

APPLICATION

Community Development Block Grant Program

2008-09 General Allocation



**STATE OF CALIFORNIA
Department of Housing and Community Development
Division of Financial Assistance
Community and Economic Development Section
Community Development Block Grant Program (CDBG)
1800 Third Street, Suite 330
Sacramento, California 95811**

Telephone: (916) 552-9398

Fax: (916) 327-8823

Website: <http://www.hcd.ca.gov/ca/cdbg/>

E-mail: cdbg@hcd.ca.gov

STATE OF CALIFORNIA

Arnold Schwarzenegger, Governor

Business, Transportation and Housing Agency

Dale E. Bonner, Secretary

Department of Housing and Community Development

Lynn L. Jacobs, Director

Division of Financial Assistance

Chris Westlake, Deputy Director

Community and Economic Development Section

Linda J. Nichols, Section Chief

Community Development Block Grant Program
General/Native American/Colonias Allocations

Rita Levy, Program Manager

Anda Draghici, Program Manager

Program Staff

Program Staff

Jo Ann Nash-Jacobs
Linda Boyle
Sharon Hoshiyama
Joann Gonzales
Ben Delaney
Stoyan Elitzin

Leticia Cortez
Harry Faris
Diane Moroni
Robert Jones
John Burke

ATTENTION:

- IMPORTANT SUBMITTAL INSTRUCTIONS -

All applications must be received by 5:00 P.M.
on April 3, 2008.

Applications received by the Department
after 5:00 P.M., April 3, 2008,
will not be accepted and will be returned to
the jurisdiction regardless of
postmark/mailing date

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**Instructions for
APPLICATION CHECKLIST
&
ACTIVITY CHECKLISTS**

Contents of Application: The Application is divided into two major sections. Most entries are self-explanatory. Where Instructions are needed, they are located in front of each section of the Application.

Section	Content
Application Sections	<p>Part A.</p> <ul style="list-style-type: none"> • Application Summary Forms <p>Part B.</p> <ul style="list-style-type: none"> • Required Certifications and Documentation <p>Part C.</p> <ul style="list-style-type: none"> • Capacity • Other Funding Sources • Program Income
Activity Specific Forms	<ul style="list-style-type: none"> • Activity information • Documentation of need • Sources and Uses form • Targeted Income Group Benefit • Readiness Charts

Timelines:

Activity	Date
NOFA Release Date	January 22, 2008
Application Release Date	January 29, 2008
Application DEADLINE	April 3, 2008 (5:00 p.m.)
Housing Element CDBG Compliance	May 1, 2008
AWARDS ANNOUNCED	May 29, 2008

INSTRUCTIONS FOR SUBMITTING AN APPLICATION:

Important Notes:

- **Original Hard copy of Application must be physically received** in the Department by 5:00 P.M. on April 3, 2008.
- Late or applications not meeting threshold will **not** be considered for funding.
- Tele-faxed or e-mail transmitted applications will **not** be accepted.
- Additional information that could enhance the competitiveness of the application will **not** be accepted after the application deadline.
- The Department reserves the right to request additional information as a special condition to the grant agreement.

Required Number of Copies:	Items Required:
One	Complete original set (with original signatures, in blue ink) of the entire application and all attachments; <u>and</u>
	<p>In the front pocket of the original application set, include:</p> <ul style="list-style-type: none"> ➤ One additional copy of the authorizing Resolution for the submittal of the application
One	Copy of the entire application and all attachments.

PACKAGING:	<ul style="list-style-type: none"> • Place each copy of the application and attachments in an appropriate sized, 3-ring loose-leaf binder. • Place an identifying label on both the cover and spine of the loose-leaf-binder • Clearly label the “original” and the “copy” • Paginate every page • Use tabbed pages or other clearly-marked separating devices to mark attachments--<u>do not use adhesive stickers or flags--these devices are easily misplaced or <u>lost</u></u>
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<p>BEFORE MAILING THE APPLICATION</p>	<ul style="list-style-type: none"> • Check each set of the application for completeness • Make sure all the attachments are included • Ensure that all pages (including attachments) are numbered consecutively • Ensure that the original application contains all original signatures on the appropriate forms
<p>HOUSING ELEMENT CDBG COMPLIANCE</p>	<ul style="list-style-type: none"> • In order to be eligible for award, all applicants must be in CDBG compliance with their Housing Element no later than May 1, 2008. <u>Please call Paul McDougall, Manager of Housing Policy Development (HPD) at (916) 322-7995</u> if you do not know the status of your housing element. Absolutely no extensions for compliance can be granted beyond May 1, 2008.
<p>MAILING INFORMATION</p>	<p style="text-align: center;">Mailing Address:</p> <p>State Community Development Block Grant Program Department of Housing and Community Development P. O. Box 952054, MS 330 Sacramento, CA 94252-2054</p> <p style="text-align: center;">Street Address:</p> <p>State Community Development Block Grant Program Department of Housing and Community Development 1800 3rd Street, Suite 330 Sacramento, CA 95811</p>
<p>FOR FURTHER INFORMATION:</p>	<p>Telephone: (916) 552-9398</p> <p>Fax: (916) 327-8823</p> <p>Website: www.hcd.ca.gov/ca/cdbg/about.html</p> <p>E-mail: cdbg@hcd.ca.gov</p>

**General
Admin. and
Activity
Delivery
Percentage
Limitations**

Part of this application consists of tables in which applicants must allocate the grant funds that will be spent on general administration of the grant and on activity delivery (activities related to the direct implementation of the grant). Applicants may choose to make a commitment of local funds in these cost categories as a means of achieving points under the scoring category of Leverage (see NOFA for more information about the scoring categories).

CDBG has established limits on the amount of funds that can be requested for general administration and activity delivery.

- **General Administration (GA)**

GA includes costs for general grant administration, such as office space and equipment, accounting/fiscal, travel, and program reporting to CDBG. See Appendix E for cost categories. Under federal and State law, the Department may allow grantee jurisdictions up to 7½ percent of their CDBG funds for GA. However, jurisdictions are not prohibited from committing additional local, non-CDBG resources to GA beyond the 7½ percent.

Applicant jurisdictions will receive points for local administrative contributions (leverage), not to exceed 10 percent of the grant amount. This 10 percent calculation will take into account the CDBG dollars requested for GA, as illustrated in the following examples.

Example 1	
<p>Example 1</p> <p>7½ percent CDBG GA and 2½ percent local funds</p>	<p>Jurisdiction A requests \$500,000 and proposes using 7½% of the CDBG award (\$37,500) for general grant administration. Jurisdiction A could receive competitive credit for up to \$12,500 in local administrative services (local leverage) contributed to the grant per the following formula:</p> <p>10% of the \$500,000 grant = \$50,000 maximum allowable for General Administration.</p> <p>\$37,500 (7½% CDBG) + \$12,500 (2½% Local Commitment) = \$50,000</p>
Example 2	
<p>Example 2</p> <p>A portion of CDBG GA and a greater portion of local funds</p>	<p>If Jurisdiction B proposes using less than 7½% of the CDBG grant for general administration, it may receive credit for committing up to the 10% total as illustrated below:</p> <p>Jurisdiction B requests \$500,000 and proposes using 5% of the CDBG award (\$25,000) for general grant administration. Jurisdiction B could receive competitive credit for up to \$25,000 in local administrative services (local leverage) contributed to the grant per the following formula:</p> <p>10% of the \$500,000 grant = \$50,000 maximum allowable for General Administration.</p> <p>\$25,000 (CDBG) + \$25,000 (Local Commitment) = \$50,000</p> <p><i>Note: Jurisdiction B would be more competitive than Jurisdiction A in the category of local leverage if these were the only local contributions.</i></p>

- **Activity Delivery (AD)**

AD refers to the costs associated with carrying out the activity, such as marketing, eligibility determinations, preparing loan documents, preparing final plans and specifications, etc. The amount of grant funds that can be allocated to activity delivery varies depending on the proposed activity. See Appendices for guidance on eligible costs for CDBG activities.

The percentage of activity delivery is calculated on the amount requested for each specific activity, **not** the total grant amount.

INSTRUCTIONS FOR COMPLETING THE APPLICATION CHECKLIST AND ACTIVITY CHECKLISTS

The Application Checklist **must be completed and submitted with the application**. In addition, an Activity Checklist must be completed for each activity in the application. These checklists serve the following purposes:

- The applicant's table of contents; and
- Provides the order in which the application must be organized and submitted; and
- Provides a checklist to ensure that all required documentation (for each activity) is included in the application.

***Instructions for PART A -
APPLICATION SUMMARY FORMS***

The Application Summary is mostly self-explanatory. Information has been provided where needed for clarification.

PART A. Application Summary Forms

1.a Application Information

Complete all required information in this section.

Joint applications must have two application summary pages (one for each applicant).

1.b Authorized Representative Information

Complete all required information pertaining to the jurisdiction's authorized representative, as stated in the authorizing resolution.

IMPORTANT: The Representative authorized in the application's resolution must sign here in blue ink.

1.c. Application Contact Information

Please provide the required information for the contact person for this application.

**Instructions for PART A -
APPLICATION SUMMARY FORMS (continued)**

2. Requested Funding by Activity

Itemize the funds requested for each proposed activity in the application. An application may include one or more activities; however, applicants must consider the fact that some activities will be more competitive than others.

Entries for specific activities:	<p>Please indicate the requested dollar amount for each activity. Be sure to include the requested activity delivery amount on a separate line.</p> <p>Applicants that are proposing both a single-family housing rehabilitation program and a multi-family housing rehabilitation project must separate the requested dollar amounts for each type of activity. Please note that funds may not be moved between these two different activities unless the Department approves a formal contract amendment.</p>
Entries for specific activities (continued):	<p>If proposing more than one activity,:</p> <ul style="list-style-type: none"> • Enter the proposed amount to be spent on each activity, • indicate who will operate the program (city/county staff or other), • indicate whether this activity is a result of a CDBG Planning Activity, and • Using the chart in Part 5, identify the number of the target population group(s) being served by each activity.

3. 2000 Census Data

2000 Census data is needed for **each** proposed activity.

For each activity, indicate whether the proposed activity will be jurisdiction-wide or confined to a target area. If the proposed activity is jurisdiction-wide, it is **not** necessary to provide Census Tract nor Census Block Group data.

If the proposed activity is within a target area, select the smallest unit of census data that encompasses the proposed target area. If the target area is completely within a Census Block Group, identify that Block Group. If the target area crosses boundary lines for more than one Census Block Group, identify all applicable Census Block Groups.

**Instructions for PART A -
APPLICATION SUMMARY FORMS (continued)**

4. Legislative Representative Information

If the applicant is in more than one district, list all of the district numbers and appropriate Legislative Representatives' names.

The Department will notify all legislators of funding decisions.

5. Target Populations

Applicants must refer to this list of possible target populations when identifying the specific target population(s), by activity, on Section 2. *Requested Funding for All Proposed Activities.*

Most activities may serve many of the target populations listed. For example, housing rehabilitation could serve a number of different target populations; however, for this type of activity, it is appropriate to identify families (# 7) as the target population.

When proposing activities such as a homeless shelter, the primary target population would be homeless (#15) even though this shelter may also serve a number of other target populations such as seniors, veterans, substance abusers, physically disabled, etc.

6. Proposed Activity(ies) and Beneficiaries by Income Group

This part of the application provides information on the proposed total number of projects and beneficiaries during the term of the grant.

For each activity that is being proposed, identify the number of beneficiaries for each specific income group (Columns A. - C.). Under each column include the following:

- Owner-occupied **households** (if applicable for the activity)
- Owner-occupied **persons** (if applicable for the activity)

- Renter-occupied **households** (if applicable for the activity)
- Renter-occupied **persons** (if applicable for the activity)

In Column D., include the total number of beneficiaries, broken out as required, for each activity.

Note: Proposed activities may not exclude benefit to the lowest targeted income group (LTIG). See Appendix B for a link to the list of income limits by County.

**Instructions for PART A -
APPLICATION SUMMARY FORMS (continued)**

- A. **Non-TIG.** Enter the number of households and the number of beneficiaries whose incomes are 81% and above (non-TIG) of the county median income. If CDBG funds will be used on a project where non-TIG households will benefit, then show those non-TIG household numbers on this chart. If non-TIG households will not be part of a project, enter a zero in column A.
- B. **TIG.** Enter the number of households and the number of beneficiaries whose incomes are between 51 and 80% of the county median income (targeted income group).
- C. **LTIG.** Enter the number of households and the number of beneficiaries whose incomes are 50% or less of the county median income (lowest targeted income group). Applicants may not enter a zero in this column. Proposed activities may not exclude benefit to the LTIG group.
- D. **Totals.** Enter the total number of beneficiaries, broken out as required, for each activity.

Clarification for sub-columns under columns A., B., and C., and D.:

Housing New Construction, Housing Acquisition, Housing Rehabilitation, and Public Works:

First sub-column = number of households to benefit
Second sub-column = number of occupants to benefit

Note: For Housing-New Construction, Housing-Acquisition, and Housing-Rehabilitation, applicants must separate the data by owner-occupied and renter-occupied.

Community Facilities and Public Services:

First sub-column = number of projects anticipated
Second sub-column = number of users to benefit

**Instructions for PART B – REQUIRED CERTIFICATION & DOCUMENTATION
and
PART C – CAPACITY & OTHER FUNDING SOURCES**

PART B. Required Certifications and Documentation

Submit the completed pages from Part B. with all required supporting documentation. Also include the properly completed forms and documents from the Appendices in the back of this application package.

PART C. Capacity and Leverage Funding Sources for Activities

1. Capacity

Indicate whether the applicant has had any CDBG grants for any of the years from 2002 through 2005.

If “Yes”, please indicate the funding allocation(s) **and STOP**. NO further documentation is needed. **Do not answer question #2.**

If “No”, please answer question #2. Supporting documentation to show grantee staff experience or Consultant letter of interest and documentation of their staff experience **must** be submitted with the application.

2. Information and Documentation of Leverage, State and Federal Funding Sources

The Department will award points in two categories of other funding sources (leverage): **local** financial contributions and **private** financial contributions. The most competitive applications will have both local and private financial commitments (leverage).

Please Note: Successful applicants will be held to all committed local and private contributions (leverage). Failure to secure the stated financial contributions will result in performance penalties on future applications and/or other Department action.

- For housing acquisition and housing rehabilitation programs, leverage will be evaluated on a per unit basis.
- All leverage must be expended during the term of the CDBG contract.
- If the leverage is committed by an entity that receives State or federal funding, explain the source of the leverage funds.
- If the contributed funds were derived from a State or federal source but have lost their identity as such, submit documentation to this effect to have the funds counted as leverage.

**Instructions for
PART C –
CAPACITY & OTHER FUNDING SOURCES (continued)**

- Value of real property. If site control and property value are well documented, the CDBG Program will count the entire value of real property as leverage in a housing new construction project.

For establishing the value of real property, the following may be used:

- Appraisals which **are less than one year old** (this is the preferred documentation for establishing the value of real property);
 - A Purchase Agreement signed by all involved parties;
 - The County Tax Assessor's value may be used, as documented on a property tax bill or equivalent document.
- All leverage must be directly linked to the CDBG activity for which funds are being sought. For example, the commitment of operating subsidies or supportive services will not count as leverage if CDBG funds are being sought for the development of a rental housing new construction project.
 - The CDBG Program will not accept construction and take-out financing for a project. The applicant must specify which of these commitments are to be considered towards leverage.

A. LOCAL Funding Sources for Activities

Only funding shown in a local funding resolution from a local governing body will be accepted. For all activities included in the application, clearly identify the Use of Funds, Source of Funds (with resolution number), Funding Type, Dollar Amount Committed, Commitment Date, and Page Number in the Application where the local resolution is located. (The original application **must** contain an original or certified original resolution.)

- Local Redevelopment Agency funds are an acceptable local contribution. In order to these funds to be considered for leverage, the applicant **must** attach a separate RDA resolution (original or certified original).
- Show only those funds that originated at the local level; do not show funds that come from State or federal sources on this page.
- If the applicant is a city and the county in which that city is located makes a contribution to this application, the county funds will be counted as a local contribution (as long as the source of the county contribution is not State or federal funds).

Instructions for
PART C –
CAPACITY & OTHER FUNDING SOURCES (continued)

- Program income will not be accepted as leverage.
- In-kind contributions. Jurisdictions may choose to contribute some form of in-kind services. This could be staff time or the value of other administrative services. When using in-kind contributions, applicants must specify the dollar value and indicate if the contributions are for general administration (GA) activities and/or activity delivery (AD) costs. **Applicants must ensure that these specific contributions are clearly identified in the local resolution.** (See Introduction section of Application for information on percentage limits for GA and AD.)
- Fee waivers. If the local contribution includes fee waivers, show the cost of the fees being waived on this chart.
- Fee deferrals. If the local contribution includes fee deferrals, the leverage value of the deferrals will be based on the net present value, for the period of the deferral. Please attach the fee deferral calculations, if applicable.
- Infrastructure improvements. If the jurisdiction proposes infrastructure improvements as a local contribution, this work must be related to the proposed CDBG activity. For example, if a jurisdiction proposes to use redevelopment agency revenues to fund infrastructure improvements in the jurisdiction, points will only be awarded if these improvements are done in conjunction with the CDBG-funded activity.

Points will **not** be awarded if the CDBG activity is in one section of a jurisdiction and infrastructure improvements are being done in another part of the community. In the section of this application where applicants describe the proposed activity, it must be clearly detailed as to how this local complementary activity is related to the CDBG activity.

- Highway Users Taxes (gas taxes). If the jurisdiction proposes to use gas taxes in support of a housing new construction activity, the identified gas tax amount must be restricted to either: 1) the street(s) on which CDBG-assisted units will be located, or 2) work reasonably required as a condition of project development approval.

If the applicant is proposing housing rehabilitation and/or housing acquisition activities, the number units to be assisted must be indicated.

**Instructions for
PART C –
CAPACITY & OTHER FUNDING SOURCES (continued)**

B. PRIVATE Funding Sources for Activities

For all activities included in the application, clearly identify the Use of Funds, Source of Funds Funding Type, and Dollar Amount, in the leverage chart.

All private leverage commitments must be documented by a letter of commitment from the appropriate person, company, and/or agency. Such letters must be on company letterhead (if applicable), clearly indicate the dollar amount committed, how this dollar figure was calculated (if applicable), and the activity for which the commitment is being offered. Failure to submit the required letters of commitment in the application will result in that leverage source not being counted.

- Funds from private organizations (including non-profits). If a non-governmental organization is contributing funds and the source of those funds is State or federal funding, the contribution will **not** be counted. Applicants must clearly indicate the source of such contributions and submit the required letters of commitment in the application.
- Sweat equity contributions. Sweat equity is based on hours worked and will be valued at \$10 per hour.

Formula: ___ Hours x \$10 per hour = \$ _____ = Total Sweat Equity

Note: In order to receive leverage credit for sweat equity, applicants must comply with all lead-based paint regulations. For housing rehabilitation and homebuyer acquisition activities, property owners **must fulfill one** of the following:

- Take a one day, HUD approved, work safe class; or
 - Perform activities that do not trigger lead-based paint regulations; or
 - Work on a home completed after January 1, 1978.
- The leverage value of developer fee deferrals will be based on net present value for the period of the deferral, at the approximate cost of funds. Please attach all applicable calculations.

Instructions for
PART C –
CAPACITY & OTHER FUNDING SOURCES (continued)

- Volunteer labor and/or donated materials. If the jurisdiction shows volunteer labor and/or donated materials as a private leverage contribution, documentation must be maintained in the applicant's files for monitoring purposes. A letter or other documentation that clearly shows how the value of the labor and materials was calculated must be submitted with the application. Statements such as "based on past experience" for labor calculations are not adequate. If documentation of dollar value for labor is not submitted with the application, CDBG will assign a value of \$10 per hour.
- Contributions to a project from a program administrator may be a conflict of interest. Please contact the appropriate CDBG Representative to discuss this issue if the applicant is anticipating contracting out for program administration and a contribution from a potential program administrator is anticipated.
- Contributions towards payment of salaries and purchase of new supplies, equipment, inventory, or operating expenses for the grant term may be counted as leverage.
- If the proposed activity is an increase in existing service(s), leverage contributions associated with the increase will be counted for assigning a score for leverage.
- On the funding sources chart, when claiming leverage credit for salaries, inventory, and operating expenses, leverage must be expended during the grant term. In the application, applicants must clearly state the time period for which the leverage is claimed. For example, United Way - Shelter Coordinator Salary (one year), or Safeway - increase in donated food (two years).
- Other potential private leverage sources include, but are not limited to: the Federal Home Loan Bank Board Affordable Housing Program (AHP), conventional lenders, donated material, and foundation grants.

**Instructions for
PART C –
CAPACITY & OTHER FUNDING SOURCES (continued)**

C. STATE or FEDERAL Funding Sources for Activities

Although the CDBG Program does not count State/federal funding sources as leverage, it is important to identify those funds so that the Department can accurately report on this leverage.

For each activity, please identify the CDBG Activity, Use of Funds, Source of Funds, the Dollar Amount, and state whether the funds are committed.

Do not include your requested State CDBG Program funds in this or any “other funding sources” category.

D. CDBG Program Income Committed to Activities

Applicant must show the current balance of CDBG program income (PI) on hand in this chart. List each proposed activity in the application to which the jurisdiction is committing program income funds. Identify the exact amount of PI to be committed to each activity (these amounts must be the same as shown in the required governing body resolution committing the PI to the activities in the application).

Note: Applicants must ensure that the proper citizen participation procedures have been followed prior to committing program income funds to any activity.

All PI funds must be expended first before requesting any CDBG funds for the proposed activity. All program income committed to activities under this grant will be incorporated into the grant agreement. All committed program income funds must be expended first before the Department can process any request for reimbursements for the proposed activity. All program income funds must be expended within the term of the grant agreement and TIG benefit must be achieved prior to the grant termination date.

Once the funding awards are announced, funded applicants must show committed PI funds by activity on PI reports and on Funds Request Forms submitted to the Department.

APPLICATION TABLE OF CONTENTS

NOTE: This Application Checklist **must be submitted** with the completed application package. They will serve as the Table of Contents for the Application. All items listed must be submitted in the order listed.

- Enter the page number for each item that is included in the application.
- Enclose and mark each attachment. **Incomplete applications may not meet threshold review requirements.**

TITLE	Required or optional	App. Page #(s)
PART A. Application Summary Forms		
• Application Summary Forms	<i>Required</i>	
PART B. Required Certifications and Documentation		
• 1. - Resolution(s) of the Governing Body	<i>Required</i>	
• 2. - Statement of Assurances	<i>Required</i>	
• 3. - Hold-Out Status	<i>Required</i>	
• 4. - Housing Element CDBG Compliance	<i>Required by 5/1/08</i>	
• 5. - Compliance with OMB Circular A-133	<i>Required</i>	
• 6. - Residential Anti-Displace and Relocation Assistance Plan Checklist	<i>Required</i>	
• 7. - Growth Control Information	<i>Required</i>	
• 8. - Citizen Participation Information	<i>Required</i>	
• 9. - Joint Powers Agreement (See Instructions)	<i>If needed</i>	
• 10. - NEPA Forms for Exempt Activities ONLY	<i>Required</i>	
PART C. Capacity & Other Funding Sources		
• 1. - Capacity	<i>Required</i>	
- Resumes, duty statements, letters of interest (See Instructions)	<i>If Needed</i>	
• 2. - Chart showing LOCAL Funding Sources	<i>Required</i>	
• 3. - Chart showing PRIVATE Funding Sources	<i>Required</i>	
Letters of Commitment (See Instructions)	<i>Required</i>	
• 4. - Chart showing State Funding Sources	<i>Required</i>	
• 5. - Chart showing federal Funding Sources	<i>Required</i>	
• 6. - Chart showing Program Income Committed	<i>Required</i>	

