



## Activity Design

### Matrix Code

Select the Matrix Code for this application \*

- 01 - Acquisition of Property
- 03A - Senior Centers
- 03B - Handicapped Centers
- 03C - Homeless Facilities not operating costs
- 03D - Youth Centers
- 03E - Neighborhood Facilities
- 03F - Parks, Recreational Facilities
- 03G - Parking Facilities
- 03H - Solid Waste Disposal Improvements
- 03I - Flood Drainage Improvements
- 03J - Water/Sewer Improvements
- 03K - Street Improvements
- 03L - Sidewalks
- 03M - Child Care Centers
- 03N - Tree Planting
- 03O - Fire Stations/Equipment
- 03P - Health Facilities
- 03Q - Facilities for Abused and Neglected Children
- 03R - Asbestos Removal
- 03S - Facilities for AIDS Patients (not operating costs)
- 03T - Operating Costs Homeless/AIDS Patients
- 03Z - Other Public Improvements Not Listed in 03A-03S
- 04 - Clearance and Demolition
- 05A - Senior Services
- 05B - Services for Persons with Disabilities



## 2024 CDBG – Sample Sub Application Questions

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- 05C - Legal Services
- 05D - Youth Services
- 05E - Transportation Services
- 05F - Substance Abuse Services
- 05G - Services for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking
- 05H - Employment Training
- 05I - Crime Awareness
- 05J - Fair Housing Activities
- 05K - Tenant/Landlord Counseling
- 05L - Child Care Services
- 05M - Health Services
- 05N - Abused and Neglected Children
- 05O - Mental Health Services
- 05P - Screening for Lead Based Paint/Lead Hazards
- 05Q - Subsistence Payments
- 05T - Security Deposits
- 05V - Neighborhood Cleanups
- 05W - Food Banks
- 05Z - Other Public Services Not Listed in 05A-05Y
- 13A - Housing Counseling
- 13B - Homeownership Assistance - excluding Housing Counseling
- 14A - Rehab: Single-Unit Residential
- 14B - Rehab: Multi-Unit Residential
- 14D - Rehab: Other Publicly Owned Residential Buildings
- 14E - Rehab: Publicly or Privately Owned Commercial/Industrial
- 14F - Rehab: Energy Efficiency Improvements
- 14G - Rehab: Acquisition
- 14J - Housing Services, excluding Housing Counseling



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- 14K - Housing Counseling, Supporting HOME Program
- 15 - Code Enforcement
- 16A - Residential Historic Preservation
- 18A - ED Assistance to For-Profits
- 18B - Economic Development: Technical Assistance
- 18C - Micro-Enterprise Assist.
- 20A - State Planning-only

### National Objective

Select the appropriate National Objective for this application \*

1. National Objective: (LMA) Low/Mod Area Benefit

- 01 - Acquisition of Property
- 03E - Neighborhood Facilities
- 03F - Parks, Recreational Facilities
- 03G - Parking Facilities
- 03H - Solid Waste Disposal Improvements
- 03I - Flood Drainage Improvements
- 03J - Water/Sewer Improvements
- 03K - Street Improvements
- 03L - Sidewalks
- 03N - Tree Planting
- 03O - Fire Stations/Equipment
- 03P - Health Facilities
- 03R - Asbestos Removal
- 03Z - Other Public Improvements Not Listed in 03A-03S
- 04 - Clearance and Demolition
- 05C - Legal Services
- 05E - Transportation Services
- 05F - Substance Abuse Services



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- 05H - Employment Training
  - 05I - Crime Awareness
  - 05J - Fair Housing Activities
  - 05M - Health Services
  - 05O - Mental Health Services
  - 05V - Neighborhood Cleanups
  - 05W - Food Banks
  - 05Z - Other Public Services Not Listed in 05A-05Y
  - 14E - Rehab: Publicly or Privately Owned Commercial/Industrial
  - 15 - Code Enforcement
  - 18A - ED Assistance to For-Profits
  - 18B - Economic Development: Technical Assistance
  - 18C - Micro-Enterprise Assist.
  - 20A - State Planning-only
2. National Objective: (LMJ) Low/mod job creation and retention
- 18A - ED Assistance to For-Profits
  - 18B - Economic Development: Technical Assistance
  - 18C - Micro-Enterprise Assist.
  - 20A - State Planning-only
3. National Objective: (LMC) Low/Mod limited clientele benefit
- 01 - Acquisition of Property
  - 03A - Senior Centers
  - 03B - Handicapped Centers
  - 03C - Homeless Facilities not operating costs
  - 03D - Youth Centers
  - 03E - Neighborhood Facilities
  - 03F - Parks, Recreational Facilities
  - 03M - Child Care Centers
  - 03P - Health Facilities



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- 03Q - Facilities for Abused and Neglected Children
  - 03R - Asbestos Removal
  - 03S - Facilities for AIDS Patients (not operating costs)
  - 03T - Operating Costs Homeless/AIDS Patients
  - 05A - Senior Services
  - 05B - Services for Persons with Disabilities
  - 05C - Legal Services
  - 05D - Youth Services
  - 05E - Transportation Services
  - 05F - Substance Abuse Services
  - 05G - Services for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking
  - 05H - Employment Training
  - 05I - Crime Awareness
  - 05J - Fair Housing Activities
  - 05K - Tenant/Landlord Counseling
  - 05L - Child Care Services
  - 05M - Health Services
  - 05N - Abused and Neglected Children
  - 05O - Mental Health Services
  - 05P - Screening for Lead Based Paint/Lead Hazards
  - 05Q - Subsistence Payments
  - 05W - Food Banks
  - 05Z - Other Public Services Not Listed in 05A-05Y
  - 18C - Micro-Enterprise Assist.
  - 20A - State Planning-only
4. National Objective: (LMH) Low/mod housing benefit
- 01 - Acquisition of Property
  - 05T - Security Deposits



## 2024 CDBG – Sample Sub Application Questions

- 13A - Housing Counseling
  - 13B - Homeownership Assistance - excluding Housing Counseling
  - 14A - Rehab: Single-Unit Residential
  - 14B - Rehab: Multi-Unit Residential
  - 14D - Rehab: Other Publicly Owned Residential Buildings
  - 14F - Rehab: Energy Efficiency Improvements
  - 14G - Rehab: Acquisition
  - 14J - Housing Services, excluding Housing Counseling
  - 14K - Housing Counseling, Supporting HOME Program
  - 16A - Residential Historic Preservation
  - 20A - State Planning-only
5. National Objective: (LMCMC) Low/Mod limited clientele benefit, micro-enterprises
- 18C - Micro-Enterprise Assist.
  - 20A - State Planning-only

### Accomplishment Metrics

Select the correct measure indicator for your activity from the choices below. Detailed information on performance measurements can be located in HUD's Basically CDBG manual, [Chapter 13](#). Please refer to the [Accomplishment Matrix](#) uploaded to the [Files Tab](#) for allowable measure indicators.

1. Measure Indicator \*

  - People
  - Jobs
  - Households
  - Housing Units
  - Businesses
  - Organizations
  - Public Facilities

2. Number of Beneficiaries \*



## LMC National Objective [LMC National Objective only]

1. How will the beneficiaries be qualified as LMI? \*

- a) Family Size and Income
- b) Presumed Benefit

For information regarding presumed benefit types see 24 CFR §570.483(b)(2).

ii. Select the Presumed Beneficiary

- Abused Children
- Illiterate Adults
- Battered Spouses
- Persons living with AIDS
- Elderly Persons
- Homeless Persons
- Migrant Farm Workers
- Adults Meeting Bureau of Census' Definition of Severely Disabled Persons

c) Nature and Location

- i. Provide a narrative as to how the activity's clientele will primarily be Low/Mod persons.
- ii. Upload documentation to support your narrative.

d) Remove material or architectural barriers to the mobility or accessibility of elderly or "severely disabled" persons.

## LMA National Objective [LMA National Objective only]

1. Are you using an income survey or HUD's LMISD/Mapping Tool to determine area benefit?

### Income Survey

1. Income surveys are only allowed with prior approval. Did you receive written authorization from HCD allowing the use of an income survey? \*

- a) If yes and authorized:
  - Upload written authorization





## 2024 CDBG – Sample Sub Application Questions

- Upload survey findings
- 2. Low/Mod population of survey area \*
- 3. Total population of survey area \*
- 4. Low/Mod Percentage \*

### HUD's LMISD/Mapping Tool

HUD's mapping tool can be found [here](#). When printing the map, please ensure that census data (i.e. block group, tract, LMI percentage, etc.) is visible.

For instructions on using the mapping tool visit [HUD Exchange](#).

- Upload the map with associated census data for the service area
- 1. How was area benefit determined? \*
  - a) Block Group
    - i. County Code
    - ii. Tract
    - iii. Census Block Group(s)
  - b) Place & Consolidated City
    - i. GEOID
  - c) County Subdivision
    - i. County Code
    - ii. CoSub
  - d) County
    - i. County Code
- 2. Does this activity occur in another Census Tract? \*
  - a) If yes, please provide area benefit information for additional tract(s)
- 3. Low/Mod population of census area (this is the LOWMOD number from the HUD LMISD/Mapping Tool) \*
- 4. Total population of census area (this is the LOWMODUNIV number from the HUD LMISD/Mapping Tool) \*
- 5. Low/Mod Percentage \*





## Activity Design

1. Activity Address: Street Number and Name \*
2. Activity Address: City \*
3. Activity Address: State \*
4. Activity Address: Zip Code \*

### Activity Description

Enter a detailed description of your activity which should include at a minimum:

- What the activity is
- Why it is needed
- Who the beneficiaries will be
- Where will it take place
- How it will be done
- When it will be complete
- If any equipment will be purchased
- If any contractors and/or subrecipients will be procured
- If the activity is a program, detail current accessibility for this type of activity
- If the activity is a public service or program, describe the service area
  - If the applicant is a county, indicate if the service area includes incorporated jurisdictions

This should be a similar description provided for the NEPA. Additionally, please indicate if this will be a new activity, a modification to an existing activity, or if a new type of assistance will be added to an existing activity.

By completing the narratives below the applicant is demonstrating a knowledge of need for the activity and the steps needed to achieve the desired outcome.

1. Activity Description \*

### Scope of Work - Task Narrative

Provide a detailed narrative describing the steps to be taken to complete the activity.

- i.e.: **Task 1** - create marketing plan;  
**Task 2** - hold a town hall meeting;  
**Task 3** - analyze feedback... etc.

This task narrative should indicate your knowledge of the steps and actions necessary to complete your activity. Narrative should include all actions taken to reach readiness through actions necessary for closeout.



## 2024 CDBG – Sample Sub Application Questions

### 1. Detailed Scope of Work - Task Narrative \*

#### Scope of Work - Deliverable Narrative

Provide a detailed narrative describing the deliverables that will be completed as part of this activity.

- i.e.: **Deliverable 1** - marketing plan;  
**Deliverable 2** - town hall meeting minutes;  
**Deliverable 3** - labor compliance files... etc.

The deliverable narrative should indicate your knowledge of the documentation necessary to monitor and evaluate activity compliance. These documents should be part of your project file and will be reviewed as part of your onsite monitoring.

### 1. Detailed Scope of Work - Deliverable Narrative \*

#### Milestones

All CDBG program-funded activities must be implemented in accordance with the milestones defined in the Standard Agreement. Applicants must include at least five milestones per Activity application. The first and last milestone will be prepopulated and cannot be edited by Applicants. For example:

- **Milestone One** (required): Activity Initiation. Must be completed no later than 60 days from the Effective Date of the Standard Agreement
- **Milestone Two**: Release Invitation for Bid (IFB) within 90 days of Standard Agreement execution by HCD
- **Milestone Three**: Execute contract with a General Contractor within 120 days of Standard Agreement execution by HCD
- **Milestone Four**: (optional): Begin construction within 9 months of Standard Agreement execution by HCD
- **Milestone Five**: Record Notice of Completion within 2 months of project completion
- **Final Milestone**: Activity closeout. Must be completed no later than 90 days from expenditure deadline.
- **Milestone Six** (required): Activity closeout (must be completed no later than 90 days after the Expenditure Deadline)

Additional milestones are **optional**, though encouraged for best practice of Activity implementation. Milestones may be adjusted for delays in application review and Standard Agreement execution. Applicants are encouraged to evaluate feasibility of meeting milestones and build time for unexpected delays into the milestone schedules. Milestones may not extend beyond the Term of Agreement.



## 2024 CDBG – Sample Sub Application Questions

1. Do you want to add additional optional milestones? \*
2. Milestones

**Milestone #1:** Activity Initiation. Must be completed no later than 60 days from contract execution

Milestone #2 \*

Milestone #3 \*

Milestone #4 \*

Milestone #5 (optional)

Milestone #6 (optional)

Milestone #7 (optional)

Milestone #8 (optional)

Milestone #9 (optional)

**Final Milestone:** Activity closeout. Must be completed no later than 90 days from expenditure deadline.

### Additional Reporting Time

Reporting for activities that are in support of new housing or economic development where it is likely that there will be a time gap between completion of the activity and reportable beneficiaries may require additional time to complete reporting. If more than 90 days is needed after the expenditure deadline (which is 33 months before the contract expiration date) to complete reporting an explanation is required as to why more than 90 days is needed.

1. Will you need more than 90 days after the Expenditure deadline to complete your activity reporting? \*
  - a) If so, please provide an explanation of why more than 90 days is needed

### Capacity and Knowledge

Applicants must demonstrate that they have the capacity and knowledge to **both** administer and manage a CDBG Activity.

**Applications with debarred applicants or partners may be disqualified without exception or appeal.**

**Note**, for Economic Development Programs, applicants will need to demonstrate capacity and knowledge as outlined in the NOFA.

1. Does the jurisdiction have capacity and knowledge to manage this Activity? \*
  - a) Yes, the Jurisdiction/Consultant/Subrecipient/Other will be managing the Activity.
    - i. Jurisdiction Staff



## 2024 CDBG – Sample Sub Application Questions

- II) Describe staff experience managing federal funds **AND** this type of Activity.
- III) By checking the box below, the jurisdiction certifies that staff understands CDBG and federal cross-cutting requirements required for this Activity.
- ii. Consultant
- I) Will the consultant be paid with CDBG funds?
- Was the consultant procured adhering to federal procurement requirements ([Chapter 5 Procurement](#))?
- II) Describe the consultant's experience managing federal funds AND this type of project/program
- Upload contract + SAM.gov report showing non-debarment and registration status along with exclusion information
- III) By checking the box below, the jurisdiction certifies that the consultant understands CDBG and federal cross-cutting requirements required for this Activity.
- iii. Subrecipient
- I) Describe subrecipient's experience managing federal funds **AND** this type of project/program.
- II) By checking the box below, the jurisdiction certifies that the selected subrecipient understands CDBG and federal cross-cutting requirements required for this Activity.
- iv. Other/Multiple
- I) List the party(ies) who will manage this project/program.
- II) Describe their experience managing federal funds AND this type of project/program. If multiple parties will manage the Activity, detail who will be responsible for what aspects of the Activity.
- Upload agreement/contract + SAM.gov report showing non-debarment and registration status along with exclusion information
- III) By checking the box below, the jurisdiction certifies that the organization(s) understands CDBG and federal cross-cutting requirements required for this project/program.



## 2024 CDBG – Sample Sub Application Questions

- b) No, the Jurisdiction plans on hiring a third party to manage the Activity
- i. Consultant
    - Upload procurement document that adheres to the federal procurement requirements
    - I) By checking the box below, the jurisdiction certifies that the RFP will be released within 30 days of executing the Standard Agreement
  - ii. Subrecipient
    - I) By checking the box below, the jurisdiction certifies that a subrecipient will be selected within 30 days of executing the Standard Agreement
  - iii. Other
    - I) Describe the party(ies) who will manage this project/program.
      - Upload procurement document that adheres to the federal procurement requirements
    - II) By checking the box below, the jurisdiction certifies that the RFP will be released within 30 days of contract execution.

### Housing and Economic Development Programs

1. Do you have final program guidelines? \*
  - a) Yes
    - Upload final program guidelines
  - b) No
    - i. Do you have draft program guidelines
      - If yes, upload draft program guidelines
      - If no, program is not ready
2. Will funds be disbursed as loans or grants? \*
  - a) If loans, who will be the loan servicer?
    - Upload documentation to demonstrate knowledge and capacity.
3. Who will underwrite the applications? \*
  - a) Jurisdiction/Consultant/Subrecipient
    - Upload documentation to demonstrate knowledge and capacity.



## 2024 CDBG – Sample Sub Application Questions

- b) To be procured after award
  - Upload draft/final RFP
- c) No underwriter or RFP
  - Program is not ready

### Economic Development Programs

1. Do you have an agreement for the affected businesses to create, retain, or make available jobs to low/mod persons in compliance with the Public Benefits standards outlined under [Appendix D: Economic Development Manual](#) of the GMM? \*
  - a) Upload draft/final agreement
2. Affirm the jurisdiction is aware that all assisted businesses must have an active registration on SAM.gov without exclusions. \*
3. How has the jurisdiction determined capacity and experience as outlined in Section V. N of the 2024 NOFA? \*
  - Upload documentation, such as resumes or CVs, to support your selection

### Housing Projects

1. Has a developer already been selected? \*
  - a) If yes
    - i. Does the developer have experience working with similar projects using federal funds?
      - I) If yes, describe the developer's experience.
      - II) If no, developer is not experienced and not eligible. Please reach out to [CDBG@hcd.ca.gov](mailto:CDBG@hcd.ca.gov) for further instructions.
    - ii. Has the developer completed at least 1-2 projects in the last 5-7 years from plans and specs to rent up?
      - I) If yes, describe the developer's experience.
      - II) If no, developer is not experienced and not eligible. Please reach out to [CDBG@hcd.ca.gov](mailto:CDBG@hcd.ca.gov) for further instructions.
  - b) If no, when selecting a developer, grantee should consider asking the questions found on the [HOME Developer Capacity Form](#)
    - Upload RFP





## 2024 CDBG – Sample Sub Application Questions

2. Who will manage the facility once the project is complete and what is their experience? *[Housing Projects only] \**

### Activity Specific Questions

1. Does your Activity include property acquisition? \*
  - Upload appraisal
2. Does your application include temporary or permanent relocation? \*
  - Upload Relocation Plan, Relocation General Information Notices, Relocation Budget, and Relocation Public Noticing
3. Does this activity assist in combating homelessness? \*
  - a) Yes
    - i. Upload a letter on Continuum of Care (CoC) letterhead signed by the CoC coordinator stating that the jurisdiction is a participating member of the Continuum of Care.
4. After award, when will the jurisdiction release the Invitation for Bid (IFB)? *[Construction Projects only] \**
  - a) Provide a justification for this date

### Construction Projects

1. Provide a narrative on how this program will be marketed. *[Programs only] \**
  - Upload any flyers or supporting documentation

### Public Service

1. Is this a new, continuing, or expansion of the program? *[Public Service only] \**
  - a) Expansion
    - i. Provide a narrative of how the program is being expanded.
  - b) Continuing service
    - i. How was this program previously funded?
    - ii. Why is the prior funding no longer available?

### Housing and Economic Development Programs

1. How did the Jurisdiction determine there is adequate demand for this type of activity(ies)? \*
2. Does your city and/or county already have a similar program? \*





## 2024 CDBG – Sample Sub Application Questions

- a) If yes, Explain why you need additional funding

### Housing Programs

1. Demonstrate that there is housing available for purchase that is affordable to beneficiaries of this program by providing documentation showing how many homes were on the market in the last 12 months that were affordable to LMI households and documentation showing how affordability was calculated/determined. *[Homeownership programs only] \**
  - Upload documentation showing housing stock
  - Upload documentation demonstrating how affordability was calculated.
2. Does the jurisdiction have funds for housing rehabilitation? *[Code Enforcement only] \**
  - a) Yes
    - i. The jurisdiction is applying for a housing rehabilitation activity in this NOFA.
      - I) How much is being requested in the housing rehabilitation application?
    - ii. The jurisdiction already has a housing rehabilitation program.
      - Upload documentation to support existing program and amount available.
  - b) No
    - Per [Section III. H. 8. of the 2024 NOFA](#), this is an ineligible application.
3. Is the ratio of code enforcement to housing rehabilitation availability \$1 of code enforcement to \$2.50 of housing rehabilitation request?

## Federal Requirements

### Colonias

For information about Colonias locations, click [here](#).

1. Is this Application for Colonia(s) activity(ies)? \*

### Labor Standards

1. Is this activity subject to Davis-Bacon Requirements? \*
2. Is this activity subject to Section 3 Requirements? \*



## 2024 CDBG – Sample Sub Application Questions

### Build America, Buy America Act (BABA)

For additional information regarding BABA, please visit [HUD's website](#).

1. Is this Activity subject to Build America, Buy America requirements? \*

a) Yes

i. This Activity involves the purchase of iron and steel or Specifically Listed Construction Materials.

I) What measures are being taken to ensure the project adheres to BABA requirements?

ii. This Activity involves the purchase of Specifically Listed Construction Materials (non-ferrous metals; lumber; and plastic- and polymer-based composite building materials, pipe, and tube)

I) What measures are being taken to ensure the project adheres to BABA requirements?

b) If no, which waiver does the project qualify under? Provide a detailed justification for the waiver request. For information regarding BABA waivers, please see:

[What if I need a BABA waiver? | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#)

i. General Waiver

II) Small Grants

III) De Minimis

IV) Exigent Circumstances

V) Tribal Consultation

ii. Specific Waiver

I) Public Interest Waiver

II) Non-Availability Waiver

III) Unreasonable Cost Waiver

iii. This Activity does not involve the purchase of iron and steel.

iv. This project does not involve the purchase of iron and steel NOR Specifically Listed Construction Materials (non-ferrous metals; lumber; and plastic- and polymer-based composite building materials, pipe, and tube)



## State Requirements

### Tribal

1. Is this activity for a non-Federally recognized Native American tribe? \*

### State Statute Compliance

Please indicate how your application is compliant with [CA Health & Safety Code § 50827 in support of Housing](#) and/or [CA Health & Safety Code § 50828 in support of Economic Development](#).

1. Check all that apply \*
  - This activity is in support of Housing
  - This activity is in support of Economic Development
2. Please provide a detailed explanation as to how; you should be as specific as possible \*

### Additional Benefit Types

For state tracking purposes, please check any other population(s) benefiting from this project/program.

1. Select all that apply
  - Youths
  - Single Adults
  - Single Men
  - Single Women
  - Families
  - Mentally Ill
  - Veterans
  - Substance Abusers
  - Victims of Domestic Violence
  - Duly Diagnosed
  - Other
    - If other, please elaborate



## Activity Specific Threshold

### IMPORTANT

All applications are required to pass threshold requirements. Failure to meet threshold will result in immediate disqualification. Applications that do not meet threshold will not move on to scoring or reviewed for award.

The Department strongly recommends a careful review of the application and application instructions PRIOR to beginning the application.

### Site Control

Site control must be maintained throughout the operation period of the Activity. For additional information and **requirements**, please refer to [Section V.C of the 2024 CDBG NOFA](#).

1. Does this project/activity involve the public right of way or easement? \*
  - a) If yes, upload an opinion of counsel that all rights, easements, and permits have been obtained
2. Do you have site control? \*
  - a) Yes
    - Upload your Site Control Supporting Documentation
  - b) No
  - c) Not applicable (Activity is Planning or OTC Program)

### National Environmental Policy Act (NEPA)

To determine the correct level of review, go to HUD's environmental review [overview page](#). Please make sure your Environmental Review is definitive in findings and that the project description matches the project description in this application. Environmental Reviews with qualified findings that do not adequately or correctly identify mitigations that did not complete required consultations, or that have other material deficiencies may result in disqualification.

Acceptable formats of these forms can be located at [HUD Exchange](#).

For additional information and requirements regarding the NEPA, please refer to [Section V.C and V.L. of the 2024 CDBG NOFA](#) as well as [Chapter 3 of the Grants Management](#)



## 2024 CDBG – Sample Sub Application Questions

### Manual.

Related Federal Laws and Authorities topic worksheets can be found here: [Environmental Review Record Related Federal Laws and Authorities Worksheets - HUD Exchange](#)

1. What type of Environmental Review Record is required for this application? \*
  - a) Full Environmental Assessment
    - i. Use the fields below to upload any Environmental Review form(s) and essential supporting documentation including consultation letters, mitigations conditions of approval or other documents.
      - Upload the Environmental Review
      - Upload the “Related Federal Laws and Authority” topic worksheets
      - Upload mitigation measures, if available
      - Upload Exhibits, if available
      - Upload FONSI/RROF or NOI/RROF and Authorization to Use Funds (AUGF), if available
      - Upload other supporting documentation
    - b) CENST or CEST
      - Upload the Environmental Review
      - Upload the “Related Federal Laws and Authority” topic worksheets
      - Upload other supporting documentation

### **Bid-ready Plans and Specs [Construction projects only]**

All documents must be dated within 90 days of Application submission.

1. Do you have bid-ready plans and specs? \*
  - Upload bid-ready plans and specs
  - Upload independent cost estimate
  - Upload construction timeline
  - Upload certification from Engineer that plans and specs are bid ready
  - Upload certification from the Jurisdiction that plans and specs are bid ready
  - Upload a map highlighting the project location
2. Are any permits required for this activity? \*



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- a) If so, describe and detail all required permits including anticipated date of obtaining the permit(s) and any prerequisites needed to obtain the permit(s).
  - ii. Upload a copy of all acquired permits, if applicable \*

### Budget

The CDBG Budget has drastically changed as of the 2023 NOFA. Applicants **MUST** attend or review the latest Budget webinar to ensure the correct amount is being requested for within each application.

1. Have you completed and submitted your CDBG budget for this specific activity within eCivis? \*
2. Did you ensure that no General Admin was entered into this (activity specific) budget? \*
3. Have you completed a detailed narrative for this specific activity budget within the eCivis budget template? \*
4. Amount of new grant dollars (not including GA) being applied for in this Sub Application for this **Activity ONLY**. Do NOT include any Program Income \*
5. Will you be utilizing any Program Income for this specific Activity? \*
  - a) If so, please enter the total amount of new grant dollars plus CASH ON HAND Program Income being applied for in this Sub Application
  - b) If so, please enter the total amount of new grant dollars plus FUTURE/ANTICIPATED Program Income being applied for in this Sub Application
  - c) If so, please enter the total amount of new grant dollars plus BOTH cash on hand and future/anticipated Program Income being applied for in this Sub Application

### Funding

CDBG funds is intended to be gap/“but-for” funding. For additional information and requirements, refer to [Section VI.E of the 2024 CDBG NOFA](#).

1. Would this project/program be feasible without receiving these CDBG funds as gap funding? \*
2. Provide a narrative as to how this Activity is being used as gap or “but-for” funding as outlined in the NOFA \*
3. Does this project/program have multiple funding sources? \*
  - a) If yes, list all the other funding sources and detail if the funds have been secured.





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- Upload documentation to support all other funding sources have been secured.
4. Does this project/program have all funds committed to complete the applied for Activity?\*
- Describe how this project/program will be completed without all funds committed.
5. Does the jurisdiction have any open planning or public service award (s)? [*Competitive applications only*] \*
- a) Has the jurisdiction expended at least fifty percent (50%) of **all** open CDBG award for this type of activity?
- Upload screenshot(s) from eCivis showing that at least 50% of grant funds have been expended for this for all open CDBG award(s) for this type of activity

### Disaster Resilience

**Question:** Disaster Resilience is a priority for HUD and HCD. As such, we would like to know if your proposed activity furthers disaster resilience for your community. Examples of Disaster Resilience include but are not limited to: improving infrastructure for response to fires and other hazards, including water infrastructure; improving evacuation routes for both vehicles and pedestrians; developing housing or public facilities on sites that are not in flood zones, hazard overlay zones or the Wildland Urban Interface; building or rehabilitating facilities, such as Community Resilience Centers, that can serve as cooling centers or evacuation centers; including both active and passive solar design elements in public facilities or infrastructure; incorporating greenbelt buffer zones or other urban greening strategies into wildfire planning; demonstrating equitable planning and community engagement by partnering with community-based organizations and vulnerable communities (e.g., low-income persons, persons experiencing homelessness, persons with disabilities) to assess community needs; coordinating with Continuums of Care to ensure unhoused populations are educated on emergency preparedness; developing short- and long-term strategies to mitigate displacement during climate disasters for sending and receiving sites. This response will not be scored in for this e 2023 NOFA

1. Does your proposed activity further disaster resilience for your community? \*
- a) If yes, please describe how your activity furthers disaster resilience for your community





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2. Does your community already have disaster resilience measures? \*
  - a) If yes, please describe your measures
  - b) If no, please describe what barriers you are facing

### Affirmatively Furthering Fair Housing

In planning for use of CDBG funds, the Department must adhere to the mandates in the Fair Housing Act and in California AB 686 to Affirmatively further Fair Housing in all programs and activities. All HUD funded programs and activities must overcome patterns of segregation and denial of access to opportunity that result from policy choices, economic and social factors at the national, state, and local levels. Under AB 686, passed in January 2019, all jurisdictions must affirmatively further fair housing pursuant to Government Code section 8899.50 and housing elements must include a program that promotes and affirmatively furthers fair housing opportunities. Part Two of HCD's [AFFH Guidance Memo](#) describes key components of the assessment of fair housing (AFH) and describes meaningful actions to affirmatively further fair housing.

**Instructions:** The ways in which a program or activity can do this meaningfully are listed below, and to be considered for funding, all applicant programs or activities must overcome patterns of segregation and denial of access to opportunity in one of the following ways. Read through the 4 options below, select the most applicable answer, and provide an explanation of how the program or activity accomplishes the item checked. In making your selection, consider the jurisdiction's AFH.

**Option 1.** It makes an investment in a community that experiences high levels of poverty and has experienced a lack of investment or disinvestment either currently or historically. The proposed program or activity improves conditions for protected classes and eliminates disparities in access to opportunity between residents of this community and its surrounding geographies. The proposed program or activity has mechanisms for marketing and/or measuring impact to community members in protected classes to ensure that access is consistent with or greater than the demographic make-up of the community at large. (Examples of programs and activities that may fit under this category include but are not limited to: Business Assistance Programs, infrastructure, public facilities, public services)



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**Option 2.** It maintains and preserves existing affordable rental housing stock to reduce disproportionate housing needs. The proposed program or activity has mechanisms for marketing and/or measuring impact to community members in protected classes to ensure that access is consistent with or greater than the demographic make-up of the community at large. (Examples of programs and activities that may fit under this category include but are not limited to: housing acquisition, housing rehabilitation programs, housing-related infrastructure, housing rehabilitation projects)

**Option 3.** It provides affordable housing opportunities for individuals with protected characteristics (either ownership or rental) in relatively higher resource and higher median income areas (Applicants may reference applicable programs in the housing element or utilize the [HCD AFFH Data Viewer](#), providing safe and sanitary housing for qualifying households. The proposed program or activity has mechanisms for marketing and/or measuring impact to community members in protected classes to ensure that access is consistent with or greater than the demographic make-up of the community at large. (Examples of programs and activities that may fit under this category include but are not limited to: First Time Homebuyer Programs, housing conversion and/or rehabilitation)

**Option 4.** It increases access for individuals with protected characteristics to safe and sanitary housing and communities that provide opportunity. The proposed program or activity has mechanisms for marketing and/or measuring impact to community members in protected classes to ensure that access is consistent with or greater than the demographic make-up of the community at large. (Examples of programs and activities that may fit under this category include but are not limited to: subsistence payment programs, business assistance programs, public services, public facilities serving members of a particular protected class)

1. Choose an Option number based on the information above \*
- a) Please explain



## Activity Specific Contact

### Consultant/Subrecipient Information

Tell us about your consultant/subrecipient.

1. Is there or will there be a consultant/subrecipient for this Activity/Application **not already listed under the Activity Design form?** \*
  - a) If so, provide company name, name, title, email address \*
    - Upload SAM.gov and contract/agreement

### Additional Jurisdiction Information

Tell us about the OTHER jurisdiction.

1. Are you applying with or on behalf of an additional Jurisdiction? \*
  - a) If so, provide 2<sup>nd</sup> Jurisdiction's name and contact information \*
    - Upload the full SAM.gov report showing non-debarment and registration status along with exclusion information. \*
    - Upload MOA/MOU \*

### eCivis Reporting

1. Who will complete the Financial Reports in eCivis? \*
  - a) Authorized Representative
  - b) Finance Representative
  - c) Consultant
  - d) Subrecipient
  - e) Other
    - i. Provide contact information
2. Who will complete the Activity Reports in eCivis? \*
  - a) Authorized Representative
  - b) Finance Representative
  - c) Consultant
  - d) Subrecipient



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- e) Other
  - i. Provide contact information



## Legislative

### Legislative Data

HCD is legally obligated to make sure that legislative representatives, from both U.S. Congress and the California State Legislature, are informed about the programs and projects funded through HCD administered resources. As legislative districts are periodically updated and representatives change, it is important that our jurisdiction partners keep us informed of the different legislators with an interest in CDBG funded Activities. Please complete the information below for your proposed Activity to document we have your most current legislative representation documented. Please use the full service area of your program or project to determine which congressional and legislative representatives should be notified. If your service area crosses legislative borders, please include information for all congressional and legislative representatives whose constituents will be eligible for the Activity. This means you may have two or more representatives at the U.S. House of Representatives, California State Senate, and California State Assembly. Indicate how many members for each legislative body need to be informed then include all the requested information. Failure to complete this section thoroughly will result in a lack of notification, and can impact your future eligibility for awards, so please be complete. If you have any questions about how to complete this section, please reach out to the CDBG team for further guidance.

1. Indicate the number of Congressperson(s) serving within the boundaries of this activity/project. \*
  - Name, district number, and street address for each Congressperson
2. Indicate the number of State Senator(s) serving within the boundaries of this activity/project. \*
  - Name, district number, and room number for each State Senator
3. Indicate the number of State Assembly Member(s) serving within the boundaries of this activity/project. \*
  - Name, district number, and room number for each State Assembly Member