

**Application Form B**  
**Community CDBG Activity Application**  
**Program Year 2020-2021**

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**Part 1. Agency Requesting CDBG Funding**

Name of Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Federal Tax I.D.: \_\_\_\_\_ DUNS: \_\_\_\_\_

Type of Agency:  City  Private Non-Profit  Other (*specify*): \_\_\_\_\_Registered in Central Contractor Registration (CCR): 

Contact for Application:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Responsible for Activity Implementation

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Officials Authorized to Sign Contracts and Expend Funds for the Agency:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Proposed Activity: \_\_\_\_\_

Location of Activity (including address/boundary of the Activity area): \_\_\_\_\_

Does the Agency own or otherwise have site control of the property? \_\_\_\_\_

Total CDBG Funding Amount Requested for the 2020-2021 Program Year: \_\_\_\_\_

 New Activity  Existing CDBG Activity to be Enhanced and/or Expanded

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## Part 2. CDBG Activity Type and National Objective

### A. Please identify the Activity Type:

Public Service

Other CDBG Eligible Activity Please Identify: \_\_\_\_\_

Activities assisted with CDBG funds must be eligible under program regulations. Activities proposed through this Notification of Funding Availability must be ready and able to commence within the program year and be completed within a reasonable and defined schedule thereafter.

Eligible Public Service Activities may include: Services directed toward improving the community's services concerned with abused children, elderly persons, battered spouses, homeless persons, handicapped persons, illiterate persons or migrant farm works, education, welfare, or recreation. Please be mindful that there is a Federal cap of 15% of the City's CDBG allocation, estimated at \$210,000 for program year 2020-2021. Please be mindful that there may be multiple public service applications submitted for needs identified in the City's Consolidated Plan.

Other Eligible CDBG Activities may include: Acquisition, Disposition or Clearance, Demolition, and Removal; Acquisition, Construction, Reconstruction, Rehabilitation or Installation of Public Facilities and Improvements, or Removal of Architectural Barriers, etc.

Further and detailed information on Eligible/ Ineligible Activities can be found in the *Guide to National Objectives and Eligible Activities for Entitlement Communities handbook*. This document can be found on the U.S. Department of Housing and Urban Development website at: <https://www.hudexchange.info/resource/89/community-development-block-grant-program-cdbg-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities/>

### B. In addition to meeting CDBG Activity Eligibility, each Activity must meet at least one of the following three (3) National Objectives. Please check the National Objective the proposed Activity intends to meet:

- 1 a.  Benefits LOW and MODERATE INCOME persons according to income guidelines (a minimum of 51% of those served with household income verified); or
- 1 b.  Benefits abused children, elderly persons, battered spouses, homeless persons, handicapped persons, illiterate persons or migrant farm works (the activity must be designed so that one of these groups are benefited); or
2.  Address SLUM or BLIGHT in a specific area (the area must be qualified and the activity must assist in eradication of slums or blight); or
3.  Address a particularly URGENT community need for which there is no other form of assistance available (*such as disaster relief*).

More detailed information on National Objectives can be found in the *Guide to National Objectives and Eligible Activities for Entitlement Communities handbook*. This document can be found on the U.S. Department of Housing and Urban Development website at: <https://www.hudexchange.info/resource/89/community-development-block-grant-program-cdbg-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities/>

### **Part 3. CDBG Narrative – Activity Description and Level of Need**

Provide a response to each of the following questions. Applicant may use separate/ additional pages so long as the question is restated for each response.

1. Provide a complete but succinct description of the Activity, including:
  - a. What service(s) will be provided;
  - b. Population served; and
  - c. Number of unduplicated households/individuals the Activity will serve, their income, and whether they are part of any priority special needs groups. Include the rationale for how the level of service was determined.
  
2. Describe how the proposed Activity is eligible for CDBG Funds.
  
3. Explain how the proposed Activity will benefit the Palmdale community, including:
  - a. How the proposed Activity will clearly and measurably addresses the needs of low- and moderate-income Palmdale residents. (Use verifiable data or evidence of this need.)
  
4. Provide an estimated timeline, identifying the start and end dates, length of time anticipated for design, construction or other phases necessary to successfully complete the Activity that is being proposed.
  - a. For new Activities, include the timeline and steps necessary to set up and begin implementation of the proposed Activity.
  - b. For existing Activities, include how the existing Activity will be enhanced and/or expanded.
  
5. Briefly describe how the proposed Activity will be carried out, including how the target population will be reached.
  
6. List your agency's personnel, consultants, and/or volunteers who will be carrying out the proposed Activity and a brief statement of their qualifications and availability to the Activity.
  
7. Describe anticipated outcomes and objectives of the proposed Activity and indicate how the outcomes and objectives will be measured.

Outcomes and objectives must be results oriented, specific and measurable. For example, if the Activity is a workshop, list the number of workshops, how many participants are expected to attend, and how the benefit(s) to the participants will be demonstrated.
  
8. Describe all similar projects your Agency has carried out in the last three (3) years. For each project, provide a reference name and telephone number from the local participating city and/or county that provided CDBG funding.

9. Identify and describe any audit findings, liens, investigations, or probation by any oversight agency in the past five (5) years. If none, state none.
  
10. Describe your Agency's familiarity and experience with federal funding requirements, including for competitive procurement process.
  
11. For capital improvement/ housing projects, describe your Agency's familiarity and experience Davis-Bacon wages, minority (MBE) or women-owned (WBE) businesses, and for requests over \$100,000, HUD Section 3 Requirements.

**Part 4. CDBG Proposed Activity Budget**

**A. Sources of Funding:** List the sources of funding anticipated to complete the proposed Activity. List the amount of this CDBG funding request first, followed by other sources. Include the amount secured/ sought, whether it is a loan, grant, or other type of funding (e.g., in-kind, donated materials/labor, owner equity), the terms if a loan, and the status of the request or application. Applicant may substitute a comparable document in the Agency's own format.

Source	Amount	Type (grant, loan, other)	Loan Terms	Status (not yet applied, committed, in-hand, unknown)
CDBG (this application)	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			

Please explain if the proposed Activity depends on any other funding sources that are not already committed or in hand.

Does the proposed Activity depend on receiving 100% of your CDBG funding request? If the Activity is not approved for 100% of the funding request, how will the shortfall be addressed?

**B. Proposed Activity Budget:** List the anticipated budget needed to complete the proposed Activity. Applicants applying for Public Service use section “i. Public Service Activity”. All other applicants use section “ii. Other CDBG Eligible Activity”. Applicant may substitute a comparable document in the Agency’s own format.

**i. Public Service Activity – Proposed Operating Budget FOR PUBLIC SERVICE ACTIVITIES ONLY**

Please round up to the nearest dollar.

	<b>CDBG Funds Requested</b>	<b>Leveraged Funds*</b>	<b>Total CDBG Activity Operating Budget</b>	<b>Total Agency Operating Budget</b>
<b>PERSONNEL EXPENSES</b>				
Salaries (incl. benefits & taxes)				
Professional & Consultant Fees				
Other Personnel Related Items				
<b>SUB-TOTAL</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$0.00</b>
<b>SUPPLIES</b>				
Office Supplies/ Equipment				
Postage				
Other				
<b>SUB-TOTAL</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$0.00</b>
<b>OPERATING EXPENSES</b>				
Telephone				
Utilities				
Rent (Facility)				
Liability Insurance				
Printing				
Training				
Travel				
Audit				
Other				
Other				
Other				
<b>SUB-TOTAL</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$0.00</b>
<b>DIRECT CLIENT SERVICES</b>				
a.				
b.				
c.				
<b>SUB-TOTAL</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$0.00</b>
<b>OTHER OPERATING</b>				
a.				
b.				
c.				
<b>SUB-TOTAL</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$0.00</b>
<b>TOTAL EXPENSES</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$0.00</b>
*Leveraged funds are not required for Public Service activities. Leveraged funds are the other non-CDBG funds that will be used in conjunction with the CDBG Request to complete the activity. Leveraged funds may be a blend of cash, donations, in-kind donations, or volunteer labor. These funds must be firmly assigned to the Activity and immediately available.				

Explanation of Other Expenses:

Public Service Activity - Personnel Costs (inclusive of fringe benefits) for each member of the Activity staff:

POSITION OR TITLE	HOURLY RATE *	HOURS PER WEEK	# MONTHS EMPLOYED	TOTAL COST	CDBG SHARE
	\$			\$	\$
	\$			\$	\$
	\$			\$	\$
	\$			\$	\$
	\$			\$	\$
	\$			\$	\$
	\$			\$	\$
<b>TOTAL PERSONNEL COSTS</b>				<b>\$ 0.00</b>	<b>\$ 0.00</b>

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**ii. Other CDBG Eligible Activity Budget – Proposed Activity Budget FOR ALL OTHER CDBG ACTIVITIES**

Use Whole Dollars Only

	<b>Cost</b>	<b>CDBG Funds Requested</b>	<b>Funding Source</b>
<b>NON-PERSONNEL USES</b>			
Acquisition			
	\$	\$	
Design			
	\$	\$	
	\$	\$	
	\$	\$	
Fees			
	\$	\$	
	\$	\$	
	\$	\$	
Construction Contract			
	\$	\$	
	\$	\$	
	\$	\$	
Testing			
	\$	\$	
	\$	\$	
	\$	\$	
Labor Compliance			
	\$	\$	
	\$	\$	
Other			
	\$	\$	
	\$	\$	
	\$	\$	
<b>TOTAL ACTIVITY COSTS</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	

Describe the method used to estimate or determine the above Activity costs.

Is the proposed Activity exempt from Davis-Bacon wage rates? If no, is this cost (wage rate and monitoring) reflected in the Other CDBG Eligible Activity Budget?

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## Part 5. Application Submission Checklist for ALL CDBG Activity Applicants

The following documents **MUST** be submitted with the application in order to be considered for funding. Applications that do not include ALL of the following items will not be considered for funding. Attach separate sheets as necessary.

- Application Form. All questions are answered and Part 6 is signed by an official authorized to sign contracts for your agency.**
- Cover Letter from the Executive Director, Board President, or other Executive Official describing the Activity to be implemented and how it will benefit the City of Palmdale.**
- Sources of funding and appropriate activity budget, per part 4.**
- Job Descriptions for each position to be funded under this application (ONLY FOR PUBLIC SERVICE APPLICATIONS).**
- Articles of Incorporation/Bylaws.**  
Articles of Incorporation are the documents recognized by the State as formally establishing a private corporation, business or agency).
- List of Board of Directors.**  
A list of the current board of directors or other governing body of the agency must be submitted. This list must include names, telephone numbers, addresses, occupation or affiliation of each member and must identify the principal officer of the governing body.
- Financial Statement AND Most Recent Audit.**  
The Agency must submit the most recently completed audit of their organization along with information already requested in the application, or if your Agency is not required to perform audits, copies of the most recent balance sheet and income statement.
- Conflict of Interest Statement.**  
The Agency must provide a Conflict of Interest provision, which applies to any person who is an employee, officer, or elected official of the agency.
- Long-Range Plan.**  
Provide evidence that the Agency has developed a comprehensive long-range plan for a three to five year period, which establishes goals, measureable objectives, and implementation strategies.
- Evidence of Insurance.**  
Submit information to provide evidence of Liability and Worker's Compensation Insurance Coverage.

### For Non-Profit Organizations:

In addition to the requirements above, please also provide:

- Verification of 501(c)(3) Non-Profit Determination Letter**  
Non-profit organizations must submit their tax-exemption determination letter.
- Resolution of the Board of Directors authorizing an appropriate staff member to execute program applications, agreements, payment requests, and related documents on behalf of the Agency related to the City of Palmdale CDBG grant.**

*Please check either "YES" or "NO" for the following questions and provide the requested data for the twelve (12) month period ending June 30, 2019.*

- |    |   |                              |                             |
|----|---|------------------------------|-----------------------------|
| 1. | The agency is incorporated as a non-profit organization and currently has exempt tax status (501)(c)(3) of the IRS Code and 2370(d) of the California Code. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. | The agency has maintained its California tax-exempt status.   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. | Agency has maintained their Non-Profit Corporation status by filing the appropriate documents:  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|    | Form 990 with the IRS   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|    | Form 199 with the California Franchise Tax Board  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|    | Statement of Domestic Non-Profit Corporation with the Secretary of State of California  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

**Part 6. Statement of Agency**

The undersigned acknowledges the following:

1. That, by submission of this application, the Agency agrees that it will become a public document.
2. That, to the best of its knowledge and belief, all information provided is true and correct and all estimates are reasonable;
3. That no revised proposals/ applications may be made in connection with this application once the deadline for applications has passed.
4. That the City may request or require additional supporting information to be submitted which it deems reasonable and that the Agency will cooperatively assist in the application review process.
5. The proposed Activity described in this application meets one of the National Objectives governing the use of Community Development Block Grant (CDBG) funds.
6. Sufficient funds are available from non-CDBG sources to complete the project, as described, if CDBG funds are not allocated to the applicant.
7. The City of Palmdale reserves the right to not fund any applications received, or not award all available funds, or not award fund to proposals that do not meet the criteria for evaluation and funding. Funds not allocated during this process may be awarded during a subsequent application cycle for new proposals. Federal deadlines for fund commitment may require reallocation of housing development funds if implementation of the project is significantly delayed.
8. That, if the Activity is recommended and approved by the City Council, the City reserves the right to fund less than the full amount requested. The City also reserves the right to reduce and/or cancel the allocation if federal entitlements are cancelled, reduced, or rescinded.
9. By submission of this application, the Agency agrees to abide by federal regulations and City policies applicable to this Activity, including at a minimum, all competitive bidding and prevailing wage requirements.
10. The Agency acknowledges and understands that past project and financial performance will be considered in reviewing this application.
11. That, if the project is funded, the City or a designated agency may conduct an accounting system inspection to review internal controls, including procurement and uniform administrative procedures, prior to issuance of payments for project expenditures.

12. That proof of insurance will be submitted to the City prior to receiving funds. Minimum insurance requirements are outlined in the Notice of Funding Availability for this application. Additional insurance requirements may be required depending on the scope of proposed Activity.
13. That proof of a City of Palmdale Business License and any other required license or certification will be submitted to the Community Programs Division prior to receiving funds.
14. That, if the project is funded, the City will perform a federally mandated environmental review prior to the obligation funds.
15. That, if the project is funded, a written agreement will be required that includes, among other matters, a statement work, records retention and reporting, compliance with local and federal requirements, and circumstances that would trigger payment suspensions and terminations.
16. That, if the Activity is a facility, the sponsor shall maintain and operate the facility for its approved use throughout its economic life.
17. That, if the project is funded, a deed of trust and/or land use restriction may be recorded on legal title of the subject property for the loan or grant and/or project term.
18. That the Agency agrees to abide by the City's Conflict of Interest Policy. Items of concern would include Board of Directors or staff member's families having monetary interest in any contract made by the City, and other matters that may give the appearance of a conflict of interest.
19. That written signature authority from the Agency's governing body indicating who can execute contracts and amendments on its behalf will be submitted to the City prior to receiving funds.

By signing below, the applicant acknowledges the above.

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Application document is available in Microsoft Word format by request to [smailes@cityofpalmdale.org](mailto:smailes@cityofpalmdale.org).

City staff is available to answer questions related to this NOFA and provide technical assistance to any agency wishing to submit an application until **6 p.m. on February 20, 2020**. Please contact Sarah Mailes, Housing Coordinator at (661) 267-5368 or by email at [smailes@cityofpalmdale.org](mailto:smailes@cityofpalmdale.org).

All applications must be received in the City of Palmdale Department of Administrative Services, Community Programs Division by **2:00 p.m. on Thursday, February 27, 2020**. Post marked, faxed and e-mailed applications will not be accepted. Please refer to NOFA document for full information.