



**CITY OF ROCKLIN STANDARD COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROGRAM YEAR 2024 PROPOSAL GUIDANCE**

In addition to the information contained in the City's Notice of Funding Availability (NOFA) published on 10/19/2023, we are also providing the following guidance noting information that should be contained in proposals that are submitted and items you should be aware of. This pertains in particular to entities which may not have received CDBG allocations from the City in the past.

- 1) Describe your organization (how long it has been in existence, the types of services you provide, location, is it a 501c3 or other type, etc.).
- 2) Describe the program you would be providing with Rocklin CDBG funds. Please specify if this is a program that you have conducted previously (if so when, where, for how long and with what sources of funding) or whether it is a brand-new program.
- 3) Describe specifically how you would spend the funds and who (by titles or description) would be conducting the activities if funding would be used for staff costs. (Please note that you cannot use the funds for Management/Admin/Overhead).
- 4) Identify the specific amount of your funding request. (Please keep in mind that the City can only spend 15% of the anticipated grant amount – roughly \$42,750 +/- on services and we usually have requests from multiple entities to consider in awarding of the funds).
- 5) Describe how these services would fall under the National Objectives outlined in the NOFA and within the City's Consolidated Plan Priority Needs (Section V: Strategic Plan, SP-25 Priority Needs 91.215(a)(2), <https://www.rocklin.ca.us/post/2020-2024-consolidated-plan>)
- 6) Describe how many individuals in the low or very low-income levels you expect to provide services to on a monthly and annual basis with the CDBG funds.
- 7) Describe how you would ensure and document income levels and that Rocklin CDBG funds were only being used to provide services for Rocklin Residents.
- 8) List who in your organization would be the primary contact for the grant including their full contact information (i.e., phone, e-mail, etc.).

- 9) Provide the entity name, address and name of the individual that payments would be directed to, should you receive an award.
- 10) Indicate your preference regarding whether you would be invoicing and providing required reporting data monthly or quarterly.
- 11) Identify who in your organization appears on the Secretary of State Business Search Forms and has the authority to sign contracts. Please provide the full names of those parties (preferably 2 individuals with signing authority). You will also be asked to provide a copy of the most current form if your entity is selected for funding.
- 12) Describe your experience, if any, as a recipient of CDBG funds and from what entity. Please include a reference from that agency (if other than the City of Rocklin) including their complete contact information.
- 13) Optional – You may include other letters of reference for your program.
- 14) Please be aware that the City requires the standard insurance coverages noted on the following pages and will require evidence of insurance, full endorsements and the City named or endorsed as additionally insured if your entity is selected for funding. If your entity cannot meet these requirements, please provide information regarding the level of coverage that can be provided and written justification for any reduced amounts of coverage.

COVERAGE

LIMITS OF LIABILITY

Workers Compensation

\$1,000,000

Commercial General Liability

Bodily Injury:

\$2,000,000 each occurrence

\$2,000,000 aggregate

Property Damage:

\$2,000,000 each occurrence

Personal Injury:

\$2,000,000 each occurrence

\$2,000,000 aggregate

Automobile liability including
endorsements for owned,
hired and non-owned vehicles

Bodily Injury:

\$1,000,000 each occurrence

\$1,000,000 aggregate

Property Damage:

\$1,000,000 each occurrence

The insurance policies are to contain, or be endorsed to contain, the following provisions:

- 1. Additional Insured Status.** The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Subrecipient including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Subrecipient's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).
- 2. Primary Coverage.** For any claims related to this contract, the Subrecipient's insurance coverage shall be primary with coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, or volunteers, and shall be excess of the Contractor's insurance and shall not contribute to it.
- 3. Notice of Cancellation.** Each insurance policy required above shall not be canceled, except with notice to the City.

4. **Waiver of Subrogation.** Subrecipient hereby grants to City a waiver of any right to subrogation which any insurer of said Subrecipient may acquire against the City by virtue of the payment of any loss under such insurance. Subrecipient agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

5. **Self-Insured Retentions.** Self-insured retentions must be declared to and approved by the City. The City may require the Subrecipient to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.

6. **Acceptability of Insurers.** Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

7. **Claims Made Policies.** If any of the required policies provide coverage on a claims made basis:

- i. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
- ii. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
- iii. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Subrecipient must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

8. **Verification of Coverage.** Subrecipient shall furnish the City with original Certificate of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to the City before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

9. **Special Risks or Circumstances.** City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.