

# CITY OF CHINO HILLS

## PRESS RELEASE



**PR15 – 146**

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### **NONPROFITS INVITED TO ATTEND A MANDATORY COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION WORKSHOP WEDNESDAY – NOVEMBER 18<sup>th</sup>**

The City of Chino Hills will hold a mandatory application workshop for nonprofit organizations who may be interested in applying for funds as part of the 2016-2017 Community Development Block Grant (CDBG) program. The Cities of Chino Hills and Chino will conduct a joint workshop on Wednesday, November 18<sup>th</sup> at 10:00 a.m. at the Carolyn Owens Community Center, located at University Hall, 13201 Central Avenue, in the City of Chino. Applications will be available at the workshop and on the City of Chino Hills website at [www.chinohills.org/CDBG](http://www.chinohills.org/CDBG). All nonprofit organizations that meet federal guidelines are eligible to submit an application, including faith-based organizations. CDBG funds are paid to the nonprofit on a reimbursement basis after services are delivered and results are documented.

Chief among the eligibility requirements are that the nonprofit service projects meet community service needs for income-qualified residents. Examples of currently-funded programs include services for battered women and their children, housing mediation, childcare, literacy services, legal services, and meals for seniors. Nonprofit organizations are required to provide a brief history of their organization, the mission statement of the organization, how the proposed project fits into the organization's goals, and the ability of the organization to carry out the project.

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The Chino Hills City Council will award CDBG funding in February to projects/programs that benefit the residents of Chino Hills. The applicant's proposal should describe in depth how the CDBG funds will be spent, how the expenditure will benefit the community, and how accomplishments will be documented. The application must include a line-item budget and a financial statement and/or annual audit report. Other required documents include State & Federal Exemption letters, and copies of articles of incorporation and bylaws.

Successful applicants will be required to submit quarterly reimbursement requests and performance reports. The achievements of program goals and completion of activities must be supported by adequate documentation. Most importantly, a minimum of 70% of CDBG funds must be expended on low and moderate-income persons. For additional information, please contact Alma Hernandez at the City of Chino Hills by telephone at (909) 364-2717, or by email to [ahernandez@chinohills.org](mailto:ahernandez@chinohills.org).