Main Application

Master Budget

General Application
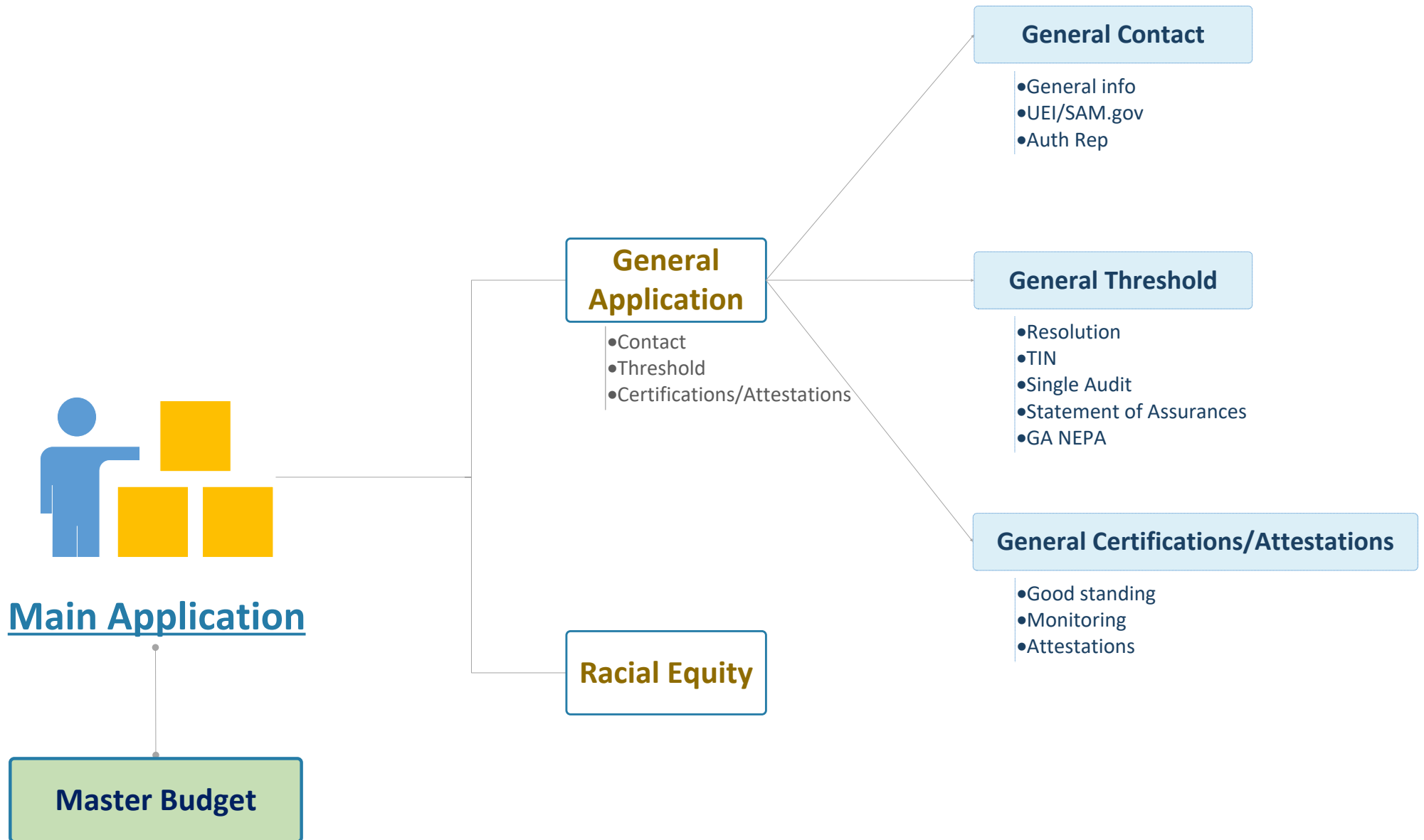- Contact
- Threshold
- Certifications/Attestations

Racial Equity

General Contact
- General info
- UEI/SAM.gov
- Auth Rep

General Threshold
- Resolution
- TIN
- Single Audit
- Statement of Assurances
- GA NEPA

General Certifications/Attestations
- Good standing
- Monitoring
- Attestations

General Application

Applicant Information

Tell us about you.

1. Name *
2. Title *
3. Email Address *
4. Phone

Jurisdiction Information

Tell us about the applying Jurisdiction.

1. Enter the program year followed by jurisdiction name. *
    a) e.g.: 2023 County/City/Town of Sacramento
2. Jurisdiction's Name *
3. Address *
4. Phone Number *

Unique Entity Identifier (UEI)

Please provide the Jurisdiction's Unique Entity Identifier (UEI) as assigned by SAM.gov (formerly known as the DUNS #). For information and requirements, please refer to **Section V.D.11 and V.D.12 of the 2023 NOFA**.

1. UEI # *

   • Upload the full SAM.gov report showing non-debarment and registration status along with exclusion information.

Authorized Representative Information

Tell us about the authorized representative as listed on your Resolution.

1. Authorized Representative's Name *
2. Authorized Representative's Title *
3. Authorized Representative's Email Address *

4. Is the Financial Representative different than the Authorized Representative as per the Resolution? *

    a) If so, provide name, title, and email address

General Threshold

Resolution

Failure to use the resolution form provided by the Department will result in disqualification without exception or appeal.

The approved **Resolution template** can be downloaded from the **Files** section of the Application page. For more information regarding Resolution requirements, please refer to **Section V.D.7 of the 2023 NOFA**.

1. Did you use the HCD approved Resolution template in content and form from the Files section of this Application? *

- Upload the approved Resolution for the application *
- Upload the printout of the Authorized Signatory as identified in the approved Resolution from the Jurisdiction's Website *

Government Agency Taxpayer ID (TIN)

Current TIN form can be found **here**. For more information regarding TIN and our requirements, please refer to **Section V.D.8 of the 2023 NOFA**.

1. Government Agency Taxpayer ID (TIN) # *

- Upload Government Agency Taxpayer ID (TIN) Verification form *

Single Audit

The Applicant must demonstrate, to the satisfaction of the Department, that it is compliant with the financial management requirements of **2 CFR §200**. Applicants that fail to disclose findings on their most recent single audit will be disqualified without exception or appeal. For additional information and requirements, please refer to **Section V.D.3 of the 2023 NOFA**.

1. Were you required to submit a Single Audit to the State Controller's Office? *

    a) Yes - we were required to submit

i. Which fiscal year was your last filed Single Audit? *

    I) FY 2020-2021

- Upload the filed 2020-2021 Single Audit *
- Upload documentation from the Auditor that they have been engaged to work on the 2021-2022 Single Audit *
- Check the box below to affirm, once filed, the 2021-2022 Single Audit will be uploaded to eCivis *

    II) FY 2021-2022

- Upload the filed 2021-2022 Single Audit *

ii. Were there any findings on this audit? *

- If yes, upload your Single Audit Proof of Findings along with the Clearance Letter or Remediation Plan *

b) No - we were exempt from filing a Single Audit Report
Note: Exemptions will be cross-referenced on **SCO's Website**. If the most recent report for the latest fiscal year shows the entity as any status but "exempt," the Jurisdiction **MUST** submit documentation directly from the State Controller's Office of exemption status. Failure to provide this will result in immediate disqualification without exception or appeal.

- Upload Proof of Single Audit Exemption *

Statement of Assurances (Appendix D)

Applicants that fail to submit the correct and complete **Certifications and Statement of Assurances** at application submittal will be disqualified without exception or appeal. For additional information and requirements, please refer to **Section V.D.5 of the 2023 NOFA**.

- Upload your signed Statement of Assurances (Appendix D) *

National Environmental Policy Act (NEPA)

For additional information and requirements regarding the NEPA, please refer to **Section V.D.14 and V.D.15 of the 2023 NOFA** as well as **Chapter 3 of the Grants Management Manual**.

1. Are you claiming General Administration for this activity? *

- If so, upload General Administration NEPA Compliance

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 within each application.

Applications submitted without a complete eCivis Budget will be disqualified without exception or appeal. For additional information and requirements, please refer to **Section V.D.9 of the 2023 NOFA**.

1. Have you attended or reviewed the latest Budget webinar? *
2. Have you completed and submitted your CDBG budget in eCivis? *
3. Did you leave the Budget Narrative blank? *
4. Enter the total amount of new grant dollars being applied for by your Jurisdiction NOT including any Program Income *
5. Will you be utilizing any Program Income? *
   a) If so, has the use of Program Income been authorized on the Resolution uploaded to this application?
   - Enter the total amount of new grant dollars plus Program income being applied for by your Jurisdiction

Certifications

Good Standing

The Applicant, and any Co-Applicant, together with all respective affiliates, must be in good standing with the Department (i.e., are current on all loan and/or grant obligations, have a satisfactory past performance history in all their prior dealings with the Department and are in full compliance with all Department contracts and reporting requirements). Applicants not meeting the foregoing requirements shall be ineligible to apply for or receive funding under this NOFA.

1. Are you in compliance with all existing HCD award agreements? *
2. Have funds due to the State for repayment of non-compliance items been repaid or have you entered into a satisfactory repayment agreement and payments are current? *

Monitoring

1. Has the jurisdiction been monitored by any Division at HCD in the last 5 (five) years? *
   a) If so, are all HCD monitoring findings cleared or in remediation? *

- Upload your HCD Monitoring Report *****
- Upload the proof of clearance letter or remediation plan *****

Attestations

Please type your name to attest/affirm to the statements. **Statements must be acknowledged by the Jurisdiction.** Failure to comply with these requirements may result in disqualification of the application.

1. I have attended or watched all of the current year's NOFA webinar(s) *****

2. At time of application submission, the Jurisdiction complies with and can provide, if requested, documentation of HUD's federal cross cutting requirements found at **24 CFR §570.600, et seq**, summarized in **Section X: Federal Program Requirements of the NOFA**, and state overlays. *****

3. I affirm that the applying jurisdiction is an eligible non-entitlement jurisdiction. *****

Racial Equity

It is a department priority to ensure all eligible persons receive equitable access to services, and are served with dignity, respect, and compassion regardless of circumstance, ability, or identity. This includes marginalized populations, including but not limited to, Black, Native and Indigenous, Latinx, Asian, Pacific Islanders and other People of Color, immigrants, people with criminal records, people with disabilities, people with mental health and substance use vulnerabilities, people with limited English proficiency, people who identify as LGBTQ+, and other individuals that may not traditionally be granted access to mainstream support. The following list of questions highlight items that you as the Grantee might be doing to address racial equity. If you have not started to address racial equity in your housing and community development projects and programs, this is an opportunity to describe your plans for how this funding will reduce disparities and increase racial equity in your communities.

Answers in this section will not serve to qualify or disqualify applicants but rather will serve as a baseline measure of the current state of each applicant's disparities, efforts, and outcomes.

1. Please select your application type: *
   - Economic Development
   - Housing Acquisition/Rehabilitation Application
   - Public Facility & Infrastructure
   - Public Services

Program Equity Analysis

1. Has your jurisdiction completed an analysis of racial disparities in its community, for example, using American Community Survey Data? *
   a) Yes
      i. Please describe efforts carried out to date: *
         - Please upload your racial equity analysis here:
   b) No
      i. What barriers are you facing to doing this, and what support or resources would make this easier for you? *

2. If your jurisdiction is a prior recipient of CDBG funds, it has captured race, ethnicity, and income data on its prior program beneficiaries. Has your jurisdiction completed an analysis of this data to identify racial disparities in its CDBG programs? *

    a) Yes

        i. Please describe efforts carried out to date: *

            • Please upload your racial equity analysis here:

    b) No

        i. What barriers are you facing to doing this?

        ii. What supports, tools, forms, guidance would give you the capacity to complete or expand your efforts in carrying out this type of analysis? *

        iii. Check the types of resources you need to complete this type of analysis: *

            • Aggregated program data sets

            • General data analysis training

            • Data analysis technical assistance for specific programs

            • Staff resources to complete the analysis

            • Other

3. Tell us your success stories around addressing racial equity within your jurisdiction. If you don't have success stories to share, please let us know some of the opportunities your jurisdiction has identified for addressing racial inequities. *

Program Marketing

1. Identify and describe how people in protected classes, including but not limited to Black, Native and Indigenous, Latino/Latina/Latinx, Asian, Pacific Islanders and other people of color will access your CDBG funded project or program. *

2. Do you have inclusive program marketing strategies for any of the items below? Check all that apply. *

    a) We have a Fair Housing Marketing Plan for our housing programs.

    b) We make program materials available in multiple languages

    c) Program marketing includes targeting people in protected classes, including but not limited to people of color

    d) Program marketing on media sites (like newspapers or radio stations) that operate and publish in languages other than English

    e) Engagement of community-based organizations to help with program marketing

    f) Other

        i. Please describe your 'other' inclusive program marketing strategies: *

3. If you are not able to carry out any of these (or other) inclusive marketing strategies, what barriers are you facing? *

4. In which of the following areas could you use support? *

    a) Developing or updating our Limited English Proficiency Language Access Plan

    b) Identifying strategies for program marketing to people in protected classes, including but not limited to people of color

    c) Finding and/or procuring translators to translate our program documents

    d) Identifying community-based organizations that work w/people in protected classes which we can partner with to help w/marketing

    e) Identifying local media sources that are accessed regularly by people in protected classes

    f) Other

        i. Please describe the 'other' areas you could use support in: *

5. Have you completed an affirmative housing marketing plan for your current housing projects and programs? *

    a) Our jurisdiction does not have any current housing projects or programs

    b) Yes

        • Please upload a copy of your affirmative housing marketing plan

    c) No

        i. If you do not have an affirmative housing marketing plan, please explain the barriers you are facing to complete the plan

Representation in Decision Making

How are the voices of people in protected classes, including but not limited to Black, Native and Indigenous, Latino/Latina/Latinx, Asian, Pacific Islanders and other people of color and those with lived experience of housing insecurity, houselessness and economic insecurity being centered in a meaningful, sustained way in creating effective approaches to addressing disproportionate outcomes in local projects and programs? Please answer 'yes' or no' to the following questions:

1. We meet the minimum requirements of the State of California Citizen Participation Plan found here: https://www.hcd.ca.gov/policy-research/plans-reports/docs/Amended-Citizen-Participation-Requirements-for-the-States-Annually-Appropriated-Federal-Programs-Plans-and-Reports-ADA.pdf

2. Representative advisory body for community level planning and decision making (e.g., Housing Advisory Committee, Community Planning Advisory Committee).

3. Community forums for program feedback (e.g. at churches, in community centers)

4. Meeting and planning materials in multiple languages and accessible on a jurisdiction website

5. Outreach campaigns on social media, radio, television, or flyers targeted to people who speak languages other than English and people in protected classes, including but not limited to Black, Native and Indigenous, Latino/Latina/Latinx, Asian, Pacific Islanders and other people of color

6. Engagement of community-based organizations to help with program marketing

7. Community meetings at times and locations accessible to people in protected classes, including but not limited to Black, Native and Indigenous, Latino/Latina/Latinx, Asian, Pacific Islanders and other people of color. This can include holding meetings at locations with trusted community organizations or institutions

8. Jurisdiction has taken specific steps to ensure these funds are accessible to smaller and non-traditional organizations that serve communities of color but may not have previously participated formally in government grant programs
   a) What were these steps? *

9. Jurisdiction uses these funds to address the organizational capacity of organizations that are led by Black, Latinx, Asian, Pacific Islander, and Native and Indigenous people
   a) Please describe how the jurisdiction uses these funds to address the organizational capacity of organizations that are led by Black, Latinx, Asian, Pacific Islander, and Native and Indigenous people: *

10. Other opportunities for representation in decision making by communities of color and those with lived experience of housing insecurity, houselessness and economic insecurity in making program decisions
    a) Please describe what 'other' opportunities for representation in decision making by communities of color and those with lived experience of housing insecurity, houselessness and economic insecurity in making program decisions: *

Partnerships

Subrecipients and Partners

1. Do you have Formal partnerships such as MOUs or subrecipient agreements with organizations serving people in protected classes, including but not limited to Black, Native and Indigenous, Latino/Latina/Latinx, Asian, Pacific Islanders and other people of color?

   a) Check all that apply

      - Local Community Based Committees
      - Community-Based Organization
      - Local family service providers, resource coordinators, and/or resource centers
      - Community coalitions
      - Local human rights (economic/educational/immigration/environmental/etc. justice) organizations
      - People of Color-owned business consortiums
      - Other

   b) If you have such formal partnerships, list your partner organizations and explain how you partner with them to address racial equity in the housing and houselessness response system, the economic development sector, and the health care sector.

      i. Organization Name: *
      ii. Partnership Type: *
      iii. Number of years in this type of partnership: *
      iv. Group(s) Served: *
         - Asian
         - Black
         - Indigenous People
         - Latinx
         - Native American
         - Pacific Islander

     v. Please provide a narrative about your partnership(s) listing the organization name, partnership type, number of years in this type of partnership, and group(s) served *

2. Do you have Informal partnerships with organizations serving people in protected classes, including but not limited to Black, Native and Indigenous, Latino/Latina/Latinx, Asian, Pacific Islanders and other people of color?

    a) Check all that apply

- Local Community Based Committees
- Community-Based Organization
- Local family service providers, resource coordinators, and/or resource centers
- Community coalitions
- Local human rights (economic/educational/immigration/environmental/etc. justice) organizations
- People of Color-owned business consortiums
- Other

    b) If you have such informal partnerships, list your partner organizations and explain how you partner with them to address racial equity in the housing and houselessness response system, the economic development sector and the health care sector and how do you partner with them.

       i. Organization Name: *

      ii. Partnership Type: *

    iii. Number of years in this type of partnership: *

    iv. Group(s) Served: *

- Asian
- Black
- Indigenous People
- Latinx
- Native American
- Pacific Islander

     v. Please provide a narrative about your partnership(s) listing the organization name, partnership type, number of years in this type of partnership, and group(s) served *

3. Do you have additional Formal/Informal partners to list? *

   a) If yes

     i. Additional Organization Name: *

    ii. Number of years in this type of partnership: *

    iii. Partnership Type: *

    iv. Group(s) Served: *

- Asian
- Black
- Indigenous People
- Latinx
- Native American
- Pacific Islander

     v. Please provide a narrative about your additional partnership(s) listing the organization name, partnership type, number of years in this type of partnership, and group(s) served *

4. Does your organization have requirements for all subrecipients to put a plan in place to address racial disparities if they exist? *

   a) If yes, please describe: *

   b) If no, what support could you use? *

Vendor Procurement

The regulations at 2 CFR Part 200.318 requires Grantees to take affirmative action to contract with small and minority-owned firms and women business enterprises (MBE and WBE firms). HCD does not require set asides or participation quotas, but Grantees are expected to make special efforts to award contracts to MBE and WBE firms. Please check all the good faith efforts that your jurisdiction takes to see that MBE and WBE are provided opportunities as a result of your CDBG programs through your procurement processes

1. Check all that apply

- Ensuring that small businesses and MBE/WBEs are solicited whenever they are potential sources.

- Sending MBE and WBE firms an Invitation to Bid.
- When feasible, dividing total requirements into smaller tasks or quantities so as to maximize participation by small businesses
- Where requirements permit, establishing delivery schedules that encourage participation by small businesses and MBE/WBEs
- If any subcontracts are to be executed, requiring the prime contractor to take the above affirmative steps
- Setting aside a percentage of CDBG funds to be awarded to MBE/WBEs.
- Including MBE/WBE criteria with additional points in selection criteria for professional services procurement
- Other
    i. Please describe the 'other' good faith efforts that your jurisdiction takes to see that MBE and WBE are provided opportunities as a result of your CDBG programs through your procurement processes: *

2. Please describe the additional support you need to increase or expand your efforts to see that MBE and WBE are provided opportunities as a result of your CDBG programs *

Section 3

Section 3 of the Housing and Urban Development Act of 1968, as amended, ("Section 3") requires that economic opportunities generated by certain U.S. Department of Housing and Urban Development (HUD) financial assistance for housing and community development programs be directed to low and very low-income persons. The priority of assistance should be to those who are recipients of government assistance for housing, and business concerns which provide economic opportunities to low and very low-income persons. Section 3 applies to all projects that receive $200,000 or more in CDBG, or other HUD assistance, including projects that are financed in conjunction with state, local or private matching or leveraged funds, provided that the Section 3 monetary threshold requirements are met. For additional information on the applicability of Section 3, please see Chapter 5 Procurement. A local government that receives CDBG funding has the responsibility to comply with Section 3 requirements. The Grantee is also required to "ensure compliance" of their contractors and subcontractors. Please answer 'yes' or no' to the following questions:

1. Notify Section 3 Workers and business concerns about jobs and contracts generated by Section 3 covered assistance so that they may submit bids/proposals for available contracts and job openings with the Grantee
2. Notify potential contractors of their responsibilities under Section 3

3. Include Section 3 language in all applicable contracts

4. Require subrecipients, contractors, and subcontractors to meet the requirements of §75.19, regardless of whether Section 3 language is included in recipient or subrecipient agreements, program regulatory agreements, or contracts

5. Document action(s) taken to meet the HUD benchmarks

6. Respond to Section 3 complaints

7. Submit required Section 3 reporting as a component of the final close-out report in eCivis

8. Publication of opportunities in newsletters or other local newspapers, including those targeted to Limited English Proficient populations

9. Use of signage at the project site and flyers posted in the project area

10. Use of signage in languages other than English at the project site and flyers posted in the project area

11. Notification of potential training or employment opportunities to neighborhood and nonprofit groups, including Public Housing Authorities, servicing low- and very low-income persons

12. Communicate opportunities to employment agencies and career centers

13. Other

    a) Please describe 'other' actions taken to ensure compliance in your procurement process: *

14. Please describe the additional support you need to increase or expand your efforts to achieve Section 3 goals: *

Budget

Sub Application

Activity Design

- Matrix Code
- National Objective
- Accomplishment Metrics
- Census Data
- Activity Description
- Scope of Work
- Milestones

Activity Specific Contacts

- Consultant (SAM, contract)
- 2nd Jurisdiction
- eCivis Reporter

Activity Specific Threshold

- Site Control
- Public Participation
- Contractor/Subrecipient
- Budget
- Additional Questions
- NEPA
- Bid Ready Plans and Specs
- Certifications & Attestations

Legislative

Activity Design

Matrix Code

1. Select the Matrix Code for this application *
    - 03C - Homeless Facilities not operating costs
    - 03E - Neighborhood Facilities
    - 03G - Parking Facilities
    - 03I - Flood Drainage Improvements
    - 03J - Water/Sewer Improvements
    - 03K - Street Improvements

National Objective

1. Select the appropriate National Objective for this application *
    a) National Objective: (LMA) Low/Mod Area Benefit
        - 03E - Neighborhood Facilities
        - 03G - Parking Facilities
        - 03J - Water/Sewer Improvements
        - 03I - Flood Drainage Improvements
        - 03K - Street Improvements
    b) National Objective: (LMJ) Low/mod job creation and retention
        - 03C - Homeless Facilities (not operating costs)
        - 03E - Neighborhood Facilities
        - 03G - Parking Facilities
        - 03I - Flood Drainage Improvements
        - 03J - Water/Sewer Improvements
        - 03K - Street Improvements
    c) National Objective: (LMC) Low/Mod limited clientele benefit
        - 03C - Homeless Facilities (not operating costs)
        - 03E - Neighborhood Facilities

- 03G - Parking Facilities
- 03I - Flood Drainage Improvements
- 03J - Water/Sewer Improvements
- 03K - Street Improvements

  d) National Objective: (LMH) Low/mod housing benefit

- 03I - Flood Drainage Improvements
- 03J - Water/Sewer Improvements
- 03K - Street Improvements

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

Presumed Beneficiary *[LMC National Objective only]* *

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

- 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

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

Labor Standards

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

Nexus

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

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.*****

Census Data

Colonias

For information about Colonias locations see click **here**.

1. Is this activity in a Colonia(s)? *****

Tribal

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

Income Survey

1. Are you using an income survey? *****
   a) If yes and authorized:
      - Upload written authorization
      - Upload survey findings
2. Total population of census data
3. Low/Mod population of census data
4. Low/Mod Percentage

Census Map *[LMA National Objective only]*

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**.

1. Are you using census data [HUD mapping tool] to determine area benefit? *****
   a) If yes:
      - Upload map
2. 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

3. Does this activity occur in another Census Tract? *

   a) If yes, please provide area benefit information for additional tract(s)

4. Low/Mod population of census area *

5. Total population of census area *

6. Low/Mod percentage *

Activity Design

1. Jurisdiction's Name *

   a) Example: City of Sacramento

2. Please enter a descriptive Activity Project/Program Title for your application *

   a) Example: Water Treatment Plan

3. Activity Address: Street Number and Name *

4. Activity Address: City *

5. Activity Address: State *

6. 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

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.

1. Detailed Scope of Work - Task Narrative *

Scope of Work - Task 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**: Activity Initiation. Must be completed no later than 60 days from contract execution

- **Milestone Two**: First draw of grant funds no later than XX days of contract execution
- **Milestone Three**: 50% completion no later than XX days of contract execution
- **Milestone Four**: Final expenditure of grant funds no later than 2 years and 9 months from contract execution
- **Final Milestone**: Activity closeout. Must be completed no later than 90 days from 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.

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 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 *

Activity Specific Contact

Authorized Representative Information

1. Is the Authorized Representative different than the Authorized Representative listed in the Main Application? *
    a) If so, provide name, title, email address, and updated Resolution.
2. Is the Financial Representative different than the Financial Representative listed in the Main Application? *

Consultant's Information

Tell us about your consultant.

1. Is there or will there be a consultant for this Activity/Application? *
    a) If so, provide company name, name, title, email address, SAM.gov registration, draft or executed contract *
        • Upload the full SAM.gov report showing non-debarment and registration status along with exclusion information. *
        • Upload draft or executed contract *

Additional Jurisdiction Information

Tell us about the OTHER jurisdiction.

1. Are you applying on behalf of an additional Jurisdiction? *
    a) If so, provide 2nd 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

    e) Other

        i. Provide contact information

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.D.4 of the 2023 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 as activity is primarily administerial. i.e., homebuyer program, code enforcement

Public Participation

Please refer to Section **V.D.6 of the 2023 NOFA** as well as the **updated Chapter 4 of the Grants Management Manual** for information and requirements regarding Public Participation.

1. Did you post or publish a legal notice of the public hearing in at least four public places within the local government no less than 10 days prior to the date of the public hearing? *
    a) If so, please list the four locations that you published or posted the legal notice of public hearing.

- Upload Proof of Notice of Public Hearings posted and/or published
- Upload Public Meeting/Hearing minutes/notes and any presentation/handout materials

2. Did you hold the public hearing at a time and in a place that felt comfortable and accessible for the potential program users and beneficiaries? *
   a) How did you determine this?
   b) How many people attended the public hearing?
   c) Did you remove barriers to participation?
      i. e.g. Did you provide food? Did you offer a hybrid of virtual and in person meeting? Did you provide childcare? Did you offer multiple modes to convey and receive information [e.g. for persons who need translation services, don't like speaking in big groups, etc.?]
   d) What are the gaps in your public hearing process? At a minimum, please include the following information:
      - Who was missing from your public hearing?
         - Do you know why?
         - Will you find out?
            - If so, how?
      - What will you do to engage potential program users and beneficiaries next time?

Contractors/Subrecipients

Although this is no longer a Threshold item, Applicants are still required to submit debarment checks for all relevant parties. For additional information and requirements, please refer to **Section V.D.11 and V.D.12 of the 2023 NOFA**.

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

1. Are there any subrecipients, contractors, or relevant parties that have NOT already been reported in the Contact sections of this application? *

- If yes, upload the full SAM.gov report showing non-debarment and registration status along with exclusion information.
- If yes, upload either draft or executed contract(s)

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. Enter the total amount of new grant dollars being applied for by your Jurisdiction NOT including 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 application
   b) If so, please enter the total amount of new grant dollars plus FUTURE/ANTICIPATED Program Income being applied for in this 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 application

Sources and Uses

Applicants are required to upload their Sources and Uses (Duplication of Benefits Tracker) showing all funding sources for this activity. Sample tracker can be found under the **Files** tab of the solicitation.

- Upload Activity Sources and Uses Documentation (DOB - Duplication of Benefits Tracker Template) *

Disaster Resiliency

Question: Disaster Resiliency is a priority for HUD and HCD. As such, we would like to know if your proposed activity furthers disaster resiliency for your community. Examples of Disaster Resiliency 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 the 2023 NOFA

1. Does your proposed activity further disaster resiliency for your community? *
    a) If yes, please describe how your activity furthers disaster resiliency for your community
2. Does your community already have disaster resiliency 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 hosing elements must include a program that promotes and affirmatively furthers fair housing opportunities.

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. Please 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.

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)

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 areas that have an undersupply of income and rent restricted affordable housing options, 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

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.D.4, V.D.14, & V.D.15 of the 2023 NOFA** as well as **Chapter 3 of the Grants Management Manual**.

1. What type of NEPA 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.

**Do not upload the entire environmental review record if it is more than 50 pages.

- Upload the environmental review record
- 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 Activity NEPA Compliance

Bid Ready Plans and Specs

1. Do you have bid ready plans and specs? *
   - Upload plans and specs
   - Upload cost estimate
   - Upload timeline
   - Upload letter from engineer/architect certifying bid ready plans and specs

Funding

CDBG funds is intended to be gap/"but-for" funding. For additional information and requirements, refer to **Section V.E.5 of the 2023 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 *

Certifications and Attestations

1. Checking the box below verifies that you will go to bid within 90 days of execution of the Standard Agreement *
2. By checking the box below, I am acknowledging that selecting an input field or uploading a blank document to circumvent the application requirements

invalidates the application certification and will result in immediate disqualification. *****

- Applicants must certify upon submission that their application is true and correct to the best of their knowledge. Applicants that intentionally input false information or that intentionally upload blank documents will have their good standing with the Department revoked and may be determined to be ineligible for other Department funding. Intentionally providing false information is fraud. Applicants that rely on consultants or grant writers to prepare the CDBG application are strongly encouraged to review the application for completeness and correctness prior to submittal. It is also strongly encouraged to give plenty of time prior to the cutoff date and at the least several hours prior to the cutoff time to submit the application. If an input field, upload requirement, or application component is not functioning correctly, or if there are system outages or other system failures prior to submittal, please contact **CDBG@hcd.ca.gov** as soon as possible **prior** to the cutoff time to document the issue so that applications are not disqualified due to technical difficulties. Failure to contact the Department with system issues will not exempt Applicants from application verification requirements. *****

3. By typing my name in the field below, I hereby certify that this application is true, correct, and complete to the best of my knowledge. *****

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