

**NOTICE OF FUNDING AVAILABILITY  
AND  
APPLICATION PACKAGE**

State Community Development Block Grant Program

**General Allocation**

**Fiscal Year 2009-10 Planning and Technical Assistance**



STATE OF CALIFORNIA

Department of Housing and Community Development  
Division of Financial Assistance  
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STATE OF CALIFORNIA

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## SECTION A: NOTICE OF FUNDING AVAILABILITY (NOFA)

### Notice of Funding Availability

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. **This PTA NOFA is prepared exclusively for the General allocation only.**

In issuing this NOFA, the Department is announcing the availability of funding under the 2009-2010 CDBG PTA General allocations. The PTA allocation provides funding in the form of grants to small cities and rural counties for planning and feasibility studies related to CDBG eligible activities and project-specific activities such as affordable housing, public improvements and public facilities.

### Note About Reading NOFA and Application

It is highly recommend that the NOFA document and application package are read entirely, including the application forms and attachments, to become familiarized with this newest version prior to completing and submitting an application to the Department. The Department will accept applications 30 days after the release date of this NOFA. Any application submitted within the first 30 days of the release of the NOFA will be returned to the applicant.

### Economic Development PTA's

**This NOFA is not applicable to Economic Development PTA's for 2009/2010 allocation as these funds have been fully exhausted.**

Note: 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.

Note: It is the applicant's responsibility to ensure that its application is clear, complete and accurate. After the application deadline, CDBG staff may request clarifying information provided that such information does not affect the competitive rating of the application. No information will be solicited or accepted if this information would result in a competitive advantage to an applicant. No applicant may appeal Department staff's evaluation of another applicant's application.

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## SECTION B: CHANGES TO NOFA

THERE ARE NO CHANGES TO THE 2009/10 PTA NOFA. THE CHANGES DESCRIBED BELOW WERE IMPLEMENTED BEGINNING LAST YEAR AND ARE HIGHLIGHTED IN THIS SECTION.

### Increase in Project Specific Maximum Grant Amounts

Under the General Allocation, applicants can request up to \$70,000 for project specific planning activities.

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 studies not directly focused on development of a specific project (non-project specific activity). Examples of non-project specific activities are: Housing element update, Geographic Information System (GIS) base-mapping or any “program development” planning activity such as stock housing condition survey or income survey.

Contact the program representative in your jurisdiction with any questions about determining if a proposed activity is project specific or not. **See Section J for Non-Project Specific Planning Forms** and

**Section K for Project Specific Planning Activity Description Forms.**

### Using Local Program Income Funds for Project Implementation

Traditionally, CDBG funds under planning grants 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 source.

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. 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 jurisdiction's General representative about project implementation activities proposed under a PTA grant prior to submitting an application or committing local program income for implementation costs.

**Project  
Specific and  
Non-Project  
Specific PTA  
Activities**

There are **two types** of planning activities that can be applied for under the General PTA allocation. First, up to \$70,000 in PTA funds can be applied for to do one or more project specific study(ies). See discussion above for more information on activities which can qualify for \$70,000 maximum.

Second, up to \$35,000 in PTA funds can be applied for to do a non-project specific activity. Examples of non-project specific activities are: housing element updates; community-wide housing stock condition surveys; Geographic Information System (GIS) mapping; general community-wide needs assessments related to day care, homeless or senior services; and any type of program design. See **Attachment 4** of the application package for a list of General project specific and non-project specific activities.

Through the two types of planning activities, under the General allocation (project specific and non-project specific), applicants can request up to \$70,000 for project specific activities and up to \$35,000 for non-project specific activities.

Applicants are also reminded that multiple studies can be done under these two types of planning activities. For example, an applicant may have two affordable housing projects which are being developed. As such, they could propose two project specific studies under the General allocation as long as the total for both studies does not exceed \$70,000. A separate set of activity forms must be submitted in the application, one

for each proposed study.

**SECTION C: PLANNING AND TECHNICAL ASSISTANCE GRANT -  
GENERAL INFORMATION**

**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 30 days after 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 30, 2010. It is anticipated that all funds may be exhausted prior to this date.

**Commitment  
of Required  
Cash Match  
Must Be  
Included in  
Authorizing  
Resolution**

Planning grant application/resolution must contain required cash match percentages. See **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.**

**Activities  
Being Studied  
or Planned  
Must Meet a  
HUD National  
Objective**

Low-and Moderate Income Benefit National Objective (to persons or households). HUD low-and moderate income benefit is also referred to as Targeted Income Group (TIG) benefit by the Department. In order to be eligible for funding under this allocation, 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 area median income (AMI). See **Attachment 5** in the PTA application for a detailed description of how this TIG benefit is established for different planning studies.

**Federal  
Overlay  
Requirements  
For Planning  
Studies**

PTA grants are subject to various Federal 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 available at:

<http://www.hcd.ca.gov/fa/cdbg/manual>.

**Federal Overlays for Program Income used 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.

**Authorizing Legislation and Regulations**

<u>Federal Statute:</u>	The program is authorized under Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; <u>42 U.S.C.-5301</u> et seq.
<u>Federal Regulations:</u>	Code of Federal Regulations, 24 CFR Section 570.480 et seq.
<u>State Statute:</u>	California Health and Safety Code Section 50833 (Chapter 1144, Statutes of 1988)
<u>State Regulations:</u>	California Code of Regulations Section, Title 25, 7050 et seq. The PTA Component has been part of State CDBG since 1989.

**Limitations on Grant Amount**

- Up to \$70,000 for one or more project specific studies, General.
- Up to \$35,000 for one or more non-project specific studies, General.
- No more than two PTA grant awards per fiscal year (General and Economic Development PTA’s combined).
- Economic Development 2009-2010 NOFA was released and has been fully funded for 2009.



## SECTION D: FUNDING PROPOSAL ESSENTIALS

### APPLICATION PROCESS

<b>Application Forms</b>	The application may be obtained by using the Internet, at the Department's website: <a href="http://www.hcd.ca.gov/ca/cdbg/funds">www.hcd.ca.gov/ca/cdbg/funds</a> ; or by e-mail by contacting the Program Secretary at (916) 552-9398.
<b>Application Submittal</b>	<p>Submit one complete, <u>original</u> application in a binder. Submit a separate binder with <u>one complete copy</u>, and all required additional Section copies as stated below.</p> <p>Include the following document in the <u>front pocket of the <b>copy</b> binder</u> set: One additional copy of Sections 1.a through 11 of the Application Summary Form.</p> <p><b>Continuous Funding Round</b> – Applications will be accepted from December 17, 2009, through March 30, 2010, on a continuous basis. Jurisdictions will be notified when all PTA funds have been awarded.</p>
<b>Threshold Review</b>	<p>The application must meet threshold requirements to be accepted for review. The application must be complete to be reviewed.</p> <p>See <b>Attachment 1</b> in the application package for Threshold Review criteria.</p>
<b>Application Review and Award Process</b>	<p><u>CDBG Review</u>: 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.</p> <p><u>Grant Award</u>: Successful applicants will receive an award letter; unsuccessful applicants will receive a denial letter and an invitation to resubmit the application. The jurisdiction's state and Federal legislators will also be notified of awards.</p> <p><u>State Contract</u>: Successful applicants will enter into a Standard Agreement (contract) with the Department.</p>

### ELIGIBLE APPLICANTS

<b>Eligible Applicants</b>	<p>Eligible applicants are generally:</p> <ul style="list-style-type: none"><li>• Cities with populations of less than 50,000; or</li><li>• Counties with populations of less than 200,000.</li></ul>
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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.

**Joint Applications With One or More Jurisdictions Must Supply a Joint Powers Agreement**

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. 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.

## **APPLICANTS RESTRICTED FROM APPLYING**

**Jurisdictions Placed on Holdout are Not Eligible to Apply Unless They Have Received a Waiver**

Unresolved performance or audit findings on current or prior CDBG grants or on the administration of CDBG program income, which resulted in receiving a holdout letter from CDBG, may result in a jurisdictions ineligibility to apply for a PTA grant.

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

**Waivers for Hold-Out Status Must Be Approved By the CDBG General Manager**

A Waiver of a performance issue (s) is possible if both of the following conditions are met:

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 the request, and if approved before the application is received, will issue a formal written wavier.

**Housing Element Compliance and Growth Control Provisions**

HCD’s Housing Policy Department confirms and notified CDBG staff of Housing Element compliance and when jurisdictions have growth control provisions or ordinances. Applicants may also contact the HPD staff for question on their Housing Element status.

See **Attachment 3** of the application package.

## **ELIGIBLE USES OF FUNDS**

**Types of Projects**

The General allocation focuses on: infrastructure in support of affordable housing; public improvements; public facilities; public services; and local planning issues.

See **Attachment 4** 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 their General representative 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.	
<p>Comprehensive, general or long range planning:</p> <ul style="list-style-type: none"> <li>• <i>Comprehensive</i> 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.</li> <li>• <i>General</i> means the documents include summaries of broad policies or proposals that are not site specific.</li> <li>• <i>Long-range</i> means the time-frames for the policies and proposals are five years or more.</li> </ul>	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.

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## SECTION E: AFTER A GRANT IS AWARDED

### STATE CONTRACT PROCESS

<b>State Contract</b>	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.
<b>Contract Term</b>	The term of the contract will be twenty-four (24) months.
<b>Match Cash</b>	Requirements for local contributions are contained in the NOFA by Jurisdiction.
<b>Implementing the Contract</b>	<p><u>Receiving Grant Funds:</u> 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.</p> <p><u>Reporting Requirements:</u> 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 Form quarterly and can request funds monthly, if needed.</p> <p><u>Implementation of Projects:</u> Grantees who use program income funds to develop a project through construction must submit Annual Grantee Performance reports to document beneficiaries of the project.</p> <p><u>Managing the Grant:</u> 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: <a href="http://www.hcd.ca.gov/ca/cdbg/gmm/">http://www.hcd.ca.gov/ca/cdbg/gmm/</a></p>
<b>Completing the Contract</b>	<p><u>Closeout Package:</u> 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.</p>
<b>Grantees Must Submit a Final Product</b>	<p><u>Final Product and 10 Percent Retention:</u> 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.</p>
<b>Procurement Process</b>	<p><u>Procurement Process:</u> At contract expiration, grantees must submit procurement compliance documentation per GMM Chapter 8.</p>

<b>Implementation Plan</b>	<p><u>Implementation Plan:</u> At the end of the contract, if the planning activity requires follow-up implementation, the grantee has to submit an "Implementation Plan." This plan must:</p> <p>Identify persons or entities who will be responsible for implementation, describe tasks needed to implement the activity and document the capacity to implement (staffing, funding resources) and document the jurisdiction's commitment to achieve implementation (resolution or letter from chief executive officer).</p>
<b>Closeout Documents</b>	<p><u>CDBG Compliance Review:</u> At the end of the contract term, CDBG performs a desk compliance review of the study activities and closeout documentation. Project implementation activities may be monitored on site by Department staff using Chapter 12 of GMM.</p>
<b>Final Product Public Hearings</b>	<p><u>Notice of Public Hearing:</u> 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.</p> <p>Grantees may request revisions to the contract from the Department. All requests must be in writing from the grantee. In no instance shall a budget change result in grant administration funds increasing over the five-percent cap.</p>
<b>Budget Adjustments</b>	<p><u>Budget Adjustments:</u> A grantee may ask for a budget adjustment of up to 10 percent of the grant amount. The request must be in writing from the grantee. Department staff will respond in writing to the request for a budget adjustment. Only one adjustment will be considered per contract term.</p>
<b>Budget Amendments</b>	<p><u>Budget Amendments:</u> A grantee may request a budget amendment in writing when a budget change of more than 10 percent of the total grant amount is needed. This will require formal contract amendment process. This process takes at least 90 days so grantees should make this type of request at least 90 days or more <b>prior to</b> the expiration of the grant agreement.</p>
<b>Changes in Activities</b>	<p><u>Change in Activities:</u> Activities under the grant may not be added or changed. For example, if a planning study is proposed for a senior housing project it cannot be changed to a child-care facility study. Grantees may ask the Department to drop activities from the grant and disencumber funds if the activity to be studied is deemed to be non-feasible prior to or during the study. For example, a study of a homeless facility may not proceed if no sites are found in the jurisdiction.</p>

**Time Extensions  
are Discretionary  
Department  
Decisions and  
May Result in  
Future  
Application  
Restrictions**

Time Extension: Under certain circumstances, grantees may request the contract be extended. The request for extension must be in writing and documentation discussing why the time extension is necessary. If a time extension is requested and granted for a non-project specific activity, the grantee may be placed on the CDBG hold-out list and not be eligible to submit future applications until the extended grant is closed out.

Grantees may request extensions for project specific activities involving implementation activities. Requests for time extensions are reviewed on a case by case basis and may be approved for the amount of time needed to complete project and achieve a National Objective.

If approved, time extensions will require a formal contract amendment process. This process takes at least 90 days so grantees should make this type of request at least 90 days or more **prior to** the expiration of the grant agreement.

**Committing  
Local Program  
Income**

Committing Local Program Income: Grantees may commit program income to the PTA by using the proper public hearing process. The Grantee will submit the proper resolution document for review and approval.

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## SECTION F: HOW TO REACH US FOR ASSISTANCE

### COMMUNITY DEVELOPMENT BLOCK GRANT SECTION STAFF CONTACT LIST

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## SECTION G: APPLICATION PREPARATION INSTRUCTIONS

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

- 1.a **Applicant Information:** 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:** Self-explanatory.

2. **Requested Funding by Activity:** Provide an activity title for each activity to be undertaken in the application, see **Attachment 4** for examples of activities under non-project specific and project specific categories.

**NOTE:**

This activity title should be the same as shown in Item 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 **Attachment 2** for **required percentage of cash match per jurisdiction**. See **Attachment 7** for **cash match requirements**. In the next column state the source of the funds to be contributed by the applicant for match. In the last column enter the amount of match fund, backed up with proper documentation. Total all columns 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 requesting 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. **Public Hearings:** CDBG Regulations require that two public hearings be held before the jurisdiction submits an application to the Department. The first hearing must be held during the program design stage. The second must be held before the application is sent to HCD. See Appendix B for more information about the requirement for public hearings.
12. **Growth Control Compliance:** Check the appropriate box for existence of a local growth control ordinance, see **Attachment 3**. 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.
13. **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 **contact Paul McDougall at (916) 322-7995** for current status of your jurisdiction's housing element.

14. **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.

15. **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.

- **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.
- **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 I: Sample Application Table of Contents**

A sample table of contents is included to provide a universal format for PTA applications. 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 J Non-Project Specific Activity Description Form and Section K Project Specific Activity Form**

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 each 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. **General Activity National Objective:** Check **one** line that indicates how the proposed study activity will meet the required HUD National Objective of low –and moderate income benefit. See **Attachment 5, 14, 15** for description of how National Objectives are met and documented. For activities that are providing area TIG benefit, where income surveys or HUD low-moderate census data must be used to document TIG benefit, those surveys, methodologies and forms or census charts must be attached to this set of activity forms.
4. **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 in the tasks and milestones chart.

For project specific planning activities, include the proposed project's scope of work. Include a description of the projects location what services it will offer to the community. Review briefly a timeline for development of the study and any implementation activity.

5. **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, 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.

## **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 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 7** 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 11** 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 6** 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 13**. 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 2009 revision date with the application, **Attachment 8**. 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 (2009) form, **Attachment 9**.

**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 3<sup>rd</sup> Street, Room 330  
Sacramento, CA 95811

**Earliest Submission Deadline Funds Exhausted Notice**      **Applications cannot be submitted prior to December 17, 2009**

Applications will be accepted until March 30, 2010 or until funds are exhausted, whichever comes first. The Department will send out a notice when all funds have been exhausted.

**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.***

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## **SECTION H: APPLICATION SUMMARY FORM**

Complete one Application Summary Form for each application submitted under the economic development allocation or general allocation. **Follow the instructions in Section G.** 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.

California Department of Housing and Community Development



**Application Summary**  
**State Community Development Block Grant**  
**General Planning and Technical Assistance Allocations**

**1.a Applicant Information**

Applicant  
Name: \_\_\_\_\_  
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 <b>Attachment 4</b> .	Non-Project Specific Planning Activities	Project Specific Planning Activities
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
General Administration (not to exceed 5 percent of funds requested)	\$	\$
<b>Total Amount Requested</b>	\$0.00	\$0.00
<b>Grand Total (Max. \$70,000)</b>	\$	

**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
		\$ *
		\$ *
		\$
<b>Total</b>		\$

\* 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. <input type="checkbox"/> Physically Disabled	9. <input type="checkbox"/> Seniors
2. <input type="checkbox"/> Persons with AIDS	10. <input type="checkbox"/> Mentally Ill
3. <input type="checkbox"/> Youths	11. <input type="checkbox"/> Veterans
4. <input type="checkbox"/> Single Adults	13. <input type="checkbox"/> Victims of Domestic Violence
5. <input type="checkbox"/> Single Men	12. <input type="checkbox"/> Substance Abusers
6. <input type="checkbox"/> Single Women	14. <input type="checkbox"/> Dually-Diagnosed
7. <input type="checkbox"/> Families	15. <input type="checkbox"/> Homeless
8. <input type="checkbox"/> Farmworker	16. <input type="checkbox"/> Other _____

**6. Beneficiaries Served**

<u>Proposed Activity</u>	<u>Accomplishment</u>	<u>Number Assisted</u>
Public Services or Public Facilities	Persons	_____
Housing or Public Improvements	Housing Units	_____
Housing Acquisition	Households	_____

**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:

General \$\_\_\_\_\_. Briefly describe activities:\_\_\_\_\_

Economic Development \$\_\_\_\_\_. Briefly describe activities:\_\_\_\_\_

**8. Consultant/Other Public Agency Contact Information**

Mr.     Mrs.     Ms.     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 for a **PTA APPLICATION** within twelve months of release date of the NOFA? (Supply a copy of the **Published Public Notice** with the application.)

\_\_\_\_\_ **Yes**                      \_\_\_\_\_ **No** (If No, applicant cannot apply.)

Has the applicant conducted the proper application approval for a **PTA APPLICATION** public hearing prior to submitting application? (Supply a copy of the **Published Public Notice** with the application)

\_\_\_\_\_ **Yes**                      \_\_\_\_\_ **No** (If No, applicant cannot apply.)

**Please do not submit Public Hearing Notices for other programs (ED, NSP, Previous applications of General Programs Public Notices will not meet this condition).**

**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. <b><u>Activity Titles:</u></b>	<b>For Implementation (for project-specific only)</b>	<b>Dollar Amount Committed (per Resolution)</b>  <b>Attach Resolution</b>

2. 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 **must be spent first** prior to drawing down any State CDBG grant funds.
- 4) All PI committed to project specific implementation activity **must be spent after** all State CDBG grant planning funds are spent, and before contract expiration date.
- 5) PI funds committed to open grant activities must be reported on **ALL** 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. <u>General Administration Activities</u> | <u>58.34 (a) (3)</u> |
| 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?

(  ) 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?

(  ) 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?

(  ) 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

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<b>SECTION I: SAMPLE APPLICATION TABLE OF CONTENTS</b>
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Page #	CONTENTS SUPPLIED BY APPLICANT (Please enter page numbers on <b>your</b> Table of Contents)
	Application Summary Form (completed and signed)
	Holdout Status, Growth Control and Housing Element Compliance (attached compliance documents if required)
	Program Income Commitment Chart
	Environmental Review (executed Finding of Exemption and Form 58.6)
	Resolution of the Governing Body (original or certified copy)
	Statement of Assurances (1/15/04 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 <b>two</b> public hearing notices. One for design-phase hearing and one for application approval hearing. <b>Do Not Submit Public Hearing Notices for other programs</b> (NSP, ED, General) as these will not meet the requirement for public hearings for <b>this application</b>
	Letters received from citizens regarding application and or the process and applicants responses (if any)
	Section 504 Self-evaluation (completed and signed)
	*Activity Description Form for project specific activity
	*Activity Description Form for non-project specific activity
	*Budget Chart, Schedule 1-complete for each activity
	*Task and Milestone Chart, Schedule 2- complete for each activity
	*Documentation of meeting HUD national objective, TIG for the proposed activity (as required in <b>Attachment 5</b> )
	*For Project Specific Studies: Include a map showing exact location of project <b>or</b> development agreement to be used to create project

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

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## SECTION J: 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. **Activity Title:** \_\_\_\_\_
  
2. **Amount Requested for Activity:** \$\_\_\_\_\_.
  
3. **General Allocation Activity National Objective (Low-and-Moderate-Income Benefit):** Check **one** line and describe below it how the National Objective of at least 51 percent benefit Targeted Income Group (TIG) persons will be met. See **Attachment 5** for how to document TIG benefit.  
  
\_\_\_\_\_ **Limited Clientele:** List below the specific group(s) to be served.  
  
\_\_\_\_\_ **Income Restricted:** Describe below how final activity resulting from the study will be income restricted.  
  
\_\_\_\_\_ **Income Survey or HUD Low Income Census Data:** Attach full copy of proper documentation at the back of this activity description section.
  
4. **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.
  
5. **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.

## Non-Project Specific Planning Activity Budget

Activity Title: _____	City/County Staff Hours					Consultant Hours					Total Cost
	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	
* 1.		\$	\$	\$	\$		\$	\$	\$	\$	\$
* 2.		\$	\$	\$	\$		\$	\$	\$	\$	\$
3.		\$	\$	\$	\$		\$	\$	\$	\$	\$
4.		\$	\$	\$	\$		\$	\$	\$	\$	\$
5.		\$	\$	\$	\$		\$	\$	\$	\$	\$
6.		\$	\$	\$	\$		\$	\$	\$	\$	\$
7.		\$	\$	\$	\$		\$	\$	\$	\$	\$
8.		\$	\$	\$	\$		\$	\$	\$	\$	\$
9.		\$	\$	\$	\$		\$	\$	\$	\$	\$
10.		\$	\$	\$	\$		\$	\$	\$	\$	\$
11.		\$	\$	\$	\$		\$	\$	\$	\$	\$
12.		\$	\$	\$	\$		\$	\$	\$	\$	\$
13.		\$	\$	\$	\$		\$	\$	\$	\$	\$
14.		\$	\$	\$	\$		\$	\$	\$	\$	\$
<b>Totals:</b>		\$	\$	\$	\$		\$	\$	\$	\$	\$

\*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	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr
	1	2	3	4	1	2	3	4	1	2	3	4
<b>List of Tasks:</b>												
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.**

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**SECTION K: PROJECT SPECIFIC PLANNING  
ACTIVITY DESCRIPTION FORM**

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

1. **Activity Title:** \_\_\_\_\_
2. **Amount Requested for Activity:** \$\_\_\_\_\_.
3. **General Allocation Activity National Objective (Low and Moderate-Income Benefit).** See Attachment 5 for description of TIG benefit documentation.

\_\_\_\_\_ **Limited Clientele:** List below the specific group(s) to be served.

\_\_\_\_\_ **Income Restricted:** Describe below how final activity resulting from the study will be income restricted.

\_\_\_\_\_ **Income Survey or HUD Low Income Census Data:** Attach full copy of proper documentation at the back of this activity description section.

4. **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. 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.
5. **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.

### Project Specific Planning Activity Budget

Activity Title: _____	City/County Staff Hours					Consultant Hours					Total Costs
	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	
<b>List of Tasks</b>											
* 1.		\$	\$	\$	\$		\$	\$	\$	\$	\$
* 2.		\$	\$	\$	\$		\$	\$	\$	\$	\$
3.		\$	\$	\$	\$		\$	\$	\$	\$	\$
4.		\$	\$	\$	\$		\$	\$	\$	\$	\$
5.		\$	\$	\$	\$		\$	\$	\$	\$	\$
6.		\$	\$	\$	\$		\$	\$	\$	\$	\$
7.		\$	\$	\$	\$		\$	\$	\$	\$	\$
8.		\$	\$	\$	\$		\$	\$	\$	\$	\$
9.		\$	\$	\$	\$		\$	\$	\$	\$	\$
10.		\$	\$	\$	\$		\$	\$	\$	\$	\$
11.		\$	\$	\$	\$		\$	\$	\$	\$	\$
12.		\$	\$	\$	\$		\$	\$	\$	\$	\$
13.		\$	\$	\$	\$		\$	\$	\$	\$	\$
14.		\$	\$	\$	\$		\$	\$	\$	\$	\$
<b>Totals:</b>		\$	\$	\$	\$		\$	\$	\$	\$	\$

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

Schedule 1

**Project Specific Task and Milestone Chart**

Year:	2009 Milestones				2010 Milestones				2011 Milestones			
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Activity Title: _____												
<b>List of Tasks</b>												
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.**

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## SECTION L: APPLICATION ATTACHMENTS

Attachment 1	Application Threshold Requirements
Attachment 2	List of Eligible Applicants with Cash Match and TIG Percentages
Attachment 3	Growth Control and Housing Element Compliance Requirement
Attachment 4	Sample List of Eligible Activities
Attachment 5	How to Document Meeting a HUD National Objective
Attachment 6	Resolution of the governing body approving application and required match funds
Attachment 7	Acceptable Forms of Local Match Funds
Attachment 8	Required Statement of Assurances (Revised 2009) signed by Chief Executive Officer
Attachment 9	Required Signed OMB Circular A-133 (Revised 2009)
Attachment 10	Joint Powers Agreement (only required if doing a joint application)
Attachment 11	Citizen Participation Process, Public Notices and Public Participation Notice Requirements
Attachment 12	Conducting Proper CDBG Federal Procurement Process
Attachment 13	Conducting Proper Section 504 Self Evaluation
Attachment 14	Conducting Proper State CDBG Income Survey
Attachment 15	Accessing HUD 2009 Income Limits and HUD Low Moderate Income Census Charts on HCD Web Site

# 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:**

<i><b>Criterion</b></i>	<i><b>For more information</b></i>
1) Eligible Applicant <b><u>NOT</u></b> on State CDBG Holdout List and Eligible Jurisdictions Cash Match Percentages List	Section D & Attachment 2
2) Housing Element & Growth Control in Compliance	Section H Application Summary Form and Attachment 3
3) Eligible Activity(s)	Section B & Attachment 4
4) Documentation of meeting a HUD National Objective	Attachment 5
5) Original or Cert. Copy of Resolution of the Governing Body approving the application	Attachments 6
6) Documentation of Proper Cash Match Contribution	Attachment 2 & 7
7) Application Summary Form completed and signed	Section H
8) Correctly Signed Statement of Assurances (Revised 2009)	Attachment 8
9) Completed & Signed OMB Circular A-133 Form (Revised 2009)	Attachment 9
10) Signed Joint Powers Agreement (only if it is a joint application)	Attachment 10
11) Correct Public Hearing Process Completed	Attachment 11

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.

## ATTACHMENT 2: ELIGIBLE JURISDICTIONS, CASH MATCH PERCENTAGES

JURISDICTION	TIG% <sup>1</sup>	CASH MATCH	FIELD REPRESENTATIVE	TELEPHONE
<b>ALPINE COUNTY</b>	<b>42.8</b>	23	<b>Robert Jones</b>	<b>(916) 323-1475</b>
<b>AMADOR COUNTY</b>	<b>39.1</b>	7	<b>Jay Cook</b>	<b>(916) 319-8136</b>
Amador City	47.8	6		
Ione	45.8	2		
Jackson	44.2	25		
Plymouth	49.2	14		
Sutter Creek	35.5	13		
<b>BUTTE COUNTY</b>	<b>44.2</b>	2	<b>Max Emami</b>	<b>(916) 322-0984</b>
Biggs	45.6	1		
Gridley	56.1	16		
Oroville	62.1	24		
<b>CALAVERAS COUNTY</b>	<b>38.0</b>	6	<b>Jay Cook</b>	<b>(916) 319-8136</b>
Angels Camp	45.0	21		
<b>COLUSA COUNTY</b>	<b>43.2</b>	5	<b>Joann Gonzales</b>	<b>(916) 323-1454</b>
Colusa	37.4	19		
Williams	51.0	11		
<b>DEL NORTE COUNTY</b>	<b>49.0</b>	4	<b>Stoyan Elitzin</b>	<b>(916) 445-2141</b>
Crescent City	63.5	14		
<b>EL DORADO COUNTY</b>	<b>34.3</b>	5	<b>Jay Cook</b>	<b>(916) 319-8136</b>
Placerville	50.4	25		
South Lake Tahoe	56.1	25		
<b>FRESNO<sup>2</sup></b>				
Firebaugh	62.6	8	<b>John Burke</b>	<b>(916) 319-8109</b>
Huron	72.2	7		
Orange Cove	74.0	1		
Parlier	73.1	2		
San Joaquin	73.9	5		
<b>GLENN COUNTY</b>	<b>48.1</b>	4	<b>Joann Gonzales</b>	<b>(916) 323-1454</b>
Orland	55.8	14		
Willows	52.4	15		

<b>HUMBOLDT COUNTY</b>	<b>45.5</b>	<b>3</b>	<b>Max Emami</b>	<b>(916) 322-0984</b>
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		
<b>IMPERIAL COUNTY</b>	<b>51.7</b>	<b>1</b>	<b>Linda Boyle</b>	<b>(916) 319-8065</b>
Brawley	51.7	10		
Calexico	59.3	13		
Calipatria	54.2	2		
Holtville	45.8	4		
Imperial	27.9	13		
Westmorland	60.8	8		
<b>INYO COUNTY</b>	<b>42.0</b>	<b>6</b>	<b>Robert Jones</b>	<b>(916) 323-1475</b>
Bishop	53.5	25		
<b>KERN COUNTY</b>	<b>58.5</b>		<b>John Burke</b>	<b>(916) 319-8109</b>
Taft	42.4	13		
Wasco	58.2	4		
Maricopa	TBD	2		
<b>KINGS COUNTY</b>	<b>48.9</b>	<b>1</b>	<b>Diane Moroni</b>	<b>(916) 552-9349</b>
Avenal	61.8	1		
Corcoran	55.1	4		
Lemoore	38.1	6		
<b>LAKE COUNTY</b>	<b>49.3</b>	<b>4</b>	<b>Joann Gonzales</b>	<b>(916) 323-1454</b>
Clearlake	67.6	8		
Lakeport	44.8	25		
<b>LASSEN COUNTY</b>	<b>41.1</b>	<b>3</b>	<b>Stoyan Elitzin</b>	<b>(916) 445-2141</b>
Susanville	39.3	9		
<b>LOS ANGELES COUNTY<sup>2</sup></b>	<b>*</b>		<b>Linda Boyle</b>	<b>(916) 319-8065</b>
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		
<b>MADERA COUNTY</b>	<b>39.9</b>	<b>10</b>	<b>Barbara Sinnett</b>	<b>(916) 319-9245</b>
Chowchilla	48.9	4		
<b>MARIPOSA COUNTY</b>	<b>39.1</b>	<b>9</b>	<b>Barbara Sinnett</b>	<b>(916) 319-9245</b>
<b>MENDOCINO COUNTY</b>	<b>41.2</b>	<b>5</b>	<b>Joann Gonzales</b>	<b>(916) 323-1454</b>
Fort Bragg	51.4	23		
Point Arena	56.6	25		
Ukiah	46.5	25		
Willits	50.1	25		

<b>MERCED COUNTY</b>	<b>43.9</b>	<b>3</b>	<b>JoAnn Nash</b>	<b>(916) 552-9358</b>
Atwater	43.5	7		
Dos Palos	50.8	7		
Gustine	40.4	4		
Livingston	55.1	7		
Los Banos	35.3	8		
<b>MODOC COUNTY</b>	<b>49.6</b>	<b>3</b>	<b>Robert Jones</b>	<b>(916) 323-1475</b>
Alturas	54.6	25		
<b>MONO COUNTY</b>	<b>38.1</b>	<b>4</b>	<b>Robert Jones</b>	<b>(916) 323-1475</b>
Mammoth Lakes	39.5	25		
<b>MONTEREY COUNTY</b>	<b>39.7</b>	<b>2</b>	<b>Diane Moroni</b>	<b>(916) 552-9349</b>
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		
<b>NAPA COUNTY</b>	<b>37.6</b>	<b>5</b>	<b>JoAnn Nash</b>	<b>(916) 552-9358</b>
American Canyon	39.8	10		
Calistoga	58.1	13		
St. Helena	38.0	25		
Yountville	41.5	18		
<b>NEVADA COUNTY</b>	<b>38.4</b>	<b>3</b>	<b>Jay Cook</b>	<b>(916) 319-8136</b>
Grass Valley	62.5	25		
Nevada City	45.9	25		
Truckee	27.6	20		
<b>ORANGE COUNTY<sup>2</sup></b>	<b>*</b>		<b>Linda Boyle</b>	<b>(916) 319-8065</b>
San Juan Capistrano	40.3	22		
<b>PLACER COUNTY</b>	<b>31.8</b>	<b>5</b>	<b>Jay Cook</b>	<b>(916) 319-8136</b>
Auburn	33.6	25		
Colfax	52.0	25		
Lincoln	45.0	4		
Loomis	32.2	17		
Rocklin	23.7	15		
<b>PLUMAS COUNTY</b>	<b>41.5</b>	<b>10</b>	<b>Robert Jones</b>	<b>(916) 323-1475</b>
Portola	53.7	11		
<b>RIVERSIDE COUNTY<sup>2</sup></b>	<b>*</b>		<b>Linda Boyle</b>	<b>(916) 319-8065</b>
Calimesa	44.0	7		
Coachella	70.8	9		
Indian Wells	17.0	22		
Rancho Mirage	26.0	25		

<b>SAN BENITO COUNTY</b>	<b>41.4</b>	<b>2</b>	<b>Diane Moroni</b>	<b>(916) 552-9349</b>
Hollister	43.3	9		
San Juan Bautista	53.7	23		
<b>SAN LUIS OBISPO COUNTY</b>	<b>*</b>		<b>John Burke</b>	<b>(916) 319-8109</b>
Morro Bay	49.9	13		
Pismo Beach	37.1	25		
<b>SANTA BARBARA COUNTY<sup>2</sup></b>	<b>*</b>		<b>John Burke</b>	<b>(916) 319-8109</b>
Guadalupe	68.2	4		
<b>SANTA CRUZ COUNTY</b>	<b>36.6</b>	<b>1</b>	<b>Diane Moroni</b>	<b>(916) 552-9349</b>
Capitola	44.1	25		
Scotts Valley	26.9	23		
<b>SHASTA COUNTY</b>	<b>42.4</b>	<b>2</b>	<b>Stoyan Elitzin</b>	<b>(916) 445-2141</b>
Anderson	59.3	18		
Shasta Lake	53.3	5		
<b>SIERRA COUNTY</b>	<b>38.1</b>	<b>4</b>	<b>Robert Jones</b>	<b>(916) 323-1475</b>
Loyalton	42.2	10		
<b>SISKIYOU COUNTY</b>	<b>47.1</b>	<b>2</b>	<b>Stoyan Elitzin</b>	<b>(916) 445-2141</b>
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		
<b>SOLANO COUNTY</b>	<b>34.5</b>	<b>1</b>	<b>JoAnn Nash</b>	<b>(916) 552-9358</b>
Benicia	26.1	20		
Dixon	41.6	25		
Rio Vista	45.7	12		
Suisun City	33.4	3		
<b>STANISLAUS COUNTY<sup>2</sup></b>	<b>*</b>		<b>Diane Moroni</b>	<b>(916) 552-9349</b>
Hughson	43.9	8		
Riverbank	35.7	6		
<b>SUTTER COUNTY</b>	<b>34.0</b>	<b>4</b>	<b>Joann Gonzales</b>	<b>(916) 323-1454</b>
Live Oak	57.6	2		
<b>TEHAMA COUNTY</b>	<b>47.4</b>	<b>3</b>	<b>Max Emami</b>	<b>(916) 322-0984</b>
Corning	53.7	25		
Red Bluff	54.4	23		
Tehama	50.2	1		
<b>TRINITY COUNTY</b>	<b>48.9</b>	<b>5</b>	<b>Max Emami</b>	<b>(916) 322-0984</b>

<b>TULARE COUNTY</b>	<b>56.9</b>	<b>2</b>	<b>Barbara Sinnett</b>	<b>(916) 319-9245</b>
Dinuba	55.6	19		
Exeter	47.4	5		
Farmersville	63.0	5		
Lindsay	67.2	6		
Woodlake	69.5	4		
<b>TUOLUMNE COUNTY</b>	<b>37.6</b>	<b>7</b>	<b>Barbara Sinnett</b>	<b>(916) 319-9245</b>
Sonora	50.6	25		
<b>YOLO COUNTY</b>	<b>53.3</b>	<b>2</b>	<b>JoAnn Nash</b>	<b>(916) 552-9358</b>
West Sacramento	60.2	25		
Winters	40.2	5		
<b>YUBA COUNTY</b>	<b>51.6</b>	<b>4</b>	<b>John Burke</b>	<b>(916) 319-8109</b>
Marysville	52.3	16		
Wheatland	45.5	3		

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#### **FOOTNOTES:**

1. THIS FIGURE REPRESENTS THE PERCENTAGE OF TARGETED INCOME GROUP (TIG) IN THE JURISDICTION BASED ON HUD'S 2009 LOW/MOD DATA.
2. Counties with an asterisk\* next to them are HUD entitlement counties and are not eligible under the State CDBG program. However, small cities within these entitlement counties may be eligible for State CDBG funding as long as they are participating in the county's entitlement program.

#### **NOTE:**

To calculate the minimum amount of cash match required, multiply the percentage in the Cash Match Percentage column opposite the applicant's name times the total amount of State CDBG funds requested (See **Attachment 7** for eligible sources of Match)

The Cash Match data in this Attachment was obtained in June 2009 from the State Controller's Office. The data are contained in a report entitled, Sales & Use Tax Revenues Per Capita & Estimated Population.

## **ATTACHMENT 3: HOUSING ELEMENT & GROWTH CONTROL**

### **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 contact 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, contact Paul McDougall at (916) 322-7995 to verify if it is in violation of State CDBG statutes.

**Statutory Authority for Compliance** 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; 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
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.

## **ATTACHMENT 4: 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 specific piece of real property for a housing project or a community facility project. Also, in the case of a public improvement project, the property for the project can have site control obtained due to the property's location in a public right of way.

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 is in place to ensure it moves forward. In this case the applicant may have selected an affordable housing developer via an RFP process to use planning grant funds for developing a 30 unit senior housing project or a 15 unit farm worker housing project or a Head Start day care facility or a transitional housing project or developing a new water treatment facility.

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.

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 contact your State CDBG representative for a firm determination of status as a project or non-project specific study.

### **Housing Project Activity Titles**

- Develop a 15 Unit New Construction Rental Housing Project (Limited CDBG Activities)
- Develop a 30 Unit New Construction Homeownership Project (Limited CDBG Activities)
- Off-Site Infrastructure in Support of 15 Unit New Construction Rental Housing Project, Off-Site Infrastructure in Support of 30 Unit New Construction Project (If a Condition of Approval)
- Rehabilitation of An Existing 20 Unit Affordable Rental Housing Project
- Rehabilitation of On-Site Infrastructure for an Existing 40 Unit Mobile Home Park
- Develop a 30 Unit Affordable Mobile Home Park
- Preservation of Existing Affordable Mobile Home Park
- Preservation of an Existing Affordable Rental Housing Project
- Conversion of an Existing Market Rate Rental Housing Project Into a TIG Project
- Conversion of Existing Facility Into 11 Units of Senior Rental Housing

### **Public Facility Project Activity Titles**

- Develop a New Head Start Day Care Facility for 30 Children
- Develop a New 5,000 Sq. Ft. Senior Center **or** Health Care Facility **or** Food Distribution Center, etc.
- Rehabilitate a 10,000 Sq. Ft. Facility for a Teen After School Program
- Rehabilitate an Existing Facility for Transitional Housing **or** Job Training Center **or** Other Public Service(S)
- Rehabilitate an Existing Police or Fire Station
- Convert an Existing Facility Into a Police Station or Fire Station
- Construct a New Police Substation or Fire Station
- Rehabilitate a Public Building to Comply With ADA
- Replace Existing Playground Equipment in an Existing Park
- Develop a New Park

### **Public Improvement Project Activity Titles**

- Establishing an Assessment District to Install Water Treatment and Distribution System
- Establishing an Assessment District to Install Sewer Treatment and Collection System
- Install New Storm Water Drainage Improvements in \_\_\_\_\_ area of the Jurisdiction
- Replace Water Lines in \_\_\_\_\_ Area of the Jurisdiction
- Replace Sewer Lines In \_\_\_\_\_ Area of the Jurisdiction
- Rehabilitate/Expand a Water Collection **or** Treatment **or** Storage facility
- Rehabilitate/Expand a Sewer Treatment facility
- Rehabilitate Streets in \_\_\_\_\_ Area of the Jurisdiction
- Replace Curb and Gutter and Sidewalk in \_\_\_\_\_ Area of the Jurisdiction
- Make ADA Curb Cuts throughout Jurisdiction
- Install New Sidewalks in \_\_\_\_\_ Area of the Jurisdiction
- Do Street Scrape Improvements of Lighting and Benches in \_\_\_\_\_ Area of Jurisdiction
- Water System Well Testing and Test Well Drilling \*

Any study that does not directly lead to development of a specific physical project is a non-project specific study activity. In some cases, a study may lead to development of a program that in turn leads to scattered site individual projects (housing rehabilitation loans) but these program studies are not considered project specific. Below is a list of non-project specific activity titles.

### **Housing Study Titles**

- Community Land Trust, Developing a Working Model
- Exterior Housing Conditions Survey
- Farm Worker Housing Needs Assessment
- Home Buyer Assistance, Developing a Program
- Housing Element Update \*
- Housing Program Grant Application Preparation
- Income Survey
- Mobile Home Park Inventory Study
- Multi -Family Rehabilitation, Developing Program
- Program NEPA Environmental Review Record (ERR) Preparation
- Plan to Further Fair Housing

### **Public Works Study Titles**

- Development of Sewer System Operations and Maintenance Plan \*
- Development of Water System Operations and Maintenance Plan \*
- Feasibility Analysis of Developing Private Water System \*
- Feasibility Analysis of Relocation of Floodplain \*
- Hydro-Geologic Study \*
- Master Drainage Plan \*
- Master Sewer Plan \*
- Master Water Plan \*
- Master Plan for Street Improvements, Curb/Gutter and Sidewalk \*
- Private Septic System Survey \*
- Private Well Water Testing Survey \*
- Jurisdiction Wide Sewer Line Infiltration Study with Analysis of Repairs Needed \*
- Jurisdiction Wide Sewer Line Video Tapping \*
- Wastewater Treatment Upgrade Analysis with No Intention of Making any Upgrades in the Near Future

## **Public Service Study Titles**

- Adult Literacy Training
- Child Care \*\*
- Public Service Application Preparation
- Domestic Violence Shelter Needs Assessment / Program Development
- Food Bank or Free Meals \*\*
- Health Care Clinic Needs Assessment \*\*
- Homeless Shelter Services
- Individual Development Account (IDA) Program Development
- Job Training \*\*
- Migrant Farm Worker Services
- Teen Services Development
- Senior Services Development
- Services for Disabled Persons
- Conduct Section 504 Self-Evaluation
- Public Utility Assistance for Needy Families
- Rental Deposit Program / Transitional Housing Program Development

## **Planning Study Non-Project Specific**

- Geographic Information System (GIS) Base Maps \*
- Geospatial Data Compilation and Implementation \*
- Neighborhood 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 2 and 5**). 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 5 and 7**).

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

## **ATTACHMENT 5: 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.

- \* Benefit Low-Moderate Income Persons or Households (Department uses the term Targeted Income Group (TIG) instead of low-moderate income beneficiaries)

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. State statutes only allow TIG benefit for General activities.

### **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 15** for current income limits.

### **Limited Clientele Activities**

Activities that benefit a clientele who are generally presumed to be TIG persons, excluding activities that benefit all the residents of an area and most housing are considered by HUD to principally benefit TIG persons for CDBG purposes. Limited clientele groups are: abused children; battered spouses; elderly persons; adults meeting the Bureau of the Census Current Population Reports definition of "severely disabled; homeless persons; illiterate adults, persons living with AIDS, and migrant farm workers.

### **National Objective**

State CDBG regulations require that any proposed General activity must principally benefit TIG persons. Principally benefit means that 51 percent of those individuals who benefited from the activity are TIG.

### **Documentation Required for General Allocation Planning Activities**

**Benefit to the TIG:** If a study activity leads to a program or project that is income restricted (all persons or family receiving program assistance are verified as TIG), indicate this in the activity description form and describe when and how the program will verify beneficiaries' income status.

If a study activity leads to the development of a program or project that benefits one or more limited clientele groups, check the limited clientele line on the activity description form and list the eligible limited clientele groups who will be served. Further explanation of services to these groups must be provided in the detailed activity description part of the form.

If the study activity leads to benefit for all residents of the entire jurisdiction or for residents a specific area of the jurisdiction, TIG area benefit must be documented. TIG area documentation sources include: conducting household income surveys (using guidance in **Attachment 14**); use of HUD low-moderate income data that is able to show TIG percentages for census tracts.

**ATTACHMENT 6: SAMPLE RESOLUTION OF THE GOVERNING BODY  
TO APPROVE APPLICATION AND LOCAL MATCH FUNDS**

RESOLUTION NO. \_\_\_\_

**A RESOLUTION APPROVING A 2009/2010 APPLICATION FOR FUNDING AND THE  
EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM  
THE GENERAL PLANNING AND TECHNICAL ASSISTANCE (PTA) 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/County Board of Supervisors has reviewed and hereby approves an application for up to \$\_\_\_\_\_ for the following activities:

*(List all activity titles showing funding breakdown)*

Example (activity totals should include activity delivery dollars):

General Program Administration	\$ 37,500
Housing Rehabilitation- Single Unit Residential	\$462,500
Public Improvements-HNC-Street Improvements	\$950,000
Set-Aside – Public Facilities and Improvements	\$ 50,000

**SECTION 2:**

The City/ County has determined that Federal Citizen Participation requirements were met during the development of this application.

**SECTION 3:**

The City/County hereby approves the use of Local Leverage Funding Sources (listed below) in the amount of \$\_\_\_\_\_ to be used as the City's/County's leverage for this application.

*(List all funding sources identified in application on Local Leverage Funding Sources chart)*

Example:

In-kind Staff	\$12,500
Gas Tax	\$10,000
Fee Waivers	\$ 3,000

**NOTE:**

*When local leverage is provided by the Redevelopment Agency, a separate resolution must be provided in accordance with Citizen Participation requirements.*

**SECTION 4:**

The City/County hereby approves the commitment of Program Income in the amount of \$\_\_\_\_\_ during the grant term to the following activities:

Example (based on \$400,000 program income commitment):

Housing Rehabilitation	\$100,000
Public Improvements-HNC-Street Improvements	\$100,000
Set-Aside – Public Facilities and Improvements	\$200,000

SECTION 5:

The (title of designated official[s]) \_\_\_\_\_ is hereby authorized and directed to sign this application and act on the City's/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.

SECTION 7:

If the application is approved, the (title of designated official[s]) \_\_\_\_\_ is authorized to sign Funds Requests and other required reporting forms.

PASSED AND ADOPTED at a regular meeting of the City Council/County Board of Supervisors of the City/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 7: 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 **Attachment 2**.

### **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 obtains revenue data from the State Controller's Office and computes 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 **Attachment 2**.

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

- Calculating the amount of the grant each jurisdiction will receive; and
- 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 6** 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/](http://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 cannot be in-kind. The local contribution must be in the form of cash.**

## **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 General 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 8: STATEMENT OF ASSURANCES (2009)

The City/County of \_\_\_\_\_ hereby assures and certifies that:

*By checking the boxes, the certifier confirms he/she assures the statements as true.*

**Applicants must submit the Statement of Assurances form with the 2009 revision date with the application.** If an 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 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** Form. Earlier versions of the Statement of Assurances will not be accepted.

***\*Double-click on the boxes (Select or \_\_\_\_\_ or ) to enter information.***

- 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, entitled "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 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  
It 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 City/County (or its principals) is not, and will not award contracts to or otherwise engage the services of any contractor while that contractor (or its principals) is, presently 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. 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

\_\_\_\_\_  
 Date certified

**ATTACHMENT 9: OMB CIRCULAR A-133 (2009)**

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 statement 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. (Proof of submittal must be submitted with this form and the application. Failure to do so may result in denial of CDBG funds.)
  - The audit has not been completed. It is anticipated that the audit will be completed and submitted to the appropriate control agency by: \_\_\_\_\_ (date). (Upon completion of audit, proof of submittal must be submitted to CDBG in order to be eligible for funding consideration.)
- 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. (Submit proof of this statement with this form and the application. Failure to do so may result in denial of CDBG funds.)

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

\_\_\_\_\_  
(Printed/Typed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Signature) (blue ink)

\_\_\_\_\_  
(Date signed)

## ATTACHMENT 10: 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.

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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 11: CITIZEN PARTICIPATION, PUBLIC HEARINGS AND PUBLIC INFORMATION 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.

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 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.
  - 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 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.
- 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.
- 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.
  - The kinds of activities which 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 activities being proposed, including both General as applicable.
  - 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 PUBLIC HEARING NOTICE FOR PROGRAM DESIGN PHASE**

Notice of Public Hearing for Discussion of Possible State Community Development Block Grant (CDBG) Applications

NOTICE IS HEREBY GIVEN that a public hearing will be held on \_\_\_\_\_, \_\_\_\_\_, 2009 at 0:00 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) Planning and Technical Assistance (PTA) Program and to solicit citizen input on possible activities to be included in these applications.

The General Allocations of the State CDBG Planning and Technical Assistance 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 \$1,000,000 is available under the General Planning and Technical Assistance Allocation NOFA each year. Individual grants up to \$70,000 under the General Component of Planning and Technical Assistance will be considered by the Department of Housing and Community Developments CDBG Department.

Eligible activities under the above allocations and NOFA's consist of: affordable housing-new construction projects; housing acquisition and housing rehabilitation programs; community facility and public work projects; public service programs and planning studies. 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 Planning and Technical Assistance Component.

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/County 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/County 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/County 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

### SAMPLE PUBLIC HEARING NOTICE FOR APPLICATION SUBMITTAL PHASE

Notice of Public Hearing for Discussion of Possible State Community Development Block Grant (CDBG) Applications

NOTICE IS HEREBY GIVEN that the city/county of \_\_\_\_\_ will conduct a public hearing by the city council/county board on \_\_\_\_\_, 2009, at 0:00 p.m. at the city/county council/board room, \_\_\_\_\_ Street, to the discuss the Fiscal Year 2009-10 Community Development Block Grant (CDBG)General Planning and Technical Assistance )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 General Planning and Technical Assistance Grant 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 12: 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)
- 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**

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 General or 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
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.

## **ATTACHMENT 13: 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
<p><u>COMMUNICATIONS: Program Publicity</u></p> <p>Public Notices and ads in newspaper?    yes / no</p> <p>Public Service Announcements?            yes / no</p> <p>Posters or fliers?                                yes / no</p> <p>Letters to homeowners in area?            yes / no</p> <p>Informational public meetings?            yes / no</p> <p>Interpreters, readers, or TDD's available upon request?            yes / no</p> <p>Equal Opportunity statement in ads, fliers, letters?            yes / no</p>		
<p><u>EMPLOYMENT:</u></p> <p>Does the City make reasonable accommodation to known physical or mental limitations of qualified applicants or employees with handicaps?            yes / no</p> <p>Pre-employment inquiries and tests do Not screen out handicapped persons?    yes / no</p>		
<p><u>PROGRAM ACCESSIBILITY:</u></p> <p>Are City/County facilities accessible to and usable by individuals with handicaps (for example: ramps, space at meetings)?                                yes / no</p> <p>Handicap modifications offered in rehabilitation program?                    yes / no</p> <p>Handicapped individuals with limited mobility assisted with applications at their homes?                                yes / no</p>		
<p><u>ENFORCEMENT - Evaluate how policies meet 504 requirements:</u></p> <p>Statement of Assurances in grant applications?                                yes / no</p> <p>Non-discrimination clause in deed of trust?                                        yes / no</p> <p>Names of Advisors on Handicapped is-s: _____</p> <p>Does the City/County have procedures for complaints?                            yes / no</p> <p>Is log maintained of any complaints?    yes / no</p>		

Name and signature of Section 504 Coordinator: \_\_\_\_\_ Date Signed: \_\_\_\_\_

## **ATTACHMENT 14: CONDUCTING A CDBG INCOME SURVEY**

This document provides guidance to jurisdictions who anticipate conducting income surveys to determine Targeted Income Group (TIG) benefit for HUD programs, according to 24 CFR 570.483 (b) (l) (i). For additional information on income surveys, please access HUD's Office of Community Planning and Development at:

<http://www.hud.gov/offices/cpd/lawsregs/notices/2005/05-06.doc>

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

### **REQUIREMENTS:**

- **THE DEPARTMENT WILL ONLY ACCEPT INCOME SURVEYS THAT DESCRIBE IN DETAIL THE METHODOLOGY USED TO CONDUCT THE SURVEY AND HOW A RANDOM SAMPLE WAS ACHIEVED.**
- **THE DEPARTMENT WILL ONLY ACCEPT INCOME SURVEYS THAT WERE COMPLETED NOT MORE THAN 60 MONTHS PRIOR TO THE DATE THE APPLICATION IS RECEIVED.**

### **Table of Contents**

- I. Planning the Survey and Service Area
  - II. Information about Random Sampling
  - III. Adequate Sample Size
  - IV. Conducting the Survey
  - V. Documenting the Survey Results
  - VI. Sample Survey Form Instructions
- Appendix A - Sample Survey Form

## I. PLANNING THE SURVEY

In the planning stage, the surveyor should perform the following steps:

- Determine the area to be surveyed, including the size of the universe and the minimum number of responses required.
- Determine the income limits for your County for each household size. Updated information is available at: [www.hcd.ca.gov/fa/cdbg/funds](http://www.hcd.ca.gov/fa/cdbg/funds) then click on Income Limits.
- Determine the appropriate survey method (mail, door-to-door or telephone) and identify how this method will achieve random sampling.
- Create a survey form, including the appropriate TIG income limits for each household size (sample form attached).

**Service Area:** The service area for the activity must be **primarily residential** in nature and must be determined prior to commencing the survey. The service area need not be coterminous with Census Tracts or other officially recognized boundaries; it is critical that the service area be the entire area served by the activity (see 24 CFR 570.483 (b)(1)(i)). The responsibility for outlining the area served by the activity rests with each jurisdiction or grantee. A service area can include all or part of several units of general local government and may contain both incorporated and unincorporated areas. Income data from HUD may be usable for a portion of the service area while an income survey may be used for the remaining portion of the service area, provided that each source independently meets the 51% Low-to-Moderate Income requirement.

## II. INFORMATION ABOUT RANDOM SAMPLING

The Department will accept sampling statistics that represent the population as a whole if the applicant uses a methodologically sound survey. 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 HUD's Low-Mod Income data.

**Coded Questionnaires:** A simple method of coding is to place a number on the questionnaires or return envelopes. When the questionnaire 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. Information on drawing random numbers is available at [www.randomizer.org](http://www.randomizer.org) or [www.random.org](http://www.random.org)

**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 because certain portions of the population will continue to be systematically excluded from the sample.

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. Tax rolls can be used for door-to-door surveys to provide a list of addresses in the universe, but should be adjusted for apartment buildings. City indexes and 911 maps are often helpful sources of data. After identifying the universe, the surveyor must conduct a random drawing of a number of addresses that exceeds the minimum required for that universe. **Within your application to the Department, describe the sampling methodology and how it achieves a randomly-selected sample.**

### III. ADEQUATE SAMPLE 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 only 50 households, 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.

#### **Required Sample Sizes for Universes**

<u>Number of Households in the Universe</u>	<u>Minimum Number of Responses</u>
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

Commercial sites, vacant lots and abandoned/vacant homes should be excluded from the survey.

**Non-Respondents:** Even the best prepared surveyor will typically encounter non-respondents – the resident may not be home, refuse to be interviewed, or provide an incomplete form. Non-response rates greater than 20% may affect the validity of the survey. **If the surveyor decides to use replacements, they must be selected through the same random process as the original group.**

Over-sampling is a good way to avoid the issue of non-respondents. As a general rule, when dealing with a universe of over 100 households, over-sampling should be 10% of the required responses. For a universe of over 400 households, over-sampling should be 20% of the required responses, etc.

**NOTE:**

When applying for CDBG Planning and Technical Assistance grants, there is one exception to this table when dealing with a universe of 50 or less. The reason for this is that the CDBG eligibility threshold is that at least 51% of the beneficiaries must 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 51% 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, because the area benefit has reached the threshold of at least 51% TIG ( $26/50 = 52\%$ ).

**IV. CONDUCTING THE SURVEY**

The survey process should include a way to identify specific households, which responded to the questionnaire while ensuring the respondents' confidentiality. For example, respondents may be particularly sensitive to the question of household income, or 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. Confidentiality must be always emphasized to the respondents.

Several acceptable survey methods that preserve the anonymity of the respondent are:

- A. Door-to-Door Interviews - the surveyor may hand deliver the questionnaire to the respondent and conduct the survey orally. It is crucial that the interviewer works during different times of the day and on weekends to avoid excluding certain groups. Door-to-door interviews are a reliable method of data collection and tend to receive a high response rate. However, they are the most expensive and the responses may be influenced by the interviewer's presence and characteristics.
- B. Mail Questionnaires – the survey form must be accompanied by a letter of explanation and a self-addressed stamped envelope. Upon receipt of the completed questionnaire, the address can be checked off the address list and the envelope and questionnaire can be separated. Mail surveys are generally less expensive to conduct and can avoid the issue of sampling bias by

surveying the entire universe. The main disadvantage of mail surveys is they can have a low return rate. If the applicant uses this method, a statement ensuring respondent confidentiality should be included.

- C. Telephone Interviews – the surveyor must ensure that the respondent is someone competent and knowledgeable about the household’s size and income. There are many disadvantages to this method, including that it will exclude households that do not have a telephone or have unlisted numbers, less candid answers, distrustful of the surveyor’s identity, non-English speakers, etc.

**Publicity:** To promote citizen participation, it may be worthwhile to arrange advance notice regarding the survey, including date, reason and method of survey. As with all aspects of the survey, any publication must be worded so that it does not bias the results.

## V. DOCUMENTING THE SURVEY RESULTS

It is important that the results of the survey be documented for future reference or for auditing purposes. Documentation should consist of the following actions:

- A. Separate all identifying Information from the questionnaires. When the survey is complete, the respondents’ identifying information (name, address, telephone number) must be separated from the questionnaires and retained.
- B. Keep the completed surveys. This provides evidence that the survey was actually conducted.

## VI. SAMPLE SURVEY FORM

Attached is a sample questionnaire 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. However, experience has shown that overly detailed surveys may adversely affect the response rate.

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

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 household size. **Surveyors should consult the HCD website and use the current income limits for their County in their questionnaire** (see [www.hcd.ca.gov/fa/cdbq/funds](http://www.hcd.ca.gov/fa/cdbq/funds)).

**Target Income Groups:** The survey should provide a breakdown of the respondents' Target Income Groups, which are defined as follows:

- TIG – 50% to 80% of Adjusted Median Household Income
- Low TIG (LTIG) – 0% to 50% of Adjusted Median Household Income
- Non-TIG - 81 % and above of Adjusted Median Household Income.

**Appendix A - SAMPLE INCOME SURVEY FORM**

Dear Resident,

The City/County of \_\_\_\_\_ is conducting a survey to gather essential information to support an application for grant funding from the California Department of Housing & Community Development. The grant funds can provide vital services that could benefit the entire community, including public infrastructure, community facilities, decent housing, etc. We would appreciate your cooperation in completing the form as accurately as possible. **Please note that a high response rate is needed for this survey to be valid.**

**All information included on this questionnaire is confidential.** Confidentiality is protected by not including names on any of the forms. No identifying information will be kept and the questionnaires will be tallied as a group.

1. How many persons live in your household? \_\_\_\_\_

(HOUSEHOLD is defined as all persons who occupy a housing unit. This could be any group of related or unrelated persons who share living arrangements)

2. On a separate sheet of paper, make a determination of your household income. 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.

Please check the income range that applies to your household:

**(Sample Numbers Only – The surveyor should insert the applicable numbers based on the County income limits for each household size)**

- |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| ____ \$15,000 - \$16,999 | ____ \$23,000 - \$24,999 | ____ \$31,000 - \$32,999 |
| ____ \$17,000 - \$18,999 | ____ \$25,000 - \$26,999 | ____ \$33,000 - \$34,999 |
| ____ \$19,000 - \$20,999 | ____ \$27,000 - \$28,999 | ____ \$35,000 - \$36,999 |
| ____ \$21,000 - \$22,999 | ____ \$29,000 - \$30,999 | ____ \$37,000 - \$38,999 |

3. Are you an Owner-occupant \_\_\_\_\_ or a Renter \_\_\_\_\_?

Thank you on behalf of the entire community! Please return this form to the surveyor or place it in the return envelope and mail it back.

## **ATTACHMENT 15: ACCESSING 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](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](http://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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