

# **NOTICE OF FUNDING AVAILABILITY AND APPLICATION PACKAGE**

State Community Development Block Grant Program

## **2010-11 Planning and Technical Assistance Allocation**



STATE OF CALIFORNIA

Department of Housing and Community Development  
Division of Financial Assistance  
State Community Development Block Grant Program (CDBG)

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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. The Department is using the PTA funds for two programs, the General Allocation Program and the Economic Development (ED) Program. One PTA NOFA is being issued for both the General and ED programs. One Application for PTA funds will be accepted from each participating jurisdiction.

In issuing this NOFA, the Department is announcing the availability of \$1,500,000 under the General PTA allocation and \$1,500,000 under the ED PTA allocation. The 2010-11 CDBG 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 housing, public improvements, public facilities, public services and economic development.

**Note About  
Reading  
NOFA and  
Application**

The Department recommends reading the entire NOFA document and application package, including the application forms and attachments prior to completing and submitting an application to the Department.

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

## SECTION B: CHANGES TO NOFA

*THIS YEAR'S 2010-11 PTA NOFA AND APPLICATION WILL INCLUDE BOTH THE GENERAL AND THE ECONOMIC DEVELOPMENT PROGRAMS--ONE APPLICATION IS BEING USED FOR THE COMBINED PTA GRANT SUBMITTAL.*

**Maximum Grant Amounts** Under the General Allocation Program and the ED Program, applicants can request up to \$140,000 as follows: \$70,000 for project specific planning activities, and up to \$35,000 for non-project specific activities, subject to the limits detailed on page 6, under Section C: Funding Allocations and Availability.

**Project Specific and Non-project Specific PTA Activities** Examples of project specific activities are: assessing an existing wastewater treatment plant to see if it has the capacity for future development in that community or if it needs expansion; locating a suitable site to construct a fire station; or a feasibility study to assess the potential for a specific local business to expand.

Examples of non-project specific activities are: housing element updates; community-wide housing condition surveys; Geographic Information System (GIS) mapping; downtown revitalization study; a jurisdiction-wide marketing plan, or a general community-wide needs assessments related to day care, homeless or senior services; and any type of "program development or design" planning activity such as a housing condition survey or income survey. See page 52, **Attachment 4** for an expanded Sample List of Eligible General and ED project specific and non-project specific Activities.

Contact the program representative for your jurisdiction with any questions about determining if a proposed activity is project specific or non-project specific.

Applicants are reminded that multiple studies can be done under these two types of planning activities. For example, an applicant may have two affordable housing projects being developed. As such, they could propose two project specific studies under the General Program, as long as the total for both studies (ED and General) does not exceed \$140,000. If a third study was desired, it would have to be an ED study, and the total funding for all three could be no more than \$140,000.

Likewise, an applicant may have two studies involving economic development. They could propose both to be project specific studies under the ED Program, as long as the total funding request does not exceed \$140,000. If, however, the two studies totaled only \$70,000 or \$105,000, the applicant could also propose a third study from the General program, so long as the three studies total \$140,000 or less. Please note that a separate set of activity forms, one for each proposed study, must be submitted in a single application, and NOT TWO OR THREE separate applications.

**Using Local Program Income Funds for Project Implementation**

CDBG funds under planning grants are not allowed to be used for project “implementation” activities. The furthest a project can be developed with PTA funds is “preliminary” engineering or architectural activities. Final plans and specifications and construction costs are not allowed under planning grants. 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.

Project Implementation is not a part of this NOFA or the PTA Grant contracts. If a grantee wishes to fund the implementation of a program or project based on a planning activity using Program Income funds, that activity must be handled separately using the Program Income-Funded Project Waiver Request Form and process.

If you need any further clarification, contact your CDBG Representative.

**One Combined Application Will be Used for Both ED and General Submittals**

If a jurisdiction wishes to submit proposals for PTA activities under the General Program and the ED Program, one combined application shall be submitted. CDBG’s internal process may involve General Program staff as well as ED Program staff for review of the single application.

However, only one public hearing for approval of the submittal of all PTA funding proposals is needed as long as the hearing notice describes all planning activities proposed regardless of the specific CDBG Program.

**Federal Debarred List Requirement**

To participate in any CDBG program, applicants/jurisdictions must confirm they are not on the Federal debarred list.

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

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

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

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

### **Over-The-Counter Format**

The PTA process does not include competitive “Rating and Ranking.” However, the Over-the-Counter format means “first come-first serve” and applications will be funded until the available funding is exhausted. At the point applications are received requesting more funds than are available, applications are reviewed using a tie-breaker method based on poverty percentage of the jurisdiction.

Applications will be accepted as of May 25, 2011 at 8 a.m., approximately 60 days following the release date of the PTA Grant NOFA. Applications received in the office will be date stamped, **not time stamped**. As long as funds are available, all the applications received will be accepted for funding.

**Continuous Funding Round:** Applications will be accepted from May 25, 2011, through June 16, 2011, on a continuous basis. Jurisdictions will be notified when all PTA funds have been awarded or by June 30, 2011, whichever date occurs first.

### **Poverty Tie-Breaker Basis**

For example, if funds are not exhausted the first day, all the applications received on the first day would be accepted for consideration of funding. In the event funds are exhausted the first day, all applications received on the first day would go through the tie-breaker process.

If funds are still available on the second day and the number of applications received does not exceed the amount of funds available, all applications received on the second day, would be accepted for funding. However, if the funding amount requested in applications received on the second day exceeds the amount of funds available, all applications received on the second day would go through the tie-breaker process. The process would rank the second day applications in order of jurisdiction poverty levels, and applications would be funded in order (highest poverty level to lowest), until all the funds are exhausted. The tie-breaker process applies to all applications received on the last day that funds are still available.

**NOTE:** The Tie-Breaker process, if required, would be applied separately to each allocation (General or ED) based on available funds for the particular allocation, and not based on the combined allocation amount.

## Threshold

Applications are reviewed for threshold compliance. Any application that does not meet threshold requirements will have one copy of the application returned, and may be resubmitted once the threshold item has been corrected. The Department will retain one copy on file.

**NOTE:** Any application re-submitted after correcting threshold deficiencies will be date stamped on the re-submission date. The final date for submission of an application by an eligible applicant is June 16, 2011. It is anticipated that all funds may be exhausted prior to this date.

## Cash Match Requirement

Commitment of required cash match must be included in the authorizing resolution as part of approving submittal of a planning grant application. Required cash match percentages are included in **Attachment 2** of the application document. Program Income (PI) may be used for the required cash match if: a) the amount of program income committed is within the 18% PI General Administration limitation, and b) the jurisdiction is able to show they have the available PI indicated in the resolution. Staff time verified as non-CDBG or non-Federally charged time may be used as the cash match.

**NOTE:** "In-kind" staff time by jurisdictional staff does not meet the cash match requirement and should not be included in the application or resolution. Only that staff time specifically charged to non-federal funds may be accepted as cash match. **Cash match must be expended prior to requesting CDBG funds from the Department.**

## HUD National Objectives

Activities being studied or planned must meet a HUD national objective of both General Allocation Program and ED Program. PTA studies can meet either the low-income benefit or the elimination of slums and blight national objectives:

1. Low-Income Benefit (to persons or households). HUD low-income benefit is also referred to as Targeted Income Group (TIG) benefit by the Department. To meet this national objective, at least 51 percent of the households or persons who would benefit from the activity being studied 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.

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

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

**Federal Overlay Requirements for Planning Studies**

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

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

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

**Authorizing Legislation and Regulations**

Federal Statute: The program is authorized under Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; 42 U.S.C.-5301 et seq.

Federal Regulations: Code of Federal Regulations, 24 CFR Section 570.480 et seq.

State Statute: California Health and Safety Code Section 50833 (Chapter 1144, Statutes of 1988)

State Regulations: California Code of Regulations Section, Title 25, 7050 et seq. The PTA Component has been part of State CDBG since 1989.

**FUNDING ALLOCATIONS AND AVAILABILITY**

**Combined Allocations** PTA funds are divided into **two** CDBG Programs: The General Allocation Program and the Economic Development Program.

General Allocation	Approximately \$1,500,000
Economic Development Allocation	Approximately \$1,500,000

**Limitations on  
Grant Amount**

- Maximum of \$140,000 per Jurisdiction.
- Up to \$70,000 for each project specific study, General or ED.
- Up to \$35,000 for each non-project specific study, General or ED.
- Total number of studies possible: **Three** – two from either the ED or General program, but the third study must be from the “other” program. No more than three PTA grant awards per fiscal year.
- Total number of studies allowed under the ED program: **Two**.
- Total number of studies allowed under the General program: **Two**.

## SECTION D: FUNDING PROPOSAL ESSENTIALS

### APPLICATION PROCESS

**Application Forms** The application may be obtained, at the Department's website: [www.hcd.ca.gov/ca/cdbg/funds](http://www.hcd.ca.gov/ca/cdbg/funds) (and scrolling down to Planning and Technical Assistance Allocation, then clicking on the 2010-11 Application); or by e-mail, contact Latia Johnson at [ljohnson@hcd.ca.gov](mailto:ljohnson@hcd.ca.gov) or by calling (916) 552-9398.

**Application Submittal** Submit **one complete original** application (for General and/or ED allocations) in a binder. Submit a separate binder with **one complete copy**, and all required additional Section copies as stated below.

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

**Threshold Review** The application must meet threshold requirements to be accepted for review. If any of the required components are missing, CDBG will return one copy of the application to the applicant for correction of deficiencies, and retain the second copy of the application on file at the Department.

**NOTE:** Any application re-submitted after correcting threshold deficiencies will be "officially received" and date stamped as of the re-submission date.

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

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

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

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

### ELIGIBLE APPLICANTS

**Eligible Applicants** Eligible applicants are generally:

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

- Counties with populations of less than 200,000

Cities and counties may apply on behalf of other local entities, such as water districts, non-federally recognized tribes, economic development corporations, and other non-profit community development organizations. See **Attachment 2** of the application package for a list of eligible jurisdictions.

**Joint Applications**

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

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

**ELIGIBLE APPLICANTS RESTRICTED FROM APPLYING**

**Reasons Applicants are Restricted from Applying**

Reasons why applicants are restricted from applying:

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

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

**Reasons to Waive Hold Out Status**

Waiver of performance issue is possible if:

1. A formal written request for a waiver of hold-out status has been submitted along with documentation that the performance issue is resolved.
2. The Department will review status and, if approved, will issue a formal written waiver.
3. Housing Policy staff confirms housing element or growth control is acceptable. For more information, see **Attachment 3** of the application package.

## ELIGIBLE USES OF FUNDS

**Types of Projects** The General allocation focuses on: housing; public improvements; community facilities; public services; and local planning issues.

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

See **Attachment 4** of the application package for a 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 with possible exceptions. CDBG encourages applicants to contact a General or ED 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> <p><u>Comprehensive</u> 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.</p> <p><u>General</u> means the documents include summaries of broad policies or proposals that are not site specific.</p> <p><u>Long-range</u> means the time-frames for the policies and proposals are five years or more.</p>	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.

## SECTION E: AFTER A GRANT IS AWARDED

### STATE CONTRACT PROCESS

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

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

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

**New Funds Request Forms** Reporting Requirements: Grantees must submit a Financial and Accomplishment Report (FAR) every six (6) months starting at the execution date of the grant contract. Grantees will draw funds through a Funds Requests Form as needed for cost reimbursements. All jurisdictions must use the new Funds Request form, and include back-up documentation as needed. **NOTE:** There is a \$1,000 minimum amount for all funds requests.

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

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

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

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

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

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

## **Contract Changes or Amendments**

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 CDBG general administration cap of five-percent.

Budget Adjustments: 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.

Budget Amendments: 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 **prior to** the expiration of the grant agreement.

Change in Activities: 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.

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 required 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 the 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: 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. This is not a formal contract amendment.

**NOTE:** Use of Program Income for General Administrative purposes, including use in Planning activities, is limited to 18% of the amount of PI expended in a fiscal year.

## SECTION F: HOW TO REACH US FOR ASSISTANCE

**CDBG Program** State of California  
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 Sacramento, CA 95811

**By Fax** (916) 319-8488 or (916) 327-8823

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## SECTION G: APPLICATION PREPARATION INSTRUCTIONS

This section of the application package contains instructions for preparing and submitting an application for either the ED or General allocations, or both, with one or more proposed activities.

### **Section H: Sample Application Summary Form**

- 1.a **Applicant Information:** Check the box for the type of application being submitted: ED Allocation or General Allocation or both.

Enter the name and mailing address of applicant.

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

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

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

2. **Requested Funding by Activity:** Provide an activity title for each activity to be undertaken in the application and specify if it is an ED or General activity. Please see **Attachment 4** for examples of activities under project specific and non-project specific categories. **NOTE:** The activity title shown in item 2. Requested Funding by Activity of the Activity Description Form should be the same as the activity title shown on the activity's respective chart Schedule 1 - Planning Activity Budget and chart Schedule 2 - Activity Task and Milestone.

In the far right column of this same Requested Funding by Activity table, show the amount of funds requested for each activity. Show the five percent general administration costs in the boxes marked General Administration. Show the total funds requested under the application (up to \$140,000), including all activities and general administration, in the box marked Grand Total.

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. In the middle column, state the source of the funds to be contributed by the applicant for match. In the last column, give the amount of match funds. Remember to provide proper back up documentation in your application to prove the source and amount of match

funding. Total all columns properly at the bottom of the chart such that the total match contribution of all local sources must equal the Department's required amount. **NOTE:** All cash match must be spent prior to drawing down any grant 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. **Hold Out Status:** Check the appropriate box indicating the hold out status of the applicant. If the applicant is on the hold out list, the application will not be accepted. If you are unsure of the hold out status, check with your State CDBG representative. If the jurisdiction is on the current hold out list, the performance issue(s) raised in the hold out letter must be resolved. A written request for a waiver must be submitted to the department. If the Department finds the performance issues have been adequately addressed, a formal waiver letter will be received from the State CDBG program. This waiver must be issued **before** application is received.

11. **Growth Control Compliance:** Check the appropriate box for existence of a local growth control ordinance, see **Attachment 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.
12. **Housing Element Status:** Check the appropriate box showing if the applicant's Housing Element is in State CDBG compliance (Housing Element approved and adopted by the jurisdiction's governing body by the date of the application). If you are not certain please **call Paul McDougall at (916) 322-7995** for current status of your jurisdiction's Housing Element.
13. **Program Income Committed to Planning Activities:** Complete the chart showing if program income (PI) has been committed to any of the planning activities in the application. Fill in the Chart showing the amounts of PI committed to each planning activity.

**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.

**NOTE:** State CDBG PTA funds cannot be used for implementation costs. The State CDBG PTA funds can only be used for planning activities. Any project implementation activities must be handled separately through use of the Department's Program Income-Funded Project Waiver Request process.

- 14a. **NEPA Environmental Compliance Documents:** The following two forms (14b - Finding of Exemption, and 14c - Form 58.6) are required to complete the NEPA environmental review for planning activities that are exempt under 24 CFR Part 58.34.
- 14b. **Finding of Exemption:** Fill in the name of the applicant and list the activities proposed in the application. The appropriate official must print his/her name and sign and date the Finding of Exemption.
- 14c. **Form 58.6:** Complete the form, sign it, and have the appropriate official also sign the form.

**NOTE:** **Environmental Clearance for Implementation Activities:** Written NEPA clearance must be received from the Department prior to incurring any implementation costs for any project proposed under a planning grant (See Chapter 3 of the GMM for NEPA compliance guidance).

### **Section I: Sample Application Table of Contents**

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

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 the proposed activity. 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 and K: Activity Description Forms**

This single set of instructions (Section J for a Non-project Specific Activity, and Section K for a Project Specific Activity) will work for both ED and General allocation activities (total number of activities possible – Three).

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

1. **Allocation:** Place an X to indicate if activity is for ED or General allocation.
2. **Activity Title:** Enter a specific name for the activity.
3. **Activity Funds Requested:** Enter the total amount of funds requested for the proposed activity. Remember, up to \$35,000 is available for each non-project specific activities (General or ED) and up to \$70,000 is available for each project specific activities (General or ED)
4. **National Objectives:** Check **one** line that indicates how the proposed study activity will meet the required HUD National Objective of low 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 survey documents or census charts must be attached to this set of activity forms. For activities that are meeting the elimination of slums and blight National Objective, applicants must provide documentation of area blight or spot blight and attach those documents with this set of activity forms.
5. **Public Benefit:** Place an X on the public benefit requirement line. Describe how many jobs may be created or retained. Describe how the proposed study activity facilitates this job creation or retention. See **Attachment 5** for description of how this job creation benefit is met and documented.
6. **Activity Description:** Provide the following information on this form. Use additional pages if necessary. Required activity information:
  - A detailed description of what the study is and how it will be conducted, as reflected in the tasks and milestones chart.
  - For project specific planning activities, include the proposed project’s scope of work. Include a description of the projects location what services it will offer to the community. Review briefly a timeline for development of the study and any implementation activity.
7. **Final Product Description:** Applicant must provide a detailed description of the final product or products that will be created from the planning activity. For

example: preparation of funding applications (CDBG or other), financial feasibility study, preliminary engineering or architectural plans, phase one environmental site assessment, NEPA and CEQA reviews, final plans and specifications for projects, payment of project development costs (fees, acquisition, construction). If this is a project specific planning activity, state when the project implementation could begin and when the project will be completed.

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

**NOTE:** Some planning activities may involve both General and ED components. For example, a city-wide wastewater master plan could be done under the non-project specific general allocation and/or under the ED non-project specific allocation. If this is the case, also provide justification of why the grantee is applying under both allocations. Do not double count costs on budget charts.

### **Additional Information for Economic Development Studies**

8. **Assistance to For-Profit Businesses:** For economic development planning activities involving a for-profit business or developer, include the proper letter as per CDBG State Regulations, Title 24 CA Code of Regulations, 7062.1(d)(3)(C) require that if a jurisdiction is using PTA funds for direct assistance to a for-profit business, the application must include a letter from the benefiting business that (i) explains why the benefiting business is unable to provide funding for the activity; and (ii) conditionally commits the business to proceeding with the activities that are the subject of the grant.
  
9. **Requirements for a Local Economic Development Plan:** Applicants requesting funds for developing or updating a local Economic Development Plan (EDP) will be asked to review and when possible use the information in **Attachment 16** as part of the final product. The new EDP can be used in future State CDBG Enterprise Funding applications to make the jurisdictions funding proposal more competitive and also to provide a strategy for expending State CDBG Enterprise and Micro Enterprise funding under open grants and under local PI business assistance revolving loan accounts.

### **Activity Budget Chart**

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

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

## **Schedule 1 - Activity Budget Chart**

1. Enter the activity name in box at top left of form.
2. Enter each major task in completing the activity, showing cash match tasks first at the top.
3. Enter a breakout of hours, hourly rate and cost (hourly rate multiplied by hours) for work to be completed by both the jurisdiction staff and/or contractor.
4. For the local cash match and other funds being used on the study, please enter the amounts and provide a total line item cost in last column.
5. Enter totals and double check to ensure numbers add properly.

## **Activity Tasks and Milestones Chart**

### **Schedule 2 – Tasks and Milestones Chart**

1. Enter the activity name in box at top left of form.
2. Enter each major task in completing the study activity, showing cash match tasks first at the top.
3. Under the annual milestone quarterly columns place an “X” on each line with a task to indicate when the task will be completed.
4. At the bottom of the chart show the date when the activity will be completed and the grant closed-out (within 90 days after the grant ends).

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

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

The Department reserves the option of revising cost items shown in 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 06/2009 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 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 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

**OTC Start:** Applications will be accepted from May 25, 2011 at 8:00 a.m. through June 16, 2011, on a continuous basis. As long as funds are available, all the applications received will be accepted for funding.

## **Faxed or e-mailed applications will not be accepted**

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

## SECTION H: APPLICATION SUMMARY FORM

Complete one Application Summary Form for either the economic development allocation or general allocation, or both. **Follow the instructions in Section G.** Call your General or Economic Development 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**  
Planning and Technical Assistance Allocations



**1.a Applicant Information**

**ED Allocation Application**      and/or       **General Allocation Application**

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**

<b>Activity Title</b> - Insert only one ED or General activity title per line in this table, and indicate ED or General. See sample list of project activity titles provided in <b>Attachment 4.</b>	<b>ED / Gen</b>	<b>Non-Project Specific Planning Activities</b>	<b>Project Specific Planning Activities</b>
	/	\$	\$
	/	\$	\$
	/	\$	\$
	/	\$	\$
	/	\$	\$
	/	\$	\$
General Administration (not to exceed 5 percent of funds requested)		\$	\$
<b>Total Amount Requested</b>		\$0.00	\$0.00
<b>Grand Total</b> (Max. \$140,000)		\$	

**3. List of Cash Match Sources**

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

\* **NOTE** - 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 Population 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       | 12. <input type="checkbox"/> Victims of Domestic Violence |
| 5. <input type="checkbox"/> Single Men          | 13. <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, Public Facilities or Public Improvements	Persons	_____
Housing or Public Works	Housing Units	_____
Housing Acquisition	Households	_____
Economic Development	Jobs	_____

**7. Previous Awards**

Has the jurisdiction previously submitted an application and been awarded PTA funds in this current fiscal year (2010-2011)?  **No.** If no, skip to number 8:  **Yes.** If yes, continue describing:

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

\_\_\_\_\_

---

General \$\_\_\_\_\_. 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 Applicant**

Name \_\_\_\_\_  
(Type or Print)

Title \_\_\_\_\_  
(Type or Print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ADDITIONAL SIGNATURES REQUIRED FOR JOINT APPLICATIONS ONLY**

Name \_\_\_\_\_  
(Type or Print)

Title \_\_\_\_\_  
(Type or Print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**10. Citizen Participation Process for Application**

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

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

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

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

**11. Hold Out Status of Applicant**

Has the applicant received a Hold Out letter from the Department?

**Yes** (Date of letter: \_\_\_\_\_)                       **No**

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

**Yes** (Date of letter: \_\_\_\_\_)                       **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.)

<b>14. Program Income Committed Planning Activities</b>		
A. 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 (please specify if ED or Gen activity→).  <b><u>Activity Titles:</u></b>	<b>Specify ED or General</b>	<b>Dollar Amount Committed (Per Resolution) Attach Resolution</b>
B. Total Dollar Amount of PI funds <b>Committed</b> to activities in this application.		\$ _____
<p><b><u>NOTE:</u></b> Planning activities have the following rules when using PI:</p> <p>A. PI funds used for planning activities are considered General Administration (GA) or Activity Delivery (AD) funds. The combined cost for GA and AD is limited to 18% of a jurisdiction’s annual PI expenditures. As such, PI funds must be expended on PI-eligible activities (for example, from an existing Revolving Loan Account for Housing Rehab; or through a PI Waiver project) <u>prior</u> to being able to use PI for GA or AD costs. Please ensure PI has been or will be spent on eligible activities, so that the 18 percent in GA and AD can be available for committing to the planning grant. Do not commit PI funds to the PTA grant in excess of an amount that will equal 18% or less of your jurisdiction’s total annual expenditure of PI.</p> <p>B. All PI that is being committed to planning 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.</p> <p>C. All PI committed to planning activities <b><u>must be spent first</u></b>, prior to drawing down any State CDBG grant funds.</p>		

**15. NEPA Environmental Compliance Documents**

Finding of Exemption Form

**FINDING OF EXEMPTION**

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

List Each Exempt Activity with a brief description:

**NEPA Citation**

1. General Administration Activities

58.34 (a) (3)

2.

3.

4.

\_\_\_\_\_  
Printed Name of Authorized Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FORM 58.6**

**ACTIVITY DESCRIPTION FOR EACH PROPOSED EXEMPT ACTIVITY:**

- 1) General Administration Activities
- 2)
- 3)

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

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

**STATUTES and REGULATIONS listed at 24 CFR 58.6**

**FLOOD DISASTER PROTECTION ACT**

1. Does the project involve acquisition, construction or rehabilitation of structures located in a FEMA-identified Special Flood Hazard?

(  ) No; Cite Source Document: **Planning Study will not impact 100 year flood zone.**

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 Special Flood Hazard Areas**).

**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

<b>SECTION I: SAMPLE APPLICATION TABLE OF CONTENTS</b>
--

Page #	CONTENT
	Application Summary Form (completed and signed)
	Hold Out Status, Growth Control and Housing Element Compliance (attached compliance documents if required)
	Program Income Commitment Chart
	Environmental Clearance (executed Finding of Exemption and Form 58.6)
	Resolution of the Governing Body (original or certified copy)
	Statement of Assurances (06/2009 revision signed by Chief Executive Officer)
	OMB Circular A-133 (completed and signed)
	Joint Powers Agreement (only if a Joint Application)
	Citizen participation – copy of <b>two</b> public hearing notices. One for design-phase hearing and one for application approval hearing.
	Letters received from citizens regarding application and applicant responses (if any)
	Section 504 Self-evaluation (completed and signed)
	*Activity Description Form for _____(project specific or non-project specific)
	*Budget Chart, Schedule 1 - complete for each activity
	*Task and Milestone Chart, Schedule 2 - complete for each activity
	*Letters of intent of commitment from business owner (applicable to ED only)
	*Documentation of meeting HUD national objective, TIG or Slums and Blight for the proposed activity (as required in <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 six items represent one proposed activity. If a second activity is proposed in the application, six more lines should be added to the table to show the second activity, or twelve more lines if two additional activities are proposed.

<b>SECTION J: NON-PROJECT SPECIFIC PLANNING ACTIVITY DESCRIPTION FORM</b>
---

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

1. **Allocation:** ED  General

2. **Activity Title:** \_\_\_\_\_

3. **Amount Requested for Activity:** \$\_\_\_\_\_.

4. **General Allocation Activity National Objective:** For General Allocation PTA activity, check **one** line and describe immediately 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, including Census Tract and Block Group maps, at the back of this activity description section.

Jurisdiction-Wide

Targeted Area

**Or**, for the National Objective of Elimination of Slums and Blight, check the line below and immediately below it, explain and document how the activity will meet the National Objective of Elimination of Slums and Blight.

Elimination of Slums and Blight, attach documentation of area or spot basis, and attach to this set of activity forms.

5. **Economic Development Activity National Objective:** For ED PTA activities only. Check **one** line indicating which national objective this activity addresses. Explain and document how the activity will meet that objective. Review **Attachment 5** to learn about documenting ED national objectives. This is a required threshold item and not completing this section will lead to the application not being funded.

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

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- Elimination of Slums and Blight, attach documentation of area or spot basis and attach to this set of activity forms.

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

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

7. **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.

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

**ADDITIONAL INFORMATION FOR ECONOMIC DEVELOPMENT STUDIES:**

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

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

Name: \_\_\_\_\_

Attached Letters from Business on Pages \_\_\_\_\_

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

**No**, skip to number 10.

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

**Yes**

**No**

The State CDBG program has provided recommendations for development of a regional or local economic development plan. **See Attachment 16.** Applicants requesting funds for developing or updating an economic development plan should use these plans to better structure the local business assistance and micro enterprise programs they operate.

### 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:	2011 Milestones				2012 Milestones				2013 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. **Allocation:** ED  General
  
2. **Activity Title:** \_\_\_\_\_
  
3. **Amount Requested for Activity:** \$\_\_\_\_\_.
  
4. **General Allocation Activity National Objective:** For **General Allocation** PTA activity, check **one** line and describe immediately 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, including Census Tract and Block Group maps, at the back of this activity description section.
  - Jurisdiction Wide
  - Targeted Area

**Or**, for the National Objective of Elimination of Slums and Blight, check the line below and immediately below it, explain and document how the activity will meet the National Objective of Elimination of Slums and Blight.

  - Elimination of Slums and Blight, attach documentation of area or spot basis, and attach to this set of activity forms.
  
5. **Economic Development Activity National Objective and Public Benefit:** For **ED** PTA activities, please check **one** line indicating the National Objective this activity addresses and describe how the activity will meet that objective. Review **Attachment 5** before completing this part. Also, check box and describe how public benefit of job creation will be met by conducting this proposed study.

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

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

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

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

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

### **ADDITIONAL INFORMATION FOR ECONOMIC DEVELOPMENT STUDIES**

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

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

### Project Specific Planning Activity Budget

Activity Title: _____	City/County Staff Hours					Consultant Hours					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 2

**Project Specific Task and Milestone Chart**

Year:	2011 Milestones				2012 Milestones				2013 Milestones			
Activity Title: _____	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4
List of Tasks												
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
11.												
12.												

**\*Place "X" in columns under quarter/ year to indicate when task will be completed. Do not show GA reporting.**

**\*Grants cannot exceed 24 Months.**

## SECTION 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	Sample 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 06/2009) signed by Chief Executive Officer
Attachment 9	Required Signed OMB Circular A-133
Attachment 10	Joint Powers Agreement (only required if doing a joint application)
Attachment 11	Citizen Participation Process, Sample Public Notices and Public Participation File 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 2010 Income Limits and HUD Low Moderate Income Census Charts on HCD Web Site
Attachment 16	Baseline information gathering and analysis recommended for developing economic development plans

## 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. However, please **NOTE**: Any application re-submitted after correcting threshold deficiencies will be “officially received” and date stamped as of the re-submission date.

### **List of Criteria and where information can be found:**

<b><i>Criterion</i></b>	<b><i>For more information</i></b>
1) Eligible Applicant <b>NOT</b> on State CDBG Hold Out List	Section D & Attachment 2
2) Housing Element & Growth Control in Compliance	Application Summary Form and Attachment 3
3) Eligible Activity(s)	Section B & Attachment 4
4) Documentation of meeting a HUD National Objective <u>And</u> Public Benefit for ED studies.	Attachment 5
5) Original or Certified 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 (06/2009)	Attachment 8
9) Completed & Signed OMB Circular A-133 Form	Attachment 9
10) Signed Joint Powers Agreement (only if it is a joint application)	Attachment 10
11) Correct Public Hearing Process Completed	Attachment 11

<b>ATTACHMENT 2: ELIGIBLE JURISDICTIONS, CASH MATCH PERCENTAGES</b>
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<u>Jurisdiction</u>	<u>County</u>	<u>TIG%</u>	<u>Cash Match %</u>	<u>General Representative</u>	<u>Economic Development Representative</u>
<b>Alpine Co.</b>	Alpine	42.8	23	Jay Cook	John Almanza
Alturas	Modoc	54.6	25	Stoyan Elitzin	John Almanza
Amador City	Amador	47.8	6	Jay Cook	Jon Diedesch
Amador Co.	Amador	39.1	7	Jay Cook	Jon Diedesch
American Canyon	Napa	39.8	14	JoAnn Nash	John Almanza
Anderson	Shasta	59.3	15	Stoyan Elitzin	Patrick Talbott
Angels	Calaveras	45.0	15	Jay Cook	Jon Diedesch
Arcata	Humboldt	55.0	10	Max Emami	Patrick Talbott
Artesia	Los Angeles	11.5	104.22	Lynda Boyle	Jim Miwa
Atwater	Merced	43.5	7	JoAnn Nash	John Almanza
Auburn	Placer	33.6	25	Jay Cook	John Almanza
Avalon	Los Angeles	42	25	Lynda Boyle	Jim Miwa
Avenal	Kings	61.8	1	Diane Moroni	Patrick Talbott
Benicia	Solano	26.1	18	JoAnn Nash	John Almanza
Biggs	Butte	45.6	1	Max Emami	Patrick Talbott
Bishop	Inyo	53.5	25	Jay Cook	John Almanza
Blue Lake	Humboldt	45.4	4	Max Emami	Patrick Talbott
Brawley	Imperial	51.7	7	Linda Boyle	Jon Diedesch
<b>Butte Co.</b>	Butte	44.1	1	Max Emami	Patrick Talbott
<b>Calaveras Co.</b>	Calaveras	38.0	5	Jay Cook	Jon Diedesch
Calexico	Imperial	59.3	12	Linda Boyle	Jon Diedesch
Calimesa	Riverside	44.0	7	Linda Boyle	Jon Diedesch
Calipatria	Imperial	54.2	1	Linda Boyle	Jon Diedesch
Calistoga	Napa	58.1	12	JoAnn Nash	John Almanza
Capitola	Santa Cruz	44.1	25	Diane Moroni	Jim Miwa
Carmel	Monterey	26.7	25	Diane Moroni	Jim Miwa
Chowchilla	Madera	48.9	6	John Burke	John Almanza
Clearlake	Lake	67.6	8	Joann Gonzales	John Almanza
Coachella	Riverside	70.8	8	Linda Boyle	Jon Diedesch
Colfax	Placer	52.0	25	Jay Cook	John Almanza
Colusa	Colusa	37.4	19	Joann Gonzales	Jon Diedesch
<b>Colusa Co.</b>	Colusa	43.2	4	Joann Gonzales	Jon Diedesch
Corcoran	Kings	55.1	5	Diane Moroni	Patrick Talbott
Corning	Tehama	53.7	25	Joann Gonzales	Patrick Talbott
Crescent City	Del Norte	63.5	13	Stoyan Elitzin	Patrick Talbott
<b>Del Norte Co.</b>	Del Norte	49.0	4	Stoyan Elitzin	Patrick Talbott
Del Rey Oaks	Monterey	19.8	16	Diane Moroni	Jim Miwa
Delano	Kern	61.8	7	John Burke	Jim Miwa
Dinuba	Tulare	55.6	12	JoAnn Nash	Jon Diedesch
Dixon	Solano	41.6	25	JoAnn Nash	John Almanza
Dorris	Siskiyou	67.8	3	Stoyan Elitzin	Jim Miwa
Dos Palos	Merced	50.8	7	JoAnn Nash	John Almanza
Dunsmuir	Siskiyou	61.3	4	Stoyan Elitzin	Jim Miwa

<u>Jurisdiction</u>	<u>County</u>	<u>TIG%</u>	<u>Cash Match %</u>	<u>General Representative</u>	<u>Economic Development Representative</u>
<b>El Dorado Co.</b>	El Dorado	34.3	5	Jay Cook	Jim Miwa
Etna	Siskiyou	52.9	5	Stoyan Elitzin	Jim Miwa
Eureka	Humboldt	54.0	25	Max Emami	Patrick Talbott
Exeter	Tulare	47.4	6	JoAnn Nash	Jon Diedesch
Farmersville	Tulare	63.0	7	JoAnn Nash	Jon Diedesch
Ferndale	Humboldt	30.1	9	Max Emami	Patrick Talbott
Firebaugh	Fresno	62.6	9	John Burke	Patrick Talbott
Fort Bragg	Mendocino	51.4	25	Max Emami	John Almanza
Fort Jones	Siskiyou	56.2	16	Stoyan Elitzin	Jim Miwa
Fortuna	Humboldt	45.2	12	Max Emami	Patrick Talbott
<b>Glenn Co.</b>	Glenn	48.1	4	Joann Gonzales	Patrick Talbott
Gonzales	Monterey	55.0	5	Diane Moroni	Jim Miwa
Grass Valley	Nevada	62.5	25	Jay Cook	Jon Diedesch
Greenfield	Monterey	67.8	4	Diane Moroni	Jim Miwa
Gridley	Butte	56.4	16	Max Emami	Patrick Talbott
Guadalupe	Santa Barbara	68.2	4	John Burke	John Almanza
Gustine	Merced	40.4	5	JoAnn Nash	John Almanza
Hidden Hills	Los Angeles	6.5	2	Linda Boyle	Jim Miwa
Hollister	San Benito	43.3	10	Diane Moroni	Jim Miwa
Holtville	Imperial	45.8	5	Linda Boyle	Jon Diedesch
Hughson	Stanislaus	43.9	9	Diane Moroni	John Almanza
<b>Humboldt Co.</b>	Humboldt	45.5	2	Max Emami	Patrick Talbott
Huron	Fresno	72.2	2	John Burke	Patrick Talbott
Imperial	Imperial	27.9	16	Linda Boyle	Jon Diedesch
<b>Imperial Co.</b>	Imperial	51.7	1	Linda Boyle	Jon Diedesch
Indian Wells	Riverside	17.0	21	Linda Boyle	Jon Diedesch
Industry	Los Angeles	43.7	25	Linda Boyle	Jim Miwa
<b>Inyo Co.</b>	Inyo	42.0	6	Jay Cook	John Almanza
lone	Amador	45.8	5	Jay Cook	Jon Diedesch
Jackson	Amador	44.2	25	Jay Cook	Jon Diedesch
King City	Monterey	63.3	9	Diane Moroni	Jim Miwa
<b>Kings Co.</b>	King	48.9	2	Diane Moroni	Patrick Talbott
<b>Lake Co.</b>	Lake	49.3	4	Joann Gonzales	John Almanza
Lakeport	Lake	44.8	25	Joann Gonzales	John Almanza
Lassen	Lassen	41.1	3	Stoyan Elitzin	Patrick Talbott
Lemoore	Kings	38.1	7	Diane Moroni	Patrick Talbott
Lincoln	Placer	45.0	4	Jay Cook	John Almanza
Lindsay	Tulare	67.2	5	JoAnn Nash	David Nelson
Live Oak	Sutter	57.6	2	Joann Gonzales	Jon Diedesch
Livingston	Merced	55.1	6	JoAnn Nash	John Almanza
Loomis	Placer	32.2	20	Jay Cook	John Almanza
Los Banos	Merced	35.3	8	JoAnn Nash	John Almanza
Loyalton	Sierra	42.2	9	Robert Jones	Jon Diedesch
<b>Madera Co.</b>	Madera	39.9	5	John Burke	John Almanza
Mammoth Lakes	Mono	39.5	25	Jay Cook	John Almanza
Maricopa	Kern	TBD	4	John Burke	Jim Miwa
Marina	Monterey	44.0	6	Diane Moroni	Jim Miwa

<u>Jurisdiction</u>	<u>County</u>	<u>TIG%</u>	<u>Cash Match %</u>	<u>General Representative</u>	<u>Economic Development Representative</u>
<b>Mariposa Co.</b>	Mariposa	39.1	8	Jay Cook	Jon Diedesch
<b>Mendocino Co.</b>	Mendocino	41.2	4	Max Emami	John Almanza
<b>Merced Co.</b>	Merced	44	3	JoAnn Nash	John Almanza
<b>Modoc Co.</b>	Modoc	49.6	2	Stoyan Elitzin	John Almanza
<b>Mono Co.</b>	Mono	38.1	3	Jay Cook	John Almanza
Montague	Siskiyou	59.9	4	Stoyan Elitzin	Jim Miwa
<b>Monterey Co.</b>	Monterey	39.7	2	Diane Moroni	Jim Miwa
Morro Bay	San Luis Obispo	49.9	14	John Burke	John Almanza
Mount Shasta	Siskiyou	46.5	25	Stoyan Elitzin	Jim Miwa
<b>Napa Co.</b>	Napa	37.6	5	JoAnn Nash	John Almanza
Nevada City	Nevada	45.9	25	Jay Cook	Jon Diedesch
<b>Nevada Co.</b>	Nevada	38.4	3	Jay Cook	Jon Diedesch
Orange Cove	Fresno	74.0	1	John Burke	Patrick Talbott
Orland	Glenn	55.8	13	Joann Gonzales	Patrick Talbott
Oroville	Butte	62.1	25	Max Emami	Patrick Talbott
Pacific Grove	Monterey	29.7	10	Diane Moroni	Jim Miwa
Palos Verde Estates	Los Angeles	8.3	2	Linda Boyle	Jim Miwa
Parlier	Fresno	73.1	2	John Burke	Patrick Talbott
Pismo Beach	San Luis Obispo	37.1	24	John Burke	John Almanza
<b>Placer Co.</b>	Placer	30.0	4	Jay Cook	John Almanza
Placerville	El Dorado	50.4	25	Jay Cook	Jim Miwa
<b>Plumas Co.</b>	Plumas	41.5	10	Joann Gonzales	Jon Diedesch
Plymouth	Amador	49.2	15	Jay Cook	Jon Diedesch
Point Arena	Mendocino	56.6	8	Max Emami	John Almanza
Portola	Plumas	53.7	10	Joann Gonzales	Jon Diedesch
Rancho Mirage	Riverside	26.0	25	Linda Boyle	Jon Diedesch
Red Bluff	Tehama	54.4	25	Joann Gonzales	Patrick Talbott
Rio Dell	Humboldt	48.1	3	Max Emami	Patrick Talbott
Rio Vista	Solano	45.7	10	JoAnn Nash	John Almanza
Riverbank	Stanislaus	35.6	6	Diane Moroni	John Almanza
Rocklin	Placer	23.7	12	Jay Cook	John Almanza
<b>San Benito Co.</b>	San Benito	41.4	3	Diane Moroni	Jim Miwa
San Joaquin	Fresno	73.9	3	John Burke	Patrick Talbott
San Juan Bautista	San Benito	53.7	25	Diane Moroni	Jim Miwa
San Juan Capistrano	Orange	40.3	22	Linda Boyle	Jim Miwa
Sand City	Monterey	63.7	25	Diane Moroni	Jim Miwa
<b>Santa Cruz Co.</b>	Santa Cruz	36.6	3	Diane Moroni	Jim Miwa
Scotts Valley	Santa Cruz	26.9	16	Diane Moroni	Jim Miwa
<b>Shasta Co.</b>	Shasta	42.4	16	Stoyan Elitzin	Patrick Talbott
Shasta Lake	Shasta	53.3	6	Stoyan Elitzin	Patrick Talbott
<b>Sierra Co.</b>	Sierra	38.1	4	Jay Cook	Jon Diedesch
<b>Siskiyou Co.</b>	Siskiyou	47.1	1	Stoyan Elitzin	Jim Miwa
<b>Solano Co.</b>	Solano	34.5	1	JoAnn Nash	John Almanza
<b>Soledad</b>	Monterey	58.1	2	Diane Moroni	Jim Miwa

<u>Jurisdiction</u>	<u>County</u>	<u>TIG%</u>	<u>Cash Match %</u>	<u>General Representative</u>	<u>Economic Development Representative</u>
Sonora	Tuolumne	50.6	25	John Burke	Jon Diedesch
South Lake Tahoe	El Dorado	56.1	25	Jay Cook	Jim Miwa
St. Helena	Napa	38.0	25	JoAnn Nash	John Almanza
Suisun City	Solano	33.5	4	JoAnn Nash	John Almanza
Susanville	Lassen	39.3	9	Stoyan Elitzin	Patrick Talbott
<b>Sutter Co.</b>	Sutter	34.0	3	Joann Gonzales	Jon Diedesch
Sutter Creek	Amador	35.5	13	Jay Cook	Jon Diedesch
Taft	Kern	42.4	13	John Burke	Jim Miwa
Tehama	Tehama	50.2	1	Joann Gonzales	Patrick Talbott
<b>Tehama Co.</b>	Tehama	47.4	2	Joann Gonzales	Patrick Talbott
Trinidad	Humboldt	30.8	25	Max Emami	Patrick Talbott
<b>Trinity Co.</b>	Trinity	48.9	6	Max Emami	Patrick Talbott
Truckee	Nevada	27.6	19	Jay Cook	Jon Diedesch
<b>Tulare Co.</b>	Tulare	56.9	2	JoAnn Nash	Jon Diedesch
Tulelake	Siskiyou	60.3	6	Stoyan Elitzin	Jim Miwa
<b>Tuolumne Co.</b>	Tuolumne	37.6	7	John Burke	Jon Diedesch
Ukiah	Mendocino	46.5	25	Max Emami	John Almanza
Vernon	Los Angeles	16.0	25	Linda Boyle	Jim Miwa
Wasco	Kern	58.2	4	John Burke	Jim Miwa
Weed	Siskiyou	56.4	25	Stoyan Elitzin	Jim Miwa
West Sacramento	Yolo	60.2	25	JoAnn Nash	Patrick Talbott
Westmorland	Imperial	60.8	7	Linda Boyle	David Nelson
Wheatland	Yuba	45.5	3	John Burke	Jon Diedesch
Williams	Colusa	51.0	12	Joann Gonzales	Jon Diedesch
Willits	Mendocino	50.1	25	Max Emami	John Almanza
Willows	Glenn	52.4	14	Joann Gonzales	Patrick Talbott
Winters	Yolo	40.2	5	JoAnn Nash	Patrick Talbott
Woodlake	Tulare	69.5	4	JoAnn Nash	Jon Diedesch
<b>Yolo Co.</b>	Yolo	53.3	1	JoAnn Nash	Patrick Talbott
Yountville	Napa	41.5	15	JoAnn Nash	John Almanza
Yreka	Siskiyou	48.0	25	Stoyan Elitzin	Jim Miwa
<b>Yuba Co.</b>	Yuba	51.6	5	John Burke	Jon Diedesch

**NOTES:**

1. The Cash Match data in this Attachment was obtained in June 2010 from the State Controller's Office. The data are contained in a report entitled, Sales & Use Tax Revenues Per Capita & Estimated Population, 2007-2008 Fiscal Year.
2. 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)
3. TIG percentage of each jurisdiction was calculated based on recent data provided by HUD.
4. 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 not participating in the county's entitlement program.

## **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 (Housing Element approved and adopted by the jurisdiction's governing board by the date of the application) cannot be awarded funds. If you do not know the status of your Housing Element you must call Paul McDougall at (916) 322-7995 to verify compliance. Applicants should verify this information before they fill out an application for funding.

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

### **Statutory Authority for Compliance**

Program Regulations, Health and Safety Code Section 50830.

### **Definition of Growth Control Measure**

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

1. The building permits that may be used for residential construction; or,
2. The buildable lots that may be developed for residential purposes.

Section 50830 does not apply to:

1. An ordinance adopted by a city or county that does any of the following:
  - a. Imposes a moratorium to protect the public health and safety on residential construction for a specified period of time if, under the terms of the ordinance, the moratorium will cease when the public health and safety is no longer jeopardized by the construction;
  - b. Creates agricultural preserves under Chapter 7 (commencing with Section 51200) of Part 2 of Division 1 of Title 5 of the government code; or,
  - c. 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 or a business development project. Also, in the case of a public works project, the property for the project can have site control proven by 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; a 15 unit farm worker housing project; a Head Start day care facility; or a transitional housing project, or developing a new water treatment facility. In the case of an Economic Development project, the applicant may have selected to complete a comprehensive business plan for a specific profit or not-for-profit business that does not yet have complete site control. This type of project specific study may involve identifying a potential project site.

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. For example, a drug store that wants to locate in the community but does not have a site. The City can sponsor a study to assist in locating a site and doing some of the feasibility analysis for the project (however, the City must show the business is not able to afford to do the study on its own).

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

## GENERAL ALLOCATION PROJECT SPECIFIC ACTIVITY

### **Housing Project Activity Titles**

- Development of 15 unit new construction rental housing project (limited CDBG activities)
- Development of 30 unit new construction homeownership project (limited CDBG activities)
- Development of off-site infrastructure in support of 15 unit new construction rental housing project
- Development of off-site infrastructure in support of 30 unit new construction project
- Rehabilitation project for an existing 20 unit affordable rental housing
- Rehabilitation project of on-site infrastructure for an existing 40 unit mobile home park
- Development of a 30 unit affordable mobile home park
- Preservation of existing affordable mobile home park project
- Preservation of an existing affordable rental housing project
- Conversion of an existing market rate rental housing project into a TIG project
- Conversion of an existing facility into 11 units of senior rental housing development

### **Community Facility Project Activity Titles**

- Development of a new Head Start day care facility for 30 children
- Development of a new 5,000 sq. ft. senior center **or** health care facility **or** food distribution center, etc.
- Rehabilitation of a 10,000 sq. ft. facility for teen after school program
- Rehabilitation of existing facility for transitional housing **or** job training center **or** other public service(s)
- Rehabilitation of existing police or fire station
- Conversion of existing facility into a police station or fire station
- Construction of new police substation or fire station
- Rehabilitation of public building to comply with ADA
- Replacement of existing playground equipment in an existing park
- Installation of new skateboard park in an existing park
- Development of a new park

## **Public Work Project Activity Titles**

- Installment of a New Storm Water Drainage Improvements in \_\_\_\_\_ area of the Jurisdiction
- Replacement of Water Lines in \_\_\_\_\_ area of the Jurisdiction
- Replacement of Sewer Lines In \_\_\_\_\_ area of the Jurisdiction
- Rehabilitation/Expansion of a Water Collection **or** Treatment **or** Storage facility
- Rehabilitation/Expansion of a Sewer Treatment facility
- Rehabilitation of Streets in \_\_\_\_\_ area of the Jurisdiction
- Replacement of Curb and Gutter and Sidewalk in \_\_\_\_\_ area of the Jurisdiction
- Development of ADA Curb Cuts throughout Jurisdiction
- Installation of new sidewalks in \_\_\_\_\_ area of the Jurisdiction
- Street Scrape Improvements of Lighting and Benches in \_\_\_\_\_ area of Jurisdiction
- Establishment of an Assessment District to Install Water Treatment and Distribution System
- Establishment of an Assessment District to Install Sewer Treatment and Collection System
- Development of Public Parking Facility for Business District
- Water System Well Testing and Test Well Drilling \*

<b>GENERAL ALLOCATION NON-PROJECT SPECIFIC ACTIVITY</b>
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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 (ED loans or housing rehabilitation loans) but these program studies are not considered project specific. The list below has examples of non-project specific activity titles.

## **Housing Study Titles**

- Community Land Trust, Development of 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
- Planning to Further Fair Housing

### **Public Works Study Titles**

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

### **Public Service Study Titles**

- Adult Literacy Training
- Child Care<sup>\*\*</sup>
- Public Service Application Preparation
- Domestic Violence Shelter Needs Assessment / Program Development
- Food Bank or Free Meals<sup>\*\*</sup>
- Health Care Clinic Needs Assessment<sup>\*\*</sup>
- Homeless Shelter Services
- Individual Development Account (IDA) Program Development
- Job Training<sup>\*\*</sup>

- 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\*

**ECONOMIC DEVELOPMENT ALLOCATION PROJECT SPECIFIC ACTIVITY**

**ED Project Activity Titles**

- CDBG Over the Counter Application Preparation
- Business Incubator Project Development
- Business Site Development (bare land or rehabilitation of existing facility)
- Business Expansion Plan for Existing Business (new site development or increase existing facility)
- Enterprise Zone Funding Application Preparation Project

**ECONOMIC DEVELOPMENT ALLOCATION NON-PROJECT SPECIFIC ACTIVITY**

- Regional or Local Economic Development Plan
- CDBG Enterprise Fund Application Preparation
- Existing Telecommunications Infrastructure Analysis
- Business Infrastructure Needs Assessment
- Business Retention Assessment and Strategy
- Retail Sales Development Plan
- Service Sector Jobs Development Plan
- Military Base Conversion Assessment and Development Plan

- Co-Op Website Development Plan
- Downtown Economic Development Revitalization Strategy
- Economic and Market Analysis Study
- Transportation Constraints/Opportunities Study for Business Development
- Airport Management Plan
- Industrial Park Development Study
- Industrial Land and Business Inventory System Study
- Rail Corridor Study
- Target Industry Study
- Tourism Marketing Strategy
- Geographic Information System (GIS) Base Maps \*
- Geospatial Data Compilation and Implementation Strategy \*
- Downtown Economic Revitalization Plan \*

**NOTE:** Those 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, an 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 or ED 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. There are two National Objectives that PTA activities must show a connection to:

- \* Benefit Low- and Moderate-Income Persons or Households (Department uses the term “Targeted Income Group” (TIG) instead of low-moderate income); and,
- \* Elimination or prevention of slums or blight (area wide or spot basis).

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

### **Definition of Targeted Income Group**

Persons of low and moderate-income are defined as families and individuals whose incomes do not exceed 80 percent of the area median income (AMI), 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 with incomes at or below 80 percent AMI. See **Attachment 15** for current income limits.

### **Limited Clientele Activities (General Allocation Activities Only)**

The term “Limited Clientele” refers to individuals who belong to a protected class of people, per federal government guidelines. 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. Activities that benefit a limited clientele group are generally presumed by HUD to principally benefit TIG persons for CDBG purposes. Contact the General or Economic Development Representative assigned to your jurisdiction if you need more information on how this may apply to your activity.

### **National Objective for Each Allocation**

**For General or ED Programs:** One of two National Objectives can be met.

State law allows any proposed PTA activity to satisfy either of the two HUD National Objectives (1) aiding in the prevention or elimination of slums and blight or (2) benefiting TIG-low income persons or households. The National Objective known as Urgent Need is not permitted to be used for PTA grants.

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

## **Documentation Required for 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 of a specific area of the jurisdiction, TIG area benefit must be documented (Census Tract and Block Group maps). TIG area documentation sources include: household income surveys (using guidance in **Attachment 14**); and use of HUD low-moderate income data that is able to show TIG percentages for census tracts.

- **Elimination of Slums and Blight:**

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

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

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

- **Benefit to the TIG:**

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

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

- Elimination of Slums and Blight:

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

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

- Job Creation for Public Benefit:

ED micro enterprise program studies do not require job creation documentation (check line and write this on activity form). ED studies for business assistance must show job creation. Studies leading directly to development of a business assistance loan program will have job creation via the program’s job creation requirement (write this on activity form). Non specific studies not leading directly to a business assistance loan program can forecast the number of jobs created and the number of TIG jobs created (write this on activity form). These forecast numbers will be used to document at least 51 percent TIG benefit for meeting HUD’s National Objective. The formula for ED job projections must include(1-4):

1. A list of industries to be expanded, developed or attracted to the jurisdiction or project area—based on local historical data or projections of future development;
2. Independent, historical or projected third party data for average number of jobs created, by job-title, for each type of industry identified in No. 1 above;
3. Number of industries projected to be expanded, developed or attracted for this grant—listed by industry classification;
4. The product of No. 2 above and No. 3 above (number of jobs by job-title multiplied by the number of jobs to be created by industry, by job-title) will produce the job creation estimate for new business or business growth by industry.

**For example:**

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

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

\*SIC: Standard Industrial Codes

- A. Job titles for General Merchandise industry might include clerk, janitor, etc.
- B. Estimate the number of clerks and janitors, etc.
- C. Estimate the number of industries that may expand by the PTA study.
- D. Multiply the number of jobs by job-title for each of the industries that might expand as a result of the proposed PTA grant. Total all jobs by title. This total number becomes your estimated number of jobs resulting from the implementation of planning study results. Thus you have built an estimate based upon the number of jobs in each job-title for each industry the PTA study might impact.

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

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

A resolution approving an application for the CDBG Program is to include, at minimum, the following information. Applicants have the option to include any additional pertinent information. Cash match (See **Attachments 2 and 7**) may be attributed to the ED Allocation or the General Allocation if desired. **One Resolution should be adopted for the entire application.**

RESOLUTION NO. \_\_\_\_

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

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

**SECTION 1**

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

(list activity titles and dollar amounts),

**SECTION 2**

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

**SECTION 3**

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

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

**SECTION 4**

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

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

SECTION 5

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

SECTION 6

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

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

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Name and Title  
City Council/Board of Supervisors

STATE OF CALIFORNIA  
City/County of \_\_\_\_\_

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

\_\_\_\_\_  
Name, City/County Clerk of the City/County  
of \_\_\_\_\_, State of California

By: \_\_\_\_\_  
Name, Title

## **ATTACHMENT 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 the most current 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 if 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 and activity delivery 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) and Activity Delivery (AD) expenses requires applicants to spend PI on actual activities prior to booking GA and AD 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: <http://www.hcd.ca.gov/fa/cdbg/manual/Chapter2ProgramOperators.doc>)
- Grantees are ultimately responsible for ensuring the availability and expenditure of the cash match.

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

### **Cash Match Accounting**

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

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

## ATTACHMENT 8: STATEMENT OF ASSURANCES

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

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

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

The following is the Statement of Assurances Form. Earlier versions of the Statement of Assurances will not be accepted.

## STATEMENT OF ASSURANCES (June 2009) - Forms

*By checking the boxes 1-22, the certifier assures the statements are true.*

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

1. Legal Authority  
It possesses legal authority to apply for the grant and to execute the proposed program.
2. Application Authorization  
Its governing body has duly adopted or passed as an official act or resolution, motion, or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the applicant's chief executive officer or other designee to act in connection with the application and to provide such additional information as may be required.
3. Citizen Participation  
It has or will comply with all citizen participation requirements, which include, at a minimum, the following components:
- a. Provides for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blight areas and of areas in which CDBG funds are proposed to be used, and provides for participation of residents in low- and moderate-income neighborhoods as defined by the local jurisdiction; and
  - b. Provides citizens with reasonable and timely access to local meetings, information, and records relating to the grantee's proposed use of funds, as required by CDBG regulations, and relating to the actual use of funds under this title; and
  - c. Provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee; and
  - d. Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program. These include at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodation for the handicapped. This shall include two public meetings: one during the program design, annual performance report preparation, and formal amendments, and a second public hearing shall be conducted prior to application submittal for the community to approve the application being submitted; and

## STATEMENT OF ASSURANCES (June 2009) - Forms

- 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. (Remember: PTA grants may not use Urgent Need as a National Objective.)

5.

### NEPA Environmental Review

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

6.

### CEQA

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

7.

### Audit/Performance Findings

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

8.

### Growth Control

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

## STATEMENT OF ASSURANCES (June 2009) - Forms

- 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).

## STATEMENT OF ASSURANCES (June 2009) - Forms

- i. The prospective contractor's signature affixed hereon and dated shall constitute a certification under the penalty of perjury under the laws of the State of California that the bidder has, unless exempted, complied with the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Code of Regulations, Section 8103.

11. Anti-Displacement/Relocation

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

12. Labor Standards

Will comply with the following regarding labor standards:

- a. Section 110 of the Housing and Community Development Act of 1974, as amended.
- b. Section 1720 et seq. of the California Labor Code regarding public works labor standards.
- c. Davis-Bacon Act as amended (40 USC. 276a) regarding prevailing wage rates.
- d. Contract Work Hours and Safety Standards Act (40 USC 3702) regarding overtime compensation.
- e. Anti-Kickback Act of 1934 (41 USC 51-58) prohibiting "kickbacks" of wages in federally assisted construction activities.

13. Architectural Barriers

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

14. Conflict of Interest

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

15. Limitations on Political Activities

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

16. Lead-Base Paint

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

## STATEMENT OF ASSURANCES (June 2009) - Forms

17. Debarred Contractors  
The applicant or its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal assistance programs, in any proposal submitted in connection with the CDBG program, per the Excluded Party List System ([www.epls.gov](http://www.epls.gov)). In addition, the applicant will not award contracts to or otherwise engage the services of any contractor while that contractor (or its principals) is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation from the covered transaction, in any proposal submitted in connection with the CDBG program under the provisions of 24 CFR part 24.
18. Inspection of Grant Activities  
Will give HUD, the Comptroller General, the State Department of Housing and Community Development, or any of their authorized representatives access to and the right to examine all records, books, papers, or documents related to the grant.
19. Cost Recovery  
Will not attempt to recover any capital costs of public improvements assisted in whole or in part with CDBG funds by assessing properties owned and occupied by targeted income persons unless:
- a. CDBG funds are used to pay the proportion of such assessment that relates to non-CDBG funding; or
  - b. For the purposes of assessing properties owned and occupied by targeted income persons who are not of the lowest targeted income group, it does not have sufficient CDBG funds to comply with the provisions of "a" above.
20. Procurement  
Will follow the federal procurement policies per 24 CFR Sec. 85.36
21. Excessive Force  
Will adopt and enforce policies:
- a. Prohibiting the use of excessive force by its law enforcement agencies against individuals engaged in non-violent civil rights demonstrations; and
  - b. Enforcing applicable State and local law against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstration within its jurisdiction.
22. Compliance with Laws. The jurisdiction will comply with applicable laws.

**STATEMENT OF ASSURANCES (June 2009) - Forms**

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

NAME OF CERTIFYING OFFICIAL:

\_\_\_\_\_ *(print/type)*

CHIEF ADMINISTRATIVE EXECUTIVE:

\_\_\_\_\_ *(enter exact title of person signing)*

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

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

## ATTACHMENT 9: OMB CIRCULAR A-133

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

Pursuant to the requirements of OMB Circular A-133, please check the appropriate 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 2009/2010 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 to access CDBG funding, if awarded.)
- The \_\_\_\_\_ (name of entity) has expended less than \$500,000 in federal funds in fiscal year 2009/2010 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, such as proof of sending the exemption letter to SCO, with this form and the application)

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 (or more) 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 \$70,000 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.

Total number of studies possible: **Three** – two from either the ED or General program, but the third study must be from the “other” program. No more than three PTA grant awards per fiscal year.

**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 FILE REQUIREMENTS**

- Purpose:** To inform citizens of the jurisdiction's opportunity to apply for federal funding.
- To obtain citizen input on what PTA activities should be included in funding proposal to the Department.
- Action Needed:** Public notices; public hearings; public meetings documentation is required with the application. See instructions in **Section G**.

### **CITIZEN PARTICIPATION**

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

### **PUBLIC HEARINGS**

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

#### **Prior to Receiving a State CDBG Grant**

1. At project design phase a public hearing must be held no later than 12 months prior to NOFA release. The hearing should be held at least 30 days prior to the application submittal hearing date to allow adequate time for meaningful public comment. The public hearing notice should be published 10 days prior to the meeting. See Chapter 18 of the current State CDBG grant management manual for noticing requirements.
2. Prior to submittal of an application for funding, a second public hearing must be held, and 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 there is a change in budget greater than 10% of the total contract.

## **At Closeout of a State CDBG Contract**

1. Prior to submitting the Final Product of the PTA activity and the closeout package, a Public Hearing must be held to discuss the Final Product.
2. If project implementation activities occur under the grant, a Grantee Performance Report (GPR) needs to be discussed at the hearing, and the GPR report submitted as part of the grant closeout package. A copy of the published notice of the hearing is also part of the closeout package.

## **Pre-Application Hearing**

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

1. **At Project Design Phase:** At least one public hearing must be held during the time when the applicant is deciding which local project(s) or activity(s) to apply for funding. All residents, especially of the areas where funds will be used, should be encouraged to participate. At this hearing, the following information must be offered:
  - An explanation of the CDBG program;
  - An opportunity for attendees to ask questions and suggest possible uses of funds;
  - Information about the amount of funding available, the range of possible activities that may be undertaken with CDBG funds, and the opportunities for citizen involvement as the program progresses. If submitting an application for both allocations the information must be specific to both the General Allocation and Economic Development;
  - Discussion of the National Objectives of Benefit to Targeted Income Group (TIG) persons, or Elimination of Slums and Blight, as the only two National Objectives allowable under PTA grants;
  - Information about plans to minimize displacement that may occur as a result of grant funding;
  - Information that any assessments resulting from a CDBG-funded TIG project will not be paid by members of the lowest TIG, and whether TIG households who benefit from the project must pay any assessments;
  - An invitation for written comments and how to submit such comments; and,
  - Information about the availability of technical assistance to groups representing TIG persons that request such assistance in developing proposals.
2. **Prior to Submitting an Application for Funding:** After the application has been prepared, and before it is submitted to the Department, the jurisdiction must hold a second hearing. At this time, the same information in the first eight items listed above should be covered. In addition, the jurisdiction should:

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

### **Noticing Requirements**

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

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

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

1. At the **project design stage**, the Public Notice is required to contain information about:
  - The amount of CDBG funds available; and,
  - The kinds of activities that are eligible for funding.
2. At the **application submittal phase**, the Public Notice is required to contain information about:
  - The application's dollar amount;
  - The activities being proposed, including both General and ED activities as applicable; and,
  - A relocation plan, if residents will be relocated as a result of the proposed activity.
3. When any changes are made or actions are taken **during the term of the grant** that have not already been disclosed to the public, the notice should include:
  - Information about the action being taken.

4. Before submitting the Final Product of the PTA activity and the closeout package **at the end of the State CDBG contract term**, the notice should include:
  - Notice that the accomplishments under the grant will be disclosed.

### **Recordkeeping**

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

### **Decisions Regarding Application Content/Grievances and Complaints**

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

### **Sample Notices**

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

## **SAMPLE - NOTICE OF PUBLIC HEARING FOR DESIGN PHASE**

### Notice of Public Hearing for Discussion of Possible State CDBG Applications

NOTICE IS HEREBY GIVEN that a public hearing will be held on \_\_\_\_\_, \_\_\_\_\_, 2011 at 7:00 p.m., city \_\_\_\_\_ or county \_\_\_\_\_ Chambers, \_\_\_\_\_ Street, \_\_\_\_\_, CA, \_\_\_\_\_ in order to discuss possible applications for funding under the next fiscal year's State Community Development Block Grant (CDBG) Program and to solicit citizen input on possible activities to be included in these applications.

The General and Economic Development Allocations of the State CDBG program publish Notices of Funding Availability (NOFA's) each program year (July 1 to June 30). Eligible cities and counties may submit applications for CDBG funds under these NOFA's. Typically, up to \$500,000 is available under the General Allocation NOFA each year. Up to \$500,000 is available under the Economic Development Enterprise Allocation each year. Also, the Economic Development Over-the-Counter Allocation can award up to \$2,500,000 per year. Each year Planning and Technical Assistance Grants, General Allocation Program and the ED Program, applicants can request up to \$140,000 for the city/county of \_\_\_\_\_. PTA applicants are awarded on a first come first serve basis. The Department issues two small NOFA's each year under the Native American and Colonia's Allocations. The Native American Allocation is only for areas where concentrations of low income Native Americans live, who are not part of a federally recognized Indian tribe or Rancheria. The Colonia's funding is only for designated communities within 150 miles of the Mexican-American border.

Eligible activities under the above allocations and NOFA's consist of: housing-new construction projects; housing acquisition and housing rehabilitation programs; community facility and public work projects; public service programs and planning studies. Economic Development (ED) programs and projects are also eligible along with planning activities. Eligible activities (ED and /or General) 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.

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

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

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

## **SECOND NOTICE**

### **SAMPLE - NOTICE OF PUBLIC HEARING FOR APPLICATION SUBMITTAL**

NOTICE IS HEREBY GIVEN that the city/county of \_\_\_\_\_ will conduct a public hearing by the city council/county board on \_\_\_\_\_, 2011, at 8:00 p.m. at the city/county council/board room, \_\_\_\_\_ Street, to discuss the Fiscal Year 2010-11 Community Development Block Grant (CDBG) Planning and Technical Assistance (General Allocation and/or Economic Development) application and to solicit citizen input.

The \_\_\_\_\_ department on behalf of the city/county of \_\_\_\_\_ is applying for the maximum grant amount of \$140,000 under the Planning and Technical Assistance Grant (General Allocation and Economic Development) for the eligible activities: \_\_\_\_\_.

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

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

Published \_\_\_\_\_, 2011

### **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 the 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, incurring costs 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. Upon execution of the contract, grantee may draw down grant funds.

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

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

## **Hiring a Consultant or Contractor**

The grantee has several options:

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

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

### **Small Purchase Process**

In order to qualify for small purchase process, the total cost of the scope of services being procured from all funding sources must be less than \$100,000 (the federal threshold amount for a small purchase procurement), and 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 contractor or consultant using the sole source process. See below under Non-Competitive Proposals (Sole Source) for more information.

### **Request for Proposals and Request for Qualifications**

**Competitive Proposals** in accordance with 24 CFR 85.36(d)(3).

#### **Request for Proposals (RFP)**

1. The RFP must clearly and accurately state the technical requirements for the goods and services required;
2. The grantee must publicize the RFP, and to the maximum extent practicable, honor reasonable requests by parties to have an opportunity to compete;
3. Proposals must be solicited from an adequate number of qualified sources, consistent with the nature and requirements of the procurement. If only one proposal is received, the grantee must write the state and request approval of single source procurement.
4. The grantee must conduct a technical evaluation of the submitted proposals to identify the responsible firms;

5. As necessary, the grantee must conduct negotiations with those firms who are deemed responsive and responsible and fall within a competitive price range, based on the grantee's evaluation of the bidders' pricing and technical proposals. After negotiations, these bidders may be given the opportunity to submit a best and final offer; and
6. The grantee must award the contract to the most responsive and responsible offer, or after price and other factors are considered through scoring the proposals for best and final offers according to predetermined evaluation criteria. The successful proposal/offer 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; or,
2. There is an emergency situation or extremely urgent need and time will not allow other procurement methods.

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

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

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

## **Using Consultants Already Under Contract**

If the jurisdiction has a consultant under a pre-existing, multi-year contract, the State CDBG program will permit the grantee to use that consultant without going through an additional procurement process as long as the 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 to 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 - Forms

### SECTION 504 SELF-EVALUATION

Applicant: \_\_\_\_\_

AREAS DISCUSSED	PROBLEMS	MODIFICATIONS MADE
<p><u>COMMUNICATIONS: Program Publicity</u></p> <p>Public Notices and ads in newspaper?</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?</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>		

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

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

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

- Conducting the Survey/Client Confidentiality
- Survey Questions
- Information About Random Sampling

Applicants may propose to use PTA funds to conduct a survey to determine the percentage of TIG households in a given geographic area or neighborhood. Because CDBG funds must be used to meet a National Objective, (**see Attachment 5 & 15**) any applicant proposing to do an income survey must be reasonably confident before conducting the survey that the area to be surveyed is at least 51 percent TIG.

### **CONDUCTING THE SURVEY/CLIENT CONFIDENTIALITY**

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

Several acceptable methods for preserving anonymity of the respondent include:

1. The surveyor may hand deliver the questionnaire to the respondent and conduct the survey orally. At that time, upon completing this interview, the surveyor would mark off the respondent's address from an address list. If the questionnaire is delivered to the household or mailed and is to be collected at a later date, the collector can mark off the respondent's address at the time of collection.
2. If the questionnaire is to be mailed to respondents and returned by mail, the identifying information (respondent's address) would be on the return envelope. Upon receipt of the completed questionnaire, the address can be checked off the address list and the envelope and questionnaire can be separated. If the applicant uses this method, a statement ensuring respondent confidentiality should be included. Sample language is given below.
  - Replies to this questionnaire are confidential. Confidentiality is protected by not including names on any of the forms. We need a high response to have a chance of getting funded. Addresses are on the return envelopes so we can make follow-up contacts if no questionnaire is received and we need additional questionnaires returned. When we get your envelope and questionnaire in the mail, we will check off that a questionnaire has been received from your house, remove the questionnaire from the envelope, and

dispose of the envelope properly. No identifying information will be kept with the questionnaires and the questionnaires will be tallied as a group.

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

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

## **SURVEY QUESTIONS**

### **Sample Survey Questions**

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

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

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

The reason for collecting income data is for the applicant to make a determination of how many persons surveyed fall into the categories of TIG and above TIG or Non-TIG. The numbers provided in the chart under question #2 should be the current income limits based on family size. Applicants should consult HCD web site and use the 2010 income limits for their county in their questionnaire (see: <http://www.hcd.ca.gov/hpd/hrc/rep/state/incNote.html>). TIG is 80 percent and below of the adjusted area median family income (by definition, TIG includes LTIG). Over TIG is 81 percent and above of the adjusted area median family income.

### **Sample Income Survey Questions**

1. How many persons live in your household?
2. Using the chart below, please do the following:
  - a. Circle the column that matches the size of your household.

- b. On a separate sheet of paper, make a determination of your income (you do not need to state your income on this questionnaire). Use the total household income in the last 12 months or the income claimed in the most recent federal income tax filing. Include gross wages before deductions, public assistance, unemployment benefits, social security, pensions, alimony, child support, net income from owning or operating a farm or business, or any other source of income received regularly.
- c. Compare the income of your family to the figures on the chart in Lines A and B under the column you circled for the size of your household (2a. above).
- d. Read the following questions and make a check mark in the spaces indicated:
- 1) Line A: Was your household income above \_\_\_\_\_ or below \_\_\_\_\_ the number associated with your family size? If you checked "above," also answer #2). If you checked "below," stop here and go on to question #3.
  - 2) Line B: Was your household income above \_\_\_\_\_ or below \_\_\_\_\_ the number associated with your family size?

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

3. Are you:  An owner occupant OR  A Renter

### **INFORMATION ABOUT RANDOM SAMPLING**

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

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

## **Random Sampling**

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

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

## **Adequate Sampling Size**

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

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

## **Required Sample Sizes for Universes of Various Sizes**

<u>Number of Households in the Universe</u>	<u>Sample Size (# 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

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

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

Jurisdictions should consider hiring a professional demographer to conduct surveys of large areas. Surveys should be as statistically reliable as the U.S. Census. Please contact the General or ED Representative in your jurisdiction if you wish further information on survey methodology.

## **ATTACHMENT 15: ACCESSING HUD 2010 INCOME LIMITS and LOW-MODERATE INCOME CHART ON HCD WEBSITE**

### **Current Income Limits by County**

To access the 2010 income limits, click on the following hyperlink:

<http://www.hcd.ca.gov/hpd/hrc/rep/state/incNote.html>

### **HUD Low-Moderate Income Information for Area Benefit Determination:**

To view and print out the chart, go to:

<http://www.hud.gov/offices/cpd/systems/census/ca/lowmod/nonentitled.xls>

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.

## **ATTACHMENT 16: RECOMMENDED INFORMATION ANALYSIS FOR ECONOMIC DEVELOPMENT PLAN (EDP) FINAL PRODUCT**

### **Developing a Economic Development Plan (EDP)**

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

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

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

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

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

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

### **Demographic Information to Collect**

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

### **Economic Information to Collect**

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

### **Business Environment Information to Collect**

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

### **Information on Infrastructure Systems**

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

### **Regional, National and International Economic Information**

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

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

### **Local Economic Development Information**

<b>Demographic</b>	<ul style="list-style-type: none"><li>• Population by size, age, growth rate, projected growth rate, household size, etc.</li><li>• Employees by industrial activity (regionally and nationally and changes over time).</li><li>• Age structure and occupation breakdown of employed and unemployed.</li><li>• Average gross weekly earnings by gender and full/part-time employment.</li><li>• Numbers and other information on people and activities in the informal sector.</li><li>• Numbers and types of schools, teachers (full-time equivalent) and class sizes.</li><li>• Further and higher education establishments by type and numbers attending.</li><li>• Educational attainment levels by numbers and types –compare nationally.</li><li>• Training numbers, types, age groups of technically qualified individuals and those going through training; assessment of skill, occupational shortages, oversupply.</li></ul>
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<b>Economic</b>	<ul style="list-style-type: none"> <li>• Number and size of firms by sectors; numbers of full-time equivalent employees.</li> <li>• Number and type of recent firm closures by size, sector and date.</li> <li>• Number of inward investments, foreign and domestic by employee size, sector, date.</li> <li>• Number of new business start-ups, by size, sector, activity, export, company size.</li> <li>• Rental and purchase costs for vacant industrial and service units, by size.</li> <li>• Vacancy rates of industrial and commercial space by size, location, absorption rates.</li> <li>• Port, airport, rail cargo, passenger statistics; number of informal businesses.</li> </ul>
<b>Business Environment</b>	<ul style="list-style-type: none"> <li>• Extent of “red tape” and the ease of getting through red tape.</li> <li>• Existence of supporting business networks, such as Chambers of Commerce.</li> <li>• Local economic development support – services offered or subsidized.</li> <li>• Local government capacity to carry out economic development activities and access to funding.</li> </ul>
<b>Hard Infrastructure</b>	<ul style="list-style-type: none"> <li>• Condition of electricity, water, and wastewater provision in areas of economic activity.</li> <li>• Assessment of provision of land, real estate, office space for economic activities.</li> <li>• Availability and quality of road and other transport systems to nearest major markets.</li> </ul>
<b>Regional and National</b>	<ul style="list-style-type: none"> <li>• What are neighboring cities and towns doing in terms of local economic development?</li> <li>• How are neighboring towns and cities competing?</li> <li>• How do local towns and cities collaborate?</li> <li>• What is happening at the national level?</li> <li>• Opportunities available through the federal and state government.</li> <li>• Major international/global trends that may impact the local area.</li> <li>• Opportunities and threats presented by regional or local government.</li> </ul>

**NOTE:** *Informal Sector not within the formal or legal sector and therefore not registered.*