

**CITY OF EL CAJON
DEPARTMENT OF COMMUNITY DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FACT SHEET**

I. Introduction

This FACT SHEET has been prepared to assist public officials and citizens to understand the COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) program. Also, this FACT SHEET provides information as to how non-profit organizations may apply for CDBG funds from the City of El Cajon and how those funds must be used to benefit the community.

II. Overview of Program

Per Title I of the Housing and Community Development Act of 1974 (Public Law 93-383), as amended, the City of El Cajon is entitled to receive federal CDBG funds on an annual basis. The purpose of the federal grant program is to assist cities, such as El Cajon, with the development of decent housing and a suitable living environment for low and moderate-income residents.

All CDBG-funded projects and programs must meet one or more of the following national objectives:

- 1) Benefit a majority of low/moderate income residents; or
- 2) Meet a community need having a particular urgency because existing conditions pose a serious and immediate threat to the health and/or welfare of the community and no other financial resources are available to meet the need. (A condition will be considered urgent or of recent origin if it developed or became critical within the 18-month period preceding the application); or
- 3) Aid in the prevention or elimination of conditions of slum and blight.

Additionally, projects must meet at least one of the priorities developed by the City of El Cajon. Briefly, they are:

- Priority 1.1: Conserve and improve existing affordable housing.
- Priority 1.2: Provide adequate sites for affordable housing.
- Priority 1.3: Assist in the development of affordable housing.
- Priority 1.4: Remove governmental constraints.
- Priority 1.5: Promote equal housing opportunities.
- Priority 2.1: Evaluate support facilities and service needs of the homeless and near homeless, and identify appropriate agencies and resources.
- Priority 3.1: Provide housing assistance and supportive services to lower income households with special needs.
- Priority 4.1: Improve public safety through crime prevention programs.
- Priority 4.2: Provide for the economic development needs of low income target areas.
- Priority 4.3: Provide for needed infrastructure improvements in low income target areas.
- Priority 4.4: Provide for necessary planning activities to develop and implement both housing and community development plans to address anticipated needs.
- Priority 4.5: Provide for new community facilities and improve the quality of existing community facilities to serve those of lower income.
- Priority 4.6: Provide needed community services to those of lower income.
- Priority 4.7: Provide supportive services and facilities to seniors.
- Priority 4.8: Provide supportive services and facilities to youth, particularly those considered at risk.

The priorities are more fully explained in the Combined Housing Element and Consolidated Plan, 1999-2004, which is available for \$10/copy at the Community Development Department, 200 East Main Street, El Cajon, CA 92020.

III. Eligible Activity Categories

The following provides a list of activity categories that are eligible for funding under the CDBG program. Please note that each category is subject to very specific limitations.

- ◆ Acquisition of real property.
- ◆ Disposition of real property.
- ◆ Public facilities and improvements
- ◆ Clearance activities
- ◆ Public services
- ◆ Interim assistance
- ◆ Payment of non-federal share of matching requirements for other federal grants
- ◆ Urban renewal completion
- ◆ Relocation assistance
- ◆ Loss of rental income (due to relocation)
- ◆ Housing services
- ◆ Privately owned utilities
- ◆ Construction of housing
- ◆ Homeownership assistance
- ◆ Facilitation of economic development
- ◆ Technical assistance
- ◆ Assistance to institutions of higher education
- ◆ Rehabilitation and preservation activities
- ◆ Planning activities
- ◆ Program administration
- ◆ Code enforcement

IV. Ineligible Activities

The following provides a brief summary of specific activities which would not be eligible for CDBG funding:

- ◆ Buildings, or portions thereof, used for the general conduct of government.
- ◆ General government expenses.
- ◆ Political activities.
- ◆ Purchase of construction equipment.
- ◆ Purchase of equipment, fixtures, motor vehicles, furnishings or other personal property which is not an integral structural fixture.
- ◆ **Exception:** CDBG funds may be used to purchase or to pay depreciation or use allowances for such items when necessary for use by the City or its subrecipients in the administration of activities assisted with CDBG funds or when such items constitute all or part of the public service. Also, fire protection equipment is considered an “integral part” of a public facility; therefore, the purchase of such equipment would be an eligible activity.
- ◆ Operating and maintenance expenses of public facilities with the exception of public service activities, interim assistance and office space for CDBG program staff.
- ◆ Income payments for housing or any other purpose.

V. Citizen Participation Plan

To encourage public participation in the development of the CDBG program, the City has adopted a Citizen Participation Plan which outlines the procedures to be followed by public officials and private citizens to establish a statement of projects for a given program year. The complete Citizen Participation Plan is available for review in the Department of Community Development, 200 East Main Street, El Cajon, CA 92020. A summary of the application process for CDBG funds is provided below for non-profit organizations and/or private citizens who wish to participate in the City’s program.

The application process for CDBG funding begins each year in late fall/early winter. A “Notice of Funding Availability” is mailed to all persons and organizations who have been placed on the City’s mailing list and published in the local newspaper of general circulation for review by the public. The notice will provide information regarding the amount of funds available, the procedures to follow for submitting proposals to the City with a schedule of applicable activities and any additional information determined to be necessary by the program coordinator.

In the “Notice of Funding Availability”, the City will request proposals from the community for projects to be funded through the CDBG program. Organizations and private citizens will be given at least thirty (30) days to submit a proposal or make program comments/suggestions to the Department of Community Development, 200 East Main Street in El Cajon. Staff will determine whether or not a proposed project is eligible for CDBG funding, then forward all eligible projects to the City Council for further consideration at two (2) public hearings.

The City Council will select the projects to be funded through the CDBG program and include them in the One Year Action Plan that is submitted to the U. S. Department of Housing and Urban Development for additional review and final approval. If approved, Community Development Block Grant funding will be available no later than September 1, for disbursement to the various non-profit organizations and/or other public agencies who were selected to participate in the program.

For additional information of the Community Development Block Grant program and/or an application for funding, contact the Department of Community Development at (619) 441-1741.