

**INSTRUCTIONS for  
10% Set-Aside Activities**

**A. ACTIVITY DESCRIPTION**

*Complete one set of forms for EACH proposed 10% set-aside activity.*

1. Please indicate which activity is being proposed by the applicant.

**10% Set-Aside:** Applicants must document and demonstrate that each proposed activity is CDBG-eligible, one of the allowed activities stated in the NOFA, and meets the national objective of principally benefiting low income persons/households (targeted income group benefit) **or** serves to eliminate slums or blight in targeted areas. Each national objective has its own set of instructions and application page(s) to be completed. There is no limit on the number of activities you can propose under the 10% set-aside. All activities proposed under the two different national objectives must be completed within the term of the grant contract and all funds (CDBG and any local program income committed) must be spent prior to contract expiration date.

Any proposed 10% set-aside activity(ies) will NOT be competitively rated.

The following expenditures are not allowable under the 10% set-aside:

1) General Administration; 2) Planning Studies; 3) Activity Delivery for another activity

2. Provide a narrative description of the proposed CDBG-eligible activity with full scope of work and budget.

**B. TARGETED INCOME GROUP (TIG) BENEFIT**

1. Identify the percentage of households benefiting from the proposed activity who are TIG households.
2. Identify how the TIG percentage was determined. Check all that apply.

Note: Applicants are not required to have done a survey to establish benefit under this activity, but if a survey was done, attach a copy of the survey instrument, survey methodology, and the survey results.

3. If the applicant indicates that a survey was done, please complete the attached chart providing survey information.

Please refer to Appendix A for guidance on conducting surveys.

**ACTIVITY DESCRIPTION**  
**10% Set-Aside Activity**

**A. ACTIVITY DESCRIPTION**

1. What activity is the applicant proposing?

\_\_\_\_\_ 10% Set-Aside activity.

2. Describe the eligible CDBG activity.



**TIG BENEFIT**  
**10% Set-Aside Activity**

**B. TARGETED INCOME GROUP (TIG) BENEFIT**

1. Enter the percentage of households benefiting from this proposed activity that are TIG households. \_\_\_\_\_%

2. How was the TIG percentage determined?

\_\_\_\_ Income Restriction

\_\_\_\_ Income survey of EXISTING beneficiaries. (attach survey & results)

\_\_\_\_ Income survey of POTENTIAL beneficiaries. (attach survey & results)

\_\_\_\_ Census Data

\_\_\_\_ Other: Explain: - \_\_\_\_\_

3. If a survey was done, the applicant is required to submit a copy of the survey instrument, survey methodology, and a summary of the results.

Indicate the page number where this documentation is provided: **PAGE:** \_\_\_\_\_

Survey Date:	
Total # of <b>existing</b> beneficiaries: ( <u>Universe</u> )	
Households? OR Persons	
<b>How many were surveyed?</b>	
How many responses were required per survey methodology shown in Appendix A?	
<b>Total number of responses RECEIVED:</b>	
<i>Number of TIG responses:</i>	
<i>Number of Non-TIG responses:</i>	