



General Application

Applicant Information

Tell us about you.

1. Name *
2. Title *
3. Email Address *
4. Phone

Jurisdiction Information

Tell us about the applying Jurisdiction.

1. Enter the program year followed by jurisdiction name. *
 - a) e.g.: 2024 County/City/Town of Sacramento
2. Jurisdiction's Name *
3. Address *
4. Phone Number *

Unique Entity Identifier (UEI)

Please provide the Jurisdiction's Unique Entity Identifier (UEI) as assigned by SAM.gov (formerly known as the DUNS #). For information and requirements, please refer to [Section V.J of the 2024 CDBG NOFA](#).

- Upload the full SAM.gov report showing non-debarment and registration status along with exclusion information.

Authorized Representative Information

Tell us about the authorized representative as listed on your Resolution.

1. What type of jurisdiction is the applicant? *
 - a) If City, will the Mayor or Mayor Pro Tempore execute and deliver the grant agreement (i.e., Standard Agreement), any recordable or nonrecordable contract documents, and any and all subsequent amendments thereto?
 - If no, upload a copy of the city ordinance/municipal code section that includes alternate designee delegation *



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2. First name, last name, title, and email address of the designee in Section 4 of Appendix C: Resolution (Authorized Representative)
3. Is the designee in Section 5 of Appendix C: Resolution (Contract Representative) different than the Authorized Representative designated in Section 4?
 - a) If so, provide name, title, and email address *
4. Is the designee in Section 6 of Appendix C: Resolution (Finance Representative) different than the Authorized Representative designated in Section 4? *
 - a) If so, provide name, title, and email address

General Threshold

Resolution

Failure to use the resolution form provided by the Department will result in disqualification without exception or appeal.

The approved [Resolution template](#) can be downloaded from the 'Files' section of the Application page or the CDBG website. For more information regarding Resolution requirements, please refer to [Section V.F of the 2024 CDBG NOFA](#).

1. Did you use the HCD approved Resolution template in content and form from the Files section of this Application? *
 - Upload the approved Resolution for the application *
 - Upload the printout of the Authorized Signatory as identified in the approved Resolution from the Jurisdiction's Website *

Government Agency Taxpayer ID (TIN)

Current TIN form can be found [here](#). For more information regarding TIN and our requirements, please refer to [Section V.G of the 2024 CDBG NOFA](#).

- Upload Government Agency Taxpayer ID (TIN) Verification form *

Single Audit

The Applicant must demonstrate, to the satisfaction of the Department, that it is compliant with the financial management requirements of [2 CFR §200](#). Applicants that fail to disclose findings on their most recent single audit will be disqualified without exception or appeal. For additional information and requirements, please refer to [Section V.B of the 2024 CDBG NOFA](#).



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1. Were you required to submit a Single Audit to the State Controller's Office? *
 - a) Yes - we were required to submit
 - i. Which fiscal year was your last filed Single Audit? *
 - I) FY 2021-2022
 - Upload the filed 2021-2022 Single Audit *
 - Upload documentation from the Auditor that they have been engaged to work on the 2022-2023 Single Audit *
 - Check the box below to affirm, once filed, the 2022-2023 Single Audit will be uploaded to eCivis *
 - II) FY 2022-2023
 - Upload the filed 2022-2023 Single Audit *
 - ii. Were there any findings on this audit? *
 - If yes, upload your Single Audit Proof of Findings along with the Clearance Letter or Remediation Plan *
 - b) No - we were exempt from filing a Single Audit Report

Note: Exemptions will be cross-referenced on [SCO's Website](#). If the most recent report for the latest fiscal year shows the entity as any status but "exempt," the Jurisdiction **MUST** submit documentation directly from the State Controller's Office of exemption status. Failure to provide this will result in immediate disqualification without exception or appeal.

 - Upload Proof of Single Audit Exemption *

Statement of Assurances (Appendix D)

Applicants that fail to submit the correct and complete [Certifications and Statement of Assurances](#) at application submittal will be disqualified without exception or appeal. For additional information and requirements, please refer to [Section V.D of the 2024 CDBG NOFA](#).

- Upload your signed Statement of Assurances (Appendix D) *

Public Participation

Please refer to Section [V.E of the 2024 CDBG NOFA](#) as well as the **updated [Chapter 4 of the Grants Management Manual](#)** for information and requirements regarding Public Participation.



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1. Did you post or publish a legal notice of the public meeting in at least four public places within the local government no less than 10 days prior to the date of the public meeting? *
 - a) If so, list all the locations that you published or posted the legal notice of public meeting. *
 - Upload Proof of Notice of the Public Meetings posted and/or published *
 - Upload Public Meeting minutes/notes and any presentation/handout materials *
2. Did you hold the public meeting at a time and in a place that felt comfortable and accessible for the potential program users and beneficiaries? *
 - a) How was this determined?
 - b) How many people attended the public meeting?
 - c) Did you remove barriers to participation?
 - i. e.g. Did you provide food? Did you offer a hybrid of virtual and in person meeting? Did you provide childcare? Did you offer multiple modes to convey and receive information [e.g. for persons who need translation services, don't like speaking in big groups, etc.?]?
 - d) What are the gaps in your public meeting process? At a minimum, please include the following information:
 - Who was missing from your public meeting?
 - Do you know why?
 - Will you find out?
 - If so, how?
 - What will you do to engage potential program users and beneficiaries next time?

National Environmental Policy Act (NEPA)

For additional information and requirements regarding the NEPA, please refer to [Section V.C and V.L of the 2024 CDBG NOFA](#) as well as [Chapter 3 of the Grants Management Manual](#).

1. Are you claiming General Administration in this application cycle? *
 - If so, upload NEPA Environmental Review for General Administration (GA NEPA)



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Budget

The CDBG Budget has drastically changed as of the 2023 NOFA. Applicants **MUST** attend or review the latest Budget webinar to ensure the correct amount is being requested within each application.

Applications submitted without a complete eCivis Budget will be disqualified without exception or appeal. For additional information and requirements, please refer to [Section V.H of the 2024 CDBG NOFA](#).

1. Have you attended or reviewed the latest Budget webinar? *
2. Have you completed and submitted your CDBG budget in eCivis? *
3. Did you leave the Budget Narrative blank or put “N/A”? *
4. Enter the total amount of new grant dollars across all applications being applied for by your Jurisdiction NOT including any Program Income *
5. Will you be utilizing any Program Income? *
 - a) If so, has the use of Program Income been authorized on the Resolution uploaded to this application?
 - Total amount of new grant dollars across all applications plus CASH ON HAND Program Income being applied for by your Jurisdiction
 - Total amount of new grant dollars across all applications plus FUTURE/ANTICIPATED Program Income being applied for by your Jurisdiction
 - Total amount of new grant dollars across all applications plus BOTH cash on hand and future/anticipated Program Income being applied for by your Jurisdiction

Sources and Uses

Applicants are required to upload their **Sources and Uses Chart** showing all funding sources for this activity. Sample tracker can be found under the ‘Files’ tab of the solicitation.

- Upload Sources and Uses Documentation *

Certifications

Good Standing

The Applicant, and any Co-Applicant, together with all respective affiliates, must be in good standing with the Department (i.e., are current on all loan and/or grant obligations, have a satisfactory past performance history in all their prior dealings with the Department and are in



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full compliance with all Department contracts and reporting requirements). Applicants not meeting the foregoing requirements shall be ineligible to apply for or receive funding under this NOFA.

1. Are you in compliance with all existing HCD award agreements? *
2. Have funds due to the State for repayment of non-compliance items been repaid or have you entered into a satisfactory repayment agreement and payments are current? *

Monitoring

1. Has the jurisdiction been monitored by any Division at HCD in the last 5 (five) years? *
 - a) If so, are all HCD monitoring findings cleared or in remediation? *
 - Upload your HCD Monitoring Report *
 - Upload the proof of clearance letter or remediation plan *

Attestations

Statements must be acknowledged by the Jurisdiction. Failure to comply with these requirements may result in disqualification of the application.

1. This application is true, correct, and complete to the best of my knowledge. *
2. I have attended or watched all of the current year's NOFA webinar(s). *
3. The applying jurisdiction is an eligible non-entitlement jurisdiction. *
4. CDBG funds will not supplant local funds that have or had been budgeted for any activity. *
5. Selecting an input field or uploading a blank document to circumvent the application requirements invalidates the application. *
6. At time of application submission, the Jurisdiction complies with and can provide, if requested, documentation of HUD's federal cross cutting requirements found at [24 CFR §570.600, et seq](#), summarized in [Section XII: Federal Program Requirements](#) of the NOFA and state overlays. *



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Racial Equity

It is a department priority to ensure all eligible persons receive equitable access to services, and are served with dignity, respect, and compassion regardless of circumstance, ability, or identity. This includes marginalized populations, including but not limited to, Black, Native and Indigenous, Latinx, Asian, Pacific Islanders and other People of Color, immigrants, people with criminal records, people with disabilities, people with mental health and substance use vulnerabilities, people with limited English proficiency, people who identify as LGBTQ+, and other individuals that may not traditionally be granted access to mainstream support. The following list of questions highlight items that you as the Grantee might be doing to address racial equity. If you have not started to address racial equity in your housing and community development projects and programs, this is an opportunity to describe your plans for how this funding will reduce disparities and increase racial equity in your communities.

Answers in this section will not serve to qualify or disqualify applicants but rather will serve as a baseline measure of the current state of each applicant's disparities, efforts, and outcomes.

1. Please select your application type: *

 - Economic Development
 - Housing Acquisition/Rehabilitation Application
 - Public Facility & Infrastructure
 - Public Services

Program Equity Analysis

1. Has your jurisdiction completed an analysis of racial disparities in its community, for example, using American Community Survey Data? *

 - a) Yes
 - i. Please describe efforts carried out to date: *
 - Please upload your racial equity analysis here:

- b) No
 - i. What barriers are you facing to doing this, and what support or resources would make this easier for you? *



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2. If your jurisdiction is a prior recipient of CDBG funds, it has captured race, ethnicity, and income data on its prior program beneficiaries. Has your jurisdiction completed an analysis of this data to identify racial disparities in its CDBG programs? *
 - a) Yes
 - i. Please describe efforts carried out to date: *
 - Please upload your racial equity analysis here:
 - b) No
 - i. What barriers are you facing to doing this?
 - ii. What supports, tools, forms, guidance would give you the capacity to complete or expand your efforts in carrying out this type of analysis? *
 - iii. Check the types of resources you need to complete this type of analysis: *
 - Aggregated program data sets
 - General data analysis training
 - Data analysis technical assistance for specific programs
 - Staff resources to complete the analysis
 - Other
3. Tell us your success stories around addressing racial equity within your jurisdiction. If you don't have success stories to share, please let us know some of the opportunities your jurisdiction has identified for addressing racial inequities. *

Program Marketing

1. Identify and describe how people in protected classes, including but not limited to Black, Native and Indigenous, Latino/Latina/Latinx, Asian, Pacific Islanders and other people of color will access your CDBG funded project or program. *
2. Do you have inclusive program marketing strategies for any of the items below? Check all that apply. *
 - a) We have a Fair Housing Marketing Plan for our housing programs.
 - b) We make program materials available in multiple languages
 - c) Program marketing includes targeting people in protected classes, including but not limited to people of color
 - d) Program marketing on media sites (like newspapers or radio stations) that operate and publish in languages other than English



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- e) Engagement of community-based organizations to help with program marketing
- f) Other
 - i. Please describe your 'other' inclusive program marketing strategies: *
3. If you are not able to carry out any of these (or other) inclusive marketing strategies, what barriers are you facing? *
4. In which of the following areas could you use support? *
 - a) Developing or updating our Limited English Proficiency Language Access Plan
 - b) Identifying strategies for program marketing to people in protected classes, including but not limited to people of color
 - c) Finding and/or procuring translators to translate our program documents
 - d) Identifying community-based organizations that work w/people in protected classes which we can partner with to help w/marketing
 - e) Identifying local media sources that are accessed regularly by people in protected classes
 - f) Other
 - i. Please describe the 'other' areas you could use support in: *
5. Have you completed an affirmative housing marketing plan for your current housing projects and programs? *
 - a) Our jurisdiction does not have any current housing projects or programs
 - b) Yes
 - Please upload a copy of your affirmative housing marketing plan
 - c) No
 - i. If you do not have an affirmative housing marketing plan, please explain the barriers you are facing to complete the plan

Representation in Decision Making

How are the voices of people in protected classes, including but not limited to Black, Native and Indigenous, Latino/Latina/Latinx, Asian, Pacific Islanders and other people of color and those with lived experience of housing insecurity, houselessness and economic insecurity being centered in a meaningful, sustained way in creating effective approaches to addressing disproportionate outcomes in local projects and programs? Please answer 'yes' or no' to the following questions:



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1. We meet the minimum requirements of the State of California Citizen Participation Plan found here: <https://www.hcd.ca.gov/policy-research/plans-reports/docs/Amended-Citizen-Participation-Requirements-for-the-States-Annually-Appropriated-Federal-Programs-Plans-and-Reports-ADA.pdf>
2. Representative advisory body for community level planning and decision making (e.g., Housing Advisory Committee, Community Planning Advisory Committee).
3. Community forums for program feedback (e.g. at churches, in community centers)
4. Meeting and planning materials in multiple languages and accessible on a jurisdiction website
5. Outreach campaigns on social media, radio, television, or flyers targeted to people who speak languages other than English and people in protected classes, including but not limited to Black, Native and Indigenous, Latino/Latina/Latinx, Asian, Pacific Islanders and other people of color
6. Engagement of community-based organizations to help with program marketing
7. Community meetings at times and locations accessible to people in protected classes, including but not limited to Black, Native and Indigenous, Latino/Latina/Latinx, Asian, Pacific Islanders and other people of color. This can include holding meetings at locations with trusted community organizations or institutions
8. Jurisdiction has taken specific steps to ensure these funds are accessible to smaller and non-traditional organizations that serve communities of color but may not have previously participated formally in government grant programs
 - a) What were these steps? *
9. Jurisdiction uses these funds to address the organizational capacity of organizations that are led by Black, Latinx, Asian, Pacific Islander, and Native and Indigenous people
 - a) Please describe how the jurisdiction uses these funds to address the organizational capacity of organizations that are led by Black, Latinx, Asian, Pacific Islander, and Native and Indigenous people: *
10. Other opportunities for representation in decision making by communities of color and those with lived experience of housing insecurity, houselessness and economic insecurity in making program decisions
 - a) Please describe what 'other' opportunities for representation in decision making by communities of color and those with lived experience of housing insecurity, houselessness and economic insecurity in making program decisions: *



Partnerships

Subrecipients and Partners

1. Do you have Formal partnerships such as MOUs or subrecipient agreements with organizations serving people in protected classes, including but not limited to Black, Native and Indigenous, Latino/Latina/Latinx, Asian, Pacific Islanders and other people of color?
 - a) Check all that apply
 - Local Community Based Committees
 - Community-Based Organization
 - Local family service providers, resource coordinators, and/or resource centers
 - Community coalitions
 - Local human rights (economic/educational/immigration/environmental/etc. justice) organizations
 - People of Color-owned business consortiums
 - Other
 - b) If you have such formal partnerships, list your partner organizations and explain how you partner with them to address racial equity in the housing and houselessness response system, the economic development sector, and the health care sector.
 - i. Organization Name: *
 - ii. Partnership Type: *
 - iii. Number of years in this type of partnership: *
 - iv. Group(s) Served: *
 - Asian
 - Black
 - Indigenous People
 - Latinx
 - Native American
 - Pacific Islander



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- v. Please provide a narrative about your partnership(s) listing the organization name, partnership type, number of years in this type of partnership, and group(s) served *
2. Do you have Informal partnerships with organizations serving people in protected classes, including but not limited to Black, Native and Indigenous, Latino/Latina/Latinx, Asian, Pacific Islanders and other people of color?
 - a) Check all that apply
 - Local Community Based Committees
 - Community-Based Organization
 - Local family service providers, resource coordinators, and/or resource centers
 - Community coalitions
 - Local human rights (economic/educational/immigration/environmental/etc. justice) organizations
 - People of Color-owned business consortiums
 - Other
 - b) If you have such informal partnerships, list your partner organizations and explain how you partner with them to address racial equity in the housing and houselessness response system, the economic development sector and the health care sector and how do you partner with them.
 - i. Organization Name: *
 - ii. Partnership Type: *
 - iii. Number of years in this type of partnership: *
 - iv. Group(s) Served: *
 - Asian
 - Black
 - Indigenous People
 - Latinx
 - Native American
 - Pacific Islander



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- v. Please provide a narrative about your partnership(s) listing the organization name, partnership type, number of years in this type of partnership, and group(s) served *
3. Do you have additional Formal/Informal partners to list? *
 - a) If yes
 - i. Additional Organization Name: *
 - ii. Number of years in this type of partnership: *
 - iii. Partnership Type: *
 - iv. Group(s) Served: *
 - Asian
 - Black
 - Indigenous People
 - Latinx
 - Native American
 - Pacific Islander
 - v. Please provide a narrative about your additional partnership(s) listing the organization name, partnership type, number of years in this type of partnership, and group(s) served *
4. Does your organization have requirements for all subrecipients to put a plan in place to address racial disparities if they exist? *
 - a) If yes, please describe: *
 - b) If no, what support could you use? *

Vendor Procurement

The regulations at 2 CFR Part 200.318 requires Grantees to take affirmative action to contract with small and minority-owned firms and women business enterprises (MBE and WBE firms). HCD does not require set asides or participation quotas, but Grantees are expected to make special efforts to award contracts to MBE and WBE firms. Please check all the good faith efforts that your jurisdiction takes to see that MBE and WBE are provided opportunities as a result of your CDBG programs through your procurement processes

1. Check all that apply
 - Ensuring that small businesses and MBE/WBEs are solicited whenever they are potential sources.



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- Sending MBE and WBE firms an Invitation to Bid.
 - When feasible, dividing total requirements into smaller tasks or quantities so as to maximize participation by small businesses
 - Where requirements permit, establishing delivery schedules that encourage participation by small businesses and MBE/WBEs
 - If any subcontracts are to be executed, requiring the prime contractor to take the above affirmative steps
 - Setting aside a percentage of CDBG funds to be awarded to MBE/WBEs.
 - Including MBE/WBE criteria with additional points in selection criteria for professional services procurement
 - Other
 - i. Please describe the 'other' good faith efforts that your jurisdiction takes to see that MBE and WBE are provided opportunities as a result of your CDBG programs through your procurement processes: *
2. Please describe the additional support you need to increase or expand your efforts to see that MBE and WBE are provided opportunities as a result of your CDBG programs *

Section 3

Section 3 of the Housing and Urban Development Act of 1968, as amended, ("Section 3") requires that economic opportunities generated by certain U.S. Department of Housing and Urban Development (HUD) financial assistance for housing and community development programs be directed to low and very low-income persons. The priority of assistance should be to those who are recipients of government assistance for housing, and business concerns which provide economic opportunities to low and very low-income persons. Section 3 applies to all projects that receive \$200,000 or more in CDBG, or other HUD assistance, including projects that are financed in conjunction with state, local or private matching or leveraged funds, provided that the Section 3 monetary threshold requirements are met. For additional information on the applicability of Section 3, please see Chapter 5 Procurement. A local government that receives CDBG funding has the responsibility to comply with Section 3 requirements. The Grantee is also required to "ensure compliance" of their contractors and subcontractors. Please answer 'yes' or 'no' to the following questions:

1. Notify Section 3 Workers and business concerns about jobs and contracts generated by Section 3 covered assistance so that they may submit bids/proposals for available contracts and job openings with the Grantee
2. Notify potential contractors of their responsibilities under Section 3



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3. Include Section 3 language in all applicable contracts
4. Require subrecipients, contractors, and subcontractors to meet the requirements of §75.19, regardless of whether Section 3 language is included in recipient or subrecipient agreements, program regulatory agreements, or contracts
5. Document action(s) taken to meet the HUD benchmarks
6. Respond to Section 3 complaints
7. Submit required Section 3 reporting as a component of the final close-out report in eCivis
8. Publication of opportunities in newsletters or other local newspapers, including those targeted to Limited English Proficient populations
9. Use of signage at the project site and flyers posted in the project area
10. Use of signage in languages other than English at the project site and flyers posted in the project area
11. Notification of potential training or employment opportunities to neighborhood and nonprofit groups, including Public Housing Authorities, servicing low- and very low-income persons
12. Communicate opportunities to employment agencies and career centers
13. Other
 - a) Please describe 'other' actions taken to ensure compliance in your procurement process: *
14. Please describe the additional support you need to increase or expand your efforts to achieve Section 3 goals: *