2024-25 City of Manteca
Community Development Block Grant Program (CDBG)
Home Investment Partnership (HOME)

Application Instructions

The application form is available on the City's website at
https://www.manteca.gov/departments/office-of-the-city-manager/cdbg-home-funding.

In submitting your application for program year 2024-25 funding, please be aware of the following:

- A separate application must be completed for each project proposed. Complete the application thoroughly. If the application is incomplete, the project may not be considered for funding.

- All applications/proposals must be submitted with a scanned original signature.

- Submit one copy of any requested or procedural documentation, i.e., audited financials, organization's or Board of Directors approval, etc.

- Submit one copy of any plans, architectural and/or engineering designs for the project, if applicable.

Requests for CDBG funding

All proposal applications must be received by ***Thursday, February 1, 2024*** for funding consideration via email to:

vguarascio@manteca.gov

If you have any questions regarding the application process, contact Vielka Guarascio at vguarascio@manteca.gov or (209) 456-8556.

Grant Application Checklist

This checklist will help guide you to ensure all requested materials are included in your grant application submittal. This checklist is intended for applicants use and is not required as part of the CDBG/HOME application.

Grant Application - General

☐ Applicant is only applying for City of Manteca CDBG and/or HOME grant funds (if applicant is applying to multiple jurisdictions with San Joaquin County you must apply through the San Joaquin County's application process).

☐ All grant application questions have been completed fully.

☐ Grant application has been signed by the Agency's Authorized Representative.

Beneficiary Information

Income eligibility is required to prove direct or indirect benefit to persons with low- to moderate-income. Applicants must select how they will verify income and include documentation with their application to show how income will be verified:

☐ Area Benefit – a map depicting area with low/mod % has been attached to the application.

☐ Self-Certification – the agency's blank intake form has been attached to the application.

☐ Client Documentation Review – a blank worksheet is attached to the application.

☐ Presumed Beneficiaries –applicant has indicated, in the Beneficiary Information table, which group will benefit from the applicants' services.

☐ Economic Development Beneficiaries – a blank worksheet is attached to the application.

☐ Other – documentation is attached to the application.

Budget

The following must be attached to the application to be deemed complete:

☐ Line-item budget is attached to the application with sources and uses of funds.

☐ Copy of your organization's financial statement for the most recent completed fiscal year.

☐ Copy of letter or audit indicating review of most recent financial statement from certified and/or public accountant.

☐ If non-profit, provide proof of non-profit status.