Budget" part of this section. To the best of this body's ability, it has determined this budget to be a true and accurate estimate of the annual M & O costs for the proposed project.

It is understood that without a commitment for maintenance and operation, the indicated project may not be considered for funding under the Community Development Block Grant program. Should this project be funded, a formal M & O contract between the County and the M & O entity shall be written and signed before any funds can be released.

NOTE: The Maintenance and Operation cost for capital improvements and facilities are not eligible for CDBG funding.

Proposed Project:	Luckie Park Improvements
Legal/Incorporated Name of Prospective M&O Entity:	City of Twentynine Palms
Address:	6136 Adobe Road, Twentynine Palms, CA 92277
Federal I.D. Number of M&O Entity:	33-0265469

Signature: _____ **Title:** Community Services Director

Print Name: Randolph Councill **Date:** 11 /7/ 2011

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

2) **ESTIMATED ANNUAL MAINTENANCE AND OPERATION BUDGET**

M&O Annual Expenses

Estimated Dollar Value

Utilities

Electric	\$ 30,000
Water	\$ 4,000
Gas	\$ 2,000
Telephone	\$ _____
Disposal Service	\$ _____
Other ()	\$ _____
Sub-total	\$ 36,000

Materials

Janitorial Supplies	\$ _____
Office Supplies	\$ _____
Recreational Supplies	\$ _____
Ground Supplies	\$ 25,000
Other ()	\$ _____
Sub-total	\$ 25,000

Maintenance—Capital Improvements

Building Repair	\$ _____
Maintenance of Equipment	\$ 15,000
Improvements to Property	\$ 12,000
Other ()	\$ _____
Sub-total	\$ 27,000

Insurance

Liability	\$ _____
Fire	\$ _____
Other ()	\$ _____
Sub-total	\$ 0

***Personnel**

	# Of People	Man-Hours
Maintenance	1	1,040
Secretary		
Administrator		
Program Staff	1	1,040
Other		

	\$ 23,000
	\$ _____
	\$ _____
	\$ 23,000
	\$ _____
Sub-total	\$ 46,000

*List # of people and man hours based on 2080 Hours per year.
Dollar value must include salaries and benefits.

M&O Annual Expense Total \$ 134,000

Revenue Sources (List out all sources such as budget sources, memberships, user fees, etc.)

City General Funds	\$ 134,000
	\$ _____
	\$ _____
Budgeted Revenue Total	\$ 134,000

Assets/Liabilities **Budgeted Revenue minus M&O Expense** \$ 0

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

H. Organizational Information

1) **Organizational History:** (This is applicable only if you are a non-profit organization).

a. Date organization founded: / /	
b. Date organization incorporated as a non-profit organization: / /	
c. Federal Identification Number:	State Identification Number:
d. Number of paid staff:	Number of volunteers:
e. DUNS Number:	

2) Is this a "faith-based" organization? **Yes No

**Generally, a faith-based organization was founded or is inspired by faith or religion. Such organizations often choose to demonstrate that faith by carrying out one or more activities that assist persons who are less fortunate.

DETAILED PROJECT DESCRIPTION

(Continuation of Section B, Project Description, Page 1)

Within the space provided, provide detailed information on the construction project to be completed, its purpose and its beneficiaries. Include professional estimates for material and labor costs, the square footage of the proposed project and any pertinent construction related information. Also, include the cost of any required permitting for the proposed project, such as building permits. Please attach applicable maps, plans and brochures.

Phase I

- | | |
|--------------------------------|-----------|
| 1. Resurface Basketball Courts | \$35,000 |
| 2. Outdoor Exercise Equipment | \$30,000 |
| 3. Generator Com Center | \$60,000 |
| 4. Shade Skate Park | \$40,000 |
| 5. Sand Volleyball Court | \$100,000 |

Total Phase I \$265,000

Phase II

- | | |
|--------------------|-----------|
| 6. Water Play Park | \$500,000 |
| 7. Tennis Complex | \$525,000 |
| 8. Well | \$150,000 |
| 9. Landscaping | \$130,000 |

Total Phase II \$1,305,000

The basketball courts need to be surface, along with some outdoor exercise equipment would be beneficial to Luckie Park. The generator at the Community Center, would allow the City to be better prepared for any emergencies that come along.

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

DETAILED PROJECT DESCRIPTION (Continued)

DETAILED PROJECT TIMELINE AND EXPENDITURE OF FUNDS

PROJECT TIMELINE:

DESIGN: Start Date: __6-1-12__ Completion Date: __7-1-12__
BID PACKAGE: Submission to EDA for Approval Date: __8-1-12__
CONTRACTOR SELECTION: Date: __9-15-12__
CONSTRUCTION DATES: Start Date: __11-1-12__ Est. Completion Date: __2-28-13__

EXPENDITURE OF FUNDS: (Please provide projected dates for submission of reimbursement claims and the amount of each)

Beginning Allocation:	\$	__	__		
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__

Authorized Signature: To the best of my knowledge, the information provided on this application is true and I am authorized to submit this application on behalf of the applicant organization. Also, I acknowledge that insurance coverage including, but not limited to, Comprehensive General Liability, Automobile Liability, and Professional Liability (or Errors and Omissions Liability) will be required before CDBG funds can be made available to approved projects.

Signature: _____ **Title:** Community Services Director

Print Name: Randolph Councill **Date:** 11 /7/ 2011

PLEASE SUBMIT ONE SIGNED PAPER COPY OF EACH COMPLETED AND SIGNED PROJECT PROPOSAL TO:
County of San Bernardino, Economic Development Agency, Community Development Division, 385 North Arrowhead Avenue, Second Floor, San Bernardino, CA 92415-0040, Attention: Program and Compliance Section.

For assistance or information regarding the completion of this proposal, call (909) 388-0800 or FAX (909) 388-0844.

This application form can be accessed on EDA's Web Page at: <http://www.sbcountyadvantage.com/CDBG.aspx>.

Attachment A

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

HIGHLIGHTS OF FEDERAL STANDARDS PROVISIONS (DAVIS –BACON ACT)

- Applies to any construction, rehabilitation, alteration, or repair, including painting, flooring, and decoration, in an amount of \$2,000 or more, any part of which is federal money.
- The prevailing federal wage rates and fringe benefits are effective as of the date of the advertisement for bids. (Davis-Bacon wage rate schedule is available on the internet at: <http://www.wdol.gov/dba.aspx#0>)
- Workers must be paid weekly and certified payrolls submitted weekly in the prescribed format. The payrolls must include details of each worker's job classification, hours worked, and wages and benefits paid. Certified payrolls must be reviewed as soon as they are received and compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately.
- Workers must be interviewed on the job site regarding appropriate job classification and wages and benefits received. Employee interviews must be compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately.
- Contractor and subrecipient must maintain all records for a minimum of five years after completion of the project.

Federal Fair Housing Laws

All County of San Bernardino Department of Community Development and Housing programs must ensure compliance with Federal Fair Housing Laws. Fair housing is a condition in which individuals of similar income levels in the same housing market have a like-range of housing choice available to them regardless of age, ancestry, color, disability, familial status, marital status, national origin, race, religion, sex, sexual orientation, source of income, or any other arbitrary factors.

The federal Fair Housing Act of 1968 and Fair Housing Amendments Act of 1988 (42 U.S. Code §§ 3601-3619, 3631) are federal fair housing laws that prohibit discrimination in all aspects of housing, such as the sale, rental, lease or negotiation for real property. The Fair Housing Act prohibits discrimination based on race, religion, and national origin. In 1988, the Fair Housing Act was amended to extend protection to familial status and people with disabilities (mental or physical). In addition, the Amendment Act provides for "reasonable accommodations," allowing structural modifications for persons with disabilities if requested, at their own expense, and sets housing code standards for new multi-family dwellings to accommodate the physically disabled.

CDBG Application Checklist

Community-based organizations are required to include one copy of the items listed below. If you are not submitting these items at this time, please notify the Community Development Division at (909) 388-0800 to make other arrangements. The following information is required before any contract or reimbursement can be completed.

- Summary of agency's current year General Operating Budget
- List of agency's Board of Directors, including names and addresses
- Proof of existing non-profit/tax-exempt status (Letters from the Federal Internal Revenue Service and State Franchise Tax Board)
- Current certificate of insurance and amounts covered
- Organizational chart
- Minutes of last Board meeting

If your application is funded you will be required to provide a copy of your last audit and your Articles of Incorporation and Bylaws must be on file.

COUNTY OF SAN BERNARDINO
ECONOMIC DEVELOPMENT AGENCY
COMMUNITY DEVELOPMENT DIVISION

2012-2013 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

- CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL -

Construction and other community improvement projects include construction or rehabilitation of public facilities, parks, roads, water and sewer facilities; acquisition of real property for eligible public purposes; demolition and clearance of deteriorated buildings; code enforcement; and removal of architectural barriers. Please use the "Public Service Program Proposal" forms, rather than this set of forms, for any activities to provide services to clients not involving construction of buildings or facilities.

Important: According to The U.S. Department of Housing and Urban Development (HUD) a minimum grant award amount is necessary to justify the cost of administering CDBG funded projects and program. **Consequently, CDH requires CDBG awards of \$75,000 or more and will use this grant minimum in making its recommendations for approved proposals.**

Carefully read through the instructions and proposal forms. Answer all questions as specifically and completely as possible. If more space is needed, attach separate sheets. Submit one (1) signed paper copy.

TYPE OR PRINT

A. Applicant Information	
1	Name of Applicant Organization: City of Twentynine Palms
2	Mailing Address: 6136 Adobe Road City: Twentynine Palm State: CA Zip: 92277
3	Contact Person: Randolph Councill
4	Title: Community Services Director
5	Phone: (760) 367 - 7562 ext.105 Fax: (760) 367 - 5704
6	E-mail Address: rcouncill@29palms.org

B. Project Description	
Using 25 words or less, provide a concise description of the proposed project. This 25 word description is required in order for this application to be considered complete. Consider items addressed under the General Project Eligibility section of the Project Proposal Instructions. A detailed project description is also required to be provided on page 6.	
Senior Center Improvements	

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

C. Project Characteristics	
1	Street address and nearest cross streets of the site or office where the program will be carried out: 6539 Adobe Road, Twentynine Palms, CA 92277
2	Legal property owner: City of Twentynine Palms
3	What is the current zoning? Park Is this use permitted in this zoning? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no, explain why:
4	Is a conditional use permit required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, attach a copy of the permit.)
5	Complete applicable items for all construction projects (including rehabilitation, acquisition and demolition). Assessor's parcel number: 617-291-19 Square footage of proposed building or building addition: Square footage of construction site parcel: Length of improvements if street, water or sewer project: Service capacity of existing facility: 150 Improved service capacity of the facility: Age of structure: Is the structure registered as a historic landmark under: State <input type="checkbox"/> Federal <input type="checkbox"/> Local law <input type="checkbox"/> (If registered, attach a copy of the registration)
6	Check the community need that will be addressed by this proposal: Public Facility Needs: Senior Center Improvements <input checked="" type="checkbox"/> Community Center Improvements <input type="checkbox"/> Child Care Center Improvements <input type="checkbox"/> Youth Center Improvements <input type="checkbox"/> Park & Recreation Improvements <input checked="" type="checkbox"/> Fire Station Improvements <input type="checkbox"/> Social Care Facility Improvements <input type="checkbox"/> Code Enforcement Needs: Code Enforcement <input type="checkbox"/> Demolition and Clearance <input type="checkbox"/> Blight Abatement <input type="checkbox"/> Other <input type="checkbox"/> (Please describe) Infrastructure Needs: Water and Sewer Improvements <input type="checkbox"/> Drainage Improvements <input type="checkbox"/> Street Improvements <input type="checkbox"/> Sidewalk Improvements <input type="checkbox"/> Commercial/Industrial Infrastructure Development <input type="checkbox"/> Accessibility Needs: Removal of Architectural Barriers <input type="checkbox"/> Historic Preservation Needs: Historic Preservation Improvements <input type="checkbox"/>
7	Describe the geographic boundaries of the neighborhood, community, or region to be served by this project. This description must include service area boundaries if land acquisition or structural improvements are proposed (attach a map): The City of Twentynine Palms and the unincorporated areas of the Morongo Basin.

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

D. Project Budget		
Provide the estimated financial data for the project as requested below for the appropriate project group. Costs should be based on the best information available. When preparing this data, consider the following factors: (a) project should be completed in one phase if possible, or if phased, operational capability of the phases should be independent of each other; (b) a phased project should be prioritized and broken into distinct parts, with estimated cost and priority for each part; (c) apply federal prevailing wage rates to construction projects over \$2,000. See Attachment A "Highlights of Federal Standards Provisions" page 10.		
	CDBG Share	Other Source
Architectural and engineering services	\$10,000	\$
Site acquisition	\$	\$
Local Review application	\$	\$
Construction	\$210,000	\$
Other	\$	\$
Total Costs	\$ 220,000	\$ 0
Grand Total (CDBG & Other)	\$ 220,000	
Estimator (name and title): Randolph Council		

E. Amount of CDBG Funds Requested		
1	Amount of CDBG funds requested in this application (must equal Section D CDBG Share)	\$ 220,000
2	Additional funds to be provided by <u>Other Source(s)</u> for this project. The date that the <u>Other Source(s)</u> of funds have been or will be awarded and available, must be stated below:	
	Source(s) <input type="checkbox"/> Federal (Type of Funding): _____ <input type="checkbox"/> State (Type of Funding): _____ <input type="checkbox"/> County (Type of Funding): _____ <input type="checkbox"/> Other (Type of Funding) _____ Award Date / / Date Available / /	\$
	Source(s) <input type="checkbox"/> Federal (Type of Funding): _____ <input type="checkbox"/> State (Type of Funding): _____ <input type="checkbox"/> County (Type of Funding): _____ <input type="checkbox"/> Other (Type of Funding) _____ Award Date / / Date Available / /	\$
	Source(s) <input type="checkbox"/> Federal (Type of Funding): _____ <input type="checkbox"/> State (Type of Funding): _____ <input type="checkbox"/> County (Type of Funding): _____ <input type="checkbox"/> Other (Type of Funding) _____ Award Date / / Date Available / /	\$
	Source(s) <input type="checkbox"/> Federal (Type of Funding): _____ <input type="checkbox"/> State (Type of Funding): _____ <input type="checkbox"/> County (Type of Funding): _____ <input type="checkbox"/> Other (Type of Funding) _____ Award Date / / Date Available / /	\$
	Total of Other Sources (Should equal "Total costs, Other Sources" in section D above)	\$0

Please note: If this project also benefits residents of non-participating jurisdictions, matching funds in proportion to the percentage of non-cooperating residents to be served must be provided by other funding sources.

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

F. Benefit Areas

This section requires a break down of the requested CDBG funds according to the proposed project's benefit area. Only enter amounts for cities where the project will provide a primary benefit. Partial funding of a project proposal may occur and must be considered when calculating a requested amount for more than one area. **The total amount must be \$75,000 or greater and must be sufficient to complete the project for the identified city. The cities of Big Bear Lake, Grand Terrace, Loma Linda, Needles, Twentynine Palms and the Town of Yucca Valley which are receiving less than \$150,000, will have no limit, but may only fund four (4) projects.**

- 1) **Cooperating Cities:** The following cities participate as cooperating cities in the County's CDBG program. Please determine if the primary service area for your proposed project would include one or more of the following cities. If the project would provide predominant or partial benefit to city residents, the County will request a funding recommendation from the benefiting city or cities. Enter the requested amount of CDBG funds needed to provide the proposed project to each applicable city. Sub-total your entries below.

	Amount Requested		Amount Requested
Adelanto	\$	Loma Linda	\$
Barstow	\$	Montclair	\$
Big Bear Lake	\$	Needles	\$
Colton	\$	Twentynine Palms	\$220,000
Grand Terrace	\$	Yucaipa	\$
Highland	\$	Town of Yucca Valley	\$
Sub-total of Funds Benefiting Cooperating Cities:			\$ 220,000

- 2) **Total Funds:** This amount must equal the amount of CDBG funds requested in this application on Line 1, in Section E.

Total Funds Requested	\$ 220,000
------------------------------	------------

G. Maintenance and Operation

All capital improvements or facilities will require a Maintenance and Operation (M & O) contract between the County and an M & O Entity. The MAINTENANCE AND OPERATION COMMITMENT must be signed by a representative of the M & O entity with authority to obligate the organization.

- 1) **MAINTENANCE AND OPERATION COMMITMENT:** The governing body of the below named public, quasi-public, or non-profit entity has the financial capacity and is willing to assume the Maintenance and Operation (M & O) responsibility and costs associated with the indicated community development project. This body has reviewed the "Estimated Annual Maintenance and Operation Budget" part of this section. To the best of this body's ability, it has determined this budget to be a true and accurate estimate of the annual M & O costs for the proposed project.

It is understood that without a commitment for maintenance and operation, the indicated project may not be considered for funding under the Community Development Block Grant program. Should this project be funded, a formal M & O contract between the County and the M & O entity shall be written and signed before any funds can be released.

NOTE: The Maintenance and Operation cost for capital improvements and facilities are not eligible for CDBG funding.

Proposed Project:	Senior Center Improvements
Legal/Incorporated Name of Prospective M&O Entity:	City of Twentynine Palms
Address:	6136 Adobe Road, Twentynine Palms, CA 92277
Federal I.D. Number of M&O Entity:	33-0265469

Signature: _____ **Title:** Community Services Director

Print Name: Randolph Councill **Date:** 11 /7/ 2011

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

2) **ESTIMATED ANNUAL MAINTENANCE AND OPERATION BUDGET**

M&O Annual Expenses

Estimated Dollar Value

Utilities

Electric	\$ 20,000
Water	\$ 4,000
Gas	\$ 2,000
Telephone	\$ _____
Disposal Service	\$ _____
Other ()	\$ _____
Sub-total	\$ 26,000

Materials

Janitorial Supplies	\$ _____
Office Supplies	\$ _____
Recreational Supplies	\$ _____
Ground Supplies	\$ _____
Other ()	\$ _____
Sub-total	\$ 0

Maintenance—Capital Improvements

Building Repair	\$ _____
Maintenance of Equipment	\$ 15,000
Improvements to Property	\$ 12,000
Other ()	\$ _____
Sub-total	\$ 27,000

Insurance

Liability	\$ _____
Fire	\$ _____
Other ()	\$ _____
Sub-total	\$ 0

***Personnel**

	# Of People	Man-Hours
Maintenance		
Secretary		
Administrator		
Program Staff		
Other		

	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
Sub-total	\$ 0

*List # of people and man hours based on 2080 Hours per year.
Dollar value must include salaries and benefits.

M&O Annual Expense Total \$ 53,000

Revenue Sources (List out all sources such as budget sources, memberships, user fees, etc.)

City General Funds	\$ 53,000
	\$ _____
	\$ _____
Budgeted Revenue Total	\$ 53,000

Assets/Liabilities **Budgeted Revenue minus M&O Expense** \$ 0

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

H. Organizational Information

1) **Organizational History:** (This is applicable only if you are a non-profit organization).

a. Date organization founded: / /	
b. Date organization incorporated as a non-profit organization: / /	
c. Federal Identification Number:	State Identification Number:
d. Number of paid staff:	Number of volunteers:
e. DUNS Number:	

2) Is this a "faith-based" organization? **Yes No

**Generally, a faith-based organization was founded or is inspired by faith or religion. Such organizations often choose to demonstrate that faith by carrying out one or more activities that assist persons who are less fortunate.

DETAILED PROJECT DESCRIPTION

(Continuation of Section B, Project Description, Page 1)

Within the space provided, provide detailed information on the construction project to be completed, its purpose and its beneficiaries. Include professional estimates for material and labor costs, the square footage of the proposed project and any pertinent construction related information. Also, include the cost of any required permitting for the proposed project, such as building permits. Please attach applicable maps, plans and brochures.

Phase I

1. Replacement of Doors	\$45,000
2. Replacement of Counter Tops	\$15,000
3. Handicapped Access	\$35,000
4. Replacement of Window	\$125,000
Total	\$220,000

Phase II

4. Automatic Door Opening	\$175,000
5. Covered Patio	\$190,000
Total	\$365,000

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

DETAILED PROJECT DESCRIPTION (Continued)

DETAILED PROJECT TIMELINE AND EXPENDITURE OF FUNDS

PROJECT TIMELINE:

DESIGN: Start Date: __6-1-12__ Completion Date: __7-1-12__
BID PACKAGE: Submission to EDA for Approval Date: __8-1-12__
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CONSTRUCTION DATES: Start Date: __11-1-12__ Est. Completion Date: __2-28-13__

EXPENDITURE OF FUNDS: (Please provide projected dates for submission of reimbursement claims and the amount of each)

Beginning Allocation:	\$	__	__		
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__
Reimbursement Claim:	Date:	__	__	\$	__

Authorized Signature: To the best of my knowledge, the information provided on this application is true and I am authorized to submit this application on behalf of the applicant organization. Also, I acknowledge that insurance coverage including, but not limited to, Comprehensive General Liability, Automobile Liability, and Professional Liability (or Errors and Omissions Liability) will be required before CDBG funds can be made available to approved projects.

Signature: _____ **Title:** Community Services Director

Print Name: Randolph Councill **Date:** 11 /7/ 2011

PLEASE SUBMIT ONE SIGNED PAPER COPY OF EACH COMPLETED AND SIGNED PROJECT PROPOSAL TO:
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Attachment A

2012-13 CONSTRUCTION IMPROVEMENTS PROJECT PROPOSAL

HIGHLIGHTS OF FEDERAL STANDARDS PROVISIONS (DAVIS –BACON ACT)

- Applies to any construction, rehabilitation, alteration, or repair, including painting, flooring, and decoration, in an amount of \$2,000 or more, any part of which is federal money.
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Federal Fair Housing Laws

All County of San Bernardino Department of Community Development and Housing programs must ensure compliance with Federal Fair Housing Laws. Fair housing is a condition in which individuals of similar income levels in the same housing market have a like-range of housing choice available to them regardless of age, ancestry, color, disability, familial status, marital status, national origin, race, religion, sex, sexual orientation, source of income, or any other arbitrary factors.

The federal Fair Housing Act of 1968 and Fair Housing Amendments Act of 1988 (42 U.S. Code §§ 3601-3619, 3631) are federal fair housing laws that prohibit discrimination in all aspects of housing, such as the sale, rental, lease or negotiation for real property. The Fair Housing Act prohibits discrimination based on race, religion, and national origin. In 1988, the Fair Housing Act was amended to extend protection to familial status and people with disabilities (mental or physical). In addition, the Amendment Act provides for "reasonable accommodations," allowing structural modifications for persons with disabilities if requested, at their own expense, and sets housing code standards for new multi-family dwellings to accommodate the physically disabled.

CDBG Application Checklist

Community-based organizations are required to include one copy of the items listed below. If you are not submitting these items at this time, please notify the Community Development Division at (909) 388-0800 to make other arrangements. The following information is required before any contract or reimbursement can be completed.

- Summary of agency's current year General Operating Budget
- List of agency's Board of Directors, including names and addresses
- Proof of existing non-profit/tax-exempt status (Letters from the Federal Internal Revenue Service and State Franchise Tax Board)
- Current certificate of insurance and amounts covered
- Organizational chart
- Minutes of last Board meeting

If your application is funded you will be required to provide a copy of your last audit and your Articles of Incorporation and Bylaws must be on file.