

**Application Form C**  
**CDBG Capital Projects - Internal City Department Activity Application**  
**Program Year 2020-2021**

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**Part 1. Department Requesting Funding**

Name of Department: \_\_\_\_\_

Name of contact person for application: \_\_\_\_\_

Name of contact person responsible for Activity implementation: \_\_\_\_\_

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

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

Does the City 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 National Objective**

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*).

Eligible Activities may include qualifying Acquisition and 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/>.

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**Part 3. Narrative**

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 brief description of the proposed Activity.
  
2. Provide an estimated timeline, identifying desired start date, length of time anticipated for design, construction or other activity phases.

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**Part 4. Activity Budget**

**A. Sources of Funding:** Is CDBG the sole source of funds proposed for this Activity? If not, what percentage of the estimated budget does CDBG represent?

**B. Proposed Activity Budget:** List the estimated project budget needed to complete the proposed Activity. (Applicant may substitute a comparable document in the Agency's own format.)

	<b>CDBG Funds Requested</b>	<b>Other Funding Sources (if applicable)</b>	<b>Total Activity Budget</b>
<b>Non-Personnel</b>			
Design			
Fees			
Construction Contract			
Testing			
Labor Compliance			
Other			
<b>Personnel</b>			
Salaries and Benefits			
<b>Total Budget</b>			

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**Part 5. Application Submission Checklist**

- All questions are answered.
- Proposed Activity budget is completed.
- The application is signed by the Department Director.

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**Part 6.**

The undersigned acknowledges the following:

1. That, to the best of its knowledge and belief, all information provided is true and correct and all estimates are reasonable;
2. The applicant shall comply with all Federal and City policies and requirements affecting the CDBG program;
3. Funds may not be obligated until environmental review is complete, the written agreement is signed by all parties and a notice to proceed is issued; and
4. If the Activity is a facility, the sponsor shall maintain and operate the facility for its approved use throughout its economic life.

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Name of Department Director

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Signature of Department Director

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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.