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4:25 p.m.
Department of Planning
& Community Environment

**CITY OF PALO ALTO
DEPARTMENT OF PLANNING & COMMUNITY ENVIRONMENT**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG-R) and
HOUSING REHABILITATION**

**2008/2009 FUNDING APPLICATION
AMERICAN REINVESTMENT & RECOVERY ACT**

Application Available: Thursday, May 07, 2009

Application Deadline: Monday, May 11, 2009 @ 4:00 p.m.

Name of Organization City of Palo Alto – Dept. of Planning and Community Environment

Address City Hall – 250 Hamilton Avenue, Palo Alto, CA 94301

Executive Director Curtis Williams, Interim Director of Planning & Community Environment

Contact Person Kathy Marx, CDBG Planner *Kathy Marx 5/8/09*

Phone 650-329-2428 Fax 650-329-2154

E-Mail Address kathy.marx@cityofpaloalto.org

Program/Project Title CDBG-R Program Administration

Program/Project Address N/A

Amount Requested \$18,347

CDBG Category: (please check one)

- Public Service
- Community Facility Rehabilitation
- Housing (Rehabilitation)
- Administration

Submit applications to:

**City of Palo Alto, Department of Planning & Community Environment,
250 Hamilton Avenue, 5th Floor, Palo Alto, CA 94301**

CDBG-R PLANNING AND ADMINISTRATION BUDGET

The City of Palo Alto's Department of Planning and Community Environment requests \$18,347 in grant funds from the Community Development Block Grant American Recovery and Reinvestment Act 2009 (CDBG-R) program. These funds will be used to reimburse the City for costs related to the overall administration of this federal program.

General Program Management, Oversight and Coordination

Funds will be used for administrative costs associated with all aspects of the CDBG-R program including development, implementation, evaluation and oversight. This includes:

- Provision of information about the program and eligible activities to local officials, citizens and non-profit agencies;
- Preparation of program budgets and schedules;
- Completion of environmental reviews;
- Coordination of the applications and public participation processes;
- Development and implementation of systems for assuring compliance with federal program requirements;
- Development and monitoring of agreements with subrecipients and contractors to carry out sponsored activities;
- Financial oversight;
- Generation of reports on overall program progress and evaluation of results against state objectives

Project Delivery Costs

Funds may be used for staff costs directly related to carrying our specific CDBG-R activities. This would include conducting the required environmental reviews, contract and loan document preparation, administration of federal labor standards requirements, procurement and construction oversight as well as other regulatory compliance monitoring.

CDBG ADMINISTRATION BUDGET

Salary Expenses:

CDBG Coordinator	1:00 Full Time Equivalent (FTE)	
CDBG Staff Secretary	<u>.20 FTE</u>	
	1.20 FTE + 50% Benefit Calculation =	\$150,359

Non-Salary Expenses:

Advertising, Computer Equipment, Computer Software, Non-Capital Office Machine & Furniture, Travel, Training, Office Supplies, Printing, Books and Publications, Memberships, Dues and Subscriptions, Postage, Contract Services +\$ 25,000

	\$175,359
Less Previously Allocated Funding	<u><\$118,943></u>
	\$ 56,416