APPENDICES

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APPENDIX A: CDBG INCOME SURVEY REQUIREMENTS

This Appendix provides information for applicants who anticipate using CDBG funds to conduct a neighborhood income survey:

1. Conducting the Survey/Client Confidentiality

2. Survey Questions

3. Information about Random Sampling

Applicants may propose to use PTA funds to conduct a survey to determine the percentage of TIG households in a given geographic area or neighborhood. Because CDBG funds must be used to meet a National Objective, any applicant proposing to do an income survey must be reasonably confident before conducting the survey that the area to be surveyed is at least 51 percent Targeted Income Group (TIG).

Part 1. Conducting the Survey /Client Confidentiality

The survey process should include a way to identify specific households who responded to the questionnaire and ensure the respondents' confidentiality. Respondents may be particularly sensitive to the question of household income. If a respondent's address is requested on the questionnaire, many persons may not answer the income questions or may not complete the questionnaire at all. Consequently, in order to promote a high response rate, the questionnaire should not include identifying information, such as the person's name or address.

Several acceptable methods for preserving anonymity of the respondent include:

1. The surveyor may hand deliver the questionnaire to the respondent and conduct the survey orally. At that time, upon completing this interview, the surveyor would mark off the respondent's address from an address list. If the questionnaire is delivered to the household or mailed and is to be collected at a later date, the collector can mark off the respondent's address at the time of collection.

2. If the questionnaire is to be mailed to respondents and returned by mail, the identifying information (respondent's address) would be on the return envelope. Upon receipt of the completed questionnaire, the address can be checked off the address list and the envelope and questionnaire can be separated. If the applicant uses this method, a statement ensuring respondent confidentiality should be included.

    - Replies to this questionnaire are confidential. Confidentiality is protected by not including names on any of the forms. We need a high response to have a chance of getting funded. Addresses are on the return envelopes so we can make follow-up contacts if no questionnaire is received and we need additional questionnaires returned. When we get your envelope and questionnaire in the mail, we will check off that a questionnaire has been received from your house, remove the questionnaire from the envelope, and throw the envelope away. No identifying information will be kept with the questionnaires and the questionnaires will be tallied as a group.

3. If coded questionnaires are used, a simple method of coding is to place a number on the questionnaires or return envelopes. Each number is assigned an address from the address list. When the material is received, a list of returned numbers is kept. If the response rate is not high enough so that follow-up contacts are needed, the addresses of numbers for which no response has been received can be looked up and additional questionnaires sent out.

The income survey data should be current (within 60 months from the date the current NOFA is released by the Department).

Part 2. Survey Questions

These sample questions and the Directions for Random Sampling, which follow in Part 3., are provided to assist the applicant in using a method of surveying which allows for validation and, at the same time, preserves the confidentiality of the respondent. Applicants may include other questions designed to elicit information which they determine is important. Experience has shown that overly detailed surveys may adversely affect the response rate.

The questions are designed to provide data regarding family size, income, and housing tenure. Family size and income are of particular significance in determining if a household is in the targeted income group.

NOTE TO APPLICANTS: Information regarding question #2 below. Please read the following information regarding income data and use the income limit figures that apply to your County in your questionnaire.

The reason for collecting income data is for the applicant to make a determination of how many persons surveyed fall into the categories of LTIG, TIG, and above TIG. The numbers provided in the chart under question #2 are ***SAMPLES ONLY***. Use Line A for the income limits for the Lowest Targeted Income Group; use Line B for the income limits for the Targeted Income Group. Applicants should consult HCD web site and use the income limits for their county in their questionnaire. This will enable applicants to group the respondents as LTIG, TIG, and over TIG. LTIG is 50 percent and below of the adjusted area median family income. TIG is 80 percent and below of the adjusted area median family income (by definition, TIG includes LTIG). Over TIG is 81 percent and above of the adjusted area median family income.

QUESTIONS

1. How many persons live in your household? _________

2. Using the chart below, please do the following:

   a. Circle the column that matches the size of your household.

   b. On a separate sheet of paper, make a determination of your income (you do not need to state your income on this questionnaire). Use the total household income in the last 12 months or the income claimed in the most recent federal income tax filing. Include gross wages before deductions, public assistance, unemployment benefits, social security, pensions, alimony, child support, net income from owning or operating a farm or business, or any other source of income received regularly.

   c. Compare the income of your family to the figures on the chart in Lines A and B under the column you circled for the size of your household (#a. above).

   d. Read the following questions and make a check mark in the spaces indicated:

      1) Line A: Was your household income above_____ or below_____ the number associated with your family size? If you checked "above," also answer #2). If you checked "below," stop here and go on to question #3.

      2) Line B: Was your household income above_____ or below_____ the number associated with your family size?

Household Size	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
A (LTIG)	$13,700	$15,700	$17,650	$19,600	$21,150	$22,750	$24,300	$25,850
B (TIG)	$21,950	$25,100	$28,200	$31,350	$33,850	$36,400	$38,900	$41,400

3. Are you an owner occupant___ or a Renter ___

Part 3. Information about Random Sampling

In comparing applications for TIG benefit and need, the Department will accept reliable data about the local beneficiary population.

The Department will accept sampling statistics that represent the population as a whole if the applicant uses a valid survey methodology. Conversely, the Department may, after reviewing the submitted data, determine that the methodology was statistically unsound. In such cases, the Department may assign a score of zero for TIG benefit, or may use other generally recognized data such as U.S. Census data.

Two key features to your survey design should be 1) random selection of survey respondents, and 2) a large enough sample size to assure you have captured a reliable representation of the population. The following discussion provides some guidance in these two key areas.

Random Sampling

The guiding rule for sampling households or beneficiaries from the larger population is the avoidance of sampling bias. That is, sampling should not systematically exclude certain types of respondents. For example, surveys conducted mid-week during the day may exclude working households and provide inaccurate statistics about the larger population. If the survey methodology contains a sampling bias, larger sampling sizes will not solve the problem. Certain portions of the population will continue to be systematically excluded from the sampling.

As a general rule, each individual within the population should have an equal chance of being surveyed. Beware of using data sources that contain only certain portions of your beneficiary population. For example, some utility billing lists may contain only property owners, while the beneficiaries will be both owners and renters. Within your application to the Department, describe the sampling methodology and how it achieves a randomly-selected sampling.

Adequate Sampling Size

The required sampling size is determined by the size of the universe or the service area. The following table should be used to determine how many households a surveyor needs to interview to develop a survey of acceptable accuracy. For example, if you had a small water district of 50 households that you wanted to survey, you would have to get responses from all 50 households. If the district had 500 households, you would have to get responses from 250. If the district had 5,000 households, you would have to get responses from 400.

A second example would involve a larger income survey for a planning grant. Consider a community center feasibility study for a remote service area in which 1,400 households reside. According to the table on the following page, it would be necessary to obtain income surveys from a minimum of 350 households. If your results showed that 200 of the 350 households surveyed were TIG, then the service area would be 57 percent TIG (200/350=57%), which exceeds the area benefit threshold for planning grants of 51 percent TIG.

Required Sample Sizes for Universes of Various Sizes

Number of Households in the Universe	Sample Size (# of Responses)
1 - 50	All
51 - 55	50
56 - 63	55
64 - 70	60
71 - 77	65
78 - 87	70
88 - 99	80
100 - 115	90
116 - 138	100
139 - 153	110
154 - 180	125
181 - 238	150
239 - 308	175
309 - 398	200
399 - 650	250
651 - 1,200	300
1,201 - 2,700	350
2,701 or more	400

There is an exception to this table when dealing with a universe of 50 or less. As a general rule, a sample of less than the universe is unacceptable for statistical purposes. However, if the survey is to establish CDBG eligibility, for example, to apply for a PTA grant, the rule would not need to apply. The reason for this is that the CDBG eligibility threshold is that at least 51percent of the beneficiaries would be TIG. In such a case, as soon as the jurisdiction has answers from a sufficient number of respondent households to indicate that the required TIG percentage of 51percent is present, it could consider the information sufficient for area benefit documentation purposes.

Using the example of the water district with 50 households, if a jurisdiction wanted to demonstrate CDBG eligibility for a planning grant, as soon as the jurisdiction had 26 TIG respondents, it could stop the survey, as the area benefit has reached the threshold of at least 51percent TIG (26/50 = 52%).

Jurisdictions should consider hiring a professional demographer to conduct surveys of large areas. Surveys should be as statistically reliable as the U.S. Census.

Please contact the General or ED Representative in your jurisdiction if you wish further information on survey methodology.

APPENDIX B: WEB LINKS TO HUD 2006 INCOME LIMITS and 2000 LOW/MODERATE INCOME CENSUS CHART

Current Income Limits by County:
To access the 2006 income limits, click on the following hyperlink:
HTTP://WWW.HCD.CA.GOV/HPD/HRC/REP/STATE/INCNOTE.HTML

Please note: Applicants must use the most current available income limits. The 2007 income limits will be available in March 2007.

2000 Low/Moderate Income Census Tract Information for Area Benefit Determination:

To view and print out the chart, go to www.hcd.ca.gov/ca/cdbg/funds, and click on HUD Low Mod Data under the DRI NOFA & Application. This file is in Excel format. Percentages for census tracts and or block groups are located at the far right side of the chart. If you are doing a number of different census tracts or block groups, then you must add up all the persons in the block groups or tracts in your target area and divide it into the number of low income persons in the identified area.

APPENDIX C: STATEMENT OF ASSURANCES

Applicants must submit the Statement of Assurances form with the January 15, 2004 (1/15/04) revision date with the application. If an award is made, the grantee must assume responsibility for compliance with state, federal, and applicable local laws and regulations that apply to the expenditure of state CDBG funds.

Program regulations require the applicant to assure that the jurisdiction and all Subrecipient's will comply with all applicable state and federal requirements. Some requirements pertain to all local CDBG activities such as audits and procurement standards while others are specific to certain activities, such as relocation law and labor standards.

The Statement of Assurances form with the 1/15/04 revision date includes all currently-required provisions. The Statement of Assurances must be signed by the jurisdiction's Chief Executive Officer, regardless of any signatory designation in the governing body's resolution authorizing submission of the application.

The following is the Statement of Assurances Form. Earlier versions of the Statement of Assurances will not be accepted.

STATEMENT OF ASSURANCES (Revised January 15, 2004)

The City/County of ______________________ hereby assures and certifies that:

1. It possesses legal authority to apply for the grant and to execute the proposed program.

2. Its governing body has duly adopted or passed as an official act or resolution, motion, or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the applicant's chief executive officer or other designee to act in connection with the application and to provide such additional information as may be required.

3. It has or will comply with all citizen participation requirements, which include, at a minimum, the following components:

   a. Provides for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blight areas and of areas in which CDBG funds are proposed to be used, and provides for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction;

   b. Provides citizens with reasonable and timely access to local meetings, information, and records relating to the grantee's proposed use of funds, as required by CDBG regulations, and relating to the actual use of funds under this title;

   c. Provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee;

   d. Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program. These include at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped. This shall include one public meeting during the program design, annual performance report preparation, and formal amendments. A public hearing shall be conducted prior to application submittal;

   e. Solicits and provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and

   f. Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can reasonably be expected to participate.

4. The CDBG Program has been developed so as to primarily benefit targeted income persons and households, and each activity in the program meets one of the three national objectives: benefit to low and moderate income persons, elimination of slums and blight, or meets an urgent community need certified by the grantee as such.

5. Consents to assume the responsibilities for environmental review and decision-making in order to ensure compliance with NEPA by following the procedures for recipients of block grant funds as set forth in 24 CFR, Part 58, entitled "Environmental Review Procedures for Title I Community Development Block Grant Programs." Also included in this requirement is compliance with Executive Order 11988 relating to the evaluation of flood hazards, and Section 102(a) of the Flood Disaster Protection Act of 1973 (Public Law 93-234) regarding purchase of flood insurance, and the National Historic Preservation Act of 1966 (16 USC 470) and implementing regulations (36 CFR 800.8).

6. Consents to assume the role of either Lead Agency as defined by Section 21067 of the California Public Resources Code, or if another agency is or will be designated Lead Agency, it consents to assume the role of Responsible Agency as defined by Section 21069 of the California Public Resources Code, in order to ensure compliance with CEQA.

7. Has resolved any audit findings or performance problems for prior CDBG grants awarded by the State.

8. Certifies that there is no plan, ordinance, or other measure in effect which directly limits, by number, the building permits that may be is-d for residential construction or the buildable lots which may be developed for residential purposes; or if such a plan, ordinance, or measure is in effect, it will either be rescinded before receiving funds, or it need not be rescinded because:

    a. Imposes a moratorium on residential construction, to protect the health and safety, for a specified period of time which will end when the public health and safety is no longer jeopardized; or

    b. Creates agricultural preserves under Chapter 7 (commencing with Section 51200) of Part 2 of Division 1 of Title 5 of the Government Code; or

    c. Was adopted pursuant to a specific requirement of a State or multi-State board, agency, department, or commission; or

    d. The applicant has an adopted housing element which the Department has found to be in compliance, unless a final order has been used by a court in which the court determined that it is not in compliance with Article 10.6 of Chapter 3 of Division 1 of Title 7 of the Government Code; or

    e. The use of the funds applied for in this application is restricted for housing for the targeted income group.

9. Will comply with the regulations, policies, guidelines, and requirements of OMB Circular Numbers A-87, A-133, A-122, and 24 CFR Part 85, where appropriate, and the State CDBG regulations.

10. Shall comply with the following regarding nondiscrimination:

    a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352).

    b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284) as amended; and will administer all programs and activities related to housing and community development in a manner affirmatively furthering fair housing.

    c. Section 109 of the Housing and Community Development Act of 1974, as amended.

    d. Section 3 of the Housing and Urban Development Act of 1968, as amended.

    e. Executive Order 11246, as amended by Executive Orders 11375 and 12086.

    f. Executive Order 11063, as amended by Executive Order 12259.

    g. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112), as amended, and implementing regulations.

    h. The Age Discrimination Act of 1975 (Public Law 94-135).

    i. The prospective contractor's signature affixed hereon and dated shall constitute a certification under the penalty of perjury under the laws of the State of California that the bidder has, unless exempted, complied with the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Code of Regulations, Section 8103.

11. Will comply with the Federal Relocation Act (42 U.S.C. 4601 et seq.) and certifies that will follow the state's residential anti-displacement and relocation plan located in Appendix L of the State's 2005-2010 Consolidated Plan. The Plan can be found at: http://www.hcd.ca.gov/hpd/hrc/rep/fed/conplan05-10final.pdf.

12. Will comply with the following regarding labor standards:

    a. Section 110 of the Housing and Community Development Act of 1974, as amended.

    b. Section 1720 et seq. of the California Labor Code regarding public works labor standards.

c. Davis-Bacon Act as amended (46 U.S.C. 276a) regarding prevailing wage rates.

d. Contract Work Hours and Safety Standards Act (40 USC 327-333) regarding overtime compensation.

e. Anti-Kickback Act of 1934 (18 USC 874) prohibiting "kickbacks" of wages in federally assisted construction activities.

13. Will comply with the Architectural Barriers Act of 1968 (42 USC 4151) and implementing regulations (24 CFR Part 40-41).

14. It will enforce standards of conduct that govern the performance of its officers, employees, and agents engaged in the administration of contracts funded in whole or in part by the CDBG Program (Section 7120(d) of the State regulations).

15. Will comply with the Hatch Act (5 USC 1501 et seq.) regarding political activity of employees.

16. Will comply with the Lead-Based Paint Regulations (24 CFR Part 35) which prohibits the use of lead-based paint on projects funded by the program.

17. Will not award contracts to, or otherwise engage the services of any contractor while that contractor (or its principals) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation from the covered transaction, in any proposal submitted in connection with the CDBG program under the provisions of 24 CFR part 24.

18. Will give HUD, the Comptroller General, the State Department of Housing and Community Development, or any of their authorized representatives access to and the right to examine all records, books, papers, or documents related to the grant.

19. Will not attempt to recover any capital costs of public improvements assisted in whole or in part with CDBG funds by assessing properties owned and occupied by targeted income persons unless:

    a. CDBG funds are used to pay the proportion of such assessment that relates to non-CDBG funding or

    b. for the purposes of assessing properties owned and occupied by targeted income persons who are not of the lowest targeted income group, it does not have sufficient CDBG funds to comply with the provisions of a. above.

20. Will adopt and enforce policies

    a. prohibiting the use of excessive force by its law enforcement agencies against individuals engaged in non-violent civil rights demonstrations and

    b. enforcing applicable State and local law against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstration within its jurisdiction.

The certification is made under penalty of perjury under the laws of the State of California.

NAME OF CERTIFYING OFFICIAL:____

(Chief Administrative Executive—enter exact title of person signing)

________________________________ ______________________

Signature Date

APPENDIX D: OMB CIRCULAR A-133

COMPLIANCE WITH OMB CIRCULAR A-133

Office of Management and Budget (OMB) Circular A-133 is used pursuant to the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156. It sets forth the standards for obtaining consistency and uniformity among Federal agencies for the audit of states, local governments, and non-profit organizations expending Federal awards. Cities and counties not exempted from the requirements of OMB Circular A-133 must submit their audits to the State Controller. Non-profit organizations not exempted must submit their audits to the California Department of Housing and Community Development.

Pursuant to the requirements of OMB Circular A-133, please check the appropriate statement and certify at the bottom of the page:

____ The ___________________ (name of entity) has expended more than $500,000 in Federal funds in fiscal year 2005/2006 and is required to conduct a single audit or program specific audit for this year in accordance with the provisions of OMB Circular A-133.

____ The audit has been completed and has been submitted to the appropriate control agency.

____ The audit has not been completed. It is anticipated that the audit will be completed and submitted to the appropriate control agency by: ________(date).

____ The _________________________________ (name of entity) has expended less than $500,000 in federal funds in fiscal year 2005/2006 and is exempt from the requirements of OMB Circular A-133. Non-Federal entities that expend less than $500,000 a year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and the General Accounting Office.

I certify on behalf of _______________________________, (name of entity) that the above is a true and accurate statement.

____________________________________ ______________________________
(Printed/Typed Name) (Title)

____________________________________ ______________________________
(Signature) (Date signed)

APPENDIX E: SAMPLE RESOLUTION of the GOVERNING BODY

RESOLUTION NO. __________

A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE COLONIAS ALLOCATION OF THE STATE CDBG PROGRAM.

BE IT RESOLVED by the (City Council/County Board of Supervisors) of the (City/County)
of__________________________________as follows:

SECTION 1.

The City (or County) Council has reviewed and hereby approves an application for up to $______________ for the following activities:

(list activity titles)

SECTION 2.

The City (Or County) has determined that federal Citizen Participation requirements were met during the development of this application.

SECTION 3.

The City (or County) hereby approves the use of _(Source of funds)_
in the amount of $_____________to be used as the City's/County's leverage for this application.

SECTION 4.

The (title of designated official[s]) ___________________ is hereby authorized and directed to act on the City's (or County's) behalf in all matters pertaining to this application.

SECTION 5.

If the application is approved, the (title of designated official[s]) _________________ is authorized to enter into and sign the grant agreement and any subsequent amendments with the State of California for the purposes of this grant.

PASSED AND ADOPTED at a regular meeting of the City/County Council of the City (or County) of
_________________________________ held on __________ by the following vote:

AYES: NOES:

ABSENT:

____
Name and Title
City Council/Board of Supervisors

STATE OF CALIFORNIA
City/County of _________________

I, ___________________, City/County Clerk of the City/County of _________________, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said City Council/Board of Supervisors on this ___ day of _______, 20____.

____
Name, City/County Clerk of the City/County of
______________, State of California

By:
____
Name, Title

APPENDIX F: COST CATAGORIES FOR CDBG ACTIVITIES

Costs	General Administration	Activity Delivery	Program Loan/Activity
Advertisements	X	X	
Appropriate Fees	X	X	X
Attend Workshops (HCD)	X		
Bidders Conferences	X	X	X
Construction			X
Engineering Draw/Design	X	X	
Environmental Studies	X	X	
Fiscal Reporting	X		
General Coordination	X		
Indirect Costs	X	X	
Insurance Premiums	X	X	
Labor Standards	X	X	
Loan Processing*	X	X	
Meetings with Banks	X	X	
Meetings with Homeowners/Homebuyers	X	X	
Personnel Costs	X	X	
Predevelopment Costs	X		
Procurement	X	X	
Program Reporting to CDBG	X		
Project Inspections	X	X	
Relocation Costs	X	X	X
Work Write-ups	X	X	

APPENDIX G: CENSUS TABLES AND CALCULATIONS

Note: At the end of the appendix are notes describing how you must calculate figures for each applicable census table that must be included in the application. You must show your calculation on each census table. Failure to do so will result in no points being given under that particular point category.

These tables can be obtained through the 2000 Census Summary File 3, Tables DP-1 and DP-4 which are located online at http://factfinder.census.gov/servlet/BasicFactsServlet?_lang=en. Census data should be available through local planning Departments, colleges, the State Census Data Center, or as a last resort, the Department of Housing and Community Development (HCD).

Counties are reminded that that County-wide Census Tables contain the data for the cities within a county. All city data must be mathematically removed in order to accurately depict the unincorporated portion of a county. If you need help determining the necessity of this operation for your county's Census need indicators, please contact you CDBG Representative.

SAMPLE TABLE NAME	ACTIVITIES FOR WHICH THE TABLE IS REQUIRED
Renter Overpayment - *2000 Summary File, Table DP-4*	Housing Acquisition Housing New Construction
Overcrowding - *2000 Summary File 3, Table DP-4*	Housing Acquisition Housing New Construction Housing Rehabilitation
Percent of Housing Stock Over 1970 – *2000 Summary File 3, Table DP-4*	**Housing Rehabilitation**
Homeowner and Rental Vacancy Rates *2000 Summary File ,1 Table DP-1*	Housing Acquisition (*Rental Projects Only*) Housing New Construction
Homeownership Rate *2000 Summary File ,3 Table DP-4*	Housing Acquisition (*Homebuyer Assistance Only*)

DP-4: Profile of Selected Housing Characteristics: 2000		
Data Set: Census 2000 Summary File 3 (SF 3) - Sample Data		
Geographic Area: Sacramento city	California	
NOTE: Data based on a sample except in P3, P4, H3, and H4. For information on confidentiality protection, sampling error, nonsampling error, and definitions see http://factfinder.census.gov/home/en/datanotes/expsf3.htm.		
Subject	**Number**	**Percent**
Total housing units	163,914	100
UNITS IN STRUCTURE		
1-unit, detached	95,882	58.5
1-unit, attached	11,347	6.9
2 units	5,406	3.3
3 or 4 units	10,453	6.4
5 to 9 units	11,380	6.9
10 to 19 units	8,220	5
20 or more units	17,556	10.7
Mobile home	3,394	2.1
Boat, RV, van, etc.	276	0.2
→YEAR STRUCTURE BUILT ***(Percent of Housing Stock)***		
1999 to March 2000	1,514	0.9
1995 to 1998	3,539	2.2
1990 to 1994	9,649	5.9
1980 to 1989	30,116	18.4
1970 to 1979	30,220	18.4
1960 to 1969	24,841	15.2
1940 to 1959	42,797	26.1
1939 or earlier	21,238	13

Subject	Number	Percent
ROOMS		
1 room	6,679	4.1
2 rooms	12,848	7.8
3 rooms	25,391	15.5
4 rooms	28,191	17.2
5 rooms	35,504	21.7
6 rooms	29,477	18
7 rooms	15,019	9.2
8 rooms	6,754	4.1
9 or more rooms	4,051	2.5
Median (rooms)	4.7	(X)
Occupied Housing Units	154,565	100
YEAR HOUSEHOLDER MOVED INTO UNIT		
1999 to March 2000	38,158	24.7
1995 to 1998	47,184	30.5
1990 to 1994	21,967	14.2
1980 to 1989	20,582	13.3
1970 to 1979	12,560	8.1
1969 or earlier	14,114	9.1
VEHICLES AVAILABLE		
None	19,947	12.9
1	64,973	42
2	50,503	32.7
3 or more	19,142	12.4

Subject	Number	Percent
HOUSE HEATING FUEL		
Utility gas	94,061	60.9
Bottled, tank, or LP gas	2,346	1.5
Electricity	56,796	36.7
Fuel oil, kerosene, etc.	107	0.1
Coal or coke	7	0
Wood	527	0.3
Solar energy	78	0.1
Other fuel	130	0.1
No fuel used	513	0.3
SELECTED CHARACTERISTICS		
Lacking complete plumbing facilities	1,053	0.7
Lacking complete kitchen facilities	1,691	1.1
No telephone service	3,091	2
→OCCUPANTS PER ROOM ***(Overcrowding)***		
→Occupied housing units ***(Homeownership rate)***	**154,565**	100
1.00 or less	137,467	88.9
1.01 to 1.50	8,390	5.4
1.51 or more	8,708	5.6
→Specified owner-occupied units ***(Homeownership rate)***	**71,108**	100
VALUE		
Less than $50,000	1,437	2
$50,000 to $99,999	20,990	29.5
$100,000 to $149,999	22,571	31.7
$150,000 to $199,999	13,672	19.2
$200,000 to $299,999	8,591	12.1
$300,000 to $499,999	3,087	4.3
$500,000 to $999,999	698	1
$1,000,000 or more	62	0.1
Median (dollars)	128,800	(X)

Subject	Number	Percent
MORTGAGE STATUS AND SELECTED MONTHLY OWNER COSTS		
With a mortgage	53,574	75.3
Less than $300	254	0.4
$300 to $499	1,890	2.7
$500 to $699	4,711	6.6
$700 to $999	13,636	19.2
$1,000 to $1,499	20,053	28.2
$1,500 to $1,999	8,377	11.8
$2,000 or more	4,653	6.5
Median (dollars)	1,133	(X)
Not mortgaged	17,534	24.7
Median (dollars)	272	(X)
SELECTED MONTHLY OWNER COSTS AS A PERCENTAGE OF HOUSEHOLD INCOME IN 1999		
Less than 15 percent	21,790	30.6
15 to 19 percent	10,927	15.4
20 to 24 percent	10,049	14.1
25 to 29 percent	7,620	10.7
30 to 34 percent	5,077	7.1
35 percent or more	14,839	20.9
Not computed	806	1.1
Specified renter-occupied units	77,034	100
GROSS RENT		
Less than $200	2,552	3.3
$200 to $299	2,645	3.4
$300 to $499	17,755	23
$500 to $749	30,073	39
$750 to $999	16,172	21
$1,000 to $1,499	5,655	7.3
$1,500 or more	759	1
No cash rent	1,423	1.8
Median (dollars)	625	(X)

Subject	Number	Percent
→GROSS RENT AS A PERCENTAGE OF HOUSEHOLD INCOME IN 1999 ***(Renter Overpayment)***		
Less than 15 percent	11,839	15.4
15 to 19 percent	10,912	14.2
20 to 24 percent	9,804	12.7
25 to 29 percent	8,472	11
30 to 34 percent	6,079	7.9
35 percent or more	26,634	34.6
Not computed	3,294	4.3
(X) Not applicable. Source: U.S. Census Bureau, Census 2000 Summary File 3, Matrices H1, H7, H20, H23, H24, H30, H34, H38, H40, H43, H44, H48, H51, H62, H63, H69, H74, H76, H90, H91, and H94		

DP-1: Profile of General Demographic Characteristics:2000		
Data Set: Census 2000 Summary File 1 (SF 1) 100-Percent Data		
Geographic Area: Sacramento city	California	
NOTE: For information on confidentiality protection, nonsampling error, and definitions, see http://factfinder.census.gov/home/en/datanotes/expsf1u.htm.		
Subject	**Number**	**Percent**
Total population	407,018	100
SEX AND AGE		
Male	197,784	48.6
Female	209,234	51.4
Under 5 years	29,066	7.1
5 to 9 years	32,864	8.1
10 to 14 years	31,465	7.7
15 to 19 years	29,863	7.3
20 to 24 years	30,195	7.4
25 to 34 years	63,321	15.6
35 to 44 years	61,483	15.1
45 to 54 years	52,118	12.8
55 to 59 years	16,783	4.1
60 to 64 years	13,417	3.3
65 to 74 years	23,052	5.7
75 to 84 years	17,312	4.3
85 years and over	6,079	1.5
Median age (years)	32.8	(X)
18 years and over	295,728	72.7
Male	140,884	34.6
Female	154,844	38
21 years and over	277,836	68.3
62 years and over	54,268	13.3
65 years and over	46,443	11.4
Male	19,112	4.7
Female	27,331	6.7

Subject	Number	Percent
RACE		
One race	380,940	93.6
White	196,549	48.3
Black or African American	62,968	15.5
American Indian and Alaska Native	5,300	1.3
Asian	67,635	16.6
Asian Indian	4,944	1.2
Chinese	19,425	4.8
Filipino	8,515	2.1
Japanese	6,642	1.6
Korean	815	0.2
Vietnamese	6,171	1.5
Other Asian 1	21,123	5.2
Native Hawaiian and Other Pacific Islander	3,861	0.9
Native Hawaiian	312	0.1
Guamanian or Chamorro	276	0.1
Samoan	771	0.2
Other Pacific Islander 2	2,502	0.6
Some other race	44,627	11
Two or more races	26,078	6.4
Race alone or in combination with one or more other races 3		
White	214,140	52.6
Black or African American	70,218	17.3
American Indian and Alaska Native	11,303	2.8
Asian	77,008	18.9
Native Hawaiian and Other Pacific Islander	6,833	1.7
Some other race	55,857	13.7

Subject	Number	Percent
HISPANIC OR LATINO AND RACE		
Total population	407,018	100
Hispanic or Latino (of any race)	87,974	21.6
Mexican	70,758	17.4
Puerto Rican	2,053	0.5
Cuban	474	0.1
Other Hispanic or Latino	14,689	3.6
Not Hispanic or Latino	319,044	78.4
White alone	164,974	40.5
RELATIONSHIP		
Total population	407,018	100
In households	398,016	97.8
Householder	154,581	38
Spouse	59,302	14.6
Child	122,814	30.2
Own child under 18 years	95,327	23.4
Other relatives	32,145	7.9
Under 18 years	12,342	3
Nonrelatives	29,174	7.2
Unmarried partner	11,173	2.7
In group quarters	9,002	2.2
Institutionalized population	4,831	1.2
Noninstitutionalized population	4,171	1
HOUSEHOLDS BY TYPE		
Total households	154,581	100
Family households (families)	91,137	59
With own children under 18 years	46,652	30.2
Married-couple family	59,302	38.4
With own children under 18 years	28,093	18.2
Female householder, no husband present	23,790	15.4
With own children under 18 years	14,536	9.4
Nonfamily households	63,444	41
Householder living alone	49,542	32
Householder 65 years and over	14,192	9.2

Subject	Number	Percent
Households with individuals under 18 years	52,798	34.2
Households with individuals 65 years and over	34,169	22.1
Average household size	2.57	(X)
Average family size	3.35	(X)
HOUSING OCCUPANCY		
Total housing units	163,957	100
Occupied housing units	154,581	94.3
Vacant housing units	9,376	5.7
For seasonal, recreational, or occasional use	629	0.4
→Homeowner vacancy rate (percent)	**2**	(X)
→Rental vacancy rate (percent)	**5.4**	(X)
HOUSING TENURE		
Occupied housing units	154,581	100
Owner-occupied housing units	77,514	50.1
Renter-occupied housing units	77,067	49.9
Average household size of owner-occupied unit	2.65	(X)
Average household size of renter-occupied unit	2.5	(X)
(X) Not applicable 1 Other Asian alone, or two or more Asian categories. 2 Other Pacific Islander alone, or two or more Native Hawaiian and Other Pacific Islander categories. 3 In combination with one or more other races listed. The six numbers may add to more than the total population and the six percentages may add to more than 100 percent because individuals may report more than one race. Source: U.S. Census Bureau, Census 2000 Summary File 1, Matrices P1, P3, P4, P8, P9, P12, P13, P,17, P18, P19, P20, P23, P27, P28, P33, PCT5, PCT8, PCT11, PCT15, H1, H3, H4, H5, H11, and H12.		

CALCULATIONS USING CENSUS DATA
(2000 Summary File 3 DP-4)

The following sections describe how you must calculate figures for each applicable census table that must be included in the CDBG application. You must show your calculations on each census table.

▪ PERCENTAGE OF HOUSING STOCK

Example:

(1) Add up the units *newer* than 30 years

30,220
42,797
+21,238
94,255 Total units *newer* than 30 years

(2) Add up the units *older* than 30 years

1,514
3,539
9,649
30,116
+24,841
69,659 Total units *older* than 30 years

(3) Total housing units (Add the sums together)

94,255 (Total units *newer* than 30 years)
+69,659 (Total units *older* than 30 years)
163,914 Total housing units

(4) To provide the percent of housing stock over 30 years of age (1970), divide housing units older than 30 years by total housing units

69,659/163,914 = 43% is the percentage of the housing stock over 30 years of age (1970)

▪ OVERCROWDING

(1) Add housing units totals with *one or fewer persons per room*

Example:

137,467 Total housing units with one or fewer persons per room

(2) Add housing units totals with more than one person per room

8,390
+8,708
17,098 Total housing units with more than one person per room

(3) Total number of housing units (*add sums together*)

137,467
+17,098
154,565 Total number of housing units

(4) To provide the percent of units overcrowded, divide the number of housing units with more than one person per room by the total number of housing units

17,098/154,565 = 11% is the percentage of units overcrowded

▪ HOMEOWNERSHIP RATE

(1) Divide the specified owner occupied housing units by the occupied housing to get the rate

Example:

71,108 *Specified* owner-occupied units
154,565 Occupied housing units

71,108/154,565 = 46% is the homeownership rate

▪ RENTER OVERPAYMENT

Example:

(1) Add up those paying less than 25%

11,839
10,912
+ 9,804
32,555 Renters paying less than 25%

(2) Add up those paying 25% or more

8,472
6,079
26,634
+ 3,294
44,479 Renters paying 25% or more

(3) Add the sums together

32,555
+44,479
77,034

(4) To provide the percentage of renter households paying 25% or more of income for gross rent, divide the number of households paying 25% or more by the total number of households

44,479/77,034 = 58% is the percentage of renter households paying 25% or more of income for gross rent

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Calculations Using Census Data
(2000 Summary File 1 DP-1)

▪ HOMEOWNER AND RENTAL VACANCY RATES

(1) Provide the Homeowner Vacancy rate percentage listed on the census table.

(2) Provide the Rental Vacancy rate percentage listed on the census table.

APPENDIX H: SAMPLE PUBLIC HEARING NOTICES

(Notice should be published at least 10 days prior to the hearing. Project design hearing should be at least 30 days prior to the project submittal hearing.)

SAMPLE NOTICE FOR THE PUBLIC HEARING HELD AT THE PROJECT DESIGN PHASE

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City of _____________ will conduct a public hearing by the City Council on Wednesday, October 4, 2006, at 6:00 p.m. at the City Hall Conference Room, ___________ Street, to the discuss the Fiscal Year 2006/2007 and 2007/2008 Community Development Block Grant (CDBG) program, Colonias allocation, and to solicit citizen input.

Maximum award limits are specified in each Notice of Funding Availability (NOFA) for each CDBG allocation.

The amount of Colonias Allocation funds available varies each year, and a grant from this allocation does not count toward any yearly caps under the General, Economic Development, and Planning and Technical Assistance allocations of the CDBG Program.

The major activity categories are Housing-New Construction, Housing-Acquisition, Housing-Rehabilitation, Community Facilities, Public Services, Public Works, and Planning (for Colonias only) Activities. Projects funded with CDBG General, Native American, and/or Colonias Allocations must meet the National Objective of Benefit to Targeted Income Group (TIG) persons. The Economic Development Allocation can meet any of the three National Objectives, Benefit to Targeted Income Group (TIG) persons, elimination of slums and light, and meeting urgent community development needs.

The Community Development/Housing Department on behalf of the City of ____________ anticipates applying for the maximum grant amounts as stated in each Notice of Funding Availability (NOFA) for the Colonias, General and Economic Development Components as well as the maximum grant amounts for the General and Economic Development Planning and Technical Assistance Components.

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.

(Publish at least 10 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 the Fiscal Year 2006/2007 and 2007/2008 Community Development Block Grant Colonias 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 $1,000,000 under the _*(Colonias*)_ Allocation for _*(identify all activities) in the application)* to be performed within the _*(identify city/county/neighborhood/colonia 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.

APPENDIX I: JOINT POWERS AGREEMENT

Under State regulation 7062.1 (d), two or more applicants may jointly apply for planning grant funds to study one activity which would serve the residents of all their local citizens and serve the community development needs of each of the applicants. Under a joint application, two or more applicants may apply for up to $35,000 each for a project specific study or $35,000 each for a non specific planning study. The cost of the single planning study must exceed the $35,000 maximum per jurisdiction in order for a joint application to be submitted.

For example: The City of ABC wants to develop a homeless shelter to meet the needs of their community and the shelter would also provide homeless services to persons in the county and help the county with their needs, then a joint application may be submitted.

The joint application is like combining separate city and county applications together so a joint application will save some time and effort. The State will generate one grant contract for the application. One of the applicants must be designated as the lead agency and take responsibility for grant reporting and implementation.

Joint applications require that all the separate applicants enter into a joint powers agreement or Memorandum of Understanding. If a joint application is being considered, contact the appropriate State CDBG representative for a SAMPLE JOINT POWERS AGREEMENT.

An Agreement is required by the CDBG Regulations, Section 7060(c) as part of an application on behalf of another jurisdiction or for joint applications. Applicants must prepare an Agreement if the following conditions exist:

- if one application is submitted by two or more jurisdictions, or
- if a county is applying on behalf of a city in the same county, or
- if a county applicant is applying on behalf of itself and a city in the same county

Section 7060(c) provides that such agreements must be on forms provided by the Department. Contact your CDBG Representative to obtain a copy.

Additional provisions may be added by applicants either by Appendix to the agreement or by typing additional provisions or exceptions into the spaces provided on the form. Space has been left between each paragraph for applicants to modify any provisions to fit the applicant's particular situation. The applicant should enter "not applicable" if a provision clearly has no meaning in light of the activities proposed. Do not leave any lines blank.

If the applicant proposes to create a separate Joint Powers agency, the Department must be consulted regarding the inclusion of legal requirements.