

# 2013 CDBG APPLICATION

## Introduction

### 1. INTRODUCTION

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The 2013 CDBG NOFA contains all the eligible activity funding information across all eligible CDBG Activities. Each activity category has its own corresponding Activity Application forms. As initiated last year, all documents will only be available electronically on the CDBG NOFA web page and each Activity Application is a stand-alone document on the web page.

All available annual CDBG Activities may be applied for at the same time. Each activity has its own application, so that each activity type can be scored against only other like activities. Each activity category has its own section on the web page, containing three links to: (1) instructions; (2) application form(s); and, (3) the corresponding score sheet. It is recommended that applicants review and use the Funding Limits and Eligible Activities Chart to assist in considering what is most viable to apply for prior to beginning application writing.

### 2. WHAT'S NEW?

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- For ease of use, the Department has separated each application from its instructions, so you will see separate links on the web page for each. You will also see a separate link for the activity's corresponding score sheet.
- While it is not new, it is crucial to mention again this year that the Application Summary is marked ***“Required”***, as this section has information that must be submitted by every applicant, except those applying only for ED OTC funding. ***Failure to complete this section may disqualify an application. Be sure to fill out the Summary Application in full and obtain all required signatures.***
- The Summary Application and the Applicant Capacity/Past Performance Application are now separate forms.
- The Summary Application is now an Excel Workbook.

The sections are divided as follows:

#### **2013 APPLICATION PACKAGES**

##### **APPLICATION SUMMARY**

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

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### **JURISDICTIONAL CAPACITY**

- Capacity Instructions Introduction
- Capacity Forms
- Capacity Score Sheet

### **ECONOMIC DEVELOPMENT ACTIVITIES APPLICATIONS**

- ED Business Assistance Instructions
- ED Business Assistance Application Forms
- ED Business Assistance Score Sheet
  
- ED Micro-Enterprise Instructions
- ED Micro-Enterprise Application Forms
- ED Micro-Enterprise Score Sheet
  
- ED Over-The-Counter Project Inquiry Process Instructions
- ED Over-The-Counter Project Inquiry Application Forms

### **HOUSING ACTIVITIES APPLICATIONS**

- Homeownership Assistance Instructions
- Homeownership Assistance Application Forms
- Homeownership Assistance Score Sheet
  
- Housing Rehabilitation (1-4 Units) Instructions
- Housing Rehabilitation (1-4 Units) Application Forms
- Housing Rehabilitation (1-4 Units) Score Sheet
  
- Housing Projects – Multi-Family Instructions
- Housing Projects – Multi-Family Application Forms
- Housing Projects – Multi-Family Score Sheet
  
- Housing New Construction Instructions Only

### **PUBLIC IMPROVEMENTS ACTIVITY APPLICATION**

- Public Improvements Instructions
- Public Improvements Application Forms
- Public Improvements Score Sheet
  
- Public Improvements In-Support-Of Housing New Construction Instructions
- Public Improvements In-Support-Of Housing New Construction Application Forms
- Public Improvements In-Support-Of Housing New Construction Score Sheet

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### **PUBLIC SERVICES ACTIVITY APPLICATION**

- Public Services Instructions
- Public Services Application Forms
- Public Services Score Sheet

### **PUBLIC FACILITIES ACTIVITY APPLICATION**

- Public Facilities Instructions
- Public Facilities Application Forms
- Public Facilities Score Sheet

### **PLANNING AND TECHNICAL ASSISTANCE ACTIVITY APPLICATION**

- Planning and Technical Assistance Instructions
- Planning and Technical Assistance Application Forms

For some activities, we will be determining Need scores by using data found in 2010 US Census Data Reports or the ACD 5-year Dataset, which is provided in **Appendix P**. Except for poverty scores, all data driven information for your jurisdiction used in scoring will be found in **Appendix P**. Poverty percentages are found in **Appendix A**.

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. Applications submitted without the required supporting documentation will not receive points.

If you have questions regarding the 2013 NOFA and/or this Application that cannot be answered by reviewing the NOFA, Instructions, Application or Score Sheet documents, please contact your assigned CDBG Program Representative. A complete listing of all CDBG Program staff is available in **Appendix A**.

## **3. REVIEW AND SCORING**

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Applications are rated according to criteria discussed in the NOFA beginning on page 57, which provides specific information on application evaluation and scoring. Applications are assigned quantitative ratings and are ranked against each other.

For the 2013 NOFA, a maximum of 950 points are available for all activities **except** Homeownership Assistance, Public Improvements, Public Improvements In Support of Housing New Construction and Public Services, where 1,000 points are the maximum available. Points are divided among four primary scoring groups:

- Need for the Activity Up to 400 points
- Readiness Up to 300 points

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- Capacity/Past Performance Up to 200 points
- State Objective Points Up to 100 points\*

*\*For the 2013 NOFA, 50 points are available under Capacity Building, 50 points are available under Public Improvements and Public Improvements in Support of Housing New Construction, and 50 points are available under Public Services.*

*>>> Please refer to NOFA Section 12 - Evaluation Criteria and Scoring Points, and Appendix U <<<*

***Note: An application submitted in response to the 2013 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.***

#### 4. GENERAL RULES FOR SUBMITTING AN APPLICATION

- A. Applications must be received by the Department by 5 p.m., Friday, April 12, 2013.
- 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 whether 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 12, 2013, will not be accepted and will be returned to the jurisdiction regardless of the date of postmark/ mailing.**

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### 5. SUBMITTING AN APPLICATION

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#### **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.

#### **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 for each section and/or for each activity applied.
- 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.

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### ***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**

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### ***A. For ED OTC:***

- 1) Review the NOFA and Application Package carefully. Contact your Economic Development Loan Approval Representative ([http://www.hcd.ca.gov/fa/cdbg/ED Loan Approval Rep Map \(11-2012\).pdf](http://www.hcd.ca.gov/fa/cdbg/ED_Loan_Approval_Rep_Map_(11-2012).pdf)) 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 2013 NOFA funding round.
- 3) Follow the process outlined in the NOFA starting on page 59.

### ***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 2013 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 Chart 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.

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- 4) Conduct all applicable public hearings. Refer to **Appendix D** 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 (“Original” and “Copy”), which must be received by the deadline (to the Department by 5 P.M., Friday, April 12, 2013), regardless of the date of mailing or shipping.**