

2012 CDBG APPLICATION

Introduction

1. INTRODUCTION

Just as the 2012 CDBG NOFA contains all the eligible activity funding information, the 2012 CDBG Application contains all the applications for each eligible activity. Additionally, as of this year, all documents will only be available electronically on the CDBG NOFA web page. In consolidating all of the activities we have, however, created Activity Applications that are stand alone documents on the web page. Be sure to familiarize yourself with the new way the program is presenting the NOFA, Appendices and Activity Applications.

The most substantial differences with this application package from previous years is that, as stated above, ALL available annual CDBG Activities may be applied for at the same time. Each activity has its own Application so that, as discussed in the 2012 CDBG NOFA, each activity type can be scored against only other like activities. Each Activity category has its own section on the web page, containing the application(s) and instructions needed to apply for those activities. It is recommended that applicants review and use the Funding Limits and Eligible Activities Chart to help them consider what they are able to apply for prior to beginning the application writing.

2. WHAT'S NEW?

As noted above, each activity application can be found on the HCD web page under its activity title. **It is crucial to note that, the Application Summary is marked "Required", as this section has information that must be submitted by every applicant other than those applying only for ED OTC funding. Failure to complete this section may disqualify an application. Finally, be sure to fill out the Summary Application in full and obtain all required signatures.**

The sections are divided as follows:

2012 APPLICATION PACKAGES

APPLICATION SUMMARY

- Introduction
- Application Summary - *Required!*
- Funding Limits & Eligible Activities Chart

ECONOMIC DEVELOPMENT ACTIVITIES APPLICATIONS

- ED Business Assistance Activity
- ED Micro-Enterprise Activity
- ED Over-The-Counter Activity

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HOUSING ACTIVITIES APPLICATIONS

- Housing Related Real Property Acquisition Activity
- Homeownership Assistance Activity
- Housing Rehabilitation Activity
- Housing New Construction Activity

PUBLIC IMPROVEMENTS ACTIVITY APPLICATION

- Public Improvement and Public Improvement In-Support-Of Housing New Construction Activity

PUBLIC SERVICES ACTIVITY APPLICATION

- Public Services Activity

PUBLIC FACILITIES ACTIVITY APPLICATION

- Public Facilities Activity

PLANNING AND TECHNICAL ASSISTANCE ACTIVITY APPLICATION

- Planning and Technical Assistance Activity

As noted in the list above, the activities of Public Improvements and Public Improvements in Support of Housing New Construction will be competitively rated and ranked, and funded, out of the Public Improvements bucket of funding. All applications for both of these activities will be rated and then ranked into one funding priority list.

Another change this year is that, as you can see in the list above, there is no section for Set-Aside (Un-scored) Activities. If you are applying for a Set-Aside, use the application forms in the section for that activity, **and be sure to mark the correct box for Question A**. If an applicant wishes to apply for a scored activity and a Set-Aside activity under the same activity category (for example: a scored activity for a large Public Improvements project for \$1.5 million plus a Set-Aside activity for a small Public Improvements project for \$100,000), use the same set of forms provided for both activities, but fill out a separate set completely for each project and submit them as separate activities.

For some activities there will be different or additional information required compared to prior years. *For example*, in past years, Housing Rehabilitation

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Need scores were determined (in part) using data contained in current housing elements or eligible housing condition surveys (supporting documentation). This year, we will be determining Need scores for this activity (in part) using *Age of Housing* data found in US Census data reports (current as of the date of the 2012 NOFA release), which is provided in **Appendix P**. All Census driven information for your jurisdiction used in scoring will be found in **Appendix P**. Applications submitted without the required supporting documentation will not receive points.

Please review each section of this application and take care to thoroughly review each set of activity instructions and forms to ensure correct information is entered, and all required forms and supporting documentation are submitted.

If you have questions that cannot be answered by reviewing the information and instructions contained in the 2012 NOFA and/or this Application, please contact your assigned CDBG Program Representative. A complete listing of all CDBG Program staff is available in **Appendix A**.

3. REVIEW AND SCORING

Applications are rated according to criteria discussed in the NOFA beginning on page 42, which provides specific information on application evaluation and scoring.

Applications are assigned quantitative ratings and are ranked against each other. The maximum possible score per activity for the 2012 NOFA is 900 points. Points are divided among four primary scoring groups:

- Need for the Activity Up to 400 points
- Readiness Up to 300 points
- Capacity/ Past Performance Up to 200 points

>>> Please refer to NOFA Section 13 - Evaluation Criteria and Scoring Points, and **Appendix U** <<<

Note: An application submitted in response to the 2012 NOFA constitutes a “stand-alone” document and must include all relevant forms and supporting documentation. References to materials and documentation contained in other applications, files or CDBG grants will not be accepted unless noted in the instructions.

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4. GENERAL RULES FOR SUBMITTING AN APPLICATION

- A. Applications must be received by the Department by 5 p.m., Friday, April 6, 2012.
- B. Late Applications will not be accepted or be considered for funding.
- C. No faxed or e-mail transmitted applications will be accepted.
- D. The Department will conduct a preliminary review of each Application to determine they meet all of the threshold criteria. Applications that meet all of the threshold criteria will be eligible to be rated and ranked.
- E. After the Application due date, the Department will not consider unsolicited information from an applicant. The Department may contact an applicant to clarify an item in the application for determining threshold. However, the rating and ranking (scoring) process will be completed without contact being made with the Applicant.

Applications received by the Department after 5 P.M., Friday, April 6, 2010, will not be accepted and will be returned to the jurisdiction regardless of the date of postmark/mailing.

5. SUBMITTING AN APPLICATION

- A. **Required Number of Complete Applications to be Submitted: Two (2)**
 - 1) One complete original set (with original signatures, in **blue** ink) of the entire application and all attachments.
 - 2) One copy of the entire application and all attachments.
- B. **Packaging:**
 - 1) Place each copy of the application and attachments in a separate appropriately-sized, 3-ring, loose-leaf binder.
 - 2) Place an identifying label on both the cover and the spine of each loose-leaf binder.
 - 3) Clearly label the "Original" binder and the "Copy" binder.
 - 4) Paginate every page (except tabs).
 - 5) Use tabbed pages or other clearly-marked separating devices to mark attachments. Do not use adhesive stickers or flags; these devices are easily misplaced or lost.

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C. Before Submitting the Application:

- 1) Check each copy of the application for completeness.
- 2) Make sure all attachments are included.
- 3) Ensure that all pages (including attachments) are numbered consecutively.
- 4) Ensure that all tabs or separating devices, including the ones marking the attachments, clearly indicate the appropriate section of the application.
- 5) Ensure that all Table of Contents pages are filled in correctly, for the entire application and for each section and/or activity applied for.
- 6) Ensure that the Original application contains all original signatures on the appropriate forms and that they are signed in **blue** ink by the appropriate jurisdiction representative.
- 7) If mailing the application, please use a postal tracking service and retain the mailing receipt for your records.

D. Application Submittal:

Mailing Address:

State Community Development Block Grant Program
Department of Housing and Community Development
P. O. Box 952054, MS 390
Sacramento, CA 94252-2054

Physical Address:

State Community Development Block Grant Program
Department of Housing and Community Development
1800 Third Street, Suite **390**
Sacramento, CA 95811

6. APPLICATION SUBMISSION STEPS

A. For ED OTC

- 1) Review the NOFA and Application Package carefully. Contact a CDBG Program Representative for further assistance if needed. Please refer to **Appendix A** for the names of CDBG Representatives assigned to each eligible jurisdiction.
- 2) Review the Threshold Requirements to determine if your jurisdiction is eligible to apply for the 2012 NOFA funding round.

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- 3) Follow the process outlined in Section 7 of the Application

B. For all other Activities:

- 1) Review the NOFA and Application Package carefully. Contact a CDBG Program Representative for further assistance if needed. Please refer to **Appendix A** for the names of CDBG Representatives assigned to each eligible jurisdiction. Review the Threshold Requirements to determine if your jurisdiction is eligible to apply for the 2012 NOFA funding round.
- 2) Consider the **categories** of activities you wish to apply for. Please refer to the NOFA and the Funding Limits and Eligible Activity document for a detailed description of all eligible activities.
- 3) You may apply for one or more activities. Refer to the NOFA for specific instructions on the number and type of allowable activities per application and limits on funding amounts per activity.
- 4) Conduct all applicable public hearings. Refer to the Appendices for requirements and sample Public Notices. The application approval/submittal must be documented with a resolution by the governing body.
- 5) **Complete the required Application Summary section.**
- 6) Complete the appropriate activity sections of the application. Please review the Instructions before filling out any activity forms. Complete the Application Table of Contents, including correct pagination of the entire application.
- 7) Review the application and each activity to be sure you have included all the required forms and necessary documentation, including resolution of the governing body.

Submit both binders of the application, which must be received by the deadline, regardless of the date of mailing or shipping.