



# City of Hawthorne

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## Community Development Block Grant (CDBG) Program PY24-25 NOFA & Application

December 2023

City of Hawthorne  
Housing Department  
4455 W. 126<sup>th</sup> Street  
Hawthorne, CA, 90250

## OVERVIEW

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The City of Hawthorne is pleased to announce the availability of approximately \$182,254 in Community Development Block Grant (CDBG) funds for the 2024-2025 Program Year. This program is funded through the U.S. Department of Housing and Urban Development (HUD) and is administered locally by the City of Hawthorne (City). This Notice of Funding Availability (NOFA) covers a one-year period for CDBG activities that will begin July 1, 2024, and end June 30, 2025.

## CDBG PROGRAM DESCRIPTION

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The Housing and Community Development Act of 1974, as amended, has as its primary objective the development of viable urban communities through the provision of decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low- and moderate-income. Recipients of CDBG funds must certify that their use of funds will address one of three broad objectives – benefit low- and moderate-income families, aid in the elimination of blight, or meet urgent needs which pose a serious threat to the health or welfare of a community.

To address the needs within the community, the City will allocate an estimated \$182,254 in CDBG funds for investment in the following activities:

Activity	Funding Amount	Statutory Limit
Public Services	\$182,254	15%
<b>Total</b>	<b>\$182,254</b>	

## Eligible Applicants

The City invites eligible applicants to submit applications for activities that meet the objectives and priorities of the City's Consolidated Plan as well as the requirements of the CDBG program.

1. Applicants must be an incorporated public, nonprofit, or for-profit agency able to undertake the approved activity within the boundaries of the City of Hawthorne.
2. Applicants must demonstrate appropriate financial management and programmatic expertise to successfully design, implement, and monitor the proposed activity. This capacity can be demonstrated through previous experience in developing activities similar to the one proposed, either by key partners or key staff within the agency.
3. Applicants must be able to meet all federal, State of California, and City of Hawthorne requirements relative to the CDBG program, specifically those concerning equal opportunity and fair housing, affirmative marketing, environmental review, displacement, relocation, acquisition, labor standards, lead-based paint, conflict of interest, debarment and suspension, and flood insurance. Pertinent federal requirements are noted in *General Requirements*. All applicants should be aware that if funded, additional requirements will apply.
4. Applicants submitting applications to provide fair housing services on behalf of the City must be able to report on their progress in addressing the impediments identified in the current effective Analysis of Impediments to Fair Housing Choice, available at [Community Development Block Grant | Hawthorne, CA \(cityofhawthorne.org\)](https://www.cityofhawthorne.org/Community-Development-Block-Grant).

## Eligible Activities

Under current regulations, activities assisted with CDBG funds may include only the following activities. Construction projects must be shovel-ready and able to commence within the program year and be completed within a reasonable and defined schedule thereafter.

1. **Acquisition** of real property for a public purpose. Applications seeking funds for acquisition or rehabilitation of affordable housing units are advised that the minimum affordability period shall be 55 years, secured by a Regulatory Agreement recorded against property title.
2. **Disposition** of real property acquired with CDBG funds.
3. Acquisition, construction, reconstruction, rehabilitation, or installation of **public facilities and improvements** including senior citizen centers, parks, playgrounds, centers for the disabled, neighborhood facilities, solid waste disposal facilities, fire protection facilities and equipment, parking facilities, public utilities, street improvements, water and sewer facilities, foundations and platforms, pedestrian walks and walkways, and flood and drainage facilities. Buildings for the general conduct of business are excluded. *To be eligible, public facility improvements must demonstrate a predominant benefit to seniors, disabled adults and/or low- and moderate-income Hawthorne residents.*
4. **Clearance, demolition, and removal** of buildings and improvements.
5. **Public services** directed toward improving the community's services concerned with employment, crime prevention, childcare, health, drug abuse, education, welfare, or recreation.
6. **Interim assistance** to alleviate harmful conditions in deteriorating areas where permanent improvements will be carried out at a later date.
7. **Relocation payments** and assistance for persons displaced by housing and community development program activities.
8. **Removal architectural barriers** to enhance the mobility and accessibility for elderly and disabled persons to publicly or privately-owned buildings.
9. Acquisition, construction, reconstruction, rehabilitation, or installation of distribution facilities of **privately-owned utilities** where necessary and appropriate to implement revitalization or housing.
10. **Rehabilitation and preservation** of privately-owned buildings, including low-income housing, publicly owned residential and non-residential buildings (except buildings for the general conduct of business), code enforcement and historic preservation.

## Ineligible Activities

Pursuant to 24 CFR 570.207, the following activities may not be assisted with CDBG funds unless authorized under provisions of 24 CFR 570.203 or as otherwise specifically noted here or when carried out by an entity known as a Community Based Development Organization (CBDO) pursuant to 24 CFR 570.204:

1. Funds spent on buildings used for the general conduct of government, except to remove architectural barriers to the mobility or accessibility of elderly persons or of adults meeting the Bureau of the Census Current Population Report definition of "severely disabled."
2. General government expenses, which includes expenses required to carry out the regular responsibilities of the unit of general local government.
3. Political activities.
4. Purchase of equipment:

- a. Construction equipment. The purchase of construction equipment is ineligible, but compensation for the use of such equipment through leasing or depreciation pursuant to 2 CFR part 200, subpart E, as applicable for an otherwise eligible activity is an eligible use of CDBG funds. However, the purchase of construction equipment for use as part of a solid waste disposal facility is eligible under §570.201(c).
  - b. Fire protection equipment. Fire protection equipment is considered for this purpose to be an integral part of a public facility and thus, purchase of such equipment would be eligible under §570.201(c).
  - c. Furnishings and personal property. The purchase of equipment, fixtures, motor vehicles, furnishings, or other personal property not an integral structural fixture is generally ineligible. CDBG funds may be used, however, to purchase or to pay depreciation in accordance with 2 CFR part 200, subpart E, for such items when necessary for use by a recipient or its subrecipients in the administration of activities assisted with CDBG funds, or when eligible as fire fighting equipment, or when such items constitute all or part of a public service pursuant to §570.201(e).
5. Operating and Maintenance Expenses. The general rule is that any expense associated with repairing, operating or maintaining public facilities, improvements and services is ineligible. Specific exceptions to this general rule are operating and maintenance expenses associated with public service activities, interim assistance, and office space for program staff employed in carrying out the CDBG program. For example, the use of CDBG funds to pay the allocable costs of operating and maintaining a facility used in providing a public service would be eligible under §570.201(e), even if no other costs of providing such a service are assisted with such funds. Examples of ineligible operating and maintenance expenses are:
- a. Maintenance and repair of publicly owned streets, parks, playgrounds, water and sewer facilities, neighborhood facilities, senior centers, centers for persons with a disabilities, parking and other public facilities and improvements. Examples of maintenance and repair activities for which CDBG funds may not be used include the filling of potholes in streets, repairing of cracks in sidewalks, the mowing of recreational areas, and the replacement of expended street light bulbs; and
  - b. Payment of salaries for staff, utility costs and similar expenses necessary for the operation of public works and facilities.
6. New housing construction, except that certain activities in support of the development of low or moderate income housing may be eligible such as the costs of site assemblage (land acquisition) and the provision of public improvements when those improvements are publicly owned and are undertaken by the City using CDBG funds.
7. Income payments, such as housing allowances, down payments, and mortgage subsidies, except emergency grant payments made over a period of up to three consecutive months to the provider of such items or services on behalf of an individual or family.

### **CDBG National Objectives**

Each activity must be eligible and must address one of the three (3) CDBG National Objectives:

1. Benefit persons of low- and moderate-income, including those presumed to be low- and moderate-income as described at 24 CFR Part 570.208(a)(1)(ii)(A) and those who are able to supply appropriate evidence of low- and moderate-income status as described at 24 CFR Part 570.208(a)(1)(ii)(B). For area benefit activities described at 24 CFR Part 570.208(a)(1)(i), the activity must have a direct impact on a primarily residential area in which the total population residing in the designated Census Tract block groups is at least 51.00 percent low- and moderate-income. The Census Tract block groups do not need to

be coterminous but must be the entire area served by the activity. Note that the low- and moderate-income percentage is subject to change each year based on data supplied to the City by HUD.

2. Aid in the prevention or elimination of blight.
3. Meet other community development needs of particular urgency (usually the result of a natural disaster).

More detailed information on Eligible Activities and National Objectives can be found in the *Guide to National Objectives and Eligible Activities for Entitlement Communities* handbook. This document can be found on the U.S. Department of Housing and Urban Development web site at: [Guide to National Objectives and Eligible Activities for CDBG Entitlement Communities - HUD Exchange](#)

### Eligible Beneficiaries

The purpose of the CDBG program is to provide housing and community development opportunities for low- and moderate-income individuals and/or households. HUD establishes income limits annually based upon the Area Median Income (AMI) for eligibility under these programs. The 2023 income limits for Los Angeles County are provided below:

Household Size	Extremely-Low Income Equal to or less than 30% of Area Median	Low Income 31% to 50% of Area Median	Moderate Income 51% to 80% of Area Median
1	\$26,500	\$44,150	\$70,650
2	\$30,300	\$50,450	\$80,750
3	\$34,100	\$56,750	\$90,850
4	\$37,850	\$63,050	\$100,900
5	\$40,900	\$68,100	\$109,000
6	\$43,950	\$73,150	\$117,050
7	\$46,950	\$78,200	\$125,150

## APPLICATION AND SUBMISSION INFORMATION

### Application Timeline

Date / Time	Event / Deadline
December 7, 2023	NOFA & Application materials published
December 18, 2023 at 1:00 p.m.	NOFA Workshop at Memorial Center – Polaris Room
January 26, 2024 at 5:00 p.m.	Applications due
January – March, 2024	City evaluation of applications
April 23, 2024 at 6:00 p.m.	City Council public hearing
July 1, 2024	Program year begins

### Submission Guidelines & Deadline

Applications are due to the City of Hawthorne by **5:00 p.m. on Friday, January 26, 2024**. A completed application must be typed (not handwritten) and shall only be accepted via e-mail to [rbridges@mdg-ldm.com](mailto:rbridges@mdg-ldm.com). Please note that applications that are late, incomplete, and/or not submitted in the proper format will not be considered.

The City will conduct a NOFA Workshop on Monday, December 18, 2023 at 1:00 p.m. at the Memorial Center, Polaris Room, to provide information and guidance on the application process, eligibility criteria, evaluation factors, and reporting requirements. Attendance at the workshop is strongly encouraged, but not mandatory, for interested applicants. For those unable to attend, staff is available to answer questions and provide technical assistance to any agency wishing to apply until January 19, 2024. Please contact Kimberly Mack, Housing Director, via email at [kmack@cityofhawthorne.org](mailto:kmack@cityofhawthorne.org) to request technical assistance.

The City, at its sole and absolute discretion, with or without cause, and without liability to any applicant, reserves the right to:

1. Accept or reject any and/or all applications either in whole or in part without prior notice.
2. Waive any irregularities or deficiencies in the NOFA process and to reject any and/or all applications not in the best interest of the City.
3. Request additional information or clarification from the applicants.
4. Retain all submitted applications. Selection or rejection of an application does not affect these rights.

### **Application Evaluation & Selection**

Staff will conduct an initial review of the applications for completeness and eligibility under the CDBG program regulations. Applicants will be notified immediately if they do not meet the initial review. Applications that are determined to comply with both the CDBG program regulations and the terms of the NOFA will be evaluated according to the following factors:

1. Magnitude of need and compatibility with priorities identified in the City's Consolidated Plan
2. Feasibility of the program design and scope of work for the proposed residents
3. Financial feasibility of the proposed activity
4. Capacity and experience of the applicant

Staff recommendations for funding will be made to the City Council at a Public Hearing in April 2024. City Council funding decisions will be final. All applicants will be notified of the Council's funding decision.

## **GENERAL REQUIREMENTS**

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### **Contracting & Written Agreements**

If selected and awarded funding, your agency will be required to execute a written agreement with the City of Hawthorne. The agreement must be executed and returned to the City within 60 days of the City's transmittal to your agency. Failure to do so may result in termination of the award and loss of funding. The agreement outlines the terms and conditions of funding for your agency and the City. The agreement is a legally binding contract and failure to adhere to its terms and conditions may result in the termination and required repayment of the funding award. Each agreement will contain, at a minimum, the following information derived from your agency's application:

1. Description of Activity Services: This provides an overview of the proposed activity as described in the application, goals and objectives, and specific services (e.g., working hours, location of services, number of clients to be served) achievable based on the

funding level approved by the City Council. The description of the activity also describes in detail how the funds will be used to support the activity.

2. Activity Budget: The budget lists the specific uses of funds approved by the City (e.g., personnel, consultants, utilities, supplies, rental assistance payments). Please note that all CDBG funding is disbursed on a reimbursement basis.
3. Activity Performance Measurement Plan / Schedule of Performance: This schedule outlines the major activities and expected outcomes for each quarter of the year based on HUD and/or City performance indicators and goals specified in your agency's application.
4. Conditions to Disbursement: This specifies that the disbursement of CDBG funds to your agency is subject to the following conditions at the time each disbursement is to be made:
  - a. Your agency shall provide have provided to City a complete reimbursement request with documentation supporting the eligible CDBG costs incurred;
  - b. Your agency shall have submitted to City a Quarterly Performance Report of progress toward achieving the Activity Performance Measurement Plan;
  - c. If payment is for the professional services of a consultant or contractor, your agency will be required to provide the City with appropriate evidence that consultant or contractor is not federally debarred or suspended and shall have provided a copy of the executed contract between your agency and the consultant or contractor;
  - d. The ratio of disbursement of CDBG funds to your agency shall not exceed the ratio of progress towards achieving the Activity Performance Measurement Plan identified in the written agreement.

### **Readiness**

Applications must display evidence of readiness to proceed. Applicants must demonstrate that CDBG funds will be fully spent within the twelve-month period.

### **Indemnification**

Agencies approved for funding must agree to defend, indemnify, and hold harmless the City, its officers, agents and employees from and against all liability, claims, demand, losses, and expenses, including attorney's fees, original and on appeal, arising out of or related in any way to the performance of the agreement.

### **Insurance**

Agencies approved for funding will be required to maintain the insurance coverages described below, each of which shall contain a provision that forbids any cancellation, changes, or material alterations without prior notice to the City at least 30 days in advance. The insurance coverage shall be evidenced by an original certificate of insurance provided prior to the execution of the written agreement. The required insurance (as of July, 2023, subject to change in the written agreement) is as follows:

1. Commercial General Liability Insurance – shall be written to cover liability arising from premises and operations, independent contractors, products and completed operations, personal and advertising injury, and contractual liability. The minimum bodily injury and property damage liability limit shall be \$1,000,000 per occurrence.

2. Workers' Compensation Insurance – shall cover all employees engaged in work for the agency in accordance with the laws of the State of California. The minimum employer's liability limit shall be \$1,000,000 per accident.
3. Auto Insurance – shall be required to cover all employees who may operate a vehicle as part of the proposed activity. The minimum employer's liability limit shall be \$500,000 per accident.

### **Licenses**

Agencies approved for funding will be required to obtain a City of Hawthorne business license.

### **Monitoring**

Agencies approved for funding will be required to maintain and submit adequate information necessary to monitor program accountability and progress in accordance with the terms and conditions of the written agreement.

### **Fair Housing, Nondiscrimination, and Equal Opportunity**

The City of Hawthorne, in accordance with federal and state law and City policy, prohibits discrimination on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship or service in the uniformed services. Agencies awarded funding will be required to comply with all applicable fair housing, nondiscrimination and equal opportunity requirements.

### **Compliance with Applicable Laws, Rules, and Regulations**

Agencies that are awarded CDBG funding must act in accordance with all applicable federal, State of California, and City of Hawthorne laws, rules, and regulations. Applicants are strongly encouraged to be familiar with these requirements prior to submitting a funding request. These include, but are not limited to, the following:

1. 24 CFR Part 570, as amended – The regulations governing the CDBG program.
2. 24 CFR Part 1 and 6, Public Law 90-284, Fair Housing Act – The regulations issued following Title VI of the 1964 Civil Rights Act and Section 109 of the 1975 Housing and Community Development Act that prohibits discrimination in HUD programs based on sex, race, color, national origin, and religion and requires all programs and activities to be administered in a manner to affirmatively further the policies of the Fair Housing Act.
3. 24 CFR Part 107 and 108 – The regulations issued following Executive Order 11063 and Executive Order 12892 which prohibit discrimination and promote equal opportunity in housing.
4. Section 504 of the Rehabilitation Act of 1973, 24 CFR Part 40 and 41 – The regulations that set forth policies and procedures for the enforcement of standards and requirements for disabled accessibility. The Architectural Barriers Act of 1968 and the Americans with Disabilities Act provide additional laws on accessibility and civil rights of individuals with disabilities.
5. Age Discrimination Act of 1975 (42 U.S.C. 6101) – The regulations that prohibit discrimination on the basis of age.
6. 29 CFR Parts 3 and 5 – The regulations on labor standard provisions that include the payment of prevailing wages on federally assisted projects as mandated by the Davis-



Bacon Act and Contract Work Hours and Safety Standards Act. 24 CFR Part 70 provides information on the use of volunteers.

7. Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c) – The regulations on contracts for construction or repair awarded by subrecipients shall include a provision for compliance.
8. 24 CFR Part 58 – The regulations prescribing the Environmental Review procedure under the National Environmental Policy Act of 1969.
9. National Flood Insurance Act of 1968, 24 CFR Part 55 under Executive Order 11988 – The regulations for proposed projects and properties located in a floodplain.
10. 36 CFR Part 800 – The regulations outlining the procedures for the protection of historic and cultural properties.
11. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 – the policies for displacement, relocation assistance, and real property acquisition as defined by 42 U.S.C. 4601 (URA) and implementing regulations issued by the Department of Transportation at 49 CFR part 24 and section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)).
12. 24 CFR Part 7 and 41 CFR Part 60 – The regulations outlining equal employment opportunity without regard to race, sex, color, religion, age, national origin, and disability in federally assisted construction contracts.
13. 24 CFR Part 75 – This part establishes the requirements to be followed to ensure the objectives of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) are met. The purpose of Section 3 is to ensure that economic opportunities, most importantly employment, generated by certain HUD financial assistance shall be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing or residents of the community in which the Federal assistance is spent.
14. Residential Lead Based Paint Hazard Reduction Act of 1992 – The regulations implemented by 24 CFR Part 35, Subpart B imposes certain requirements on disclosure of lead based paint hazards.
15. 24 CFR Part 24 – The regulations that prohibit use of debarred or suspended contractors on federally assisted projects and Drug Free Workplace requirements, issued according to Executive Order 12459.
16. 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – These regulations include requirements for procurement, contracting, cost principles and audit requirements including the Single Audit required for organizations expending \$750,000 or more derived from federal awards during the organization's fiscal year. This Part replaces former requirements found at 24 CFR Part 84, 24 CFR Part 85, OMB Circular A-87, OMB Circular A-122 and OMB Circular A-133.
17. 24 CFR Part 49 – The regulations on eligibility restrictions for resident aliens.
18. 24 CFR Part 87 and Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) – The regulations for restrictions on lobbying and required certifications.
19. Executive Order 13170 – The regulations on increasing opportunities and access for Disadvantaged Businesses.
20. HUD Requirements – All other applicable required reports, OMB Circulars, and procedures.

21. Administrative Procedures – The rules issued by the City of Hawthorne in relation to contracts, process and procedures.
22. Clean Air Act (42 U.S.C. 7401) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.) – The regulations that require compliance with all applicable standards, orders or regulations issued following the rule.

The Code of Federal Regulations (CFR) and Executive Orders may be found at:

CFR: [www.ecfr.gov](http://www.ecfr.gov)

Executive Orders: [www.archives.gov/federal-register/index.html](http://www.archives.gov/federal-register/index.html)

## CDBG APPLICATION

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All agencies wishing to apply for Community Development Block Grant (CDBG) funding must complete all sections of the CDBG Application (“Application”) to be considered. Applications must be filled in using the enclosed Microsoft Word fillable form or in PDF format. Handwritten submissions will not be accepted and returned to agency. Applications that are incomplete, have content deficiencies, that are missing required documentation, or that are submitted after the deadline may be rejected. If the question does not apply to your agency, indicate by responding with “N/A” or “Not Applicable”. Agencies are advised that this form contains fillable form fields, screen tips (tips available by holding the “Ctrl” button and clicking on “?” symbol) and was intentionally designed to ensure responses only include pertinent information. Before submitting your application, use the “Required Documents Checklist” and check off each item that is being submitted. If an item is not checked off, your application is incomplete.

### SUBMISSION REQUIREMENTS

The completed application package shall be submitted as instructed above. The application package shall include the items listed below and as contained in the “Required Documents Checklist”, as applicable. Label supporting documents as noted in **red**.

#### ***All Agencies (including City Departments)***

Submit the following documents:

1. A cover letter that introduces your agency and provides a summary of the proposed activity including (*label file as “0. Cover Letter-Agency Name-Activity Name”*):
  - Who will be directly implementing the activity
  - How the activity will be implemented
  - Where the services for the activity will be provided
  - Describe any funds that will be leveraged for the activity
  - How the funds will be utilized (salaries, materials, consultants, etc.)
  - Describe any consultants/contractors being utilized in the implementation of the activity
2. A complete application (*label file as “1. Application-Agency Name-Activity Name”*);
3. A history or corporate profile of the agency. This is an opportunity for your agency to educate the City on the establishment of your agency and all efforts completed agency wide (*label file as “2. History-Corp. Profile-Agency Name-Activity Name”*);
4. A signed “Applicant Agency Acknowledgement” form as contained in this application (*label file as “3. Agency Acknowledgement-Agency Name-Activity Name”*);
5. A current list of your agency’s Board of Directors (*label file as “4. Board of Directors-Agency Name-Activity Name”*);
6. A current Organization Chart for the agency as a whole and the proposed activity (*label file as “5. Org. Chart Agency-Agency Name-Activity Name” and “6. Org. Chart Activity-Agency Name-Activity Name”*);
7. A copy of job descriptions for each position utilized under the proposed activity (*label file as “7. Job Descriptions-Agency Name-Activity Name”*); and
8. Any additional information pertinent to your agency’s proposal not conveyed in the application (i.e. brochures, etc.). Such materials shall not exceed 8 pages and shall be on single sided 8.5” x 11” paper (*label file as “8. Additional Information-Agency Name-Activity Name”*).

### **All Nonprofit Organizations**

In addition to documents 1-8 above, submit:

9. A copy of résumés of Chief Administration and Chief Fiscal Officers (*label file as "9. Resumes-Agency Name-Activity Name"*);
10. A copy of your agency's Certificate of Good Standing with the State of California (*label file as "10. Cert. Good Standing-Agency Name-Activity Name"*);
11. A copy of your agency's Corporate Resolution for Authorization to Request CDBG Funds for the applicable program year (*label file as "11. Certificate of Resolution Req. Funds--Agency Name-Activity Name"*);
12. A copy of your agency's Corporate Resolution of Authorized Officials, authorizing specific officials of the agency to sign on behalf of the agency, the application, agreement with the City, requests for reimbursements, and all other pertinent documents required of the City for the CDBG activity (*label file as "12. Certificate of Resolution Authorized Official-Agency Name-Activity Name"*);
13. Most recently filed IRS-990 (*label file as "13. IRS-990-Agency Name-Activity Name"*);
14. Most recent audited Financial Statement (*label file as "14. Financial Statement Rept.-Agency Name-Activity Name"*); and
15. Most recent audited Single Audit, if your agency has expended more than \$750,000 in federal funds during its audited fiscal year. If your agency did not expend more than \$750,000 in federal funds during its audited fiscal year, please submit a written certification attesting to the fact that your agency did not expend more than \$750,000 in federal funds during the audited fiscal year (*label file as "15. Single Audit-Agency Name-Activity Name"*).

### **All Nonprofit Organizations that are not currently receiving CDBG funds from the City**

In addition to documents 1-15 above, submit:

16. Copy of IRS letter confirming 501(c)(3) non-profit status (*label file as "16. IRS 501(c)(3)- - Agency Name-Activity Name"*);
17. Copy of your Articles of Incorporation, and amendments to (*label file as "17. Articles of Inc. - Agency Name-Activity Name"*); and
18. Copy of your Bylaws, and amendments to (*label file as "18. Bylaws-Agency Name-Activity Name"*).

## **CDBG APPLICATION INSTRUCTIONS**

The application is a Microsoft Word document containing fillable form fields. Use the tab key or mouse to navigate the form fields. When filling in the application, do not exceed the space provided. Agencies are advised that this form was intentionally designed to limit the length of each response. Responses should be brief and should include the most pertinent information. The following sections provide information on each of the fields of the application.

### ***Agency Information (Page 1)***

1. Agency Name: Provide the name of your agency.
2. Agency Type: Select from the following:
  - a. "Nonprofit" if your agency is a nonprofit organization recognized by the Internal Revenue Service (IRS).
  - b. "For-profit" if your agency is a corporation, sole proprietorship or other type of for-profit agency.
  - c. "Public" if your agency is a government agency (i.e. City, County, Special District, etc.).
  - d. "Quasi Public" if your agency is a publicly chartered body that provides a public service and are overseen by an appointed board, commission, or committee.
  - e. "Faith Based Non-Profit" if your agency is a charitable organization or nonprofit affiliated with a religious group or inspired by religious beliefs.
3. Agency Address:
  - a. Insert the Number and Street name for your agency's principal place of business. This is the address where all correspondence will be sent.
  - b. Insert the City, State, and Zip Code for your agency. This is the address where all correspondence will be sent.
4. Insert your agency's nine-digit Employer Identification Number (EIN), also known as Federal Tax Identification Number, which is used to identify your agency by the IRS, formatted as "XX-XXXXXXX".
5. Insert your agency's seven-digit California Corporation Entity number, formatted as "CXXXXXXX". This is the number assigned to your agency by the California Secretary of State at the time of registration. The seven-digit number will be preceded by the letter "C".
6. Insert your agency's 12-character Unique Entity Identifier (UEI) number, formatted as "XXXXXXXXXXXX". Beginning April 4, 2022, the Unique Entity ID from [www.sam.gov](http://www.sam.gov) is the authoritative identifier. The DUNS number is no longer valid for federal award identification. For more information on how to obtain a UEI number if your agency does not already have one, visit: [www.sam.gov](http://www.sam.gov).

### ***Activity Information (Page 1)***

1. Insert the name of your agency's proposed activity. The name should be no more than six (6) words in length and describe the activity (i.e., Senior Center Facility Construction, Meals on Wheels, etc.).
2. Activity Address:
  - a. Insert the Number and Street name for the location of the proposed activity. For public right-of-way activities, attach a map with the locations where the work will take place.
  - b. Insert the City, State, and Zip Code for the location of the proposed activity.
3. Input the amount of CDBG funding being requested for the proposed activity. Note that you do not need to insert the "\$" sign while inputting the information. The "\$" will automatically be inserted for you. All other punctuation will need to be entered by the agency.
4. Insert the total number of unduplicated beneficiaries that your activity proposes to serve during the applicable program year, should your agency be funded for its requested amount reported

under line item 3 in this section. Please note, your agency's proposed goal will be proportionally adjusted, relative to the amount of funds awarded through this NOFA process, if awarded.

### ***Agency Contact Information (Page 1)***

#### **Contact Person for Application**

1. Provide the name of the person in your agency that the City should contact, with any questions regarding the application.
2. Insert the title for the contact person listed in this section.
3. Insert the telephone number for the contact person listed in this section. Please include the area code followed by the phone number. Necessary punctuation will need to be enter by the agency.
4. Insert the email address for the contact person listed in this section.

#### **Contact Person for Activity Implementation**

5. Provide the name of the person in your agency that the City should contact, with any questions regarding the implementation of the proposed activity.
6. Insert the title for the contact person listed in this section.
7. Insert the telephone number for the contact person listed in this section. Please include the area code followed by the phone number. Necessary punctuation will need to be enter by the agency.
8. Insert the email address for the contact person listed in this section.

#### **Official Authorized to Execute Contracts**

9. Provide the name of the person who is authorized to sign contracts on behalf of your agency. If your agency is selected to receive CDBG funds, this name will appear as the person signing the agreement between the City and your agency.
10. Insert the title for the contact person listed in this section.
11. Insert the telephone number for the contact person listed in this section. Please include the area code followed by the phone number. Necessary punctuation will need to be enter by the agency.
12. Insert the email address for the contact person listed in this section.

### ***Applicant Agency Acknowledgement (Page 2)***

After reviewing the enclosed Applicant Agency Acknowledgement Form, have your agency's Official Authorized to Execute Contracts sign at the bottom of the form acknowledging receipt of and the agency's understanding the acknowledgement form.

### ***Activity Description / Capacity and Compliance Narrative Questions (Pages 3 and 4)***

Provide a response to each of the narrative questions. Do not exceed the allotted space in response to these questions. Edit these areas by typing your agency's responses directly into the form fields provided. The document will not expand to accommodate your narrative entries, so please be brief and include the most pertinent information first. In addition, sample responses are provided for each narrative question by holding the "Ctrl" button and clicking on the "✎" symbol.

### ***Proposed Activity Budget (by column) (Page 5)***

1. Access the Excel table embedded within the application by double clicking anywhere on the table or by right clicking on the table, then selecting “Object” and then selecting “Edit”.
2. If the requested amount is \$0 for any cell, report “\$0” to remove the yellow highlight. The table must not have any yellow cells when completed.

### **CDBG Funds Requested**

3. Insert the amount of CDBG funds requested for personnel costs, including staff salaries and benefits.
4. Insert the amount CDBG funds requested for non-personnel costs, including expenses such as supplies, consultants or other operating expenses.
5. Insert the amount of CDBG funds requested for direct beneficiary assistance paid on behalf of the beneficiary, including expenses such as housing assistance (rent, utility, and security deposit), day care assistance, scholarships, etc.
6. For capital improvement activity only, insert the amount of CDBG funds requested for expenses such as acquisition, demolition, design, construction, etc. for a public facility or infrastructure activity or for construction/rehabilitation contract costs for a rehabilitation activity. If the application is for a non-capital improvement activity, report “\$0” to remove the yellow highlight.

### **Leveraged Funds**

Leveraged funds are not required for activities but will enhance your agency’s application. Leveraged funds are the other non-CDBG funds that will be used in conjunction with CDBG funds to implement the activity. Leveraged funds include, but are not limited to cash, gifts, in-kind gifts, or volunteer labor. These funds must be firmly committed to the activity and immediately available.

1. Insert the amount of leveraged funds for personnel costs for the activity.
2. Insert the amount of leveraged funds for non-personnel costs for the activity.
3. Insert the amount of leveraged funds for direct beneficiary assistance paid on behalf of the beneficiary.
4. Insert the amount of leveraged funds for capital improvement costs for the activity.

### **Total Activity Budget**

In this column, the totals will auto-calculate based on the amounts entered in the prior two (2) columns. Once you have entered the amounts in the first two (2) columns and all yellow highlights have been removed, click anywhere on the document to exit the Excel table.

### ***Indirect Cost Selection (Page 5)***

1. Type of Indirect Cost Rate Applicable to this Application, select from the following:
  - a. “Decline Indirect Cost Rate” if your agency has elected to decline reimbursement for indirect costs during the applicable program year.
  - b. “Federal Negotiated Indirect Cost Rate” if your agency currently has an approved indirect cost rate with a Federal (Cognizant) Agency.
  - c. “Federally Accepted De Minimis Rate 10%” if your agency does not have a current negotiated (including provisional) rate and does not receive more than \$35 million in Federal funding, is requesting as a condition of the grant award, to charge a flat de minimis indirect cost rate of 10 percent of Modified Total Indirect Costs (MTDCs).


- d. “Negotiated Indirect Cost Rate” if your agency does not currently plan to obtain a federally negotiated indirect cost rate and would like to negotiate an indirect cost rate of Modified Total Direct Costs (MTDCs) with the City.

### **Sources of Funding (Page 5)**

List all of the sources of funding you anticipate using to implement the activity by source, amount and status. The amount of CDBG funding you are seeking in this application is listed in the first row. Fill in the remaining rows to indicate all other leveraged funds for the activity. The total of all sources listed in this table should equal the Total Activity Budget in the Proposed Activity Budget table. Access the Excel table embedded in the application by double clicking anywhere on the table or by right clicking on the table, then selecting “Object” and then selecting “Edit”.


### **Capital Improvement Activity Implementation Schedule (Page 6)**

*(Only complete this section if your application is for a Capital Improvement Activity)*

1. Start Date: Select the starting date for each milestone listed.
2. End Date: Select the ending date for each milestone listed.
3. Narrative questions: Provide a response to each of the narrative questions. Do not exceed the allotted space in response to these questions. Edit these areas by typing your agency’s responses directly into the form fields provided. The document will not expand to accommodate your narrative entries, so please be brief and include the most pertinent information first. In addition, sample responses are provided for each narrative question by holding the “Ctrl” button and clicking on the “” symbol.

### **Capital Improvement Activity Special Requirements (Page 7)**

*(Only complete this section if your application is for a Capital Improvement Activity)*

1. Select “Yes” if your agency has successfully implemented an activity during the last five (5) years involving the procurement and contracting requirements of 2 CFR Part 200.
2. Select “Yes” if your agency has successfully implemented an activity during the last five (5) years involving the prevailing wage requirements of the Davis-Bacon and Related Acts.
3. Select “Yes” if your agency has successfully implemented an activity during the last five (5) years that was subject to the Equal Employment Opportunity and Women’s/Minority Owned Business Requirements (W/MBE).
4. Select “Yes” if your agency has successfully implemented a project during the last five (5) years that was subject to the contracting, employment and training requirements of Section 3 of the Housing and Urban Development Act of 1968 subject to 24 CFR Part 135.
5. Select “Yes” if your agency has successfully implemented a project during the last five (5) years that was subject to the contracting, employment and training requirements of Section 3 of the Housing and Urban Development Act of 1968 subject to 24 CFR Part 75 (effective November 30, 2020).
6. Select “Yes” if your agency has successfully implemented a project during the last five (5) years that was subject to the Build America, Buy America (BABA) Act and Buy America Preference (BAP) (effective November 15, 2022).
7. Narrative questions: Provide a response to each of the narrative questions. Do not exceed the allotted space in response to these questions. Edit these areas by typing your agency’s responses directly into the form fields provided. The document will not expand to accommodate your narrative entries, so please be brief and include the most pertinent information first. In addition, sample responses are provided for each narrative question by holding the “Ctrl” button and clicking on the “” symbol.



## Required Documents Checklist

	Document Name	PDF Name
<input type="checkbox"/>	Cover Letter	0. Cover Letter- Agency Name-Activity Name
<input type="checkbox"/>	Complete Application	1. Application- Agency Name-Activity Name
<input type="checkbox"/>	History of Agency/Corporate Profile	2. History-Corp. Profile- Agency Name-Activity Name
<input type="checkbox"/>	Executed "Applicant Agency Acknowledgement"	3. Agency Acknowledgement- Agency Name-Activity Name
<input type="checkbox"/>	Current List of Board of Directors (report effective date)	4. Board of Directors- Agency Name-Activity Name
<input type="checkbox"/>	Current Organizational Chart (report effective date)	5. Org. Chart Agency- Agency Name-Activity Name/6. Org. Chart Activity-Agency Name-Activity Name
<input type="checkbox"/>	Job Descriptions	7. Job Descriptions- Agency Name-Activity Name
<input type="checkbox"/>	Additional Information	8. Additional Info.- Agency Name-Activity Name
<input type="checkbox"/>	Résumés of Chief Administration and Chief Fiscal Officers <sup>1</sup>	9. Résumés- Agency Name-Activity Name
<input type="checkbox"/>	Certificate of Good Standing with the State	10. Cert. Good Standing- Agency Name-Activity Name
<input type="checkbox"/>	Corporate Resolution for Authorization to Request Funds <sup>1</sup>	11. Certificate of Resolution Req. Funds- Agency Name-Activity Name
<input type="checkbox"/>	Corporate Resolution for Authorized Official <sup>1</sup>	12. Certificate of Resolution Authorized Official- Agency Name-Activity Name
<input type="checkbox"/>	Most recent filed IRS-990 <sup>1</sup>	13. IRS-990- Agency Name-Activity Name
<input type="checkbox"/>	Most recent audited Financial Statement <sup>1</sup>	14. Financial Statement Rept. - Agency Name-Activity Name
<input type="checkbox"/>	Most recent audited Single Audit (if applicable) <sup>1</sup>	15. Single Audit- Agency Name-Activity Name
<input type="checkbox"/>	IRS letter confirming your 501(c)(3) non-profit status <sup>1</sup>	16. 501(c)(3) - Agency Name-Activity Name
<input type="checkbox"/>	Current Articles of Incorporation <sup>1</sup>	17. Articles of Inc. - Agency Name-Activity Name
<input type="checkbox"/>	Current Bylaws <sup>1</sup>	18. By Laws- Agency Name-Activity Name

<sup>1</sup> Documents not required for City Departments

Agency Information			
Agency Name:	Enter Agency Name	Agency Address:	Street City, State, Zip
Agency Type:	Choose an item.		
Federal EIN: <sup>?</sup>	00-0000000	California Corporation Entity Number <sup>?</sup>	C0000000
Unique Entity Identifier (UEI): <sup>?</sup>	000000000000		
Activity Information			
Activity Name:	Enter Activity Name	Activity Address:	Street City, State, Zip
Amount Requested: <sup>?</sup>	\$ 000,000	Number of Unduplicated Beneficiaries to be Served:	000
Agency Contact Information			
Contact Person for Application			
Name:	Enter Name	Title:	Enter Title
Phone:	(000) 000-0000	Email:	Enter Email Address
Contact Person for Activity Implementation			
Name:	Enter Name	Title:	Enter Title
Phone:	(000) 000-0000	Email:	Enter Email Address
Official Authorized to Execute Contracts <sup>?</sup>			
Name:	Enter Name	Title:	Enter Title
Phone:	(000) 000-0000	Email:	Enter Email Address

## Applicant Agency Acknowledgement

1.	That, by submission of this application, the Agency agrees that it will become a public document.
2.	That, to the best of its knowledge and belief, all information provided is true and correct and all estimates are reasonable.
3.	That no revised application may be made in connection with this application once the deadline for applications has passed.
4.	That the City may request ore require changes in the information submitted which it deems reasonable for any and all information provided.
5.	That the Agency will cooperatively assist in the application review process.
6.	That, if the activity is recommended and approved by the City Council, the City reserves the right to fund less than the full amount requested. The City also reserves the right to reduce and/or cancel allocation if federal entitlements are cancelled, reduced, or rescinded.
7.	That the City reserves the right not to fund any applications received.
8.	By submission of this application, the Agency agrees to abide by the federal regulations applicable to this activity.
9.	That past program and financial performance will be considered in reviewing this application.
10.	That services are to be provided only to eligible City residents at no cost during the grant period.
11.	That, if the activity is funded, the City or a designated Agency may conduct an accounting system inspection to review internal controls, including procurement and uniform administrative procedures, prior to issuance of payments for program expenditures.
12.	That, if the program is funded, the City will perform an environmental review prior to the obligation of funds.
13.	That, if the activity is funded, a written agreement will be required that includes, among other matters, a statement of work, records retention and reporting, local and federal requirements, and circumstances that would trigger grant suspensions and terminations.
14.	That an activity's funding does not guarantee its continuation in subsequent program years.
15.	That proof of insurance (general comprehensive public liability insurance with a company licensed to do business in California, and in the aggregate naming the City, its employees and agents as additional insured) will be submitted to the City prior to receiving funds.
16.	That written signature authority from the Agency's governing body indicating who can execute contracts and amendments on its behalf will be submitted to the City prior to receiving funds.
17.	That the Agency agrees to abide by HUD's Conflict of Interest Provisions found at <a href="#">2 CFR 200.317</a> and <a href="#">200.318</a> the City's Local Conflict of Interest Policy. Items of concern would include Board of Directors or staff members families having a monetary interest in any contract made by the City, and other matters that may give the appearance of a conflict of interest.
18.	The Agency understands that if the activity does not meet a national objective upon activity completion, that the activity will not be eligible and amounts paid out to Agency will be required to be paid back to the City.
19.	The Agency understands and certifies compliance with the anti-lobbying statement required under <a href="#">24 CFR Part 87</a> .
20.	The Agency understands that the proposed activity must address at least one (1) of the City's Consolidated Plan goals to be considered for funding.
21.	The Agency understands and certifies compliance with the Build America, Buy America Act (BABA) and the Buy America Preference (BAP) which requires that all iron, steel, manufactured products, and construction materials used in infrastructure projects funded with Federal Financial Assistance (FFA), must be produced in the United States.

By signing below, the agency acknowledges the above.

Name:	Enter Name	Title:	Enter Title
Signature:		Date:	Click or tap to enter a date.



### Activity Description

1. Provide a general description (do not exceed the allotted space) of the activity your agency will be implementing to address one or more of the City's Five-Year Consolidated Plan goals during the applicable program year. Your response must address the following:
- a. Agency Name
  - b. Activity Name
  - c. Individuals Implementing the Activity
  - d. Activity Scope of Work
  - e. How CDBG Funds will be Used
  - f. Activity Need (What Problem is Being Addressed and its Ideal Outcome)
  - g. Location of Activity Service
  - h. Intended Target Population or Service Area
  - i. How will the Target Population/Service Area be documented
  - j. Activity Hours of Operation
  - k. Consolidated Plan Goal being addressed



**Enter Agency Name** is requesting CDBG funding from the City to implement its **Enter Activity Name**. Implemented by **Enter Individuals Implementing the Activity**, the **Enter Activity Name**, will provide **Enter Intended Target Population or Service Area** with **Enter Activity Scope of Work**. **Enter Agency Name** will use the awarded CDBG funds to pay for **Enter How CDBG Funds will be Used**. Beneficiary **Enter Documentation of Target Population or Service Area Eligibility**. In addition, beneficiaries of the **Enter Activity Name** will be able to receive services at **Enter Activity Location** during **Enter Activity Hours of Operation**. The **Enter Activity Name** will address the City's **Enter Consolidated Plan Goal** Consolidated Plan Goal. **Enter the problem being addressed by the activity and its ideal outcome.**

## Capacity and Compliance

2.	Has your agency previously received HUD or CDBG funds?	Choose an item.
3.	If the answer to question 2 is “No” please respond with “Not Applicable”. If the answer to question 2 is “Yes”, please list and briefly describe programs your agency has previously undertaken with HUD funds (i.e., CDBG, CDBG-CV, HOME, HOME ARP, ESG, HOPWA, etc.).	
	Enter Narrative	
4.	Has your agency previously implemented this activity?	Choose an item.
5.	If “Yes” to question 4, was it funded with HUD or CDBG funds?	Choose an item.
6.	Has your agency had any audit findings, liens, investigations, lawsuits, claims, settlements, or been placed on probation by any oversight agency in the past five (5) years?.	Choose an item.
7.	If the answer to question 6 is “No”, please respond with “Not Applicable”. If the answer to question 6 is “Yes”, please explain.	
	Enter Narrative	

**Proposed Activity Budget** ?

Provide the anticipated budget for the proposed CDBG activity. The CDBG portion of the budget must reflect only those costs of serving CDBG-eligible City residents. Indicate any leveraged funds to be used in conjunction with the CDBG funds to implement the activity. Please round to nearest whole dollar. ?

Cost Category	Proposed CDBG Activity Budget		
	CDBG Funds Requested	Leveraged Funds	Total Activity Budget
<b>Personnel Costs</b> <i>(Salaries and Benefits)</i>			\$ -
<b>Non-Personnel Costs</b> <i>(Supplies, Consultants, etc.)</i>			\$ -
<b>Beneficiary Assistance</b> <i>(Rent, daycare, etc.)</i>			\$ -
<b>Capital Improvement Costs</b> <i>(Design, Construction, etc.)</i>			\$ -
<b>Total Budget</b>	\$ -	\$ -	\$ -

**Indirect Cost Selection**

Type of Indirect Cost Rate applicable to this application:	Choose an item.	Enter Indirect Cost Rate %%
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**Sources of Funding** ?

Please list all of the sources of funding your agency anticipates using to implement the City CDBG activity by source, amount, type and status below. The amount of CDBG funding your agency is seeking in this application is listed first. Fill in the remaining rows to indicate other leveraged funds. ?

Source	Amount	Status	Comments
CDBG (this application)	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
<b>Total</b>	\$ -		

## Capital Improvement Activity Implementation Schedule




*(To be Completed for Capital Improvement Activity Applications Only)*

Project Element	Start Date	End Date
Define scope of work/finish design	Click or tap to enter a date.	Click or tap to enter a date.
Environmental Clearance	Click or tap to enter a date.	Click or tap to enter a date.
Preparation of bid document	Click or tap to enter a date.	Click or tap to enter a date.
Release of bid document	Click or tap to enter a date.	Click or tap to enter a date.
Conduct Pre-Bid meeting	Click or tap to enter a date.	Click or tap to enter a date.
Contract Award	Click or tap to enter a date.	Click or tap to enter a date.
Finalize Contract	Click or tap to enter a date.	Click or tap to enter a date.
Pre-Construction/Notice to Proceed	Click or tap to enter a date.	Click or tap to enter a date.
Construction	Click or tap to enter a date.	Click or tap to enter a date.
Labor Compliance Clearance	Click or tap to enter a date.	Click or tap to enter a date.
8.	Does the project depend on receiving 100% of your funding request?	Choose an item.
9.	If your agency is not approved for 100% of your funding request, how will your agency address the shortfall?	
	<p style="color: red; margin: 0;">Enter Narrative</p>          	

## Capital Improvement Activity Special Requirements

*(To be Completed for Capital Improvement Activity Applications Only)*

**Has your organization implemented an activity within the last five (5) years subject to the following requirements?**

The procurement and contracting requirements of 2 CFR Part 200	Choose an item.	
The prevailing wage requirements of the Davis-Bacon and Related Acts	Choose an item.	
The Equal Employment Opportunity and Women's /Minority-Owned Business Requirements (W/MBE)	Choose an item.	
Section 3 of the Housing and Urban Development Act of 1968 subject to 24 CFR Part 135	Choose an item.	
Section 3 of the Housing and Urban Development Act of 1968 subject to 24 CFR Part 75 (effective November 30, 2020)	Choose an item.	
Build America, Buy America Act (BABA) as part of the Infrastructure Investment and Jobs Act (IIJA), effective November 15, 2022	Choose an item.	
10.	Please describe what steps your agency will take to ensure that efforts to hire minority (MBE) or women-owned (WBE) businesses for your activity are documented.	
	Enter Narrative	
11.	For projects requesting \$200,000 or more, please describe what your agency will do to assure that employment and/or job training opportunities for low income individuals are provided, per HUD Section 3 requirements (24 CFR Part 75).	
	Enter Narrative	
12.	For projects exceeding \$250,000 (from all sources), please describe what your agency will do to assure compliance with the Build America, Buy America Act (BABA) and Buy America Preference (BAP).	
	Enter Narrative	