

APPLICATION FOR CITY OF DESERT HOT SPRINGS

Organization Web Address: www.cityofdhs.org

Does your Organization expend \$750,000 or more a year in federal funds? Y ☐ or N ☒

Number of paid staff: 100

Number of volunteers: 24

Members/Board of Directors (*Attach*): Please see attached - Attachment 1

III. PROJECT ACTIVITY

A. Name of Project: Desert Hot Springs City Yard Park - Phase 2

B. Specific Location of Project

(Attach Project Map - include street address; if a street address has not been assigned provide APN)

Street or APN: 65810 Hacienda (Please see attachment 3, City Yard Park Plot Plan)

City: Desert Hot Springs Zip Code: 92240

C. CDBG Funds Requested: 209,110 *(total amount for the project only)*

D. Where will the proposed activity occur (be specific as to the geographic boundaries)? If the project involves a new or existing facility, what is the proposed service/benefit area for the facility?

The project involves design and development of a new park in the section of the City Yard east of Cholla Drive, south of Flora Ave and north of Hacienda Ave, (please see Attachment 3)

E. In which City (ies)/Communities does the activity occur?

City (ies): City of Desert Hot Springs

Community (ies): Portion of unincorporated Riverside County

NOTE: EDA will make the final determination of the appropriate service area of all proposals.

F. If this project benefits residents of more than one community or jurisdiction, have requests been submitted to those other entitlement jurisdictions? (i.e., County district(s) 1st, 2nd, 3rd, 4th, and/or 5th, City of Palm Springs, City of Moreno Valley, City of Riverside, etc.)

This project is primarily for the benefit of residents of Desert Hot Springs. No other jurisdictions are impacted; no other requests have been submitted.

G. Check **ONLY** the applicable category your application represents.

- ☐ Public Service
- ☐ Homeless Activities
- ☐ Real Property Acquisition (Must consult with EDA prior to submitting application)
- ☐ Housing
- ☐ Rehabilitation/Preservation (please provide picture of structure)
- ☒ Public Facilities (construction)
- ☒ Infrastructure (i.e. Streets, Sewer, Sidewalk, etc.)
- ☐ Other: (provide description) _____

H. Respond to A & B only if this application is for a **public service** project.

(a) Is this a NEW service provided by your agency? Yes ☐ No ☒

(b) If service is not new, will the existing public service activity level be substantially increased or improved?

IV. PROJECT NARRATIVE

A. Provide a detailed Project Description. The description should only address or discuss the specific activities, services, or project that is to be assisted with CDBG funds. If CDBG funds will assist the entire program or activity, then provide a description of the entire program or activity:

In 2013, after receiving considerable citizen input, a City of Desert Hot Springs Parks Master Plan was created and adopted by the City Council. To meet the then current and future needs of the community, the Plan addressed the need for additional parks and sports fields -- particularly to be used by youth -- and additional recreational opportunities. The Demand and Needs Analysis created in conjunction with the Plan stated that for the City's population, it was deficient in baseball fields, softball fields, youth football fields, outdoor basketball courts and other categories.

Our overall project will entail the design, engineering and development of a new park at the City's 10-acre Corporate Yard which is located next to multiple residential neighborhoods. Approximately 3/4 of the site will be allocated to the park and sports fields; 2.5 acres will be allocated to the Corporate Yard. A preliminary design was approved by the Desert Hot Springs City Council on October 17, 2017 with the caveat that the layout could change once the project design was complete.

The City's proposed CDBG project for the 2018-2019 Program year was approved by the Riverside County Board of Supervisors on June 18, 2018.

The proposed project will ultimately involve moving youth football from its current location at Mission Springs Park to the new park, thereby freeing up much needed space at Mission Springs Park for greater soccer utilization by local youth. In addition, a new baseball/softball field, which will have a "big league" feel, will be developed at the new City Yard Park.

This is Phase two of a multi phase project. Phase Two will consist of preliminary construction activities leading into final construction and construction engineering.

- B. Provide a detailed description of the proposed use of the CDBG funds only (e.g. client scholarships, purchase of specific equipment, rent, supplies, utilities, salaries, etc.):

We will utilize 100% of our 2019-20 CDBG funding for Phase Two activities. Specifically: Phase two will consist of preliminary construction activities leading into final construction award, which includes, site preparation, utility relocation, etc. The total construction cost is anticipated to be approx. \$2,240,000. The Construction Engineering Costs are anticipated to be approx. \$56,000. The Construction Engineering costs are expected to include in-kind construction management services provided by city staff, an outside contract for materials testing and inspection, and miscellaneous advertising and reprographic printing services.

- C. What are the goals and objectives of the project, service, or activity? How will you measure and evaluate the success of the project to meet these goals and objectives (measures should be qualitative)?

The goals of the project are to expand park acreage within the City of Desert Hot Springs by developing a new City Yard Park and to add sports fields where none currently exist in an area that serves multiple residential communities.

The objectives are to add approximately 7.5 acres of park to the City's inventory and to develop one football field and one baseball/softball field. Pending final design, basketball facilities may also be developed.

- D. Please identify the project milestones using an Estimated Timeline for Project Implementation:

1- Advertise RFP for A/E & Environmental Services Firm	- 11/12/2018
2- Sign Contract with A/E & Environmental Services Firm	- 02/26/2019
3- Complete CEQA/NEPA Clearance Approvals	- 07/23/2019
4- Complete PS&E Construction Documents	- 08/06/2019
5- Advertise Notice Inviting Sealed Bids(Construction)	- 08/07/2019
6- Award Construction Contract	- 10/19/2019
7- Construction completed including punch-list items	- 03/30/2020
8- Record Notice of Completion with Riverside County	- 05/20/2020
9- Final Reimbursement Billing issued	- 06/20/2020

V. PROJECT BENEFIT

- A. Indicate the number of people or households that will directly benefit from your proposal using CDBG funds: *Note: This is based on the expected number of clients to be served if the County funds your project for the requested amount.*

The city's population is approximately 29,000. The new park will be open to all residents.

- B. Indicate the number of unduplicated clients that will be served (*An unduplicated client is counted only once, no matter how many direct services the client receives during a funding year*):

We estimate 700 unduplicated youngsters will utilize the new sports fields over the course of a year along with 2,800 others who will use park facilities or attend sporting events - for a total of 3,500 unduplicated individuals. There are currently 500 children enrolled in Little League (baseball and softball) who will use the new baseball facilities and 200 involved in football (125 players; 75 cheerleaders). We estimate at least four family members and friends per each of the 700 children - not counting other members of the community who will also enjoy the new park.

- C. Length of proposed CDBG-funded activities or service (weeks, months, year):

This park would be used by Desert Hot Springs citizens all year round and will be a great addition to the City.

- D. Service will be provided to (check one or more):

☒ Men

☒ Women

☒ Children (Range of children's ages : ⁰⁻¹⁸_____)

☐ Homeless (Number of beds at facility : _____)

☒ Seniors

☒ Severely Disabled Adults

☐ Migrant Farm Workers

☒ Families

- E. What methods will be used for community involvement to assure that all who might benefit from the project are provided an opportunity to participate?

As with the CDBG 2018-2019 program year, the City will continue its efforts to assure that all who might benefit from this project have an opportunity to participate. The City will ensure all are informed by, discussing the project at local meetings, sending out press release and posting the information on the City website.

- F. What evidence is there of a long-term commitment to the proposal? Describe how you plan to continue the work (project) after the CDBG funds are expended?

The City is deeply committed to this project. One of the City Council's main priorities is the development of additional recreational spaces and facilities for residents.

Creation of this park will be a multi-year effort. In addition to utilizing 2018-19 and 2019-20 CDBG funds, other funding sources to be utilized include future Quimby and Parkland Development Impact Fees, State Park Grant funding, General Fund Contributions and outside donations. Also, other sources of funds will be aggressively sought; Grant proposals will be submitted as opportunities arise. The City will continue to seek funding over the next three years to ensure that the park is completed.

VI. National Objective

All CDBG-funded activities must meet at least one of the following National Objectives of the CDBG program. Indicate the category of National Objective to be met by your activity.

CATEGORY A: Benefit to low-moderate income persons (must be documented). Please choose either subcategory 1 or 2:

1. Limited Clientele:

The project serves clientele that will provide documentation of their family size, income, and ethnicity. Identify the procedure you currently have in place to document that at least 51% of the clientele you serve are low-moderate income persons.

2. Clientele presumed to be principally low- and moderate-income persons:
The following groups are presumed by HUD to meet this criterion. You will be required to submit a certification from the client (s) that they fall into one of the following presumed categories.

The activity will benefit (check one or more)

- | | |
|---|---|
| <input type="checkbox"/> Abused children | <input type="checkbox"/> Homeless persons |
| <input type="checkbox"/> Battered spouses | <input type="checkbox"/> Illiterate adults |
| <input type="checkbox"/> Elderly persons | <input type="checkbox"/> Persons living with AIDS |
| <input type="checkbox"/> Severely disabled adults | <input type="checkbox"/> Migrant Farm workers |

- a. Describe the clientele above to be served by this activity:

- b. Discuss how this project directly benefits low- and moderate- income residents:

CATEGORY B: Area Benefit - The project or facility serves, or is available to, ALL persons located within an area where at least 51% of the residents are low/moderate-income. *(Applicant is welcome to contact a County of Riverside, EDA CDBG Program Manager for Census Information)*

2010 Census Tract and Block Group numbers:

445.17, 445.18

445.09, 445.10

445.07, 445.22

445.15, 445.16

Total population in Census Tract(s) / block group(s): 29,000

Total percentage of low-moderate population in Census Tract(s) / block group(s): 67.62%

CATEGORY C: Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/moderate-income persons.

Proposed Job Creation/Retention

Total Jobs Expected to Create: _____

Total Jobs Expected to Retain: _____

CATEGORY D: Activities that provide assistance to micro-enterprise owners/developers who are low/moderate-income.

Proposed Assistance to Businesses

New Businesses expected to assist: _____

Existing Businesses expected to assist: _____

Enter Total Businesses expected to assist: _____

VII. FINANCIAL INFORMATION

A. Proposed Project Budget

Complete the following annual program budget to begin July 1, 2017. If your proposed CDBG-funded activity will start on a date other than July 1, 2017, please indicate starting date. Provide total Budget information and distribution of CDBG funds in the proposed budget.

The budgeted items are for the specific activity for which you are requesting CDBG funding - NOT for the budget of the "entire" organization or agency. (Note: CDBG funds requested must match amount requested in Project Activity, C above.)

(EXAMPLE: The Valley Senior Center is requesting funding for a new Senior Nutritional Program. The total cost of the program is \$15,000 and \$10,000 in CDBG funds is being requested for operating expenses associated with the proposed activity. The total Activity/Project Budget will include \$5,000 of other non-CDBG funding and \$10,000 in CDBG funds for a Grand Total of \$15,000).

	TOTAL ACTIVITY/ PROJECT BUDGET (Include non-CDBG Funds and CDBG Funds)	CDBG FUNDS REQUESTED-Only
I. Personnel		
A. Salaries & Wages	\$ _____	\$ _____
B. Fringe Benefits	\$ _____	\$ _____
C. Consultants & Contract Services	\$ _____	\$ _____
PERSONNEL SUB-TOTAL	\$ _____	\$ _____

II. Non-Personnel

A. Space Costs	\$ _____	\$ _____
B. Rental, Lease or Purchase of Equipment	\$ _____	\$ _____
C. Consumable Supplies	\$ _____	\$ _____
D. Travel	\$ _____	\$ _____
E. Telephone	\$ _____	\$ _____
F. Utilities	\$ _____	\$ _____
G. Other Costs	\$ _____	\$ _____
NON-PERSONNEL SUB-TOTAL:	\$ _____	\$ _____

III. Other

A. Architectural/Engineering Design	\$ _____	\$ _____
B. Acquisition of Real Property	\$ _____	\$ _____
C. Construction/Rehabilitation	\$ _____	\$ 209,110.
D. Indirect Costs	\$ _____	\$ _____
E. Other	\$ _____	\$ _____
OTHER SUB-TOTAL:	\$ _____	\$ 209,110.
GRAND TOTAL:	\$ _____	\$ 209,110.

B. Leveraging

List other funding sources and amounts (commitments or applications) which will assist in the implementation of this activity. Current and pending evidence of leveraging commitments/applications must be submitted with application. **(Attach)**

Federal: \$0.00

State/Local: \$0.00

Private: \$0.00

Fees: \$0.00

Donations: \$0.00

Other:

- C. What type of long-term financial commitment is there to the proposal? Describe how you plan to continue the work (project) after the CDBG funds are expended?

The City is deeply committed to this project. One of the City Council's main priorities is the development of additional recreational spaces and facilities for residents.

Creation of this park will be a multi-year effort. In addition to utilizing 2018-19 and 2019-20 CDBG funds, other funding sources to be utilized include future Quimby and Parkland Development Impact Fees, State Park Grant funding, General Fund Contributions and outside donations. Also, other sources of funds will be aggressively sought; Grant proposals will be submitted as opportunities arise. The City will continue to seek funding over the next three years to ensure that the park is completed.

- D. Provide a summary by line item of your organization's previous year's income and expense statement. (Attach)

- E. Does this project benefit residents of more than one community or jurisdiction, have requests been submitted to those other jurisdictions? Yes ☐ No ☒

If yes, identify sources and indicate outcome.

If no, please explain.

No other jurisdictions will be impacted.

- F. Was this project or activity previously funded with CDBG? Yes ☒ No ☐

If yes, when?

CDBG 18-19 funds were approved for Phase 1 of this multi phase project.

Is this activity a continuation of a previously funded (CDBG) project? Yes ☒ No ☐

If yes, explain:

This will be Phase Two of a multi phase project to develop a new City Yard Park.

VIII. MANAGEMENT CAPACITY

- A. Describe your organization's experience in managing and operating project or activities funded with CDBG or other Federal funds.

The City of Desert Hot Springs has received CDBG funds from the County of Riverside many times in the past. The City has a long history of grants and contract management with other local, state and federal government agencies. Please see Attachment 7 - Org Chart.

B. Management Systems

Does your organization have written and adopted management systems (i.e., policies and procedures) including personnel, procurement, property management, record keeping, financial management, etc.?

The City adheres to multiple federal, state, county and local laws and codes. Desert Hot Springs is a City Manager/Council form of government. The Council oversees the City Attorney and City Manager.

As a municipality, Desert Hot Springs is responsible for public safety, community development, and financial management. The City adheres to all applicable regulations, laws, codes, and procedures related to personnel, procurement, property management and record keeping. The City also has Comprehensive Financial Fiscal Compliance policies approved by the City Council.

C. Capacity

Please provide the names and qualifications of the person(s) that will be primarily responsible for the implementation and completion of the proposed project.

Daniel Porras, Director of Public Works

Danny has worked for the City as a contractor for 5 years and as Director of Public Works going on three years. He is responsible for the operations and maintenance of all City streets, buildings, parks, and Landscape Maintenance Districts and Drainage Assessment Districts. He is responsible for the development and implementation of the City's Capital Improvement Plan and for the completion of all Capital Improvement Projects from design to the end of construction.

Linda Kelly, Finance Director

Linda has worked for the City of Desert Hot Springs for 22+ years. She has been responsible for major finance department functions such as budgeting, grant writing and grant administration, management of the City's annual audit, supervising all general accounting, accounts payable, accounts receivable and purchasing activities, accounting for assessment district, capital improvement projects, successor account, etc.

Ray Torres, Project Manager/Construction Inspector

Ray has worked for the City of Desert Hot Springs for several years as a contract employee and has managed several construction in progress projects under the management of the Director of Public Works.

IX. APPLICATION CERTIFICATION

Undersigned hereby certifies that (check box after reading each statement and digitally sign the document):

1. The information contained in the project application is complete and accurate. ✓
2. The applicant agrees to comply with all Federal and County policies and requirements imposed upon the project or activity funded by the CDBG program. ✓
3. The applicant acknowledges that the Federal assistance made available through the CDBG program funding will not be used to substantially reduce prior levels of local, (NON-CDBG) financial support for community development activities. ✓
4. The applicant fully understands that any facility built or equipment purchased with CDBG funds shall be maintained and/or operated for the approved use throughout its economic life, pursuant to CDBG regulation. ✓
5. If CDBG funds are approved, the applicant acknowledges that sufficient non-CDBG funds are available or will be available to complete the project as described within a reasonable timeframe. ✓
6. On behalf of the applying organization, I have obtained authorization to submit this application for CDBG funding. **(DOCUMENTATION ATTACHED Minute Action and/or written Board Approval signed by the Board President)** ✓

DATE: _____

Signature: _____

Print Name/Title Charles Maynard, City Manager
Authorized Representative: _____

CHECK-LIST:

The following required documents listed below have been attached. Any missing documentation to the application will be cause for the application to be reviewed as INELIGIBLE.

Yes	No	ATTACHMENT
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Members/Board of Directors
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Articles of Incorporation and Bylaws
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Project Activity Map
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Project Benefit, Category B, Low Mod Area Maps (Attach if applicable)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5. Leveraging (Current evidence of commitment)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Income and Expense Statement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Management Capacity (Detailed organizational chart)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Board Written Authorization approving submission of application