

# NOTICE OF FUNDING AVAILABILITY

## Community Development Block Grant Program

- **January 2007 Freeze Allocation**

**March 2007**



STATE OF CALIFORNIA

Department of Housing and Community Development  
Division of Financial Assistance  
Community Development Block Grant (CDBG) Program  
1800 Third Street, Suite 330  
Sacramento, CA 95814

Telephone: (916) 552-9398  
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Website: [www.hcd.ca.gov/fa/cdbg/funds/](http://www.hcd.ca.gov/fa/cdbg/funds/)

STATE OF CALIFORNIA

**ARNOLD SCHWARZENEGGER, GOVERNOR**

BUSINESS, TRANSPORTATION AND HOUSING AGENCY

**DALE BONNER, SECRETARY**

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**NOTICE OF FUNDING AVAILABILITY**  
STATE OF CALIFORNIA  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

January 2007 Freeze Allocation

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## **APPLICATION PACKAGE REQUEST FORM**

## INTRODUCTION

### 1. NOTICE OF FUNDING AVAILABILITY

The Department of Housing and Community Development (Department) announces the availability of the following State Community Development Block Grant (CDBG) Program funds:

- 1) A total of \$4,000,000 for the January 2007 Freeze.

**This NOFA applies only to those counties identified in the Governor's January 12<sup>th</sup>, 18<sup>th</sup> and 20<sup>th</sup> Proclamations concerning the January 2007 Freeze.**

The only activities eligible under this NOFA are public services and economic development activities designed to mitigate or address the effects of the January 2007 Freeze.

**NOTE:** The Application Package for the identified CDBG funding allocation is a separate document that is anticipated to be available March 28, 2007. **You may request the Application Package copy by:**

- Submitting the Application Package Request Form (attached at the end of this NOFA) via FAX to: CDBG Program, (916) 327-8823 (use of the form is encouraged to ensure accuracy of mailing information); or
- Calling the Program Administrative Assistant at (916) 552-9398; or
- Downloading the Application from the CDBG website at [www.hcd.ca.gov/fa/cdbg/funds/](http://www.hcd.ca.gov/fa/cdbg/funds/) or;
- Attending the scheduled Application Training Workshops. The workshops will be held at:

**March 27<sup>th</sup> - (8:30 am – 12 noon), Riverside, CA**

HCD Codes & Standards, State Tower Building  
3737 Main Street, Ste 206 Arlington Conference Room  
Riverside, CA 92501  
(951) 782- 4420 or (916) 425-8133 CDBG Cell Phone

**March 28<sup>th</sup> - (8:30 am – 12 noon), Visalia, CA**

Community Services & Employment Training  
312 NW 3<sup>rd</sup> Ave.  
Visalia, CA 93291  
(559) 732-4194 or (916) 425-8133 CDBG Cell Phone

**March 29<sup>th</sup> - (8:30 am – 12 noon), Monterey, CA**  
Castroville Public Library  
11160 Speegle Street  
Castroville, CA 95012  
(916) 425-8133 CDBG Cell Phone

**March 30<sup>th</sup> - (8:30 am – 12 noon), Sacramento, CA**  
Dept. of Housing & Community Development  
1800 Third Street, Room 183 (1<sup>st</sup> floor Conference Room)  
Sacramento, CA 95814  
(916) 552-9398

Authorizing Legislation and Regulations: The Program is authorized by the Housing and Community Development Act of 1974 (the “Act”) as amended<sup>1</sup>, and Subpart I of the Federal Community Development Block Grant regulations.<sup>2</sup> The requirements of the State CDBG Program are in Health and Safety Code, Section 50825 and Title 25 of the California Code of Regulations, Section 7050, et seq.

**Emergency Regulations: The Department has adopted emergency regulations authorizing this special Freeze Disaster NOFA. The regulations have been submitted to the Office of Administrative Law (OAL) for final review and approval. No awards can or will be made unless and until OAL approves the emergency regulations. Consequently, the Department reserves the right, at its sole discretion, to revoke, suspend or amend the provisions of this NOFA. If such an action occurs, the Department will notify all interested parties.**

## **2. APPLICATION TIMELINES**

a. Key dates:

NOFA release:	March 16, 2007
Application release:	March 28, 2007
Application Training Workshops:	March 27- 30, 2007
<b>Applications accepted by the Department:</b>	<b>March 28, 2007</b>
Compliance with CDBG Housing Element:	Prior to executed contracts
Awards announced on an ongoing basis starting:	April 20, 2007

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<sup>1</sup> Title I of the Housing and Community Development Act of 1974 as amended. 42 U.S.C. 5301 et seq., Federal Omnibus f 1981 (Public Law 97-35).

<sup>2</sup> 24 CFR, Part 570, Subpart I.

- b. Applications Accepted: **Applications may be sent to the Department as soon as they have been completed.**

Applications will be accepted and funded as long as there are funds available or until August 6, 2007.

**Note: Facsimile copies or PDF e-mail files will not be accepted.**

- c. Number of Copies:

1. One complete **original** set (***with original signatures in blue ink and original/certified authorizing resolutions***);
2. One complete copy of the entire application (including attachments); and
3. Include the following documents in the front pocket of the original binder set:
  - One additional copy of authorizing resolution(s), and
  - One additional copy of all forms in **Parts A, B, and C.**

- d. Mail to: Department of Housing and Community Development  
Division of Financial Assistance  
Community Development Block Grant (CDBG) Program  
P.O. Box 952054  
Sacramento, CA 94252-2054

Hand Deliver to: Department of Housing and Community Development  
Division of Financial Assistance  
Community Development Block Grant (CDBG) Program  
1800 Third Street, Suite 330  
Sacramento, CA 95814

- e. For further information:

Please call a CDBG field representative or the CDBG Program Administrative Assistant at (916) 552-9398; FAX number (916) 327-8823. Please refer to Appendix A for the name and telephone number of the CDBG field representative assigned to each eligible jurisdiction.

## FUNDING GUIDELINES

### 3. FUNDING LIMITS

#### a. Maximum Award Limits

- Up to \$300,000 per application. The requested funds may be split between activities not to exceed \$300,000.

### 4. ELIGIBLE APPLICANTS

**HOLD OUT THRESHOLD FACTOR: Due to the emergency nature of this NOFA, jurisdictions that received a hold out letter for this program year are eligible to apply for this allocation.**

All cities and counties eligible under the State CDBG (non-entitlement) Program which contain counties affected by the January 2007 Freeze as defined by the Governor's Proclamation are eligible applicants for these funds.

Please see Appendix A for a list of eligible jurisdictions.

### 5. ELIGIBLE ACTIVITIES

The major activity categories are:

- Public Services
- Economic Development Activities

Please refer to Appendices B and C for information about these major activity categories.

### 6. PROGRAM ADMINISTRATION COSTS

#### a. General Administration Expenses

Grantees are restricted to a budget of up to 7.5 percent of the total grant amount for reasonable general administration expenses related to carrying out the CDBG Program. General administration costs include staff and related costs required for overall program management, coordination, monitoring, reporting, and evaluation.

b. Activity Delivery Expenses

A portion of the grant award may be used to pay for the actual costs associated with the "delivery" of the proposed activity. Activity delivery includes costs associated with staff and overhead directly involved with carrying out the activity.

Activity delivery costs vary, depending on the activity category. As a general guideline, the cost of activity delivery for these activities has been up to eight percent.

For all categories, if the percentages exceed these amounts, applicants must provide an explanation and justification of the higher amounts. The Department reserves approval to decide if the applicant shall receive an amount that exceeds the standard percentage.

## APPLICATION REVIEW AND SCORING

### 7. EVALUATION CRITERIA AND SCORING POINTS

Applications will be reviewed for threshold and eligibility requirements using an over the counter (OTC) process.

Applications will be determined eligible based on the following criteria:

- Is the jurisdiction identified as one of the freeze impacted jurisdictions in the Freeze Proclamation?
- Is the activity an eligible activity?
- Has the jurisdiction committed a ten percent match of any other source of funds?
- A resolution from the governing body authorizing the submittal of the application.
- At least 51 percent of the beneficiaries will be targeted income group (TIG).

In the event of over subscription, funding decision will be based on the amount of CDBG program income committed to the activities. The applicant with the highest program income amount committed to the activity will be funded first. If the same amount of program income is committed then a second tie breaker will be employed. The second tie breaker will be the poverty level, as determined by the census, in the jurisdiction. The jurisdiction with the highest poverty level will receive priority in funding.

### 8. APPLICATION TRAINING WORKSHOPS

The Department will present several half-day information workshops. The workshops will include a brief overview of the State Program, a discussion of the application evaluation criteria, and general information regarding the major federal overlay requirements that may affect funded projects.

Eligible applicants who wish to attend a workshop should review this NOFA and come prepared with questions and ideas for preparing an application. Information about the workshop dates, times, and locations is included in the cover memorandum.

### 9. APPLICATION REVIEW PROCESS

The Department will review each application. During the initial review process, CDBG staff may contact applicants about the location of information within the application, but during such contacts, applicants will not be permitted to add or change any information in their application. Any such contacts will be scheduled after the Department has completed its preliminary review.

The Department will evaluate and fund applications based on all the activities in the application with the following exceptions:

- a. Ineligible Activity If an activity within an application is found to be ineligible, the Department will delete the ineligible activity and the requested funds and review the remaining activities in the application. Applicants are encouraged to discuss their proposed activities with the Program staff prior to submitting an application.

## AWARD ANNOUNCEMENTS AND PROCESSING

### 10. AWARD ANNOUNCEMENTS

Awards will be announced on an ongoing basis starting April 20, 2007. All applicants will be notified by mail as to the outcome of their application.

This NOFA is being released and authorized concurrently with enactment of emergency regulations. If for any reason the regulations are delayed or not adopted the awards may be delayed or cancelled.

**NOTE: Housing element compliance will be a special condition in the contract. No funds will be released until all special conditions have been met.**

#### Unfunded Applications and Exit Interviews

After awards are announced, applicants who are not awarded funds are encouraged to schedule meetings with the CDBG representative to discuss their application and how to improve applications for future funding cycles. The CDBG staff will also meet with successful applicants who wish to review their applications.

### 11. AWARD PROCESSING

All funded applications will be processed through a State Standard Agreement. The Agreement will contain information about the terms and special conditions of the award. Any special conditions will have to be met within 90 days of the Agreement's execution. If the conditions are not met, the Department may terminate the Agreement. Applicants are permitted to incur general administration costs upon receiving their award letter with written approval from the Department. **Grantees MUST obtain special conditions and environmental clearance prior to starting a CDBG funded activity(ies). This requirement applies to both CDBG and non-CDBG funding. Any program or project activity that is started prior to obtaining clearance may cause it to be ineligible.** Only general administration costs may be incurred until special conditions are met. Activity delivery costs may be incurred prior to execution of the Agreement only with written approval from the Department upon satisfactory completion of any required special conditions. Information about processing times and authorization requirements will be provided in the Agreement.

## **12. GRANT MANAGEMENT WORKSHOPS AND PROGRAM MONITORING**

All funded applicants will be invited to attend any one of the Grant Management Workshops that will be conducted during August/September 2007. At these workshops, CDBG staff will provide information about the day-to-day management of the grant and the various federal overlay requirements as well as reporting and fiscal requirements. For current information, refer to the 2006 CDBG Grant Management Manual which is available at the Department's website at [www.hcd.ca.gov/fa/cdbg/funds/](http://www.hcd.ca.gov/fa/cdbg/funds/) or a CD can be requested by contacting the CDBG Program.

## PROGRAM REQUIREMENTS

### 13. STATE REQUIREMENTS

The CDBG Program is a federally-funded program that is administered in California's small cities and counties by the Department. Within State statute and regulations, the following program requirements have been established:

a. TIG Benefit

All activities funded through the CDBG General Allocation Program shall principally benefit the TIG persons or households. As such, at least 51 percent of the beneficiaries of an eligible activity shall be TIG (unless it is direct assistance, like housing rehab programs, whose beneficiaries must be 100 percent TIG). TIGs, which includes "Lowest Targeted Income Group (LTIG)," are based on current county income limits provided annually by the Department. TIGs are defined as beneficiaries having incomes that are 80 percent or less of the adjusted area median household income. LTIG beneficiaries have incomes that are at 50 percent or less of the adjusted area median household income.

Each application must include a discussion of how the proposed activity will principally benefit the TIG. Failure to adequately document the level of TIG benefit for the proposed activity, may result in denial of the funds. Different activities can have TIG benefit documented in a variety of ways, so read the activity appendix in this NOFA for the proposed activity on how to provide the proper documentation.

c. CDBG Housing Element Compliance

During the initial stage of application review, CDBG will not reject an application based on either the content of the housing element or the Department's findings on the element, except as may otherwise be provided in Section 50830 of the Health and Safety Code. If there is a question about the CDBG compliance status of your housing element, call Paul McDougall of the Housing Policy Development Division at (916) 322-7995, prior to submitting an application to verify the status of your housing element.

The requirements for award of grant funds are in Section 7056(b)(1) of the Program's Regulations. Housing element compliance requirements are in the Government Code, Title 7, Division 1, Chapter 3, Article 10.6, beginning with Section 65580.

d. Performance Criteria

The Program staff will review and evaluate performance with prior grants to ensure that the jurisdiction has demonstrated capacity to administer the proposed activity(ies).

e. Serious Need

The Program staff will review and evaluate the need for all activities to ensure that the most serious community development needs in the State are funded.

**14. PUBLIC HEARINGS**

Community Development Block Grant (CDBG) Regulations (24 CFR, Part 570.486 (5)) require that a minimum of two public hearings (program design and application submittal) be held before the jurisdiction submits an application to the Department. The hearings should be noticed at least ten days prior to the hearing date. The program design hearing should be held at least 30 days prior to the application submittal hearing. The application submittal hearing must be held before the local governing body and prior to the application being submitted to the Department. See Appendix J for sample public notices for project design and application submittal hearings. The CDBG program staff will monitor all funded applications for this requirement, including the commitment shown to citizen participation.

**NOTE: Due to the emergency nature of this NOFA, the State will allow an expedited process for public hearings. One public hearing, for application submittal will be the minimum requirement. In addition, the notice for this public hearing must be at least 3 days prior to the public hearing.**

**15. PUBLIC RECORDS ACT**

Applications and grant agreements are public information and are available for review upon request. Applicants are advised that information submitted to the Department may 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.

**16. RELOCATION AND ANTI-DISPLACEMENT REQUIREMENTS**

The federal requirements relating to relocation and anti-displacement require grantees receiving any CDBG funds, regardless if the activity will cause displacement or not, to certify that they have made public and adopted a proper anti-displacement and relocation plan. An acceptable plan and certification form will be required as a special condition for funding.

There are requirements in addition to publicly adopting and certifying compliance with an anti-displacement and relocation plan. Applicants who are doing project-specific activities which may or will cause the relocation and displacement of persons must also provide a project-specific relocation plan. This plan must outline how they will manage the relocation and displacement activities for the project and estimate what relocation benefits will be required. Jurisdictions who receive federal funds in the form of a CDBG grant are required to inform all potential persons, **prior to submitting an application for CDBG assistance**, of the potential for relocation as a result of the federally-funded project and of the potential recipients' rights to relocation assistance in the event relocation is triggered by the funded activity using a properly completed General Information Notice (GIN) as found in the U.S. Department of Urban Development's (HUD) relocation handbook 1378. When operating a single family rehabilitation or acquisition program which could cause temporary relocation of persons, the applicant must also provide a locally adopted temporary relocation plan which outlines relocation benefits for owner occupants and tenants.

#### **17. PROCUREMENT**

The Department will monitor for procurement of goods and services and will ensure equal opportunity provisions have been included in all procurement procedures.

#### **18. FEDERAL DEBARMENT AND SUSPENSION**

As required by 24 Code of Federal Regulations, Part 24, all CDBG grantees are required to verify that any/all persons, contractors, consultants, businesses, sub-recipients, etc. that are conducting business with the grantee **(including the City/County)** are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntary excluded from participation in the covered transaction or in any proposal submitted in connection with the covered transaction. Grantees must check the Excluded Parties Listing System (website: [epls.arnet.gov](http://epls.arnet.gov)) and maintain evidence of the search results.

**APPENDIX A**  
**Eligible CDBG Jurisdictions with TIG and Poverty Percentages**

**Freeze NOFA Representatives/Contacts:**  
**General - Liz Fitzgerald (916) 319-8474**  
**Economic Development – Mimi Bettencourt (916) 319-8400**

<u><b>JURISDICTION</b></u>	<u><b>TIG %</b></u> <sup>1</sup>	<u><b>POVERTY %</b></u>
<b>El Dorado County</b>	<b>34.3</b>	<b>7.1</b>
Placerville	50.4	12.1
South Lake Tahoe	56.1	12.5
<b>Fresno County</b> <sup>2</sup>		
Firebaugh	62.2	22.5
Huron	71.7	39.4
Orange Cove	73.7	44.5
Parlier	72.7	36.0
San Joaquin	73.6	34.6
<b>Imperial County</b>	<b>51.4</b>	<b>22.6</b>
Brawley	51.4	26.6
Calexico	58.9	25.7
Calipatria	54.0	24.2
Holtville	45.4	18.2
Imperial	27.4	11.6
Westmorland	60.6	27.2
<b>Kern County</b>	<b>59.9</b>	<b>20.8</b>
Delano	61.4	28.2
McFarland	69.8	35.2
Taft	42.1	17.5
Wasco	57.7	27.5

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

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

**APPENDIX A**  
**Eligible CDBG Jurisdictions with TIG and Poverty Percentages (continued)**

<b>Kings County</b>	<b>48.5</b>	<b>19.5</b>
Avenal	61.4	30.7
Corcoran	54.3	26.9
Lemoore	37.7	13.4
<b>Madera County</b>	<b>39.5</b>	<b>21.4</b>
Chowchilla	48.6	19.2
<b>Merced County</b>	<b>43.5</b>	<b>21.7</b>
Atwater	43.2	18.7
Dos Palos	50.5	22.8
Gustine	40.3	16.9
Livingston	54.6	25.2
Los Banos	34.9	12.1
<b>Monterey County</b>	<b>39.7</b>	<b>13.5</b>
Carmel-by-the-Sea	26.7	6.6
Del Rey Oaks	19.8	5.0
Gonzales	55.0	20.2
Greenfield	67.8	21.6
King	63.3	20.8
Marina	44.0	13.1
Pacific Grove	29.7	5.4
Sand	63.7	27.9
Soledad	58.1	18.4
<b>Riverside County<sup>2</sup></b>		
Calimesa	44.0	12.2
Coachella	70.8	28.9
Indian Wells	17.0	3.4
Rancho Mirage	26.0	5.9

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

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

**APPENDIX A**  
**Eligible CDBG Jurisdictions with TIG and Poverty Percentages (continued)**

<b>San Luis Obispo County<sup>2</sup></b>		
Morro Bay	49.9	13.0
Pismo Beach	37.1	9.0
<b>Santa Barbara County</b>	<b>39.0</b>	<b>14.3</b>
Buellton	39.2	8.8
Carpinteria	41.8	10.4
Guadalupe	68.2	25.0
Solvang	35.6	6.7
<b>Stanislaus County</b>	<b>37.3</b>	<b>16.0</b>
Hughson	43.9	19.1
Riverbank	35.6	12.3
<b>Tulare County</b>	<b>56.3</b>	<b>23.9</b>
Dinuba	55.4	26.2
Exeter	47.0	19.4
Farmersville	62.7	30.7
Lindsay	66.8	39.9
Woodlake	69.2	36.8
<b>Yuba County</b>	<b>51.0</b>	<b>20.8</b>
Wheatland	45.4	19.8

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

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

## APPENDIX B

### ELIGIBLE ACTIVITIES: PUBLIC SERVICES

#### A. ELIGIBLE ACTIVITIES

Eligible Activities: Under this category, CDBG funds may be used to provide public services including labor, supplies, materials, and other costs. Paying the cost of operating and maintaining that portion of a facility in which the service is located also falls under this category. Public services include, but are not limited to:

- child care
- health care
- job training
- recreation programs
- education
- public safety
- services for senior citizens
- services for homeless persons
- drug and alcohol abuse counseling and testing
- transportation services
- nutrition services
- food bank services
- mortgage, rental and utility assistance

#### B. RESTRICTIONS ON THE USE OF CDBG FUNDS FOR PUBLIC SERVICES ACTIVITIES

Federal regulations establish these restrictions on the use of CDBG funds for public services:

1. The service must be new in that it has never been provided or has been discontinued more than 12 months prior to the date the application is filed with the Department. Public services currently funded with CDBG grant funds are eligible activities; or
2. The proposed service must demonstrate a quantifiable increase in the level of service over the past 12 months unless there is an otherwise imminent decrease in the level of service which is not caused by any local governmental action.
3. Additionally, the State CDBG allocation for public services cannot exceed 15 percent of the total award to the State in that year.
4. CDBG funds may **not** be used to provide on-going grants or non-emergency aid (more than three months) to individuals for their food, clothing, rent, utilities, or other income payments.

## APPENDIX C

### ELIGIBLE FREEZE RELIEF ACTIVITIES: ECONOMIC DEVELOPMENT

Working Capital loans to businesses that are affected by the freeze, in particular businesses that support and provide services to the agricultural industry.

- The CDBG public benefit (job requirement) of \$35,000 per job must be met.
- Due diligence will be required up front to validate the need for assistance.
- Businesses assisted must be at risk of ceasing operations as a result of the freeze.
- Grantees must document that CDBG funds will help bridge the gap until the business' revenue stream is back to normal.
- Grantees must develop Guidelines for Freeze Relief Assistance to Businesses, which include:
  - Job Retention requirement
  - Underwriting Criteria
  - Maximum Loan Amount
  - Allowable costs
  - Timed release of funds using an escrow account (if applicable)

## APPENDIX D

**(Publish at least 3 days prior to hearing)**

### **SAMPLE NOTICE FOR PUBLIC HEARING HELD AT THE APPLICATION SUBMITTAL PHASE**

#### **NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the City of \_\_\_\_\_ will conduct a public hearing by the City Council on Tuesday, April 10, 2007, at 6:00 p.m. at the City Hall Conference Room, \_\_\_\_\_ Street to discuss January 2007 Freeze Community Development Block Grant application and to solicit citizen input.

The Community Development/Housing Department on behalf of the City of \_\_\_\_\_ is applying for a grant amount of up to \$300,000 under the \_\_\_\_\_ Allocation for \_\_\_\_\_(identify all activities) in the application to be performed within the \_\_\_\_\_(identify city/county/neighborhood/ etc.).

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 of \_\_\_\_\_, Community Development/Housing Department, \_\_\_\_\_ Street, \_\_\_\_\_, CA 9\_\_\_\_ or you may telephone \_\_\_\_\_. In addition, a public information file is available for review at the above address between the hours of 8:00 a.m. and 5:00 p.m. on weekdays.

If you plan on attending the public hearing and need a special accommodation because of a sensory or mobility impairment/disability, please contact \_\_\_\_\_ at \_\_\_\_\_ to arrange for those accommodations to be made.

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, or handicap.

**STATE CDBG PROGRAM  
APPLICATION PACKAGE REQUEST FORM *for***

**JANUARY 2007 FREEZE**

**Mail or fax this Request Form to:**

Lynne Sekas, Program Administrative Assistant  
State Community Development Block Grant Program  
California Department of Housing and Community Development  
1800 Third Street, Suite 330  
Sacramento, CA 95814

FAX (916) 327-8823

___	YES. Please send the <b>January 2007 CDBG Freeze Application Package as follows:</b>	
___	___	Mail a hard copy (paper)
___	___	Mail a CD copy
___	___	E-Mail: My E-Mail address is: _____

<b>Name:</b>	
<b>Organization:</b>	
<b>Address:</b>	
<b>City/State/Zip Code</b>	
<b>Telephone:</b>	
<b>FAX #:</b>	

**NOTE:** If you return this form and do not receive a mailing within two weeks of your request, please call the CDBG Program Administrative Assistant at (916) 552-9398.