State Community Development Block Grant Program
Economic Development Allocation

NOTICE OF FUNDING AVAILABILITY
AND
APPLICATION PACKAGE

PLANNING AND TECHNICAL ASSISTANCE GRANT
Fiscal Year July 1, 2009 through June 30, 2010

STATE OF CALIFORNIA
Department of Housing and Community Development
Division of Financial Assistance
State Enterprise and Economic Development Section (SEEDS)
Community Development Block Grant Program (CDBG)
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STATE OF CALIFORNIA

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SECTION 1: NOTICE OF FUNDING AVAILABILITY (NOFA)

The State of California, Department of Housing and Community Development (Department) administers a federal program known as the State Community Development Block Grant (CDBG) Program.

The Department receives funds annually from the federal Department of Housing and Urban Development (HUD). The Department sets aside part of each annual funding allocation received from HUD for Planning and Technical Assistance (PTA) grants. The Department divides the PTA funds into two allocations, the General Allocation and the Economic Development (ED) allocation. This PTA NOFA is prepared exclusively for the ED allocation only.

In issuing this NOFA, the Department is announcing the availability of funding under the 2009-10 CDBG PTA ED allocation of $1 million under the ED PTA allocation. The PTA allocations provide funding in the form of grants to small cities and rural counties for planning and feasibility studies related to CDBG ED eligible activities and project-specific activities.

Authorizing Legislation and Regulation

The CDBG Program is authorized by the Housing and Community Development Act of 1974 as amended, and Subpart I of the Federal Community Development Block Grant Regulations. The requirements of the State Program are found in the State CDBG Regulations, Title 25 of the California Code of Regulations, Section 7050, et seq.

Application Due Dates

NOFA Release	June 25, 2009
Application Release	June 25, 2009
Final Filing Date	March 31, 2010 or until all funds are awarded

First Come First Served Basis and Threshold Review

The PTA process is not competitive. Applications are not rated and ranked against each other. Applications will be accepted as of the release date of the PTA grant NOFA. Applications received in the office will be date and time stamped and reviewed for threshold compliance in the order of the date and time received.

Applications that do not meet threshold requirements will be returned and may be resubmitted once the threshold item has been corrected. The final date for submission of an application by an eligible applicant is March 31, 2010. It is anticipated that all funds may be exhausted prior to this date.

Note about reading NOFA and Application

It is highly recommend that the NOFA document and application package are read in their entirety, including the application forms and attachments. This is to become familiarized with this year's PTA ED Allocation, 2009-10, prior to completing and submitting an application to the Department.

The Department reserves the right, at its sole discretion, to suspend or amend the provisions of this NOFA. If such action occurs, the Department will notify all interested parties.

SECTION 2: CHANGES TO NOFA

Project Specific Maximum Grant Amounts

In this year's NOFA, applicants can request up to $70,000 for project specific planning activities under the ED Allocation. Examples of project specific activities include Over-the-Counter projects; develop a site (bare land or rehabilitation of an existing facility) for a new business; or expansion of an existing facility. In no instances will an ED project specific planning grant application request exceed $70,000.

If an applicant does not request a full $70,000 in planning funds for a project specific activity, the applicant may request up to $35,000 in funds for one or more proposed ED studies not directly focused on development of a specific project (non-project specific activity). Examples of non-project specific activities are: a Regional or Local ED Plan, a Military Base Conversion Assessment and Development Plan; or a Regional or Local Market Development Plan.

Contact the ED program representative in your jurisdiction with any questions about determining if a proposed activity is project specific or non-project specific. An attachment will be included in the 2009-10 planning grant application providing a sample list of project specific and non-project specific activities.

Using Local Program Income Funds for Project Implementation

Traditionally, CDBG funds under planning grants or local match funds were not allowed to be used for project "implementation" activities. The furthest a project could be developed with PTA funds was "preliminary" engineering or architectural activities. Furthermore, final plans and specifications and construction costs were not allowed under previous planning grants. Under this NOFA, project implementation costs can be paid, but only with local program income or other local non-CDBG funding sources.

As stated above, no State CDBG planning grant dollars **or** local match funds can be used for project implementation costs. Planning grant and match funds must be used for non-implementation/pre-development costs. If a grantee wishes to fund the implementation of a project, then local program income funds must be properly committed to the project activity and the project must be completed within the term of the 24-month grant term.

Committing program income to a grant activity can occur at the application approval stage or after the PTA funding award is announced. In either case, the proper public hearing process must be conducted with formal public noticing and requests for public comments as well as a formal resolution passed by the governing body as part of the public hearing.

In addition, when project implementation is proposed, the final project completion is required so that documentation of meeting a CDBG national objective is achieved within the grant contract term.

If the project is not completed and no national objective is achieved, the Department may request CDBG program income funds used for implementation costs be repaid back to the grantee's CDBG program income reuse plan.

Because of the short timeframe of the PTA grant agreement, typically smaller projects with shorter timeframes **or** projects that have all their funding in place and are ready to develop will be feasible for implementation. Larger projects can be studied as in past planning grants, up to, but not including, final plans and specifications.

Please contact your ED representative about project implementation activities proposed under a PTA grant prior to submitting an application or committing local program income for implementation costs.

Original ED Application & One Copy Must be Submitted

Under last year's NOFA, If a jurisdiction chose to submit proposals under the General allocation **and** ED allocation for PTA activities, then two **separate** applications were to be submitted.

For this new 2009-10 PTA Grant – ED Allocation, jurisdictions are required to send one original and one copy to the ED allocation staff for review.

Project Specific and Non-project Specific PTA Activities

Please remember that a public hearing for approval of the submittal of the PTA ED Allocation application is needed along with the hearing notice describing the planning activity(ies) proposed in the application.

There are two types of planning activities under this ED PTA allocation; 1) Project Specific Activities and 2) Non-project Specific Activities.

The first type of planning activity, project specific activity, or study, provides up to $70,000 in PTA funds that can be requested to complete one or more activities. An attachment is included in the 2009-10 application with a sample list of project specific activities.

The second type of planning activity, non-project specific activity, provides up to $35,000 in PTA funds. Examples of non-project specific activities can include: a jurisdiction-wide Marketing Plan; Military Base Conversion Assessment Development Plan; or a Downtown Economic Development Revitalization Strategy.

Applicants are reminded that under the two different types of PTA activities, project specific and non-project specific, multiple studies can be done. For example, if an applicant has two separate site development projects which are being developed, they could propose two project specific studies under one ED grant application as long as the total for both studies does not exceed $70,000. Please note that a separate set of activity forms, one for each proposed study, must be submitted in a single application, and NOT TWO separate applications.

Federal Debarred List Requirement

To participate in any CDBG program, the Department will require that all applicants/jurisdictions confirm they are not on the Federal debarred list.

What is the easiest way to check if my organization is not on a Federal Debarred list?

To check whether or not a jurisdiction is on the debarred list, here are some helpful steps…

- Go to the epls website: www.epls.gov.
- On the left hand side of the screen, click on Multiple Names.
- A message about searching will pop up. Check the box and close out the window.
- In CAPS, enter the jurisdiction name with the word "AND" in between each word.
- For example, for the City of Los Banos, you would enter, '**CITY AND LOS BANOS'.** (Note: do not type CITY OF LOS BANOS, but 'CITY AND LOS BANOS').
- Print out the message stating that "Your search returned no results." And include a printout in your loan application and in your personal file.

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SECTION 3: PLANNING AND TECHNICAL ASSISTANCE GRANT – GENERAL INFORMATION

Cash Match Requirement

Commitment of required cash match must be included in the authorizing resolution as part of approving submittal of a planning grant application. Required cash match percentages are included in **Attachment 2** of the application document. In-kind staff time by jurisdictional staff should not be stated in the resolution. **Cash match must be expended prior to requesting CDBG funds from the Department.**

HUD National Objectives

PTA ED Activities being studied or planned must meet a HUD national objective. These studies can meet either low-income benefit or elimination of slums and blight:

1. Low-Income Benefit (to persons or households). HUD low-income benefit is also referred to as Targeted Income Group (TIG) benefit by the Department. In order to meet this national objective, at least 51 percent of the households or persons who would benefit from the activity being studied, if the activity were implemented, must be at or below 80 percent of the county median income. See **Attachment 4** in the PTA ED application for a detailed description of how this TIG benefit is established for different planning studies.

   If the application's objective is to benefit TIG, the planning activity must be reasonably related to an economic development activity, which could result in the creation or retention of permanent, private sector jobs that will be principally (51 percent) filled by TIG persons.

2. Elimination or Prevention of Slums or Blight. This means aiding in the prevention or elimination of slums and blight on an area or spot basis. The applicant must submit proper documentation for the Department to determine that the proposed planning activity would result in the elimination or prevention of a slum or blighted condition.

Federal Overlay Requirements for Planning Studies

PTA grants are subject to various HUD overlay requirements. These include, but are not limited to:

- Citizen participation
- Environmental review
- Procurement of services
- Section 504 of the Rehabilitation Act of 1973

For additional information on National Objectives and Overlay Requirements, see the PTA application attachments and the most recent Grant Management Manual.

Federal Overlays for Project Implementation

As stated above, under "Using Program Income for Project Implementation," program income may be used to pay for actual project implementation costs. However, before incurring project-specific implementation costs, a grantee must meet all federal overlay requirements for that project activity and receive a written release of funds from the Department.

Funding Allocations And Availability - One PTA ED Allocation

PTA ED funds for this fiscal year will be provided as one allocation.

Economic Development Allocation	$1,000,000 Maximum

Limitations on Grant Amount

- Maximum of up to $70,000 for one or more ED project specific studies.
- Maximum of up to $35,000 for one or more ED non-project specific studies.
- Multiple studies can be done for up to $70,000 (e.g., $35,000 for one ED project specific study, and up to $35,000 (non-project specific maximum) for one ED non-project specific study, totaling $70,000).

SECTION 4: ESSENTIALS FOR SUCCESSFUL APPLICATIONS

ELIGIBLE APPLICANTS

Eligible Applicants

Eligible applicants are generally:

- Cities with populations of less than 50,000; or
- Counties with populations of less than 200,000.

Cities and counties may apply on behalf of other local entities, such as water districts, non-federally recognized tribes, economic development corporations, and other non-profit community development organizations. See **Section 6** of the NOFA for a list of eligible jurisdictions.

Joint Applications

Applicants considering "on behalf of" or joint applications with one or more other eligible jurisdictions may apply for up to the maximum grant limitation per eligible jurisdiction for each allocation annually. Such joint applicants are advised to contact the ED representative assigned to the jurisdiction to discuss their proposal before submitting it to CDBG. If CDBG determines that an application is inconsistent with HUD's joint application or grant benefit policies, it will return the application to the applicants.

If applicants are submitting joint applications with one or more other eligible jurisdictions, the application must include a joint powers agreement that complies with Section 6500 et seq. of the Government Code.

ELIGIBLE APPLICANTS RESTRICTED FROM APPLYING

Reasons Applicants are Restricted from Applying

Two reasons why an applicant might be restricted or "Held Out" from applying include:

1. Unresolved performance or audit findings on current or prior CDBG grants; or the administration of CDBG program income which resulted in the applicant receiving a holdout letter from CDBG;
2. Growth control measure is in effect at the local level; and
3. Housing element is not in procedural compliance with state law.

Contact the ED Representative assigned to your jurisdiction if you are unsure of your hold-out status.

Waiver of Holdout Status

Waiver of performance issue is possible through following steps:

1. A formal written request for a waiver of hold-out status has been submitted along with documentation that the performance issue is resolved.
2. The Department will review status, and if approved issue a formal written waiver.

Housing Policy staff confirms housing element or growth control is acceptable. See **Attachment 2** of the application package.

ELIGIBLE USES OF FUNDS

Types of Projects

The ED allocation focuses on business development and job creation through assisting micro-enterprise businesses and larger businesses to locate or expand within the applicant's jurisdiction.

See **Attachment 3** of the application package for sample list of eligible types of activities. Call your CDBG representative if there are any eligibility questions.

INELIGIBLE USES OF FUNDS

Ineligible Activities

The list below gives examples of activities that are ineligible and their possible exceptions. CDBG encourages applicants to contact the ED representative for its jurisdiction if there are any eligibility questions.

Ineligible Activity	Exception
Housing element preparation for jurisdictions in which fewer than 51 percent of residents are TIG as documented by the federal census.	Costs incurred for the preparation of that portion of the element in which affordable housing is addressed is eligible. See also below under comprehensive planning.
Day-to-day operations of local government or private or public organizations serving the community or region.	
Comprehensive, general or long range planning. • *Comprehensive* means the study was conducted for more than half of the geographic area in the jurisdiction, and includes two or more topics regarding the physical development of the jurisdiction. • *General* means the documents include summaries of broad policies or proposals that are not site specific. • *Long-range* means the time-frames for the policies and proposals are five years or more.	Comprehensive planning is allowed if the planning is carried out in a geographic area in which 51 percent or more of the residents are TIG as documented by the federal census or income survey completed within the last five years, and the applicant can document that the comprehensive plan will primarily benefit TIG persons.

APPLICATION PROCESS

Application Forms

The application may be obtained by using the Internet, at the Department's website: www.hcd.ca.gov/ca/cdbg/funds; or by e-mail by contacting the Program Administrative Assistant, MeLisa Adams, at madams@hcd.ca.gov or by calling (916) 552-9398.

Application Submittal

Submit one complete, "Original Application" for this PTA ED allocation in a binder. Submit a separate binder with one "Complete Copy", and all required additional Section copies as stated below.

Include the following document in the front pocket of the **copy** binder set: One additional copy of Sections 1.a through 11 of the Application Summary Form.

Continuous Funding Round – Applications will be accepted from June 25, 2009 through March 31, 2010 on a continuous basis. Jurisdictions will be notified when all PTA funds have been awarded or by March 31, 2010, whichever date occurs first.

Threshold Review

The application must meet threshold requirements to be accepted for review. If any of the required components are missing, CDBG will return the application to the applicant for correction of deficiencies.

See **Attachment 1** in the application package for Threshold Review criteria.

Application Review and Award Process

CDBG Review: Following the receipt of the application, CDBG will review the application within approximately six weeks of receipt and will notify the applicant of approval or denial within approximately eight to ten weeks of receipt.

Grant Award: Successful applicants will receive an award letter; unsuccessful applicants will receive a denial letter and maybe an invitation to resubmit the application. The jurisdiction's state and federal legislators will also be notified of awards.

State Contract: Successful applicants will enter into a standard agreement with the Department.

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SECTION 5: AFTER A GRANT IS AWARDED

STATE CONTRACT PROCESS

State Contract

Successful applicants will enter into a standard agreement with the Department. The contract contains all the relevant state and federal requirements, as well as specific information about the grant award and the work to be performed.

Contract Term

The term of the contract will be twenty-four (24) months.

Implementing the Contract

Receiving grant funds: Grantees may incur costs prior to contract execution upon receiving written approval from the Department. Grantee must spend 100 percent of cash match prior to requesting CDBG funds.

New Funds Request Forms

Reporting Requirements: Grantees must submit a Financial and Accomplishment Report (FAR) every six (6) months starting at the execution date of the grant contract. Grantees will draw funds through a Funds Requests Forms as needed for cost reimbursements. All jurisdictions must use the new Funds Request form. Please note that there is a $1,000 minimum amount for all funds requests (1/09).

Implementation of Projects: Grantees who use program income funds to develop a project through construction must submit Annual Grantee Performance reports to document beneficiaries of the project.

Managing the Grant: The Department publishes a Grant Management Manual to help grantees comply with the program requirements. The Grant Management Manual can be found on the CDBG website: http://www.hcd.ca.gov/fa/cdbg/manual/ (please contact your ED representative for assistance).

Completing the Contract

Closeout Package: At the end of the contract, grantees must submit documents to close out the grant. These documents are described in the Grant Management Manual (GMM), Chapter 13.

Final Product and 10 percent Retention: By contract expiration, grantees must submit the Final Product(s) for each proposed activity. 10 percent of the grant amount will be held until all final products are received.

Procurement Process: At contract expiration, grantees must submit procurement compliance documentation per GMM Chapter 8.

CDBG Compliance Review: At the end of the contract term, CDBG performs a desk compliance review of the study activities and closeout documentation. Project implementation activities will be monitored on site by Department staff using Chapter 12 of GMM.

Notice of Public Hearing: At the end of the grant, the jurisdiction must hold a public hearing to notify the public about accomplishments of the grant, and accept the final product.

SECTION 6: HOW TO REACH US FOR ASSISTANCE

CDBG Program

State of California
Department of Housing and Community Development
Division of Financial Assistance
State Community Development Block Grant Program (CDBG)
(916) 552-9398

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Sacramento, CA 95811

By Fax: (916) 319-8488

By E-mail: cdbg@hcd.ca.gov

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	MeLisa Adams – Admin. Assistant	madams@hcd.ca.gov	(916) 552-9362
	John Almanza – ED Representative	jalmanza@hcd.ca.gov	(916) 323-1450
	Jon Diedesch – ED Representative	jdiedesch@hcd.ca.gov	(916) 319-8402
	Jim Miwa – ED Representative	jmiwa@hcd.ca.gov	(916) 319-8483
	Patrick Talbott – ED Representative	ptalbott@hcd.ca.gov	(916) 552-9361
	Robert Lim – Fiscal Representative	rlim@hcd.ca.gov	(916) 552-9359

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SECTION 7: ELIGIBLE JURISDICTIONS, CASH MATCH PERCENTAGES

As a condition of receiving PTA funds, successful applicants must provide a 'cash match', which is up to a maximum of 25% of the CDBG grant award.

JURISDICTION	TIG%[1]	CASH MATCH	FIELD REPRESENTATIVE	TELEPHONE
ALPINE COUNTY	**42.8**	23	**John Almanza**	**(916) 323-1450**
AMADOR COUNTY	**39.1**	7	**Patrick Talbott**	**(916) 552-9361**
Amador City	47.8	6		
Ione	45.8	2		
Jackson	44.2	25		
Plymouth	49.2	14		
Sutter Creek	35.5	13		
BUTTE COUNTY	**43.9**	2	**Patrick Talbott**	**(916) 552-9361**
Biggs	45.6	1		
Gridley	56.1	16		
Oroville	62.1	24		
CALAVERAS COUNTY	**38.0**	6	**Jon Diedesch**	**(916) 319-8402**
Angels Camp	45.0	21		
COLUSA COUNTY	**43.2**	5	**Jon Diedesch**	**(916) 319-8402**
Colusa	37.4	19		
Williams	51.0	11		
DEL NORTE COUNTY	**49.0**	4	**Patrick Talbott**	**(916) 552-9361**
Crescent City	63.5	14		
EL DORADO COUNTY	**34.3**	5	**Jim Miwa**	**(916) 319-8483**
Placerville	50.4	25		
South Lake Tahoe	56.1	25		
FRESNO[2]				
Firebaugh	62.6	8	**Patrick Talbott**	**(916) 552-9361**
Huron	72.2	7		
Orange Cove	74.0	1		
Parlier	73.1	2		
San Joaquin	73.9	5		
GLENN COUNTY	**48.1**	4	**Patrick Talbott**	**(916) 552-9361**
Orland	55.8	14		
Willows	52.4	15		
HUMBOLDT COUNTY	**45.5**	3	**Patrick Talbott**	**(916) 552-9361**
Arcata	55.0	10		
Blue Lake	45.4	2		
Eureka	54.0	25		
Ferndale	30.1	9		
Fortuna	45.2	12		
Rio Dell	48.1	3		
Trinidad	30.8	25		

IMPERIAL COUNTY	**51.7**	1	**Jon Diedesch**	**(916) 319-8402**
Brawley	51.7	10		
Calexico	59.3	13		
Calipatria	54.2	2		
Holtville	45.8	4		
Imperial	27.9	13		
Westmorland	60.8	8		
INYO COUNTY	**42.0**	6	**John Almanza**	**(916) 323-1450**
Bishop	53.5	25		
KERN COUNTY			**Jim Miwa**	**(916) 319-8483**
McFarland	70.1	2		
Taft	42.4	13		
Wasco	58.2	4		
Maricopa	**TBD**	2		
KINGS COUNTY	**48.9**	1	**Patrick Talbott**	**(916) 552-9361**
Avenal	61.8	1		
Corcoran	54.9	4		
Lemoore	38.1	6		
LAKE COUNTY	**49.3**	4	**John Almanza**	**(916) 323-1450**
Clearlake	67.6	8		
Lakeport	44.8	25		
LASSEN COUNTY	**41.1**	3	**Patrick Talbott**	**(916) 552-9361**
Susanville	39.3	9		
LOS ANGELES COUNTY[2]			**Jim Miwa**	**(916) 319-8483**
Artesia	40.2	10		
Avalon	42.0	25		
Hidden Hills	6.5	2		
Industry	43.7	25		
Palos Verde Estates	8.3	2		
Vernon	16.0	25		
MADERA COUNTY	**39.9**	10	**John Almanza**	**(916) 323-1450**
Chowchilla	48.9	4		
MARIPOSA COUNTY	**39.1**	9	**Jon Diedesch**	**(916) 319-8402**
MENDOCINO COUNTY	**41.2**	5	**John Almanza**	**(916) 323-1450**
Fort Bragg	51.4	23		
Point Arena	56.6	25		
Ukiah	46.5	25		
Willits	50.1	25		
MERCED COUNTY	**43.9**	3	**John Almanza**	**(916) 323-1450**
Atwater	43.5	7		
Dos Palos	50.8	7		
Gustine	40.4	4		
Livingston	55.1	7		
Los Banos	35.3	8		
MODOC COUNTY	**49.6**	3	**John Almanza**	**(916) 323-1450**
Alturas	54.6	25		
MONO COUNTY	**38.1**	4	**John Almanza**	**(916) 323-1450**

Mammoth Lakes	39.5	25		
MONTEREY COUNTY	**39.7**	2	**Jim Miwa**	**(916) 319-8483**
Carmel-by-the-Sea	26.7	25		
Del Rey Oaks	19.8	14		
Gonzales	55.0	4		
Greenfield	67.8	4		
King City	63.3	10		
Marina	44.0	7		
Pacific Grove	29.7	10		
Sand City	63.7	25		
Soledad	58.1	2		
NAPA COUNTY	**37.6**	5	**John Almanza**	**(916) 323-1450**
American Canyon	39.8	10		
Calistoga	58.1	13		
St. Helena	38.0	25		
Yountville	41.5	18		
NEVADA COUNTY	**38.4**	3	**Jon Diedesch**	**(916) 319-8402**
Grass Valley	62.5	25		
Nevada City	45.9	25		
Truckee	27.6	20		
ORANGE COUNTY[2]			Jim Miwa	(916) 319-8483
San Juan Capistrano	40.3	22		
PLACER COUNTY	**30.0**	5	**John Almanza**	**(916) 323-1450**
Auburn	33.6	25		
Colfax	52.0	25		
Lincoln	45.0	4		
Loomis	32.2	17		
Rocklin	23.7	15		
PLUMAS COUNTY	**41.5**	10	**Jon Diedesch**	**(916) 319-8402**
Portola	53.7	11		
RIVERSIDE COUNTY[2]			**Jon Diedesch**	**(916) 319-8402**
Calimesa	44.0	7		
Coachella	70.8	9		
Indian Wells	17.0	22		
Rancho Mirage	26.0	25		
SAN BENITO COUNTY	**41.4**	2	**Jim Miwa**	**(916) 319-8483**
Hollister	43.3	9		
SAN LUIS OBISPO COUNTY			**John Almanza**	**(916) 323-1450**
Morro Bay	49.9	13		
Pismo Beach	37.1	25		
SANTA BARBARA COUNTY[2]			**John Almanza**	**(916) 323-1450**
Guadalupe	68.2	4		
SANTA CRUZ COUNTY	**36.6**	1	**Jim Miwa**	**(916) 319-8483**
Capitola	44.1	25		
Scotts Valley	26.9	24		
SHASTA COUNTY	**42.4**	2	**Patrick Talbott**	**(916) 552-9361**
Anderson	59.3	18		

Shasta Lake	53.3	5		
SIERRA COUNTY	**38.1**	4	**Jon Diedesch**	**(916) 319-8402**
Loyalton	42.2	10		
SISKIYOU COUNTY	**47.1**	2	**Jim Miwa**	**(916) 319-8483**
Dorris	67.8	3		
Dunsmuir	61.3	4		
Etna	52.9	5		
Fort Jones	56.2	18		
Montague	59.9	6		
Mount Shasta	46.5	25		
Tulelake	60.3	6		
Weed	56.4	21		
Yreka	48.0	25		
SOLANO COUNTY	**34.5**	1	**John Almanza**	**(916) 323-1450**
Benicia	26.1	20		
Dixon	41.6	25		
Rio Vista	45.7	12		
Suisun City	33.4	3		
STANISLAUS COUNTY[2]			**John Almanza**	**(916) 323-1450**
Hughson	43.9	8		
Riverbank	35.6	6		
SUTTER COUNTY	**34.0**	4	**Jon Diedesch**	**(916) 319-8402**
Live Oak	57.6	2		
TEHAMA COUNTY	**47.4**	3	**Patrick Talbott**	**(916) 552-9361**
Corning	53.7	25		
Red Bluff	54.4	23		
Tehama	50.2	1		
TRINITY COUNTY	**48.9**	5	**Patrick Talbott**	**(916) 552-9361**
TULARE COUNTY	**56.7**	2	**Jon Diedesch**	**(916) 319-8402**
Dinuba	55.6	19		
Exeter	47.4	5		
Farmersville	63.0	5		
Lindsay	67.2	6		
Woodlake	69.5	4		
TUOLUMNE COUNTY	**37.6**	7	**Jon Diedesch**	**(916) 319-8402**
Sonora	50.6	25		
YOLO COUNTY	**53.3**	2	**Patrick Talbott**	**(916) 552-9361**
West Sacramento	60.2	25		
Winters	40.2	5		
YUBA COUNTY	**51.6**	4	**Jon Diedesch**	**(916) 319-8402**
Marysville	52.3	16		
Wheatland	45.5	3	Jon Diedesch	(916) 319-8402

[1] This figure represents the percentage of Targeted Income Group (TIG) in the jurisdiction based on HUD's Low/Mod Data.

[2] Although cities listed under this county are CDBG eligible jurisdictions, the county itself is <u>not</u> eligible.

SECTION 8: APPLICATION PREPARATION INSTRUCTIONS

This section of the application package contains instructions for preparing and submitting an application under the ED allocation with one or more proposed activities.

Section 9: Sample Application Summary Form

1.a **Applicant Information:** Check the box for the type of application being submitted: "ED Allocation"

Enter the name and mailing address of applicant.

If it is a Joint Application with more than one jurisdiction applying together, check the box which indicates a joint application. Make sure to complete the first page of the application summary for each jurisdiction participating in the application and have the appropriate signatures done on the application summary signature page.

1.b **Authorized Representative**: Enter the name, title and mailing address of the chief executive officer, mayor, or other designee authorized in the resolution to sign the grant agreement.

1.c **Applicant Contact:** Enter the name, title and mailing address of the contact for this application.

2. **Requested Funding by Activity:** Provide an activity title for each activity to be undertaken in the application, see **Attachment 3** for examples of activities under non-project specific and project specific categories. **Note:** this activity title should be the same as shown in 2. of the activity description form and on Schedule 1 & 2 charts. In the far right column show the amount of funds requested for each activity. At the bottom of the chart show the five percent general administration costs. At the very bottom of the chart show the total funds requested under the application (up to $70,000), including all activities and general administration.

3. **List of Cash Match Sources:** Starting in the column on the far left, insert the amount of cash match required by the Department for the funds requested. See **Section 7** for required percentage of cash match. In the next column over state the source of the funds to be contributed by the applicant for match. In the last column give the amount of match fund, backed up with proper documentation. Total all columns properly at the bottom of the chart such that the total match contribution of all local sources must equal the Department's required amount. Note: All cash match must be spent prior to drawing down any funds from the Department.

4. **Legislative Representative Information:** Enter the district number, name and address for each type of legislator. If the applicant jurisdiction is in more than one district, provide the information for each district.

5. **Target Populations Served:** Check the appropriate box if any study will lead to implementation of a program or project. Indicate any target populations that will be assisted should an implementation activity come from one or more of the proposed planning activities.

6. **Beneficiaries Served:** Place appropriate number(s) in the far right column of the chart. The number indicates the potential number of beneficiaries based on the activity and accomplishment type. Give a beneficiary number for each proposed activity in the application. (I.e. if the activity is a waste water expansion study, provide an estimate of the numbers of housing units to be served.)

7. **Previous Awards:** Check yes **or** no concerning whether or not the jurisdiction has previously applied for PTA funds in this fiscal year (2009-2010). If no is checked, proceed to number 8. If yes, funds were awarded, indicate the dollar amount, check for which PTA allocation, and list the activity title of each activity funded.

8. **Consultant /Other Public Agency Contact Information:** Print the name and contact information for consultants who will be assisting in implementation of this grant and the proposed activities.

9. **Official(s) Authorized to Sign Application:** Print the name and title of the chief executive officer, mayor, or other designee who is authorized in the resolution to sign the application. The authorized individual must sign and date this form (Please use Blue Ink).

   If it is a Joint application, the designated representative of each co-applicant must also sign this page.

10. **Holdout Status:** Check the appropriate box indicating the holdout status of the applicant. If the applicant is on the holdout list, the application will not be accepted. If you are unsure of the holdout status, check with your State CDBG representative. If the jurisdiction is on the current holdout list, the performance issue(s) raised in the holdout letter must be resolved. A written request for a waiver must be submitted to the department. If the Department finds the performance issues have been adequately addressed, a formal waiver letter will be received from the State CDBG program. This waiver must be issued **before** application is received.

11. **Growth Control Compliance:** Check the appropriate box for existence of a local growth control ordinance, see **Attachment 2**. If the growth control has not been reviewed by the Department's Housing Policy Division (HPD), attach a copy of the growth control measure in effect.

12. **Housing Element Status:** Check the appropriate box showing if the applicant's Housing Element is in State CDBG compliance. If you are not certain please **call Paul McDougall at (916) 322-7995** for current status of your jurisdiction's housing element.

13. **Program Income Committed to Planning Activities:** Complete the chart showing if program income (PI) has been committed to any of the planning activities in the application. Fill in the Chart showing the amounts of PI committed to each planning activity. Funds shown on this page do not include any PI used for match funds.

Note: State CDBG PTA funds cannot be used for implementation costs. The State CDBG PTA funds can only be used for planning activities. Therefore, if program income is committed to implementation activities, they do not have to be spent first before CDBG PTA funds.

Note: Program income held at the local level cannot be spent on implementation activities until written approval from HCD staff is received showing all special conditions have been met. At that time, State CDBG funds may be expended on eligible costs.

Note: Local PI used for planning studies is expended under general administration costs. Per the local reuse plan, general administration expenses are limited to 18 percent of activity dollars spent during any given fiscal year. Therefore, grantees must be aware that committing PI for General Administration (GA) expenses requires applicants to spend PI on actual activities prior to booking GA expenses.

14a. **NEPA Environmental Compliance Documents:** The following two forms are required to complete the NEPA environmental review for planning activities that are exempt under 24 CFR Part 58.34.

14b. **Finding of Exemption**. Fill in the name of the applicant and list the activities proposed in the application. The appropriate official must print his/her name and sign and date the Finding of Exemption.

14c. **Form 58.6**. Complete the form, sign it, and have the appropriate official also sign the form.

Note: ENVIRONMENTAL CLEARANCE FOR IMPLEMENTATION ACTIVITIES - Written NEPA clearance must be received from the Department prior to incurring any implementation costs for any project proposed under a planning grant. See Chapter 3 of the GMM for NEPA compliance guidance.

Section 9: Sample Application Table of Contents

A sample table of contents is included to provide a universal format for PTA applications. Please use this format when submitting applications under this ED allocation.

The sample table only represents one planning activity being proposed. If more than one planning activity is proposed (more than one project specific study) the table of contents will need to be expanded to include lines for the additional activities.

For each activity being proposed, please change the line in the table of contents to reflect what the proposed activity is. For example: a child care project study is being proposed so the sample table of contents line showing Activity Description Form would be revised to say "Activity Description Form for Child Care Facility Study".

Sections 11 and 12: Activity Description Forms

This set of instructions will work for this ED allocation activity. These instructions will also apply to both non-project specific activity forms and project specific forms. Submit a separate Activity Description Form, Budget Chart and Milestone Chart for each proposed activity.

1. **Activity Title:** Enter a specific name for the activity.

2. **Activity Funds Requested:** Enter the total amount of funds requested for the proposed activity. Remember, up to $35,000 is available for non-project specific activities and up to $70,000 is available for project specific activities.

3. **Economic Development Activity National Objectives:** Check **one** line that indicates how the proposed study activity will meet the HUD National Objective for ED planning activities. See **Attachment 4, 13, 14,** for description of how National Objectives are met and documented. For activities that are meeting the elimination of slums and blight national objective, applicants must provide documentation of area blight or spot blight and attach those documents with this set of activity forms.

4. **Public Benefit:** Place an X on the public benefit requirement line. Describe how many jobs may be created or retained. Describe how the proposed study activity facilitates this job creation or retention. See **Attachment 4** for description of how this job creation benefit is met and documented.

5. **Activity Description:** Provide the following information on this form. Use additional pages if necessary. Required activity information:

   - A detailed description what the study is and how it will be conducted, as reflected in the tasks and milestones chart.
   - For project specific planning activities, include the proposed project's scope of work. Include a description of the project location and what services it will offer to the community. Provide a brief timeline for development of the study and any implementation activity.

6. **Final Product Description:** Must provide a detailed description of the final product or products that will be created from the planning activity. For example: preparation of funding applications (CDBG or other), financial feasibility study, preliminary engineering or architectural plans, phase one environmental site assessment, NEPA and CEQA reviews, final plans and specifications for projects, payment of project development costs (fees, acquisition, construction). If this is a project specific planning activity, state when the project implementation could begin and when the project will be completed.

   For jurisdictions proposing to use project specific activity funds to do one or more ED Over-The-Counter applications, the Department will only reimburse costs once a pre-application is received. If the OTC pre-application is accepted and a full application can be prepared, planning funds will be available to pay for those preparation costs. If no pre-applications or full OTC applications are received during the term of the grant, no CDBG planning funds will be released for this type of planning activity.

Additional Information for Economic Development Studies

7. **Assistance to For-Profit Businesses:** For economic development planning activities involving a for-profit business or developer, include the proper letter as per CDBG State Regulations, Title 24 CA Code of Regulations, 7062.1(d)(3)(C) require that if a jurisdiction is using PTA funds for direct assistance to a for-profit business, the application must include a letter from the benefiting business that (i) explains why the benefiting business is unable to provide funding for the activity; and (ii) conditionally commits the business to proceeding with the activities that are the subject of the grant.

8. **Requirements for a Local Economic Development Plan:** Applicants requesting funds for developing or updating a local Economic Development Plan (EDP) will be asked to review and when possible use the information in **Attachment 16** as part of the final product. The new EDP can be used in future State CDBG Enterprise Funding applications to make the jurisdictions funding proposal more competitive and also to provide a strategy for expending State CDBG Enterprise and Micro Enterprise funding under open grants and under local PI business assistance revolving loan accounts.

Activity Budget Chart

Note: State CDBG funds used to pay for general administration reporting costs and general administration reporting tasks are not shown on these charts. Cash Match amounts and tasks must be shown on these charts and must indicate that Match funds will be spent first.

A separate chart must be completed for each proposed study to go along with the activity description form for the study.

Schedule 1 - Activity Budget Chart

1. Enter the activity name in box at top left of form.

2. Enter each major task in completing the activity, showing cash match tasks first at the top.

3. Enter a breakout of hours, hourly rate and cost (hourly rate multiplied by hours) for work to be completed by both the jurisdiction staff and/or contractor.

4. For the local cash match and other funds being used on the study, please enter the amounts and provide a total line item cost in last column.

5. Enter totals and double check to ensure numbers add properly.

Activity Tasks and Milestones Chart

Schedule 2 – Tasks and Milestones Chart

1. Enter the activity name in box at top left of form.

2. Enter each major task in completing the study activity, showing cash match tasks first at the top.

3. Under the annual milestone quarterly columns place an “X” on each line with a task to indicate when the task will be completed.

4. At the bottom of the chart show the date when the activity will be completed and the grant closed-out (within 90 days after the grant ends).

Note: Allow a minimum of six months in activity’s schedule for the Department to conduct application review, issuance of award letters, and processing of the State CDBG contract.

Submit a separate Activity Description Form, Budget Chart and Milestone Chart for each proposed activity.

The Department reserves the option of revising cost items shown in the budget chart. The use of State CDBG PTA funds for activities that are already funded by other programs or agencies or by current or prior PTA grants will only be deemed reasonable if sufficient documentation is included in the application to support the requested State CDBG funds.

Local commitments of cash match must be fully expended before the grantee spends any of the State CDBG grant funds. See **Attachment 6** for more information about the cash match requirement. State CDBG staff will not approve any cash requests until the grantee has provided documentation on State CDBG report forms that the cash match expenditure requirement has been met.

Sources and Uses Chart

For project specific planning activities that will include implementation, applicants must complete sources and uses form and provide back up documentation to prove that all financing is in place for the project prior to release of funds from the Department. Documentation of all funding required for the project must be provided as part of meeting special conditions and Department release of implementation funds. Contact State CDBG staff to obtain a copy of sources and uses form and direction on its completion. The form must be completed as part of the special conditions to obtain release of CDBG PI funds for the project's implementation.

State and Federal Overlay Compliance

1. **Citizen Participation/Public Hearings:** Applicants must attach affidavits of publication or other certified notice to document the two required public hearing were held prior to submitting this application. **Attachment 10** has information on this requirement and sample public hearing notices with all the required language.

   Acceptable documentation: newspaper, copies of public notices or certified proof of publication for both meetings showing the meetings were held with the proper time periods between publication and the hearing.

2. **Resolution of the Governing Body:** Applicants must submit an original resolution or a certified copy of the Resolution of the governing body with the application; either version must have an original signature on it. The Resolution must signify approval of its contents, authorize a signatory, commit the local cash match, and authorize submission of the application. **Attachment 5** is a sample Resolution.

   If Redevelopment Agency funds will be used as the cash match, include a second resolution from the governing body of the Redevelopment Agency authorizing the use of redevelopment funds as a cash match.

3. **Section 504 Self Evaluation:** Applicants must attach documentation that they have properly completed a local evaluation per the requirements outlined in **Attachment 12**. Jurisdiction may complete and sign the self-certification form to document that this evaluation has been done. **Certifying officer must sign the form (in blue ink).**

4. **Statement of Assurances:** Applicants must submit the Statement of Assurances form with the 1/15/04 revision date with the application, **Attachment 7**. The jurisdiction's Chief Executive Officer must sign the Statement of Assurances **(in blue ink).**

5. **OMB Circular A-133:** Applicants must submit the completed and signed (in blue ink) OMB Circular A -133 form, **Attachment 8**.

Information on Submitting an Application

Submit one signed original (signed in Blue Ink please) and one copy of the signed proposal, plus two copies of Sections 1.a through 11.of the Application Summary form for each allocation to:

State of California
Department of Housing and Community Development
State CDBG Program

By Mail: P.O. Box 952054
Sacramento, CA 94252-2054

Or Hand Deliver/ Express Mail to: 1800 3rd Street, Room 330
Sacramento, CA 95811

Deadline: Applications must be physically received and date stamped by the Department on or before March 31, 2010, 5:00 p.m.

Faxed or e-mailed applications will not be accepted

NOTE: Applications and grant agreements are public information and are available for review by the public. Applicants are advised that information submitted to the Department may have to be made available to the public under the State Public Records Act, unless an exemption under this Act applies to the information submitted and the applicant establishes a valid claim of confidentiality under such exemption.

SECTION 9: APPLICATION SUMMARY FORM

Complete one Application Summary Form for the application submitted under this economic development allocation. **Follow the instructions in Section 8**. Call your representative with any questions.

The Application Summary Form must be signed by the official designated in the resolution used to approve the application.

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California Department of Housing and Community Development

Application Summary

State Community Development Block Grant

Planning and Technical Assistance Allocations

1.a Applicant Information

ED Allocation Application _____ .

Applicant Name: _____ DUNS # _____

Address: _____

City:_____ State: _____ Zip Code _____

County: _____

_____ *Check here if this is a Joint Application and complete a summary page for each applicant*.

1.b Authorized Representative (Per Resolution)

First Name: _____ Last Name: _____

Job Title: _____

___ Check if the address information is the same as above in 1.a, if not fill in information below.

Address: _____

City:_____ State: _____ Zip Code _____

Phone: _____ Ext: _____ Fax: _____

Email: _____

1.c Applicant Contact

___ Check if the contact information is the same above in 1.b, if not fill in information below.

First Name: _____ Last Name: _____

Name of Agency: _____ Job Title: _____

Address: _____

City:_____

State: _____ Zip Code _____

Phone: _____ Ext: _____ Fax: _____

Email: _____

2. Requested Funding by Activity

Activity Title - Insert only one activity title per line. See sample list of titles provided in **Attachment 3**.	**Non-Project Specific Planning Activities**	**Project Specific Planning Activities**
	$	$
	$	$
	$	$
	$	$
	$	$
	$	$
General Administration (not to exceed 5 percent of funds requested)	$	$
Total Amount Requested	$	$
Grand Total **(Max. $70,000)**	$	

3. List of Cash Match Sources

Required Cash Match	**Name of Source:** **City or County** **or** **Other (non state or federal funds)**	**Approved Cash Match**
		$ *
		$ *
		$
	Total	$

* Enter only the total amount required to be committed.

4. Legislative Representative Information

	District #	First Name	Last Name
Assembly			
Senate			
Congress			

	District #	First Name	Last Name
Assembly			
Senate			
Congress			

	District #	First Name	Last Name
Assembly			
Senate			
Congress			

5. Target Populations Served

1. ☐ Physically Disabled
2. ☐ Persons with AIDS
3. ☐ Youths
4. ☐ Single Adults
5. ☐ Single Men
6. ☐ Single Women
7. ☐ Families
8. ☐ Farmworker
9. ☐ Seniors
10. ☐ Mentally Ill
11. ☐ Veterans
13. ☐ Victims of Domestic Violence
12. ☐ Substance Abusers
14. ☐ Dually-Diagnosed
15. ☐ Homeless
16. ☐ Other _____

6. Beneficiaries Served

Proposed Activity	Accomplishment	Number Assisted
Public Services or Community Facilities	Persons	_____
Housing or Public Works	Housing Units	_____
Housing Acquisition	Households	_____
Economic Development	Jobs	_____

7. Previous Awards

Has the jurisdiction previously submitted an application and been awarded PTA funds in this current fiscal year (2009-2010)? ___ **No**. If no, skip to number 8: ___ **Yes.** If yes, continue describing:

__ ED $_____. Briefly describe activities:_____

8. Consultant/Other Public Agency Contact Information

O Mr. O Mrs. O Ms. O Other _____

First Name: _____ MI: _____ Last Name: _____

Agency: _____ Job Title: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Phone: _____ Ext: _____ Fax: _____

E-mail: _____

9. Official (s) Authorized to Sign Application

Name _____
(Type or Print)

Title _____
(Type or Print)

Signature_____ Date _____

ADDITIONAL SIGNATURES REQUIRED FOR JOINT APPLICATIONS ONLY

Name_____
(Type or Print)

Title_____

Signature_____ Date_____

10. Citizen Participation Process for Application

Has the applicant conducted a design phase public hearing within twelve months of release date of the NOFA? (Put copy of the notice in application.)

_____ **Yes** _____ **No** (If No, applicant cannot apply.)

Has the applicant conducted the proper application approval public hearing prior to submitting application? (Put copy of the notice in application)

_____ **Yes** _____ **No** (If No, applicant cannot apply.)

11. Holdout Status of Applicant

Has the applicant received a Holdout letter from the Department?

_____ **Yes** _____ **No**

If Yes, has the applicant cleared the holdout status and received a waiver letter from the Department?

_____ **Yes** _____ **No** (If No, applicant cannot apply.)

12. Growth Control Compliance

Has the applicant's jurisdiction enacted limitations on residential construction, for which limitations are not establishing agricultural preserves, not imposed by another agency, or not based on a health and safety need?

_____ **Yes. If Yes, see note below** _____ **No**

Note: If the applicant has a General Plan, ordinance, or other measure that directly limits by number either, the building permits that may be issued for residential construction, or buildable lots that may be developed for residential purposes, and the measure does not meet any of the exceptions found in the Program Regulations, Section 7056(b)(2)(B), check "Yes" and attach a copy of the measure in this section of the application.

13. Housing Element Compliance

Statutory Authority: State of California Health and Safety Code Section 50829.

Contents of the Housing Element are not reviewed by State CDBG staff. Except as otherwise provided in Section 50830 of the Health and Safety Code, no local application for funds shall be denied because of the content of the city or county's housing element or because of the Department's findings with respect to the city's or county's housing element but the proper adoption process must be followed. Contact Paul McDougall at (916) 322-7995 to verify compliance.

As a condition of receiving an award, each jurisdiction's adopted Housing Element must be in compliance with CDBG statutes. **The Department will not award funds to any applicant who is not in compliance and applicants should have a housing element in CDBG statute compliance at application submittal.**

Is the applicant's Housing Element in State CDBG Compliance?

_____**Yes** _____ **No** (If No, applicant cannot apply.)

14. Program Income Committed Planning Activities

1. Enter the amount of Program Income (PI) that has been committed to activities in this application:

Use same activity titles as shown in part 2. of application summary. **<u>Activity Titles:</u>**		**Dollar Amount Committed** **(per Resolution)** **Attach Resolution**

3. Total Dollar Amount of PI funds **Committed** to activities in this application. $ _____

Note: Non-project specific planning activities have the following rules when using PI:

1) PI funds used for non-project specific planning activities are considered general administration funds. As such, PI activity implementation funds must be spent prior to being able to use PI for General Administration (GA) (PI for GA is limited to 18 percent of activity funds expended) during a fiscal year. So make sure PI has been or will be spent on activities so that the 18 percent in GA can be available for committing to the non-project specific planning activities.
2) All PI that is being committed to activities in this application must be identified in the governing body resolution. In addition, the applicant must ensure that proper citizen participation process is followed.
3) All PI committed to a non-project specific activity **<u>must be spent first</u>** prior to drawing down any State CDBG grant funds.
4) All PI committed to project specific implementation activity **<u>must be spent after</u>** all State CDBG grant planning funds are spent.
5) PI funds committed to open grant activities must be reported on **<u>ALL</u>** Funds Request forms for the grant and on PI quarterly and annual reports.

15. NEPA Environmental Compliance Documents

Finding of Exemption Form

A. Finding of Exemption

It is the finding of the City/County of _____ that the activities proposed in this application for State Community Development Block Grant funds are exempt from environmental review requirements under NEPA because they are defined as exempt activities in 24 CFR Part 58.34. The activity(s) judged exempt consist(s) of:

List Each Exempt Activity with a brief description:	**NEPA Citation**
1. General Administration Activities	58.34 (a) (3)
2.	
3.	
4.	

_____ _____
Printed Name of Authorized Official Title

_____ _____
Signature Date

FORM 58.6

ACTIVITY DESCRIPTION FOR EACH PROPOSED EXEMPT ACTIVITY:
1) General Administration Activities
2)
3)

Level of Environmental Review Determination: **Exempt per 24 CFR. 58.6**

(Exempt per 24 CFR 58.34, Categorically excluded not subject to statutes per § 58.35(b), Categorically excluded subject to statutes per § 58.35(a), Environmental Assessment per § 58.36, or EIS per 40 CFR 1500)

STATUTES and REGULATIONS listed at 24 CFR 58.6

FLOOD DISASTER PROTECTION ACT
1. Does the project involve acquisition, construction or rehabilitation of structures located in a FEMA-identified Special Flood Hazard?
(**X**) No; Cite Source Document: **Planning Study will not impact 100 year floodzone.**
This factor is completed

( ) Yes; Source Document:
_____
2. Is the community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?
( ) Yes (Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept on file).
( ) No **(Federal assistance may not be used in the Special Flood Hazards Area).**

COASTAL BARRIERS RESOURCES ACT
1. Is the project located in a coastal barrier resource area?
(X) No; Cite Source Documentation:
There are no coastal barrier resource areas in California
(This element is completed).
( ) Yes - **Federal assistance may not be used in such an area.**

AIRPORT RUNWAY CLEAR ZONES AND CLEAR ZONES DISCLOSURES
1. Does the project involve the sale or acquisition of existing property within a Civil Airport's Runway Clear Zone or a Military Installation's Clear Zone?
(X) No, Because the Activity does not involve sale or acquisition of property. Project complies with 24 CFR 51.303(a)(3).
( ) Yes; **Disclosure statement must be provided** to buyer and a copy of the signed disclosure must be maintained in this Environmental Review Record.

_____
Preparer Signature / Print Name /Date

_____
Responsible Entity Official Signature / Print Name / Date

SECTION 10: SAMPLE APPLICATION TABLE OF CONTENTS

Page #	CONTENT
	Application Summary Form (completed and signed)
	Holdout Status, Growth Control and Housing Element Compliance (attached compliance documents if required)
	Program Income Commitment Chart
	Environmental Clearance (executed Finding of Exemption and Form 58.6)
	Resolution of the Governing Body (original or certified copy)
	Statement of Assurances (2009 revision signed by Chief Executive Officer)
	OMB Circular A-133 (completed and signed)
	Joint Powers Agreement (only if a Joint Application)
	Citizen participation – copy of **two** public hearing notices. One for design-phase hearing and one for application approval hearing.
	Letters received from citizens regarding application and applicant responses (if any)
	Section 504 Self-evaluation (completed and signed)
	*Activity Description Form for _____(project specific or non-project specific)
	*Budget Chart, Schedule 1-complete for each activity
	*Task and Milestone Chart, Schedule 2- complete for each activity
	*Letters of intent of commitment from business owner (applicable to ED only)
	*Documentation of meeting HUD national objective, TIG or Slums and Blight for the proposed activity (as required in **Attachment 4**).
	*For Project Specific Studies: Include a map showing exact location of project **or** development agreement to be used to create project.

* These six items represent one proposed activity. If a second activity is proposed in the application, seven more lines would be added to the table to show it.

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SECTION 11: NON-PROJECT SPECIFIC PLANNING ACTIVITY DESCRIPTION FORM

NOTE: **PLEASE COMPLETE AND ATTACH ONE SET OF THESE FORMS FOR EACH PROPOSED NON-PROJECT SPECIFIC PLANNING ACTIVITY**

1. **Allocation:** ED _____

2. **Activity Title:** _____

3. **Amount Requested for Activity:** $_____.

4. **Economic Development Activity National Objective:** For ED PTA activities only. Check **one** line indicating which national objective this activity addresses. Explain and document how the activity will meet that objective. Review **Attachment 4** to lean about documenting ED national objectives. This is a required threshold item and not completing this section will lead to the application not being funded.

   ____ Low Income/TIG Benefit - Describe below how final activity resulting from the study will generate jobs for TIG persons (at least 51 percent of all projected jobs must be for TIG persons):

   ____ Elimination of Slums and Blight - Attach documentation of area or spot basis and attach to this set of activity forms:

5. **Public Benefit:** For ED PTA activities only. Check the line below and describe how the planning activity will lead to creation of jobs. This is a required threshold item. Not properly completing this section will lead to the application not being funded.

   ____ Public Benefit, (job creation), describe below how jobs will be created by completing this study:

6. **Activity Description:** Provide a complete narrative explaining the need for the study. Describe the full process for completing the study with each of the key steps as shown in the tasks and milestones chart. Check the instructions to make sure you have provided all the required information.

7. **Final Product Description:** Describe in detail each final product that will be produced from this planning activity. NOTE: All final products, including applications, must contain an acknowledgment of State CDBG funding on the front cover.

ADDITIONAL INFORMATION FOR ECONOMIC DEVELOPMENT STUDIES:

8. **Assistance to For- Profit Businesses:** Is the study being conducted on a private for-profit business, developer or property owner?

   ____ **Yes,** state the full name of the private business/ property owner and provide letters per state regulations cited below.

   Name: _____

   Attached Letters from Business on Pages ____ .

   State CDBG Title 25, CA Code of Regulations, 7062.1(d)(3)(C) require that if a jurisdiction is using the PTA funds for direct assistance to a for-profit business, the application must include a letter from the benefiting business that (i) explains why the benefiting business is unable to provide funding for the activity; and (ii) conditionally commits the business to proceeding with the activities that are the subject of the grant.

   ____ **No,** skip to number 9.

9. **Preparation of an Economic Development Plan:** Is the applicant preparing an economic development plan?

   _____**Yes** _____ **No**

   The State CDBG program has provided recommendations for development of a regional or local economic development plan. **See Attachment 15.** Applicants requesting funds for developing or updating an economic development plan should use these plans to better structure the local business assistance and microenterprise programs they operate.

Non-Project Specific Planning Activity Budget

Activity Title:_____	City/County Staff Hours					Consultant Hours					
	Task Cost					Task Cost					
List of Tasks	Number of Hrs	Hrly Rate	CDBG Portion	Cash Match	Other Source	Number of Hrs	Hrly Rate	CDBG Portion	Cash Match	Other Source	Total Cost
* 1.		$	$	$	$		$	$	$	$	$
* 2.		$	$	$	$		$	$	$	$	$
3.		$	$	$	$		$	$	$	$	$
4.		$	$	$	$		$	$	$	$	$
5.		$	$	$	$		$	$	$	$	$
6.		$	$	$	$		$	$	$	$	$
7.		$	$	$	$		$	$	$	$	$
8.		$	$	$	$		$	$	$	$	$
9.		$	$	$	$		$	$	$	$	$
10.		$	$	$	$		$	$	$	$	$
11.		$	$	$	$		$	$	$	$	$
12.		$	$	$	$		$	$	$	$	$
13.		$	$	$	$		$	$	$	$	$
14.		$	$	$	$		$	$	$	$	$
Totals:		$	$	$	$		$	$	$	$	$

***Show cash match tasks first to indicate match will be spent first.**

Non-Project Specific Planning Activity Task and Milestone Chart

Year:	2009 Milestones				2010 Milestones				2011 Milestones			
Activity Title:_____	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4
List of Tasks:												
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
11.												
12.												
13.												

***Place "X" in columns under quarter/ year to indicate when task will be completed. Do not show GA reporting.**
***Grants cannot exceed 24 Months**

SECTION 12: PROJECT SPECIFIC PLANNING ACTIVITY DESCRIPTION FORM

NOTE: **PLEASE COMPLETE AND ATTACH ONE SET OF THESE FORMS FOR EACH PROPOSED PROJECT SPECIFIC PLANNING ACTIVITY**

1. **Allocation:** ED _____

2. **Activity Title:** _____

3. **Amount Requested for Activity:** $_____.

4. **Economic Development Activity National Objective and Public Benefit:** For **ED** PTA activities, please check **one** line indicating the National Objective this activity addresses and describe how the activity will meet that objective. Review **Attachment 4** before completing this part. Also, check box and describe how public benefit of job creation will be met by conducting this proposed study.

   ____ Low Income/TIG benefit - Describe below how final activity resulting from the study will generate jobs for TIG persons (at least 51 percent of all projected jobs must be for TIG persons):

   ____ Elimination of Slums and Blight - Attach full copy of proper documentation, area or spot basis:

   And

   ____ Public Benefit, (job creation) - Describe below how jobs will be created and how many will be created:

5. **Activity Description:** Provide a complete narrative explaining the full scope of work of the project. Include a physical address and attach a map of proposed project location. If an exact project location is not known, attach copy of development agreement being used to facilitate the development process. Description for completing the study must include each of the tasks shown in Schedule 1 and 2. Check the instructions to make sure you have provided all the required information.

6. **Final Product Description:** Describe below in detail each final product that will be produced from this planning activity. In some cases a project specific planning activity may result in multiple final products. For example, application preparation for developing an affordable housing project using State HOME program funds and tax credits. NOTE: All final products, including funding applications, must contain an acknowledgment of State CDBG funding on the front cover.

ADDITIONAL INFORMATION FOR ECONOMIC DEVELOPMENT STUDIES

7. **Assistance to For- Profit Businesses:** For economic development planning activities involving a for-profit business or developer, include the proper letter as per regulation stated below. Attached proper letter to the activity description forms along with budget and tasks milestones forms and national objective documentation, if needed.

   State CDBG Regulations 7062.1(d)(3)(C) require that if a jurisdiction is using the PTA funds for direct assistance to a for-profit business, the application must include a letter from the benefiting business that :

   (i) Explains why the benefiting business is unable to provide funding for the activity; and
   (ii) Conditionally commits the business to proceeding with the activities that are the subject of the grant.

Project Specific Planning Activity Budget

Activity Title: _____	City/County Staff Hours					Consultant Hours					
	Task Cost					Task Cost					
	Number of Hrs	Hrly Rate	CDBG Portion	Cash Match	Other Source	Number of Hrs	Hrly Rate	CDBG Portion	Cash Match	Other Source	Total Costs
List of Tasks											
* 1.		$	$	$	$		$	$	$	$	$
* 2.		$	$	$	$		$	$	$	$	$
3.		$	$	$	$		$	$	$	$	$
4.		$	$	$	$		$	$	$	$	$
5.		$	$	$	$		$	$	$	$	$
6.		$	$	$	$		$	$	$	$	$
7.		$	$	$	$		$	$	$	$	$
8.		$	$	$	$		$	$	$	$	$
9.		$	$	$	$		$	$	$	$	$
10.		$	$	$	$		$	$	$	$	$
11.		$	$	$	$		$	$	$	$	$
12.		$	$	$	$		$	$	$	$	$
13.		$	$	$	$		$	$	$	$	$
14.		$	$	$	$		$	$	$	$	$
Totals:		$	$	$	$		$	$	$	$	$

***Show cash match tasks first so it is clear match will be spent first.**

P/TA

Schedule 1

Project Specific Task and Milestone Chart

Year:	2009 Milestones				2010 Milestones				2011 Milestones			
Activity Title:_____	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4
List of Tasks												
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
11.												
12.												

***Place "X" in columns under quarter/ year to indicate when task will be completed. Do not show GA reporting.**
***Grants cannot exceed 24 Months.**

SECTION 13: APPLICATION ATTACHMENTS

Attachment 1	Application Threshold Requirements
Attachment 2	Housing Element & Growth Control Compliance
Attachment 3	Sample List of Eligible Activities
Attachment 4	How to Document Meeting a HUD National Objective
Attachment 5	Sample Resolution of the governing body approving application and required match funds
Attachment 6	Acceptable forms of local Match Funds
Attachment 7	Required Statement of Assurances (Revised 1/15/04) signed by Chief Executive Officer
Attachment 8	Required Signed OMB Circular A-133
Attachment 9	Joint Powers Agreement (Only Required for a Joint Application)
Attachment 10	Citizen Participation Process, Sample Public Notices and Public Participation File Requirements
Attachment 11	Conducting Proper CDBG Federal Procurement Process
Attachment 12	Conducting Proper Section 504 Self Evaluation (2009)
Attachment 13	Conducting Proper State CDBG Income Survey
Attachment 14	Accessing HUD 2009 Income Limits and HUD Low Moderate Income Census Charts on HCD Web Site
Attachment 15	Baseline information gathering and analysis recommended for developing economic development plans

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ATTACHMENT 1: APPLICATION THRESHOLD REQUIREMENTS

Applications will be reviewed based on the threshold criteria listed below. Applications that meet all these criteria are eligible for funding, based on availability of funds.

Applications that do not meet the minimum threshold criteria will not be considered for funding. If this occurs, State CDBG staff will notify the applicant in writing of this determination and the application will be returned. Applications may be fixed and resubmitted.

List of Criteria and Where Information Can Be Found

Criterion	***For More Information***
1) Eligible Applicant **NOT** on State CDBG Holdout List	Section 4 & Section 7
2) Housing Element & Growth Control in Compliance	Application Summary Form and Attachment 2
3) Eligible Activity(s)	Section 2 & Attachment 3
4) Documentation of meeting a HUD National Objective And Public Benefit for ED studies.	Attachment 4
5) Original or Cert. Copy of Resolution of the Governing Body approving the application	Attachments 5
6) Documentation of Proper Cash Match Contribution	Section 7 & Attachment 6
7) Application Summary Form completed and signed	Section 9
8) Correctly Signed Statement of Assurances (1/15/04)	Attachment 7
9) Completed & Signed OMB Circular A-133 Form	Attachment 8
10) Signed Joint Powers Agreement (only if it is a joint application)	Attachment 9
11) Correct Public Hearing Process Completed	Attachment 10

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ATTACHMENT 2: HOUSING ELEMENT & GROWTH CONTROL COMPLIANCE

Ineligible for Award of State CDBG Funds

Any applicant with a housing element that is not in compliance with State CDBG statutes cannot be awarded funds. If you do not know the status of your housing element you must call Paul McDougall at (916) 322-7995 to verify compliance. Applicants should verify this information before they fill out an application for funding.

Any applicant with a growth control measure in effect is only eligible to apply for PTA funds under the conditions stated in #2 below. If you believe you have a growth control that would interfere with your eligibility, you must call Paul McDougall at (916) 322-7995 to verify if it is in violation of State CDBG statutes.

Statutory Authority for Compliance

Program Regulations, Health and Safety Code Section 50830.

Definition of Growth Control Measure

A general plan, ordinance, or other measure that directly limits, by number:

1. The building permits that may be used for residential construction, or

2. The buildable lots that may be developed for residential purposes.

Section 50830 does not apply to:

1. An ordinance adopted by a city or county that does any of the following:

    a) imposes a moratorium to protect the public health and safety on residential construction for a specified period of time if, under the terms of the ordinance, the moratorium will cease when the public health and safety is no longer jeopardized by the construction;

    b) creates agricultural preserves under Chapter 7 (commencing with Section 51200) of Part 2 of Division 1 of title 5 of the government code;

    c) was adopted pursuant to a specific requirement of a State or multi-state board, agency, department, or commission; or

2. A city or county that has adopted a housing element that the Department has found to be adequate pursuant to subdivision (c) of Section 65585 or Section 65586 of the Government Code at the time the city or county applies for funds under the State CDBG Program, unless a final court order has found that such housing element is not in compliance with Article 10.6 (commencing with Section 65580) of Chapter 3 of Division 1 of Title 7 of the Government Code.

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ATTACHMENT 3: SAMPLE LIST OF ELIGIBLE ACTIVITIES

Two Types of Project Specific Studies

The first type is where the grantee has site control of a piece of property and needs planning grant funds to move the development of the site forward. This can be a business development project. The second type of project specific study does not involve having site control in place **but** a specific project has been defined and a development team may be in place to ensure it moves forward. In this case, the applicant may have selected to complete a comprehensive business plan for a specific profit or not-for-profit business that does not yet have complete site control.

In these examples the applicant does not have site control but has a specific scope of work for a specific type of project activity which, when the planning study is done, will lead to the physical development of a project. An example can be a drug store that wants to locate in the community but does not have a site. The City can sponsor a study to assist in locating a site and doing some of the feasibility analysis for the project (must show the business is not able to afford to do the study on their own).

Below are lists of these types of project specific studies and non-project specific studies. This list is not exhaustive and will not include all possible variations. If your idea of a project specific study does not seem to fit into the two types described above and is not listed below call your State CDBG representative for a firm determination of status as a project or non-project specific study.

ECONOMIC DEVELOLPMENT ALLOCATION PROJECT SPECIFIC ACTIVITY

ED Project Activity Titles

Preparation of a CDBG Over-the-Counter application.

Develop a business incubator project.

Develop a site (bare land or rehabilitation of existing facility) for a new business.

Expansion (new site development or increase existing facility) of an existing business.

Enterprise Zone Funding Application (for Tax Credits).

ECONOMIC DEVELOLPMENT ALLOCATION NON-PROJECT SPECIFIC ACTIVITY

Regional or Local Economic Development Plan
CDBG Enterprise Fund Application (for loan funds)
Analysis of Existing Telecommunications Infrastructure
Business Infrastructure Needs Assessment
Business Retention Assessment and Strategy
Retail Sales Development Plan
Plan to Increase Service Sector Jobs
Military Base Conversion Assessment and Development Plan
Co-Op Website Development
Downtown Economic Development Revitalization Strategy
Economic and Market Analysis
Transportation Constraints/Opportunities for Business Development
Airport Management Plan
Industrial Park Development Study
Industrial Land and Business Inventory System Study
Rail Corridor Study
Target Industry Studies
Tourism Marketing Strategy
Geographic Information System (GIS) Base Maps*
Geospatial Data Compilation and Implementation*
Downtown Economic Revitalization Plan*

Note: Activities listed without the asterisk are restricted to the TIG families or individuals or the activity services a Limited Clientele who has a presumed 51 percent benefit per HUD definition.

*Note: These Activities can only be conducted when census or income survey information is provided that documents the whole community is at least 51 percent TIG **(See Attachments 1 and 4)**. If the TIG benefit is unclear, the income survey is to be conducted initially to document TIG benefit for the activity to be funded. However, if the survey does not show 51 percent benefit, the study may not be completed.

Note: These Activities must be income restricted or have census or income survey information provided that documents the whole community served is at least 51 percent TIG (See **Attachments 4 and 6).

Please contact the ED Representative for your jurisdiction if you have an activity that has questionable TIG benefit.

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ATTACHMENT 4: NATIONAL OBJECTIVE DOCUMENTATION

National Objectives

PTA activities must be directed towards a study that either directly, via a project or program, or indirectly, meets one of the CDBG national objectives in federal statutes. There are two National Objectives that PTA activities must show a connection to:

* Benefit Low-Moderate Income Persons or Households (Department uses the term Targeted Income Group (TIG) instead of low-moderate income
* Eliminates or prevents slums or blight (area wide or spot basis)

Federal law establishes the primary National Objective for the CDBG Program as the development of viable urban communities by providing decent housing and a suitable living environment and by expanding economic opportunities, principally for persons of low and moderate income.

Definition of Targeted Income Group

Persons of low and moderate income are defined as families and individuals whose incomes do not exceed 80 percent of the area median income, with adjustments for smaller and larger families. According to CDBG program regulations, these individuals and families are intended to be the principal beneficiaries of the State CDBG program. State CDBG uses the term TIG for households at 80 percent and less. See **Attachment 14** for current income limits.

National Objective for Each Allocation

For ED: One of two National Objectives can be met.

State law allows any proposed ED PTA activity to satisfy any one of the two HUD National Objectives (1) aiding in the prevention or elimination of slums and blight or (2) benefiting TIG-low income persons or households.

In addition to documenting TIG benefit, ED planning activities must also demonstrate how it will lead to creation of new jobs. Job creation is a public benefit requirement of ED activities.

Documentation Required for ED Allocation Planning Activities

- Benefit to the TIG:

  If the implementation of a study activity leads to a project or program in which at least 51 percent of jobs created will be for TIG persons, indicate this on the activity description form and state that the program or project will require at least 51 percent of jobs be for TIG persons. For micro enterprise programs state that program is restricted to TIG persons.

For non specific ED studies, applicants will use the job creation analysis on next page to document the projected number of TIG jobs created from implementation of a study. The analysis must show that at least 51 percent of the overall projected jobs created are TIG.

- Elimination of Slums and Blight:

  Applicants who intend to address the slums and blight National Objective must provide documentation that the area or project within the scope of the study is designated as blighted. It must be shown how the PTA study would aid in the prevention or elimination of slums and blight, if brought to implementation.

- Documentation Sources:

  Copy of adopted Redevelopment Agency Plan showing RDA area and show the project or program location within the RDA area. Or, provide a formal resolution passed by the local governing body that the program area or project site of the study is blighted as per the HUD definition of blighted area **or on a spot basis.** Contact CDBG representative for information on how to document blight under HUD's definition. Describe how the planning study activity will address conditions that contribute to the deterioration of the area or will assist in removal of the blighted conditions.

- Job Creation for Public Benefit:

  ED micro enterprise program studies do not require job creation documentation (check line and write this on activity form). ED studies for business assistance must show job creation. Studies leading directly to development of a business assistance loan program will have job creation via the program's job creation requirement (write this on activity form). Non specific studies not leading directly to a business assistance loan program can forecast the number of jobs created and the number of TIG jobs created (write this on activity form). These forecast numbers will be used to document at least 51 percent TIG benefit for meeting HUD's National Objective. The formula for ED job projections must include:

  1. A list of industries to be expanded, developed or attracted to the jurisdiction or project area—based on local historical data or projections of future development;

  2. Independent, historical or projected third party data for average number of jobs created, by job-title, for each type of industry identified in 1) above;

  3. Number of industries projected to be expanded, developed or attracted for this grant-listed by industry classification; and

  4. The product of 2) above and 3) above, (number of jobs by job-title multiplied by the number of jobs to be created by industry, by job-title) will produce the job creation estimate for new business or business growth by industry.

For Example:

A grant for a Downtown Revitalization Study to expand businesses in the Retail Industry as follows:

Industry	SIC*	Existing # of Jobs	Projected # of Jobs	Absolute Change	Percent Change
Retail Trade	52-59	1,050	1,116	66	6.3%
General Merchandise	53	90	100	10	11.1%
Food Stores	54	190	199	9	4.7%
Eating & Drinking Places	58	370	380	10	2.7%
Other Retail Trade		400	437	37	9.3%

*SIC: Standard Industrial Codes

1. Job titles for General Merchandise industry might include clerk, janitor, etc.

2. Estimate the number of clerks and janitors, etc.

3. Estimate the number of industries that may expand by the PTA study.

4. Multiply the number of jobs by job-title for each of the industries that might expand as a result of the proposed PTA grant. Total all jobs by title. This total number becomes your estimated number of jobs resulting from the implementation of planning study results. Thus you have built an estimate based upon the number of jobs in each job-title for each industry the PTA study might impact.

The basis for estimates of the total number of jobs to be created from project implementation and the number of TIG jobs that will be created must be supported by information provided under Item #5 of the Application's Activity Description Form. Applications that do not provide support for the job estimates and TIG benefit will be deemed not to have met the ED national objective requirement.

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ATTACHMENT 5: SAMPLE RESOLUTION OF THE GOVERNING BODY TO APPROVE APPLICATION AND LOCAL MATCH FUNDS

A resolution approving an application for the CDBG Program is to include, at minimum, the following information. Applicants have the option to include any additional pertinent information. Cash match (See **Attachments 1 and 6**) may be attributed to the ED Allocation if desired. **It is recommended that a separate Resolution be adopted for this PTA ED application to keep things clear.**

RESOLUTION NO. _____

A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE PLANNING TECHNICAL ASSISTANCE ALLOCATION OF THE STATE CDBG PROGRAM.

BE IT RESOLVED by the (City Council/County Board of Supervisors) of the (City/County) of_____as follows:

SECTION 1

The City Council (or County Board) has reviewed and hereby approves an application under the (Economic Development Allocation) for up to $_____ for the following planning activity(s):

(list activity titles and dollar amounts),

SECTION 2

The City Council (Or County Board) has determined that federal Citizen Participation requirements were met during the development of this application.

SECTION 3

For Cash Match, the City Council (or County Board) hereby approves the use of: _____(State eligible Match Source) in the amount of $____ to be used as the City's/County's Cash Match for this application.

Add Section 4 Only If Resolution Approvals Committing PI Activity(s) in Application:

SECTION 4

Commitment of additional local Program Income to activities in the application is hereby approved by the City's/County for the (Economic Development Allocation application) as follows:

(list activity titles and dollar amounts of PI committed),

SECTION 5

The (title of designated official[s]) _____ is hereby authorized and directed to act on the City's or County's behalf in all matters pertaining to this application.

SECTION 6

If the application is approved, the (title of designated official[s]) _____ is authorized to enter into and sign the grant agreement and any subsequent amendments with the State of California for the purposes of this grant.

PASSED AND ADOPTED at a regular meeting of the City/County Council of the City (or County) of
_____ held on _____ by the following vote:

AYES: NOES:

ABSENT:

_____
Name and Title
City Council/Board of Supervisors

STATE OF CALIFORNIA
City/County of _____

I, _____, City/County Clerk of the City/County of _____, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said City Council/Board of Supervisors on this ___ day of _____, 20____.

_____
Name, City/County Clerk of the City/County of _____, State of California

By: _____
Name, Title

ATTACHMENT 6: CASH MATCH REQUIREMENT

Regulatory Authority

State CDBG statute (Health and Safety Code, Section 50833) requires each applicant to contribute a percentage of cash match, up to 25 percent of the funds requested. The percentage of cash match for applicants can be found in **Section 7**.

Basis of the Cash Match Calculation

The basis of the cash match is local sales and use tax revenues for each eligible city and county. State CDBG staff obtain revenue data from the State Controller's Office and compute the data on a per capita basis to determine the cash match percentage for each applicant. The cash match percentage requirement for each eligible city and county is shown in **Section 7**.

For joint applicants, the amount of the cash match is determined by:

- Calculating the amount of the grant each jurisdiction will receive;
- Multiplying those amounts by each jurisdiction's cash match percentage.

Local Commitments of Cash Match

Cash match is typically committed by the applicant in the same resolution that approves the submittal of the application. See **Attachment 5** for a sample Resolution.

The cash match, when contributed by the local Redevelopment Agency must be documented in a separate RDA Resolution.

Other third party organizations providing match can be documented with an approving action of the Governing body. Match documentation must be submitted with the application package.

Acceptable Expenditures of Cash Match on the Grant

- Payment of personnel and related costs of the jurisdiction when the jurisdiction's own staff carries out the study or project. The jurisdiction must maintain accurate accounting records to show the cash match was set aside for the grant and that local staff time was accounted for and paid by the cash match.
- Salaries and supplies related to the general administration of the grant.
- Payments of services for any contractors or subcontractors.

Acceptable Sources for Cash Match

- Local general funds or other monies used to pay local staff.

- Local RDA funds.

- State CDBG program income (PI) committed as match for this PTA application. The jurisdiction must refer to its PI Reuse Plan to determine the plan allows program income to be used as cash match.

  Local PI used for planning studies is expended under general administration costs. Per the local reuse plan, general administration expenses are limited to 18 percent of activity dollars spent during any given fiscal year. Therefore, grantees must be aware that committing PI for General Administration (GA) expenses requires applicants to spend PI on actual activities prior to booking GA expenses.

- Contributions of cash from third party organizations. While such contributions are allowable, the third party is precluded from performing any work under the grant, unless it qualifies as a Subrecipient organization and enters into a Subrecipient Agreement with the grantee. For more information, see the State CDBG Grant Management Manual, Chapter 2 – Program Operators (available in hard copy or on our website at: www.hcd.ca.gov/ca/cdbg/gmm/).

- Grantees are ultimately responsible for ensuring the availability and expenditure of the cash match.

NOTE: The commitment of cash match funds in the authorizing Resolution may not state in-kind activity. The local contribution must be cash match.

Cash Match Accounting

Cash match must be identifiable in the jurisdiction's fiscal records and the tracking of expenditures of cash match must be identifiable in audit or fiscal accounting systems.

Local cash match for this ED Allocation must be fully expended before the grantee spends any of the State CDBG grant award and requests for funds will not be approved until all cash match has been verified as fully expended. Reductions in final grant expenditures will not result in a commensurate reduction in the required cash match. If any savings occur, the grantee will have to disencumber or return any State CDBG funds.

ATTACHMENT 7: STATEMENT OF ASSURANCES

Applicants must submit the Statement of Assurances Form with the June, 2009 revision date with the application. If a PTA award is made, the grantee must assume responsibility for compliance with State, federal, and applicable local laws and regulations that apply to the expenditure of State CDBG funds.

Program regulations require the applicant to assure that the jurisdiction and all Subrecipients' will comply with all applicable State and federal requirements. Some requirements pertain to all local CDBG activities such as audits and procurement standards while others are specific to certain activities, such as relocation law and labor standards.

The Statement of Assurances Form with the June, 2009 revision date includes all currently-required provisions. The Statement of Assurances must be signed by the jurisdiction's Chief Executive Officer, regardless of any signatory designation in the governing body's resolution authorizing submission of the application.

The following is the Statement of Assurances (June 2009). Earlier versions of the Statement of Assurances will not be accepted.

STATEMENT OF ASSURANCES
(JUNE 2009)

The City/County of _____ hereby assures and certifies that:

1. Legal Authority

It possesses legal authority to apply for the grant and to execute the proposed program.

2. Application Authorization

Its governing body has duly adopted or passed as an official act or resolution, motion, or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the applicant's chief executive officer or other designee to act in connection with the application and to provide such additional information as may be required.

3. Citizen Participation

It has or will comply with all citizen participation requirements, which include, at a minimum, the following components:

a. Provides for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blight areas and of areas in which CDBG funds are proposed to be used, and provides for participation of residents in low- and moderate-income neighborhoods as defined by the local jurisdiction; and
b. Provides citizens with reasonable and timely access to local meetings, information, and records relating to the grantee's proposed use of funds, as required by CDBG regulations, and relating to the actual use of funds under this title; and
c. Provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee; and
d. Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program. These include at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodation for the handicapped. This shall include one public meeting during the program design, annual performance report preparation, and formal amendments. A public hearing shall be conducted prior to application submittal; and
e. Solicits and provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and
f. Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can reasonably be expected to participate.

4. National Objective

The CDBG Program has been developed so as to primarily benefit targeted income persons and households, and each activity in the program meets one of the three national objectives: benefit to low- and moderate-income persons, elimination of slums and blight, or meets an urgent community need certified by the grantee as such.

5. NEPA Environmental Review

Consents to assume the responsibilities for environmental review and decision-making in order to ensure compliance with NEPA by following the procedures for recipients of block grant funds as set forth in 24 CFR, Part 58, titled "Environmental Review Procedures for Title I Community Development Block Grant Programs." Also included in this requirement is compliance with Executive Order 11988 relating to the evaluation of flood hazards, and Section 102(a) of the Flood Disaster Protection Act of 1973 (Public Law 93-234) regarding purchase of flood insurance, and the National Historic Preservation Act of 1966 (16 USC 470) and implementing regulations (36 CFR 800.8).

6. CEQA

Consents to assume the role of either Lead Agency as defined by Section 21067 of the California Public Resources Code, or if another public agency is or will be designated Lead Agency, it consents to assume the role of Responsible Agency as defined by Section 21069 of the California Public Resources Code, in order to ensure compliance with CEQA.

7. Audit/Performance Findings

Has resolved any audit findings or performance problems for prior CDBG grants awarded by the State.

8. Growth Control

Certifies that there is no plan, ordinance, or other measure in effect which directly limits, by number, the building permits that may be issued for residential construction or the buildable lots which may be developed for residential purposes; or if such a plan, ordinance, or measure is in effect, it will either be rescinded before receiving funds, or it need not be rescinded because it:

a. Imposes a moratorium on residential construction, to protect the health and safety, for a specified period of time which will end when the public health and safety is no longer jeopardized; or
b. Creates agricultural preserves under Chapter 7 (commencing with Section 51200) of Part 2 of Division 1 of Title 5 of the Government Code; or
c. Was adopted pursuant to a specific requirement of a State or multi-State board, agency, department, or commission; or

d. The applicant has an adopted housing element which the Department has found to be in compliance, unless a final order has been used by a court in which the court determined that it is not in compliance with Article 10.6 of Chapter 3 of Division 1 of Title 7 of the Government Code; or
e. The use of the funds applied for in this application is restricted for housing for the targeted income group.

9. Uniform Administrative Requirements

Will comply with the regulations, policies, guidelines, and requirements of OMB Circular Numbers A-87, A-133, A-122, and 24 CFR Part 85, where appropriate, and the State CDBG regulations.

10. Nondiscrimination

Shall comply with the following regarding nondiscrimination:

a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352).
b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284) as amended; and will administer all programs and activities related to housing and community development in a manner affirmatively furthering fair housing.
c. Section 109 of the Housing and Community Development Act of 1974, as amended.
d. Section 3 of the Housing and Urban Development Act of 1968, as amended.
e. Executive Order 11246, as amended by Executive Orders 11375 and 12086.
f. Executive Order 11063, as amended by Executive Order 12259.
g. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112), as amended, and implementing regulations.
h. The Age Discrimination Act of 1975 (Public Law 94-135).
i. The prospective contractor's signature affixed hereon and dated shall constitute a certification under the penalty of perjury under the laws of the State of California that the bidder has, unless exempted, complied with the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Code of Regulations, Section 8103.

11. Anti-Displacement/Relocation

Will comply with the Federal Relocation Act (42 U.S.C. 4601 et seq.) and certifies that it will follow the state's residential anti-displacement and relocation plan located in Appendix L of the State's 2005-2010 Consolidated Plan. The Plan can be found at: http://www.hcd.ca.gov/hpd/hrc/rep/fed/conplan05-10final.pdf.

12. Labor Standards

Will comply with the following regarding labor standards:

a. Section 110 of the Housing and Community Development Act of 1974, as amended.

b. Section 1720 et seq. of the California Labor Code regarding public works labor standards.
c. Davis-Bacon Act as amended (40 USC. 276a) regarding prevailing wage rates.
d. Contract Work Hours and Safety Standards Act (40 USC 3702) regarding overtime compensation.
e. Anti-Kickback Act of 1934 (41 USC 51-58) prohibiting "kickbacks" of wages in federally assisted construction activities.

13. Architectural Barriers

Will comply with the Architectural Barriers Act of 1968 (42 USC 4151-4157) and implementing regulations (24 CFR Part 40-41).

14. Conflict of Interest

Will enforce standards for conflicts of interest which govern the performance of their officers, employees, or agents engaged in the award and administration, in whole or in part, of State CDBG grant funds (Section 7126 of the State regulations).

15. Limitations on Political Activities

Will comply with the Hatch Act (5 USC 1501 et seq.) regarding political activity of employees.

16. Lead-Base Paint

Will comply with the Lead-Based Paint Regulations (24 CFR Part 35) which prohibits the use of lead-based paint on projects funded by the program.

17. Debarred Contractors

The applicant or its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal assistance programs, in any proposal submitted in connection with the CDBG program, per the Excluded Party List System (www.epls.gov). In addition, the applicant will not award contracts to or otherwise engage the services of any contractor while that contractor (or its principals) is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation from the covered transaction, in any proposal submitted in connection with the CDBG program under the provisions of 24 CFR part 24.

18. Inspection of Grant Activities

Will give HUD, the Comptroller General, the State Department of Housing and Community Development, or any of their authorized representatives access to and the right to examine all records, books, papers, or documents related to the grant.

19. Cost Recovery

Will not attempt to recover any capital costs of public improvements assisted in whole or in part with CDBG funds by assessing properties owned and occupied by targeted income persons unless:

a. CDBG funds are used to pay the proportion of such assessment that relates to non-CDBG funding; or
b. For the purposes of assessing properties owned and occupied by targeted income persons who are not of the lowest targeted income group, it does not have sufficient CDBG funds to comply with the provisions of "a" above.

20. Procurement

Will follow the federal procurement policies per 24 CFR Sec. 85.36

21. Excessive Force

Will adopt and enforce policies:

a. Prohibiting the use of excessive force by its law enforcement agencies against individuals engaged in non-violent civil rights demonstrations; and
b. Enforcing applicable State and local law against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstration within its jurisdiction.

The Certification is made under penalty of perjury under the laws of the State of California.

NAME OF CERTIFYING OFFICIAL:

_____ *(print/type)*

CHIEF ADMINISTRATIVE EXECUTIVE:
_____ *(enter exact title of person signing)*

_____ _____
Signature (**blue** ink) Date certified

ATTACHMENT 8: OMB CIRCULAR A-133

COMPLIANCE WITH OMB CIRCULAR A-133

Office of Management and Budget (OMB) Circular A-133 is used pursuant to the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156. It sets forth the standards for obtaining consistency and uniformity among Federal agencies for the audit of states, local governments, and non-profit organizations expending Federal awards. Cities and counties not exempted from the requirements of OMB Circular A-133 must submit their audits to the State Controller. Non-profit organizations not exempted must submit their audits to the California Department of Housing and Community Development.

Pursuant to the requirements of OMB Circular A-133, please check the appropriate box(s) and certify at the bottom of the page:

☐ The _____ (name of entity) has expended more than $500,000 in Federal funds in fiscal year 2007/2008 and is required to conduct a single audit or program specific audit for this year in accordance with the provisions of OMB Circular A-133.

☐ The audit has been completed and has been submitted to the appropriate control agency.

☐ The audit has not been completed. It is anticipated that the audit will be completed and submitted to the appropriate control agency by: _____ (date).

☐ The_____ (name of entity) has expended less than $500,000 in federal funds in fiscal year 2007/2008 and is exempt from the requirements of OMB Circular A-133. Non-Federal entities that expend less than $500,000 a year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and the General Accounting Office.

I certify on behalf of _____, (name of entity) that the above is a true and accurate statement.

_____
(Printed name and title)

_____ _____
(Signature) (Date signed)

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ATTACHMENT 9: SAMPLE JOINT POWERS AGREEMENT

Under State Regulation 7062.1 (d), two or more applicants may jointly apply for planning grant funds to study one activity that would serve the residents of all their local citizens and serve the community development needs of each of the applicants. Under a joint application, two or more applicants may apply for up to $35,000 each for a project specific study or $35,000 each for a non-specific project specific planning study. The cost of the single planning study must exceed the $35,000 maximum per jurisdiction in order for a joint application to be submitted.

For Example: The City of ABC wants to develop a homeless shelter to meet the needs of their community and the shelter would also provide homeless services to persons in the county and help the county with their needs, a joint application may be submitted.

The joint application is like combining separate city and county applications together so a joint application will save some time and effort. The Department will generate one grant contract for the application. One of the applicants must be designated as the lead agency and take responsibility for grant reporting and implementation.

Joint applications require that all the separate applicants enter into a joint powers agreement or Memorandum of Understanding. If a joint application is being considered contact the appropriate State CDBG representative for a SAMPLE JOINT POWERS AGREEMENT.

An Agreement is required by the CDBG federal regulations, Section 7060(c) as part of an application on behalf of another jurisdiction or for joint applications. Applicants must prepare an Agreement if the following conditions exist:

- if one application is submitted by two or more jurisdictions, or
- if a county is applying on behalf of a city in the same county, or
- if a county applicant is applying on behalf of itself and a city in the same county.

Section 7060(c) provides that such agreements must be on forms provided by the Department. Contact your State CDBG Representative to obtain a copy.

Additional provisions may be added by applicants either by attachments to the agreement or by typing additional provisions or exceptions into the spaces provided on the form. Space has been left between each paragraph for applicants to modify any provisions to fit the applicant's particular situation. The applicant should enter "not applicable" if a provision clearly has no meaning in light of the activities proposed. Do not leave any lines blank.

If the applicant proposes to create a separate Joint Powers agency, the Department must be consulted regarding the inclusion of legal requirements.

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ATTACHMENT 10: CITIZEN PARTICIPATION, PUBLIC HEARINGS AND PUBLIC INFORMATION FILE REQUIREMENTS

PURPOSE: To inform citizens of the jurisdiction's opportunity to apply for federal funding.

To obtain citizen input on what PTA activities should be included in funding proposal to the Department.

ACTION NEEDED: Public notices; public hearings; public meetings documentation is required with the application. See instructions in **Section G**.

CITIZEN PARTICIPATION

The applicant should provide an opportunity to participate to all persons who may be affected by the proposed activities, especially TIG persons.

PUBLIC HEARINGS

A public hearing is a public meeting that has been publicly noticed in a local newspaper of general circulation, or noticed in a fashion that otherwise follows local procedures for formal noticing of public hearings. The only public hearing that must be held before the local governing body is the hearing prior to submitting an application for funding to the Department. Any designated employee or agent of the city or county who is knowledgeable about the program may conduct all other public hearings. Hearings are required at the following stages of a PTA grant:

Prior to Receiving a State CDBG Grant

1. At project design phase a public hearing must be held no later than 12 months prior to NOFA release. The hearing should be held at least 30 days prior to the application submittal hearing date to allow adequate time for meaningful public comment. The public hearing notice should be published 10 days prior to the meeting. See Chapter 18 of current State CDBG grant management manual for noticing requirements.

2. Prior to submittal of an application for funding, a second public hearing must be noticed 10 days prior to the meeting.

Hearings During a State CDBG Contract

The grantee will be required to conduct additional public hearings during the grant for the following reasons:

1. To commit additional PI to a grant activity.

2. If project implementation activities occur under the grant a Grantee Performance Report needs to be submitted as part of grant close out.

3. Prior to submitting the Final Product of the PTA activity and the closeout package, a copy of this notice must be submitted to the Department in order to close out the grant.

Pre-Application Hearing

It is important to fully disclose the following information to the public at the public hearings held prior to submitting the application to the Department. Samples are given below and copies of the notices must be included in the planning grant application.

1. **At project design phase**: At least one public hearing must be held during the time when the applicant is deciding which local project(s) or activity(s) to apply for funding. All residents, especially of the areas where funds will be used, should be encouraged to participate. At this hearing, the following information must be offered:

   - An explanation of the CDBG program;
   - An opportunity for attendees to ask questions and suggest possible uses of funds;
   - Information about the amount of funding available, the range of possible ED activities that may be undertaken with CDBG funds, and the opportunities for citizen involvement as the program progresses;
   - Discussion of the National Objective of benefit to Targeted Income Group (TIG) persons or other National Objective;
   - Information about plans to minimize displacement that may occur as a result of grant funding;
   - Information that any assessments resulting from a CDBG-funded TIG project will not be paid by members of the lowest TIG and whether TIG households who benefit from the project must pay any assessments;
   - An invitation for written comments and how to submit such comments; and
   - Information about the availability of technical assistance to groups representing TIG persons that request such assistance in developing proposals.

2. **Prior to submitting an application for funding:** After the application has been prepared, and before it is submitted to the Department, the jurisdiction must hold a second hearing. At this time, the same information in the first six items listed above should be covered. In addition, the jurisdiction should:

   - Fully describe the proposed activity(s) in the application;
   - Provide information about the amount of funding that is being requested;
   - Describe where each activity will be carried out and how it will meet the National Objective of benefit to TIG persons or other national objective;
   - Provide information on the estimated time schedule to accomplish the activity;
   - Provide opportunity for attendees to comment on the program, subject to the applicant's normal rules governing public hearings; and
   - State the amount of cash match required and the source of the cash match.

Noticing Requirements

All hearings should be noticed as widely as possible and held at a time and place convenient to the public, with accommodations made for persons with disabilities. Where a significant number (25 percent or more of local population) of non-English persons can reasonably be expected to participate, the notice must be in the appropriate language(s) and provision should be made for interpreters at the hearing. Hearing must be noticed 10 days prior to being conducted (unless local policies have different requirement) and the design and application public hearings should be at least 30 days apart. Lastly, the two public hearings should be within 12 months of the application submittal. Public notices always should contain the following information:

- The time and place of the hearing;
- The availability of a public information file about the CDBG program; and
- An invitation to submit written comments and guidance on where to send such comments.

In addition, to the information above, specific public hearings require specific information in the public notice.

1. At the **project design stage**, the Public Notice is required to contain information about:

    - The amount of CDBG funds available; and
    - The kinds of activities that are eligible for funding

2. At the **application submittal phase**, the Public Notice is required to contain information about:

    - The application's dollar amount;
    - The ED activities being proposed; and
    - A relocation plan, if residents will be relocated as a result of the proposed activity

3. When any changes are made or actions are taken **during the term of the grant** that have not already been disclosed to the public, the notice should include:

    - Information about the action being taken.

4. Before submitting the Final Product of the PTA activity and the closeout package **at the end of the State CDBG contract term**, the notice should include:

    - Notice that the accomplishments under the grant will be disclosed.

Record Keeping

The applicant/grantee should keep a record of all public hearings. The record should contain copies of the Public Notices, minutes of the hearings documenting that the contents of the Notice were discussed at the hearing, and a list of attendees. We recommend reading the contents of the notice into the minutes to ensure that all items are discussed. Attendees are not required to sign a sign-in sheet, but the file should show that a list was made available for sign-in at the start of the hearing. If attendees were present but did not sign or if no one attended, the file should so indicate.

Decisions regarding Application Content/Grievances and Complaints

The local governing body has the sole discretion of deciding the contents of an application for funding. Any allegations made by any resident of the community that the procedural or legal requirements of the program are being violated should be thoroughly investigated. Any written complaints and grievances must receive a written response within 15 days where practicable.

Sample Notices

Sample Public Notices for use at the grant design stage and the application submittal stage are given below. Copies of the affidavits of publication (or if posted, copies must be certified by city/county clerk) must be included in the application.

SAMPLE NOTICE OF PUBLIC HEARING FOR DESIGN PHASE

Notice of Public Hearing for Discussion of Possible State CDBG Applications

NOTICE IS HEREBY GIVEN that a public hearing will be held on _____, ____ __, 2009 at 7:00 p.m., city____ or county_____ Chambers, _____ __ Street, _____, CA, _____ in order to discuss possible applications for funding under the next fiscal year's State Community Development Block Grant (CDBG) Program and to solicit citizen input on possible activities to be included in these applications.

The General and Economic Development Allocations of the State CDBG program publish Notices of Funding Availability (NOFA's) each program year (July 1 to June 30). Eligible cities and counties may submit applications for CDBG funds under these NOFA's. Typically, up to $500,000 is available under the General Allocation NOFA each year. Up to $500,000 is available under the Economic Development Enterprise Allocation each year. Also, the Economic Development Over-the-Counter Allocation can award up to $2,500,000 per year. Each year Planning and Technical Assistance Grants up to $70,000 under the General Component and $70,000 from the Economic Development Component are awarded on a first come first serve basis. The Department issues two small NOFA's each year under the Native American and Colonia's Allocations. The Native American Allocation is only for areas where concentrations of low income Native Americans live, who are not part of a federally recognized Indian tribe or Rancheria. The Colonia's funding is only for designated communities within 150 miles of the Mexican American border.

Eligible activities under the above allocations and NOFA's consist of: housing-new construction projects; housing acquisition and housing rehabilitation programs; community facility and public work projects; public service programs and planning studies. Economic development programs and projects are also eligible along with planning activities. Eligible activities paid for with State CDBG funds must meet one or more of the three national objectives listed in CDBG federal statutes as follows: benefit to low income households or persons; elimination of slums and blight; or meeting urgent community development need (a need from a state or federally declared disaster).

The city/county of _____ anticipates submitting applications under one or more of the State CDBG NOFA's published during the next program year. Applications are anticipated under the General and Economic Development Components as well as the Planning and Technical Assistance Components. A separate public hearing will be held to discuss and approve each proposed application prior to submittal to the State.

The purpose of this public hearing will be to give citizens an opportunity to make their comments known regarding what types of eligible activities the City should be applying for under the State CDBG program. If you are unable to attend the public hearing, you may direct written comments to the City of _____, city/county _____ , at the address listed above or P.O. Box ____, or you may telephone (___) ____-____. In addition, information is available for review at the above address between the hours of 8:00 a.m. and 5:00 p.m. on weekdays.

The City promotes fair housing and makes all its programs available to low and moderate income families regardless of age, race, color, religion, sex, national origin, sexual preference, marital status or handicap.

SECOND NOTICE

NOTICE OF PUBLIC HEARING FOR APPLICATION SUBMITTAL
(SAMPLE)

NOTICE IS HEREBY GIVEN that the city/county of _____will conduct a public hearing by the city council/county board on_____, 2009, at 8:00 p.m. at the city/county council/board room, _____ Street, to the discuss the Fiscal Year 2009-10 Community Development Block Grant (CDBG) Planning and Technical Assistance (Economic Development) application and to solicit citizen input.

The _____department on behalf of the city/county of _____ is applying for the maximum grant amount of $70,000 under the Planning and Technical Assistance Grant (Economic Development) for the eligible activities: _____.

The purpose of the public hearing will be to give citizens an opportunity to make their comments known. If you are unable to attend the public hearing, you may direct written comments to the city/county of _____, _____department, _____ Street, _____, CA _____ or you may telephone Mr./Ms._____ at ( ) _____ with questions or comments. In addition, a CDBG public information file may be obtained at the above address between the hours of 8:00 a.m. and 5:00 p.m. on weekdays to find out more information about the CDBG program.

The city/county promotes fair housing and makes all programs available to low and moderate income families regardless of age, race, color, religion, sex, national origin, sexual preference, marital status, familiar status (children), or handicap.

Published _____, 2009

PUBLIC INFORMATION FILE REQUIREMENTS

Applications and grant agreements are public information and are available for review by the public. Applicants are advised that information submitted to the Department may have to be made available to the public under the State Public Records Act unless an exemption under this Act applies to the information submitted and the applicant establishes a valid claim of confidentiality under such exemption.

ATTACHMENT 11: PROPER FEDERAL PROCUREMENT PROCESS

This Attachment discusses the procurement requirements that the grantee must meet after the grant is awarded and the State CDBG contract has been executed. Also read Chapter 8 in current Grant Management Manual.

Documentation Required

Grantees that procure consultant services **PAID FOR** with PTA grant funds or CDBG program income are required to submit documentation of the procurement process with the final product. The required documentation should consist of a narrative description of the procurement outreach process, list of the proposals received with dollar amounts, and the method and reason for selection of the contractor or consultant. Also include a copy of the Request for Proposal (RFP) and/or Request for Qualification (RFQ) used to procure the contractor or consultant.

NOTE: If the applicant jurisdiction has a third-party consultant prepare the RFP/RFQ used in the procurement process, that third-party consultant is precluded from bidding on the RFP/RFQ.

Options for Implementation

The grantee may complete the planning work in-house, select a Subrecipient or hire an outside entity to provide the services.

The federal procurement requirements will apply if the grantee chooses to procure a contractor to carry out all or part of the PTA activities paid for in whole or part with CDBG funds. Procurement requirements will not apply if the grantee uses a Subrecipient to provide planning services. See Chapter 2 of the State CDBG Grant Management Manual for a sample Subrecipient agreement.

Starting the Activity

In-house Work: If the grantee will use only its own staff to work on the grant may begin upon execution of the contract. If the grantee wants to begin to Incur costs prior to the execution of the contract, they may request in writing permission from Department staff to incur cost early. Department staff will provide a written approval and the grantee may begin incurring costs.

Consultant Work: If the grantee procures an outside consultant or agency to provide services, the grantee must go through the proper federal procurement process. See different procurement standards required based on cost for services and type of service being procured.

Subrecipient Work: If the grantee uses a non-profit Subrecipient, no procurement is needed but a valid Subrecipient agreement must be executed and made available for Department review. See Chapter 2 of the CDBG grant management manual.

Hiring a Consultant or Contractor

The grantee has several options:

- Small purchase;
- Request for proposals (includes both RFP's and RFQ's);
- Non-competitive procedures (Sole Source or Single Source); or
- Using a contractor already under contract to the jurisdiction.

Note: No loss leader arrangements are allowed. The intent of federal regulations is to ensure maximum open and free competition. Any loss leader type of arrangement where a consultant offers to provide free services before an applicant receives a grant in return for a future contract is prohibited by federal regulations.

Small Purchase Process

In order to qualify for small purchase process, the total cost of the scope of services being procured from all funding sources must be less than $100,000, (the federal threshold amount for a small purchase procurement) the grantee can procure services using one of several options discussed below. If the total cost of the project exceeds $100,000, the grantee may not use the small purchase method.

If the small purchase method is selected, the grantee may follow the more stringent of either its own local procurement rules or the federal procurement requirement.

Price or rate quotations must be obtained from a sufficient number (usually three) of qualified vendors. These quotes may be obtained over the telephone or in writing. The Jurisdiction should provide the same information on work to be performed to all bidders and document the file with the bid information and the basis for selection. If only one response is received, the grantee must contact State CDBG staff for written permission to select this sole source. See below under Non-Competitive Proposals (Sole Source) for more information.

Request for Proposals and Request for Qualifications

Competitive Proposals (per 24 CFR 85.36(d)(3)

Request for Proposals (RFP)

1. The RFP must clearly and accurately state the technical requirements for the goods and services required;

2. The grantee must publicize the RFP, and to the maximum extent practicable, honor reasonable requests by parties to have an opportunity to compete;

3. Proposals must be solicited from an adequate number of qualified sources, consistent with the nature and requirements of the procurement. If only one proposal is received, the grantee must write the state and request approval of single source procurement;

4. The grantee must conduct a technical evaluation of the submitted proposals to identify the responsible firms;

5. As necessary, the grantee must conduct negotiations with those firms who are deemed responsive and responsible and fall within a competitive price range, based on the grantee's evaluation of the bidders' pricing and technical proposals. After negotiations, these bidders may be given the opportunity to submit a best and final offer; and

6. The grantee must award the contract to the most responsive and responsible offer or after price and other factors are considered through scoring the proposals or best and final offers according to predetermined evaluation criteria. The successful proposal/offer or must clearly be the most advantageous source of the goods and services.

Request for Qualifications (RFQ)

For procurement involving architecture or engineering services, the grantee may use the Request for Qualifications (RFQ) competitive proposal procedure whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. In these instances, price is not used as a selection factor.

Once the most-qualified firm is identified, only that firm is asked for a price proposal. The proposed price is subject to negotiation. If negotiations with the selected firm are unsuccessful, this process is repeated with the next highest-ranked firm, until a fair and reasonably-priced contract can be awarded.

The grantee must take care to document the basis for its determination of the most qualified competitor and the reasonableness of the contract price. This qualifications-based approach to the competitive proposals method may not be used to purchase other than architectural and engineering services (24 CFR 85.36(d)(3)(v)).

For applicants' information, the above-cited federal rule relating to the procurement of architectural and engineering (A/E) services is quoted verbatim:

Grantees and sub grantees may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort. If only one proposal is received, the grantee must write the state and request approval of single source procurement.

Summary of RFQ Process:

1. Qualifications-based procurement can be used only for A/E services.

2. The competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation.

3. An RFQ cannot be used to purchase other types of services, even though A/E firms are potential sources to perform other types of services.

In addition, the federal procurement regulations generally discourage the use of local geographical preferences in the evaluation of bids or proposals except where mandated by federal statutes, due to the restrictions on open competition, which result from such preferences. However, in procuring architectural and engineering services, geographic location is permitted as a selection criteria provided this criterion leaves an appropriate number of qualified firms (24 CFR 85.36(c)(2)).

If only one response is received, the grantee must contact State CDBG staff for permission to select this sole source. See below under Non-Competitive Proposals (Sole Source) for more information.

NOTE: Sealed Bid procurement is another common method of procurement. It is not described in this Attachment since it is seldom used in conjunction with PTA grants. If you have questions, please contact the ED representative assigned to your jurisdiction.

Non-Competitive Procurement Process (Sole Source)

Procurement by Sole Source method means procurement through solicitation of a proposal from only one source. Grantee must provide documentation that there are no other service providers in the area who could provide the planning activities.

This method can only be used when awarding a contract is not feasible using the competitive proposal or small purchase method, and one of the following circumstances applies:

1. The service is available only from a single source; or
2. There is an emergency situation or extremely urgent need and time will not allow other procurement methods.

The grantee must submit a written request to the Department prior to selecting a sole source bidder. The written request must address why this procurement activity meets the criteria given above. Before making such a request, the grantee should contact a State CDBG representative to obtain the correct format.

Sole Source procurement can also happen after solicitation of a number of sources (i.e., by using the RFP, RFQ, or small purchase method), and competition is determined to be inadequate.

If a grantee has attempted procurement by the RFP or Small Purchase methods and these methods resulted in only one bid received, the grantee must submit a written request to the Department prior to selecting a single bidder. The written request must include documentation of outreach to document that broad outreach efforts were made. Before making such a request, the grantee should contact a State CDBG representative to obtain the correct format.

Using Consultants Already Under Contract

If the jurisdiction has a consultant under a pre-existing, multi-year contract, The State CDBG program will permit the grantee to use that consultant without going through an additional procurement process as long as grantee can provide documentation that the proper procurement process was followed. There are also some restrictions:

A single RFP for CDBG administrative services including housing, public works, community facilities and public services, and economic development is not consistent with the federal procurement requirement. That is, an RFP of such broad scope would place unreasonable requirements on firms in order for them to qualify do business. Therefore, the Department restricts multi-year contracting to specific specialty areas. A single RFP to carry out all CDBG housing-related activities or all CDBG economic development-related activities would be acceptable. The multi-year contract cannot exceed three years.

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ATTACHMENT 12: PROPER SECTION 504 SELF EVALUATION PROCESS

Section 504

HUD requires jurisdictions to have documented their compliance with Section 504. Applicants must attach a Section 504 Self-Certification form with their Application Package. A sample form is included at the end of this Attachment. It is important to note that the form itself does not constitute the jurisdiction's efforts to meet Section 504. The jurisdiction should have performed an analysis and evaluation of each factor and prepared a Section 504 Plan. The self-certification form is used to certify that the jurisdiction has performed this analysis and evaluation and to record areas of compliance or problems.

Section 504 Compliance

Section 504 of the Rehabilitation Act of 1973, as amended, was implemented by the Department of Housing and Urban Development in a final rule published in the Federal Register on June 2, 1988. This rule applies to direct and indirect applicants and recipients of funding under Title I of the Housing and Community Development Block Grant Act of 1974. The purpose of the rule is to provide that no otherwise qualified individual with handicaps shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from HUD.

In addition to the non-discriminatory and affirmative action activities discussed in the CDBG Grants Management Manual, grant recipients must undertake several activities to be in minimal compliance with Section 504.

1. Communications:

   a. The recipient shall take appropriate steps to ensure effective communication with applicants, beneficiaries and members of the public. In determining what auxiliary aids are necessary (e.g. telecommunication devices for deaf persons (TDD's)) the recipient will give primary consideration to the requests of the individual with handicaps. Where a recipient communicates with applicants by telephone, TDD's or equally effective communications systems shall be used.

   b. The recipient shall adopt and implement procedures to ensure that interested persons (including persons with impaired vision or hearing) can obtain information concerning the existence and location of accessible services, activities and facilities.

c. This section does not require a recipient to take any action that the recipient can demonstrate would result in a fundamental alteration in the nature of a program or activity or in undue financial and administrative burdens. The recipient must nonetheless ensure that, to the maximum extent possible, individuals with handicaps receive the benefits and services of the program or activity receiving HUD assistance.

2. Employment: In addition to the general prohibitions against discrimination discussed elsewhere in the Grant Management Manual, grantees must ensure the following:

   a. A recipient shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified applicant with handicaps or employee with handicaps, unless the recipient can demonstrate that the accommodation would impose an undue hardship on the operation of its program.

   b. A recipient may not use any employment test or other selection criterion that screens out or tends to screen out individuals with handicaps or any class of individuals with handicaps. Pre-employment inquiries may not be made to determine whether the applicant is an individual with handicaps or the nature or severity of a handicap except as directly related to an applicant's ability to perform job-related functions.

3. Program Accessibility: Except as otherwise provided, no qualified individual with handicaps shall, because a recipient's facilities are inaccessible to or unusable by individuals with handicaps, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance.

   Recipients using State CDBG funds for the construction or alteration of community facilities should contact the Department’s Equal Opportunity/Fair Housing Specialist for guidance on HUD accessibility requirements. Accessibility requirements must also be met by multi-family housing constructed in whole or in part by HUD funds.

4. Enforcement:

   a. Assurances - All applicant jurisdictions to the State CDBG program are required to submit with each application a signed Statement of Assurances that state, in part, that the applicant will comply with Section 504 of the Rehabilitation Act of 1973, as amended, and implementing regulations.

   b. Covenants - Where property is purchased or improved with federal financial assistance or where federal financial assistance is provided in the form of real property or interest in the property, the instrument effecting or recording this transfer shall contain a covenant running with the land to assure nondiscrimination for the period in which the real property is used for a purpose that the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

c. Self-Evaluation - Each grantee shall, in consultation with interested persons, including individuals with handicaps or organizations representing persons with handicaps:

1) Evaluate its current policies and practices to determine whether, in whole or in part, they do or do not meet the requirements of Section 504;
2) Modify any policies or procedures that do not meet the requirements of Section 504; and
3) Take appropriate corrective steps to remedy the discrimination revealed by the self-evaluation.

A grantee that employs 15 or more persons shall, for at least three years following the completion of the evaluation, maintain on file, make available for public inspection, and provide to the responsible civil rights official, upon request:

1) A list of interested persons consulted;
2) A description of the areas examined and any problems identified; and
3) A description of any modifications made and of any remedial steps taken.

d. Designation of Responsible Employee and Adoption of Grievance Procedures - A grantee that employs 15 or more persons shall designate at least one person to coordinate its efforts to comply with Section 504 implementing regulations. Grantees that employ 15 or more persons must also adopt grievance procedures that incorporate appropriate due process standards and that provide for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and related implementing regulations.

e. Notice - A grantee that employs 15 or more persons shall:

1) Take appropriate initial and continuing steps to notify participants, beneficiaries, applicants and employees, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the grantee that it does not discriminate on the basis of handicap in violation of Section 504. The notification shall state, where appropriate, that the grantee does not discriminate in admission to, access to, or treatment or employment in its federally-assisted programs and activities. The notification shall also include an identification of the designated responsible employee. Methods of initial and continuing notification may include the posting of notices, publication in newspapers and magazines, placement of notices in grantee's publications, and distribution of memoranda or other written communications.

2) Include in recruitment materials or publications containing general information that it makes available to participants, beneficiaries, applicants or employees, a statement of policy described in paragraph 1 above.

3) Ensure that members of the population eligible or likely to be affected directly by a federally-assisted program who have visual or hearing impairments are provided with the information necessary to understand and participate. Methods for ensuring participation include, using sign language and oral interpreters, readers, etc.

SECTION 504 SELF-EVALUATION Applicant:_____

AREAS DISCUSSED	PROBLEMS IDENTIFIED	MODIFICATIONS MADE
COMMUNICATIONS: Program Publicity Public Notices and ads in newspaper? yes / no Public Service Announcements? yes / no Posters or fliers? yes / no Letters to homeowners in area? yes / no Informational public meetings? yes / no Interpreters, readers, or TDD's available upon request? yes / no Equal Opportunity statement in ads, fliers, letters? yes / no		
EMPLOYMENT: Does the City make reasonable accommodation to known physical or mental limitations of qualified applicants or employees with handicaps? yes / no Pre-employment inquiries and tests do Not screen out handicapped persons? yes / no		
PROGRAM ACCESSIBILITY: Are City/County facilities accessible to and usable by individuals with handicaps (for example: ramps, space at meetings)? yes / no Handicap modifications offered in rehabilitation program? yes / no Handicapped individuals with limited mobility assisted with applications at their homes? yes / no		
ENFORCEMENT - Evaluate how policies meet 504 requirements: Statement of Assurances in grant applications? yes / no Non-discrimination clause in deed of trust? yes / no Names of Advisors on Handicapped is-s: _____ _____ Does the City/County have procedures for complaints? yes / no Is log maintained of any complaints? yes / no		

Name and signature of Section 504 Coordinator: _____ Date Signed: _____

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ATTACHMENT 13: CONDUCTING A CDBG INCOME SURVEY

This Attachment provides information for applicants who anticipate using CDBG funds to conduct a neighborhood or jurisdiction wide income survey:

1. Conducting the Survey/Client Confidentiality

2. Survey Questions

3. Information About Random Sampling

Applicants may propose to use PTA funds to conduct a survey to determine the percentage of TIG households in a given geographic area or neighborhood. Because CDBG funds must be used to meet a National Objective, **(see Attachment 4 & 14**) any applicant proposing to do an income survey must be reasonably confident before conducting the survey that the area to be surveyed is at least 51 percent TIG.

Conducting the Survey /Client Confidentiality

The survey process should include a way to identify specific households who responded to the questionnaire and ensure the respondents' confidentiality. Respondents may be particularly sensitive to the question of household income. If a respondent's address is requested on the questionnaire, many persons may not answer the income questions or may not complete the questionnaire at all. Consequently, in order to promote a high response rate, the questionnaire should not include identifying information, such as the person's name or address.

Several acceptable methods for preserving anonymity of the respondent include:

1. The surveyor may hand deliver the questionnaire to the respondent and conduct the survey orally. At that time, upon completing this interview, the surveyor would mark off the respondent's address from an address list. If the questionnaire is delivered to the household or mailed and is to be collected at a later date, the collector can mark off the respondent's address at the time of collection.

2. If the questionnaire is to be mailed to respondents and returned by mail, the identifying information (respondent's address) would be on the return envelope. Upon receipt of the completed questionnaire, the address can be checked off the address list and the envelope and questionnaire can be separated. If the applicant uses this method, a statement ensuring respondent confidentiality should be included. Sample language is given below:

- Replies to this questionnaire are confidential. Confidentiality is protected by not including names on any of the forms. We need a high response to have a chance of getting funded. Addresses are on the return envelopes so we can make follow-up contacts if no questionnaire is received and we need additional questionnaires returned. When we get your envelope and questionnaire in the mail, we will check off that a questionnaire has been received from your house, remove the questionnaire from the envelope, and dispose of the envelope properly. No identifying information will be kept with the questionnaires and the questionnaires will be tallied as a group.

3. If coded questionnaires are used, a simple method of coding is to place a number on the questionnaires or return envelopes. Each number is assigned an address from the address list. When the material is received, a list of returned numbers is kept. If the response rate is not high enough so that follow-up contacts are needed, the addresses of numbers for which no response has been received can be looked up and additional questionnaires sent out.

The income survey data should be current, within 60 months old from the date the current NOFA is released by the Department.

Sample Survey Questions

These questions and the Directions for Random Sampling that follow in Part 3. are provided to assist the applicant in using a method of surveying that allows for validation and, at the same time, preserves the confidentiality of the respondent. Applicants may include other questions designed to elicit information that they determine is important. Experience has shown that overly detailed surveys may adversely affect the response rate.

The questions are designed to provide data regarding family size, income, and housing tenure. Family size and income are of particular significance in determining if a household is in the targeted income group.

NOTE TO APPLICANTS: Information regarding question #2 below. Please read the following information regarding income data and use the income limit figures that apply to your County in your questionnaire.

The reason for collecting income data is for the applicant to make a determination of how many persons surveyed fall into the categories of TIG and above TIG or Non-TIG. The numbers provided in the chart under question #2 should be the current income limits based on family size. Applicants should consult HCD web site and use the 2009 income limits for their county in their questionnaire. TIG is 80 percent and below of the adjusted area median family income (by definition, TIG includes LTIG). Over TIG is 81 percent and above of the adjusted area median family income.

SAMPLE INCOME SURVEY QUESTIONS:

1. How many persons live in your household?

2. Using the chart below, please do the following:

   a. Circle the column that matches the size of your household.

   b. On a separate sheet of paper, make a determination of your income (you do not need to state your income on this questionnaire). Use the total household income in the last 12 months or the income claimed in the most recent federal income tax filing. Include gross wages before deductions, public assistance, unemployment benefits, social security, pensions, alimony, child support, net income from owning or operating a farm or business, or any other source of income received regularly.

   c. Compare the income of your family to the figures on the chart in Lines A and B under the column you circled for the size of your household (#a. above).

   d. Read the following questions and make a check mark in the spaces indicated:

      1) Line A: Was your household income above_____ or below_____ the number associated with your family size? If you checked "above," also answer #2). If you checked "below," stop here and go on to question #3.

      2) Line B: Was your household income above_____ or below_____ the number associated with your family size?

Household Size	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
B (TIG)	$21,950	$25,100	$28,200	$31,350	$33,850	$36,400	$38,900	$41,400

3. Are you an owner occupant_____ or a Renter _____

Information about Random Sampling

The Department will accept sampling statistics that represent the population as a whole if the applicant uses a valid random survey methodology. Conversely, the Department may, after reviewing the submitted data, determine that the methodology was statistically unsound. In such cases, the Department may assign a score of zero for TIG benefit, or may use other generally recognized data such as U.S. Census data.

Two key features to your survey design should be: 1) random selection of survey respondents, and 2) a large enough sample size to assure you have captured a reliable representation of the population. The following discussion provides some guidance in these two key areas.

Random Sampling

The guiding rule for sampling households or beneficiaries from the larger population is the avoidance of sampling bias. That is, sampling should not systematically exclude certain types of respondents. For example, surveys conducted mid-week during the day may exclude working households and provide inaccurate statistics about the larger population. If the survey methodology contains a sampling bias, larger sampling sizes will not solve the problem. Certain portions of the population will continue to be systematically excluded from the sampling.

As a general rule, each individual within the population should have an equal chance of being surveyed. Beware of using data sources that contain only certain portions of your beneficiary population. For example, some utility billing lists may contain only property owners, while the beneficiaries will be both owners and renters. Within your application to the Department, describe the sampling methodology and how it achieves a randomly-selected sampling.

Adequate Sampling Size

The required sampling size is determined by the size of the universe or the service area. The following table should be used to determine how many households a surveyor needs to interview to develop a survey of acceptable accuracy. For example, if you had a small water district of 50 households that you wanted to survey, you would have to get responses from all 50 households. If the district had 500 households, you would have to get responses from 250. If the district had 5,000 households, you would have to get responses from 400.

A second example would involve a larger income survey for a planning grant. Consider a community center feasibility study for a remote service area in that 1,400 households reside. According to the table on the following page, it would be necessary to obtain income surveys from a minimum of 350 households. If your results showed that 200 of the 350 households surveyed were TIG, the service area would be 57 percent TIG (200/350=57%), which exceeds the area benefit threshold for planning grants of 51 percent TIG.

Required Sample Sizes for Universes of Various Sizes

Number of Households in the Universe	Sample Size (# of Responses)
1 - 50	All
51 - 55	50
56 - 63	55
64 - 70	60
71 - 77	65
78 - 87	70
88 - 99	80
100 - 115	90
116 - 138	100
139 - 153	110
154 - 180	125
181 - 238	150
239 - 308	175
309 - 398	200
399 - 650	250
651 - 1,200	300
1,201 - 2,700	350
2,701 or more	400

There is an exception to this table when dealing with a universe of 50 or less. As a general rule, a sample of less than the universe is unacceptable for statistical purposes. However, if the survey is to establish CDBG eligibility, for example, to apply for a PTA grant, the rule would not need to apply. The reason for this is that the CDBG eligibility threshold is that at least 51percent of the beneficiaries would be TIG. In such a case, as soon as the jurisdiction has answers from a sufficient number of respondent households to indicate that the required TIG percentage of 51percent is present, it could consider the information sufficient for area benefit documentation purposes.

Using the example of the water district with 50 households, if a jurisdiction wanted to demonstrate CDBG eligibility for a planning grant, as soon as the jurisdiction had 26 TIG respondents, it could stop the survey, as the area benefit has reached the threshold of at least 51percent TIG (26/50 = 52%).

Jurisdictions should consider hiring a professional demographer to conduct surveys of large areas. Surveys should be as statistically reliable as the U.S. Census.

Please contact the ED Representative in your jurisdiction if you wish further information on survey methodology.

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ATTACHMENT 14: ACESSING HUD 2009 INCOME LIMITS and LOW-MODERATE INCOME CHART ON HCD WEBSITE

Current Income Limits by County

To access the 2009 income limits, click on the following hyperlink:
HTTP://WWW.HCD.CA.GOV/HPD/HRC/REP/STATE/INCNOTE.HTML

HUD Low-Moderate Income Information for Area Benefit Determination:

To view and print out the chart, go to www.hcd.ca.gov/ca/cdbg/funds, and click on HUD Low Mod Data under the DRI NOFA & Application. This file is in Excel format. Percentages for census tracts and or block groups are located at the far right side of the chart. If you are doing a number of different census tracts or block groups, you must add up all the persons in the block groups or tracts in your target area and divide it into the number of low income persons in the identified area.

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ATTACHMENT 15: RECOMMENDED INFORMATION ANALYSIS FOR ECONOMIC DEVELOPMENT PLAN (EDP) FINAL PRODUCT

Developing a Economic Development Plan (EDP)

Knowing and understanding the characteristics of the local economy is crucial towards helping community members (stakeholders) strategize for the future, it will allow for local CDBG jurisdictions to make the best possible program and project choices. The community should therefore be as informed as possible about its own town, city or region, and its role in the regional, national and international economy. The analytical boundaries of an EDP plan should not be limited by an administrative jurisdiction such as a municipal boundary, but rather by the economic relationships in a geographic area such as a metropolitan region, travel-to-work area, or a city and its rural surroundings.

The purpose of using a CDBG ED PTA grant to develop an EDP plan is to:

- Build up the economic capacity of a local area; and
- To improve its economic future and the quality of life for all.

The planning process requires the public, business and non-governmental sector partners to work collectively so all elements of the community are represented in the plan.

In conducting a plan's data collection should be well planned as it can be costly and time-consuming. A thorough approach to quantitative data collection could consume the entire plan's budget. Thus, successful cities are often strategic and innovative about the types and quality of information collected and the methodologies used to collect it. When collecting information, it is necessary to consider how the information will be used, its relevance, and its applicability to the local economic assessment.

The following, while not exhaustive, describes the types of information that should be collected and analyzed for the plan:

Demographic Information to Collect

- Information about the people in a community provides a basis for understanding the demographic profile of the locality, its social needs, and current and future trends
- A breakdown of demographic information will provide a more detailed understanding of the factors associated with the local economy (e.g. gender issues, employment profile, education characteristics, availability of human resources and skills).
- Knowing the demographic characteristics of a community will contribute to a baseline (starting point) understanding of the impact of LED programs and projects, particularly for monitoring and evaluation purposes, and for measuring the "added value" of a specific LED program and project.

Economic Information to Collect

- This information will provide an understanding of the structure, characteristics and nature of the local economy.
- A breakdown of local economic information by industrial sector can provide an insight into how the local economy is performing, is interlinked, which sectors are prospering, which are declining, where business development opportunities exist, and the aggregate value of local productive chains.
- Collecting labor market information can provide a workforce profile that highlights skill levels, shortages, and skills in decline and local ED trends. It can be used to identify labor market deficiencies, barriers to labor market entry and employment take-up and potential workforce programs, as well as, identify industrial sectors that can be assisted and encouraged to locate in the area. A plan should identify specific groups of people that are unemployed or under employed who can be assets in the growth of future businesses. Identifying these groups will help define actions in the plan to deal with local economic development issues.
- Understanding the nature and extent of the informal sector economy is fundamental to understanding how the local economy really functions. It is important to know how the informal sector contributes to, and operates with, the formal sector, and how to support and raise the productive qualities of these activities.

Business Environment Information to Collect

- Information on the business-enabling environment provides understanding of how municipal government actions and activities help to support or hinder business in the formal and informal sectors.
- It provides an understanding of the reasons for business success and failure; the types of businesses that exist or have located in the area and the reasons why; whether businesses view the municipality as being supportive of the local business community; the range and number of agencies that support small-medium–size businesses and business development, the effectiveness of these organizations in supporting new businesses and business development; the state of labor relations; what programs exist; the range of local regulations that impact businesses and the costs of doing business (many investment decisions are based on the costs of doing business at the local level).
- Initiating a business enabling environment survey can help to determine satisfaction by, and opinions of, local businesses, helping to guide the municipality to improve the actions and activities that impact the business-enabling environment.

Information on Infrastructure Systems

- This will provide information about the status of transportation, telecommunications, gas, water, electricity and wastewater provisions. Such data can highlight current and future infrastructure deficiencies and needs and helps to prioritize investments in infrastructure for local economic development.

Regional, National and International Economic Information

- Examining information about the regional, national and international economy helps to identify new markets and opportunities for business development (i.e. export activities, flows of remittances, sectoral linkages, promotion of tourism).
- By understanding these economic linkages, it is also possible to identify those activities that need to be strengthened to capture value that is realized outside the local economy. This will increase the money circulating in the local economy, help to create jobs and develop businesses (e.g. inhabitants spend their money in shops in other cities because they are not able to find products locally).
- Some cities, particularly big cities and export zones, have strong ties with regions in other countries. Others might have strong ties with towns, cities and secondary cities. It is important therefore to understand how to take full advantage of the increasing connectivity between places, companies and people, strengthening regional and international markets for local economic cooperation.

The following table shows examples of the types of information that can be collected in each of the categories.

Local Economic Development Information

Demographic	• Population by size, age, growth rate, projected growth rate, household size, etc. • Employees by industrial activity (regionally and nationally and changes over time). • Age structure and occupation breakdown of employed and unemployed. • Average gross weekly earnings by gender and full/part-time employment • Numbers and other information on people and activities in the informal sector. • Numbers and types of schools, teachers (full-time equivalent) and class sizes. • Further and higher education establishments by type and numbers attending. • Educational attainment levels by numbers and types –compare nationally. • Training numbers, types, age groups of technically qualified individuals and those going through training; assessment of skill, occupational shortages, oversupply.

Economic	• Number and size of firms by sectors; numbers of full-time equivalent employees. • Number and type of recent firm closures by size, sector and date. • Number of inward investments, foreign and domestic by employee size, sector, date. • Number of new business start-ups, by size, sector, activity, export, company size. • Rental and purchase costs for vacant industrial and service units, by size. • Vacancy rates of industrial and commercial space by size, location, absorption rates. • Port, airport, rail cargo, passenger statistics; number of informal businesses.
Business Environment	• Extent of "red tape" and the ease of getting through red tape. • Existence of supporting business networks, such as Chambers of Commerce. • Local economic development support – services offered or subsidized. • Local government capacity to carry out economic development activities and access to funding.
Hard Infrastructure	• Condition of electricity, water, and wastewater provision in areas of economic activity. • Assessment of provision of land, real estate, office space for economic activities. • Availability and quality of road and other transport systems to nearest major markets.
Regional and National	• What are neighboring cities and towns doing in terms of local economic development? • How are neighboring towns and cities competing? • How do local towns and cities collaborate? • What is happening at the national level? • Opportunities available through the federal and state government. • Major international/global trends that may impact the local area. • Opportunities and threats presented by regional or local government.

Note: Informal Sector not within the formal or legal sector and, therefore, not registered.