

**COMMUNITY DEVELOPMENT HUMAN SERVICES COMMITTEE**  
**CDBG/HS COMBINED FUNDING APPLICATION CRITERIA**

- Programs should primarily benefit low and moderate-income residents.
- Programs must address specific social or physical needs and conditions of the people they propose to serve. Documentation could include social indicators, demographic data, surveys, community plans and need as perceived by potential consumers.
- Programs must present a marketing strategy, which includes specific efforts to reach ethnic communities.
- Programs must demonstrate support from the people for which the program is proposed.
- Agencies must clearly identify all funding sources and justify proposal if services are available through another source.
- Agencies shall seek funding, or demonstrate funding support from other public/private sources. The City shall not be committed to total support of a program nor shall the City be committed to continue funding in the case where other support is withdrawn.
- City funds should support only those services that directly benefit residents of the City of Santa Barbara. Programs operated on a county or regional basis must show documentation that (a) services benefit City residents, and (b) sufficient funds are available to support non-city residents.
- Administrative costs shall be held to a minimum and will be scrutinized during the program review process.
- Programs shall identify geographical areas where they propose to provide services.
- Programs that pay the local minimum wage (as described in Chapter 9.128 of the City of Santa Barbara Municipal Code) to all staff for which CDBG/Human Services funds are requested shall receive an extra point in the rating process.

## **COMMUNITY DEVELOPMENT AND HUMAN SERVICES COMMITTEE** **REVIEW AND INTERVIEW**

A thirteen-member committee appointed by the City Council will review applications, interview agencies and make funding recommendations to the City Council. The City Council makes final decisions on funding. The Community Development and Human Services Committee include representatives of the following groups:

- Youth-Oriented Services
- Business/Economic Development Community
- Human Services
- Latino/Hispanic Community
- African American Community
- Senior Citizens
- Housing Interests
- Four (4) Low Income Neighborhoods: Eastside, Westside, Downtown, and Lower Westside
- Disabled Community
- Housing Authority Representative

At the scheduled interview, agencies will be allowed a 4-minute presentation, with 10 minutes for questions from the Committee, and an agency response/final statement. Agencies are requested to have a member of the Board of Directors and appropriate staff present at the interview.

In reviewing applications, the following criteria are used by the CDHS Committee:

- Eligibility
- Priority
- Need for service
- Quality of the program and its administration
- Cost effectiveness of the service to be provided
- Fiscal management
- Ability to implement the project and expend funds within the fiscal year. HUD may requisition unused or inappropriately used funds
- Completeness of proposal

To ensure that verbal presentations made by agency representatives are accurate and reasonable, applicants are advised that information provided to the Committee plays an important factor in formulation of specific funding recommendations; furthermore, statements made by an applicant upon which the Committee relies in making a funding recommendation shall become binding and included as part of any contract which may be executed. Agencies should come prepared to justify their proposal within the priorities outlined previously.

Applicants are further advised that the Committee may request additional information on any part of the proposal after the scheduled interview. Applicants will be required to respond in writing within 5 days of such request.