



**COUNTY OF SAN DIEGO  
HOUSING AND COMMUNITY DEVELOPMENT  
SERVICES**

**FY 2021-2022  
COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM (CFDA #14.218)**

**APPLICATION FOR COMMUNITY ORGANIZATIONS**

**Proposals Due  
5:00 p.m. Wednesday, November 25, 2020**

*David Estrella  
Director*

[www.sdhcd.org](http://www.sdhcd.org)

Revised 9/2019

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## BACKGROUND AND GENERAL INFORMATION

The Community Development Block Grant (CDBG) Program is a U.S. Department of Housing and Urban Development (HUD) program that provides funds annually to all entitlement jurisdictions. CDBG funds are used for community development and affordable housing activities that benefit low-income households and persons with special needs.

If you are interested in being placed on the community meetings or NOFA mailing lists, or if you have questions about this application, the CDBG Program, or other Housing and Community Development Services programs, please call (858) 694-8724.

The County of San Diego receives CDBG funds for the “Urban County” which in FY 2021-22 will include all of the County unincorporated area and six participating cities: Coronado, Del Mar, Imperial Beach, Lemon Grove, Poway and Solana Beach. These cities are below the population threshold for entitlement status and must join with the County to receive CDBG funds on a regular basis. The County administers the CDBG Program for the participating cities. ***Please note that the cities have their own application process and their City Councils recommend projects to the Board of Supervisors for funding with each city’s CDBG allocation.***

This application is to be used to seek funding for community development activities located only in the unincorporated areas of the County as described below:

Community Development Activities: Proposals for CDBG-funding of community development projects, including but not limited to, public improvements such as streets, sidewalks, drainage, parks, youth and child care centers, health centers, etc., are accepted once a year following a series of community meetings throughout the County unincorporated area. The attached “Application for Community Organizations” is to be used by community organizations requesting CDBG funds for community development projects that they intend to administer and are located in the unincorporated area. Note: All sub-recipients requesting funds for programs working directly or indirectly with homeless populations will be required to participate in the Homeless Management Information System (HMIS) database effort administered by the Regional Task Force on the Homeless. A separate “Resident Request” form is available for community residents requesting community improvements to be carried out by one of the County departments, as in the case of County parks projects, or sidewalks, drainage and street improvements projects in the public right-of-way.

Public Services: Eligible public services are limited to those services that directly relate to and support physical community revitalization, homeless or housing activities.

This application is **not** to be used to seek funding for the following activities:

Affordable Housing Activities: Proposals for affordable housing or housing-related projects are **only** accepted through Notices of Funding Availability (NOFAs) or Request for Proposals (RFPs) processes that are made available from time to time. Funds from the Urban County portion of the HOME Investment Partnerships Program, and a portion of the Urban County CDBG funds (when available), are placed in a County Housing Development Fund, and are subsequently used to fund housing development activities. Funds are awarded to project sponsors in the form of loans for development, acquisition or rehabilitation of affordable housing for lower-income households. Emergency Solutions Grant (ESG) funds for homeless assistance programs and HOPWA funds, in the form of grants, are also disbursed through special NOFAs and RFPs.

## APPLICATION INSTRUCTIONS

### **Application Overview**

The enclosed application form includes an Application Summary Form, Application Questions, Tables for Budgets, and Attachments included for your information.

A complete application includes the following items in the following sequence:

1. Part I - Application Summary Form
2. Part II - Project Narrative (not to exceed four, double-spaced pages), plus budget form(s)
3. Part III - Agency Information (not to exceed three, double-spaced pages)
4. Part IV - Documentation:
  - a. Letters of commitment from collaborating agencies, if applicable;
  - b. Authorization to submit the FY 2021-22 CDBG application [submit documentation from the Board of Director's that authorizes submission (copy of minutes and/or resolution)];
  - c. Summary of applicant's current year General Operating Budget;
  - d. Current Board of Directors list, including names and addresses;
  - e. Articles of Incorporation and Bylaws;
  - f. Proof of existing non-profit/tax-exempt status (letters from the Federal Internal Revenue Service and State Franchise Tax Board);
  - g. Applicant's most recent financial audit and A-133 single audit or, if not available, copies of last six month's bank statements or treasurer's reports;
  - h. Current insurance policy and amounts covered;
  - i. License to operate;
  - j. Designation of Authorized Official [submit documentation from the Board of Director's that authorizes the representative of the agency (include name and title) to negotiate for and contractually bind the agency (signed letter from the Chairperson, copy of minutes and/or resolution)];
  - k. Organizational Chart;
  - l. Proof of existing DUNS number;
  - m. Proof of active Central Contractor Registration (SAM/CCR) for the organization;
  - n. If your project serves all the residents of a given area, such as projects related to a community center or a fire station, please provide a map or maps with the project service area(s) boundaries clearly outlined;
  - o. If your project serves primarily low-to moderate-income persons or households, provide a sample of the intake/assessment form(s) that are currently being used to document that a minimum of 51% of beneficiaries are low-and moderate-income persons.
  - p. A minimum of two itemized contractor/vendor estimates for work to be performed and/or equipment to be purchased;
  - q. If the project can be broken up into phases or into various discrete activities, please indicate project priorities in the event only a portion of the project can be funded;
  - r. Hours of Operation (for facilities that serve the general public); and,
  - s. Copy of lease, if project site/facility is leased.

### **Specific Application Instructions**

- Please keep your responses to questions as brief and concise as possible.
- Submit in a typed format.

- Submit **one** electronic copy of the application and attachments (via email or on CD) for each proposed project.
- Letters from collaborating agencies or other funding sources should clearly specify their role in the project or the contribution (financial or in-kind) that they will make.
- If your organization is submitting more than one application, please prioritize each project by placing a number in the upper right hand corner of the Application Summary Form.
- If your project can be broken into separate activities or phases, please provide estimates that break down the costs in a similar manner.

### **Application Available on County Website**

The CDBG application can be downloaded from the following County website: [www.sdhcd.org](http://www.sdhcd.org). Select 'Grant Programs and Community Partners' from 'Menu' at the top and then select '**CDBG Applications Process**'. After you have saved it on your computer, complete the application, and mail or email to the County of San Diego Housing and Community Development Services, Attn: Community Development, so that it is received prior to the application deadline.

### **Application Deadline**

**Applications must be received no later than 5:00 PM on Wednesday, November 25, 2020 at the Housing and Community Development Services office.**

Submit applications to: **County of San Diego  
Housing and Community Development Services  
Attn: Community Development  
3989 Ruffin Rd.  
San Diego, CA 92123**

**OR via email to: [Marco.DeLaToba@sdcounty.ca.gov](mailto:Marco.DeLaToba@sdcounty.ca.gov)**

### **Technical Assistance**

The County will provide technical assistance to any organization planning to submit a proposal. To request assistance, contact the CDBG Administrator at (858) 694-8724. For the deaf or hard of hearing, please call (866) 945-2207.

### **Attachments**

The following Attachments are included for your information:

- A. CDBG Program Strategy
- B. Application Review Process
- C. Project Eligibility
- D. Highlights of Federal Labor Standards Provisions
- E. HUD Regional Family Median Income Limits
- F. Conflict of Interest and Lobbying Certification

**CDBG APPLICATION FOR COMMUNITY ORGANIZATIONS**

Priority  
Number:

Instructions for completing this application are provided above. The instructions include directions for downloading this application from the County’s website.

**PART I - APPLICATION SUMMARY (Please type)**

Date: \_\_\_\_\_

A. PROJECT TITLE: \_\_\_\_\_

B. APPLICANT:

Name of Applicant’s Authorized Official: \_\_\_\_\_

Authorized Official’s Title: \_\_\_\_\_

Authorized Official’s Email: \_\_\_\_\_

**Original Signature of Authorized Official:** \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Type of Organization:     Non-Profit Organization                       Faith Based Organization  
    For Profit Organization                       Institution of Higher Education

Organization Address: \_\_\_\_\_

Does your organization expend \$750,000 or more a year in federal funds?     Yes     No

Contact Person: \_\_\_\_\_

Contact Person’s Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

FAX: \_\_\_\_\_ Contact Person’s Email: \_\_\_\_\_

DUNS # \_\_\_\_\_ Date of Submission: \_\_\_\_\_

SAM/CCR Registration Expiration Date: \_\_\_\_\_

C. PROPOSAL:

1. Unincorporated Community in Which Project is Located: \_\_\_\_\_

2. Address of Project: \_\_\_\_\_

3. Thomas Bros Map Location of Project: \_\_\_\_\_

4. Census Tract(s) (CT) and CT Block Group(s) of Project: \_\_\_\_\_

5. Type of Activity: (Please check only one)

- |   |   |
|---|---|
| <input type="checkbox"/> Public Facilities          | <input type="checkbox"/> Economic Development |
| <input type="checkbox"/> Infrastructure             | <input type="checkbox"/> Public Service       |
| <input type="checkbox"/> Non-homeless Special Needs | <input type="checkbox"/> Other _____          |
| <input type="checkbox"/> Planning/Administration    |   |

6. CDBG Funds Requested \$ \_\_\_\_\_ 7. Total Project Cost \$ \_\_\_\_\_

8. Specific Use of Requested CDBG Funds: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

OTHER FUNDING SOURCES:

Other Federal (Specify Source): \_\_\_\_\_ \$ \_\_\_\_\_

Other State/Local (Specify Source): \_\_\_\_\_ \$ \_\_\_\_\_

Private Sources: \_\_\_\_\_ \$ \_\_\_\_\_

Other (Specify Source): \_\_\_\_\_ \$ \_\_\_\_\_

Other (Specify Source): \_\_\_\_\_ \$ \_\_\_\_\_

9. What percentage of this request will serve residents of the unincorporated area of the County? \_\_\_\_\_%

10. a. Which CDBG National Objective does your project meet? (See Attachment C) \_\_\_\_\_

\_\_\_\_\_

b. Any real property acquired or improved in whole or in part with CDBG funds in excess of \$25,000 shall be used to meet one of the national objectives until five years after expiration of the contract or MOU. Describe how your agency will comply with this HUD requirement:

\_\_\_\_\_  
\_\_\_\_\_

11. Describe what types of permits, if any, are required for the project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PART II - PROJECT NARRATIVE** (Not to exceed four typed pages)

A. Statement of Problem/Need: Describe the problem or need that the proposed activity is intended to address.

B. Target Population: Describe the characteristics of the population to be served (i.e.; youth, seniors, persons with disabilities, etc.) and the geographic area to be benefited. **It is important to also attach a map (e.g. Thomas Bros. map) showing the project location and draw a line on the map outlining the boundaries of the geographic area served.**

C. Project Objective: Please state the project objective that most accurately describes what you intend to accomplish by carrying out this activity. Please select only one from the following choices:

- |                            |                             |   |
|----------------------------|-----------------------------|---|
| <input type="checkbox"/> 1 | Suitable Living Environment | (Activities that benefit communities/ families/individuals by addressing issues in their living environment)  |
| <input type="checkbox"/> 2 | Decent Housing              | (Housing activities that meet individual family or community needs; should not be used for activities where housing is an element of a larger effort) |
| <input type="checkbox"/> 3 | Economic Opportunity        | (Activities related to economic development, commercial revitalization, and job creation)   |

D. Project Outcome: Please state the proposed project performance measurement outcome that most accurately describes what you intend to accomplish by carrying out this activity. Please select only one from the following choices:

- |                            |                                |   |
|----------------------------|--------------------------------|---|
| <input type="checkbox"/> 1 | Availability/<br>Accessibility | (Activities that make services, infrastructure, housing, and shelter available and accessible. Note that accessibility does not only refer to physical barriers)  |
| <input type="checkbox"/> 2 | Affordability                  | (Activities that provide affordability in a variety of ways. It can include creation or maintenance of affordable housing, basic infrastructure hookups, or services such as transportation or daycare) |
| <input type="checkbox"/> 3 | Sustainability                 | (Activities that promote livable or viable communities and neighborhoods by providing services or by reviving slums or blighted areas)  |

E. Project Description:

1. Describe the proposed project (work to be performed, activities to be undertaken, or services to be provided), and also describe specifically how the requested CDBG funds will be used.
2. Describe the project location and service area (if applicable) in as much detail as possible, including the street address, cross streets, Census Tract Block Groups, and Assessor Parcel Number. If the project is on a rural road, provide the Assessor Parcel Map, and indicate the distance from the intersection to locate the site. For proposals involving property acquisition, describe any site selection activities to date, site control, or plans for identifying and securing a property.
3. Provide further information on the building or the property for which the improvements are being proposed. Indicate whether it is owned or rented; if



rented, provide a copy of the lease and documentation demonstrating your authority to carry out the project. Also, indicate if the property that would be renovated or purchased with CDBG funds is currently occupied for residential or commercial/industrial uses. Attach certified license to operate, if applicable.

4. Proposal Beneficiaries. Indicate the number of people or households that will directly benefit from your proposal.
  - a. If your project serves the residents of a given service area, such as a community center or park, indicate where your service area is located. Also, state how this information was obtained or derived.
  - b. If your project serves primarily low-to moderate-income persons or households, provide a sample of the intake/assessment form(s) that are currently being used to document that a minimum of 51% of beneficiaries are low-and moderate-income persons.
5. Will the proposed project meet Americans with Disabilities Act standards for access to persons with disabilities? Explain.
6. Performance Measures. In addition to the information on quantity, quality and pace of performance requested in the above items, provide a measure that can be used to gauge the effectiveness or impact of your proposal in meeting the needs of the community. How can it be determined whether your proposal yields the desired outcomes or shows an overall improvement in the lives of persons assisted with HUD funds? For example, state whether persons served by a public service or public facilities improvements will have new access, improved access, or will benefit from a service that is no longer substandard.
7. For limited clientele activities, indicate the number of unduplicated clients who will be served, the number who are low/moderate income (See Attachment E), and the number who are residents of the unincorporated area of San Diego County. Provide documentation that a minimum of 51% unduplicated low- and moderate-income persons will be served by the proposed project. Also, if awarded funds, describe procedures for documenting program participation including ethnic and income characteristics of participants.

*HCDS will require the collection of intake forms and proof of supporting income verification documentation and/or qualification documentation of populations presumed to be income-qualified, e.g., elderly. Intake forms, third party verifications or source documentation collected by the beneficiaries must be provided upon request. Note: All sub-recipients requesting funds for programs working directly or indirectly with homeless populations will be required to participate in the Homeless Management Information System (HMIS) database effort administered by the Regional Task Force on the Homeless.*

8. Describe the relationship of the proposed activity to other local community facilities and services addressing the same or similar problem.
9. What community organizations are in support of this project?

10.
    - a. Provide a detailed timeline for the implementation of the proposed project, assuming the availability of CDBG funds in July 2021. **CDBG requests must be limited to activities that can be implemented and CDBG funds spent within 12 months or less.**
    - b. Provide estimated project expenditures in each quarter of fiscal year 2021-22 (i.e., July 1-September 30, 2021; October 1-December 31, 2021; January 1-March 31, 2022; and April 1-June 30, 2022), assuming funds are available on July 1, 2021.
  11. Describe current zoning on the site and any discretionary land use permits or approvals that are required prior to implementation of the proposed project, if applicable. Note: Proof of proper permitting and permit sign-offs must be provided as the project progresses.
  12. If this is a collaborative project, name the organizations involved and explain their role. Provide letters of intent from each participating agency specifying the agency's role and contribution to the project.
- F. Previous Accomplishments: For those agencies that have previously received County of San Diego CDBG funding, describe the accomplishments achieved and note the year(s) funded. Include the degree to which the objectives were met. If there were difficulties in achieving the objectives or delays, describe how that will be overcome in the future. If your agency currently has a CDBG-funded project in process, explain when this project will be completed. If the agency has not previously received County of San Diego CDBG funding, describe accomplishments achieved through other funding sources.
- G. Finances:
1. Describe how the project will be fully funded. Indicate status of other funds in the proposal budget and expected commitment dates, if applicable. Indicate when other funds will be available and include letters of commitment from other funding sources.
  2. Indicate the specific amount of your organization's reserve funds and describe the adequacy of these funds to pay invoices that would subsequently be reimbursed from the CDBG program. (Note: The County issues CDBG funds for approved project costs on a reimbursement basis only.)
  3. Discuss specific plans and funding for maintaining the project beyond the period supported by CDBG funds. Refer to Part I, question 10b.
  4. Submit the attached *Table I. Project Development Budget Summary Form* for capital projects, and supplement this with a detailed line item budget, or submit *Table II. Project Operating Budget Form* for service projects, whichever is applicable to the proposed project. Include all other funding sources, and indicate: a) if funding is committed; b) if funding has been applied for; or c) if funding will be applied for. Also, indicate when these funds will be available.
  5. For public improvement construction projects, be sure to consider Davis-Bacon prevailing wage requirements in the project budget and indicate the source of the

project cost estimates on which your request for funds is based. (*See Attachment D*)

6. Describe your previous experience with Federal Davis-Bacon or State prevailing wage requirements, if any.
7. Include a summary of the agency's current General Operating Budget.

### **PART III - AGENCY INFORMATION (Not to exceed three typed pages)**

#### **A. Background**

1. Describe the purpose of the agency and sources of funding.
2. Indicate the length of time the agency has been in operation, and include the date of incorporation.
3. Describe the type of services currently provided by the agency, and include the number and characteristics of clients served.

#### **B. Qualifications**

1. Discuss the agency's capability to develop, implement and administer the proposed project.
2. Describe how the agency will monitor progress in implementing the program. Describe who will be responsible for monitoring progress.
3. Describe the agency's existing staff positions and qualifications.
4. Indicate who in your organization will undertake the responsibility of project manager and describe the person's experience.
5. Complete Attachment F, Conflict of Interest and Lobbying Certification.
6. Include any other pertinent agency information.

- C. Financial: Briefly describe the agency's fiscal management system, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.

### **PART IV – REQUIRED DOCUMENTATION**

1. Letters of commitment from collaborating agencies, if applicable;
2. Authorization to submit the FY 2021-22 CDBG application [Submit documentation from the Board of Director's that authorizes submission (copy of minutes and/or resolution)];
3. Summary of applicant's current year General Operating Budget;
4. Current Board of Directors list, including names and addresses;
5. Articles of Incorporation and Bylaws;
6. Proof of existing non-profit/tax-exempt status (Letters from the Federal Internal Revenue Service and State Franchise Tax Board);
7. Applicant's most recent financial audit, A-133 single audit, or if not available, copies of last six months bank statements or treasurer's reports;
8. Current Insurance Policy and amounts covered;
9. License to operate;
10. Designation of Authorized Official [Submit documentation from the Board of Director's that authorizes the representative of the agency (include name and title) to negotiate for and contractually bind the agency (Signed letter from the Chairperson, copy of minutes and/or resolution)];

11. Organizational Chart;
12. Proof of existing DUNS number;
13. Proof of active Central Contractor Registration (SAM/CCR) for the organization;
14. If your project serves all the residents of a given area, such as projects related to a community center or a fire station, please provide a map or maps with the project service area(s) clearly outlined;
15. If your project serves primarily low-to moderate-income persons or households, provide a sample of the intake/assessment form(s) that are currently being used to document that a minimum of 51% of beneficiaries are low-and moderate-income persons.
16. A minimum of two itemized contractor/vendor estimates for work to be performed and/or equipment to be purchased;
17. If the project can be broken up into phases or into various discrete activities, please indicate project priorities in the event only a portion of the project can be funded;
18. Hours of Operation (for facilities that serve the general public); and,
19. Copy of lease, if project site/facility is leased.

**TABLE I - Project Development Budget Summary Form (Capital Projects)**

Project Title: \_\_\_\_\_ Applicant: \_\_\_\_\_

Budget Categories	Project Cost Estimates	Sources of Funds									
		CDBG Funds		Applicant's Funds		1.		2.		3.	
		Amount	Status*	Amount	Status*	Amount	Status*	Amount	Status*	Amount	Status*
Acquisition											
Design/Architect											
New Construction											
Rehabilitation											
Insurance/Legal											
Permits and Fees											
Other: Specify											
<b>SOURCE TOTAL</b>											
	<b>TOTAL PROJECT COST</b>	*Insert: C=Committed Funds; P=Funds that have been applied for & decision is pending; or, N=Funds that have not yet been requested. In addition, indicate the date when these funds will be available in the status column.									

**Also include Funding Source Commitment Documentation, Line Item Budget Category Breakdown.**

**TABLE II - Project Operating Budget Form (Service Projects)**

Project Title: \_\_\_\_\_

Applicant: \_\_\_\_\_

Budget Categories	Project Cost Estimates	Sources of Funds									
		CDBG Funds		Applicant's Funds		1.		2.		3.	
		Amount	Status*	Amount	Status*	Amount	Status*	Amount	Status*	Amount	Status*
Administration											
Communication											
Equipment											
Furnishings											
Housing subsidies/vouchers											
Insurance											
Maintenance and supplies											
Professional services											
Rent											
Security											
Staff Costs											
Utilities and fuels											
Other: _____											
Other: _____											
<b>SOURCE TOTAL</b>											
	<b>TOTAL PROJECT COST</b>										

\*Insert: C=Committed Funds; P=Funds that have been applied for & decision is pending; or, N=Funds that have not yet been requested. In addition, indicate the date when these funds will be available in the status column.

**Also include Funding Source Commitment Documentation & Line Item Budget Breakdown.**

**Attachment A****CDBG PROGRAM STRATEGY**

San Diego Urban County Community Development Block Grant (CDBG) funds will be allocated through this application process to the unincorporated area. These funds will be disbursed primarily for community improvement projects and a very limited number of public services projects. All projects must align with the County's 2020-24 Consolidated Plan.

The types of activities that will be funded through this application process follow:

1. Public Improvements

CDBG funds may be used for eligible public improvements, such as parks, streets, community centers, fire facilities and equipment, drainage structures, etc.

2. Public Services

Eligible public services are limited to those services that directly relate to and support physical community revitalization, homeless or housing activities.



**Attachment B****CDBG APPLICATION PROCESS**

The following review and recommendation process will be used for preparation of the Annual Funding Plan for CDBG Program funding of community development projects:

1. Assigned County staff will annually solicit community development proposals from within the Urban County through community meetings, mailings, and media releases in accordance with, and immediately following, approval of the annual CDBG Program Strategy.
2. Staff will review all submitted community development proposals for compliance with federal grant eligibility requirements, conformance with the activities to be funded through this application process, and conformance with Board priorities; obtain additional information from the applicants as required, and, if appropriate, transmit a listing of the proposals to the appropriate County departments for review to determine:
  - a. If the proposed project appropriately addresses the identified problem;
  - b. If the proposed project complies with existing State and County laws, ordinances, regulations, and policies;
  - c. The feasibility of timely implementation of the project, including issues that would be expected to cause delays;
  - d. Whether cost estimates are accurate;
  - e. Departmental priority recommendations;
  - f. Applicant's fiscal capacity; and
  - g. Applicant's project administration experience and capacity.
3. County staff will visit community development proposal sites to identify physical circumstances that may bear on the final funding recommendation.
4. Following completion of the community development proposal review, including consideration of all relevant information available, staff will develop a list of all community development proposals received. The list shall be presented to the Board of Supervisors for approval during a scheduled public hearing on the CDBG/HOME Investment Partnerships/Emergency Solutions Grant/Housing Opportunities for Persons with AIDS Annual Funding Plan, and shall include:
  - a. Eligible proposals, which are approved and submitted by participating city councils, which meet CDBG Program policy requirements and that are within the participating city's annual funding allocation, shall be included in the recommended listing;
  - b. Recommended community development projects that are located within the Urban County and high priority proposals, if any, located within other entitlement jurisdictions that will serve Urban County residents in approximate proportion to the requested funding;

- c. Eligible proposals that are not recommended for funding, but listed as "alternatives";
  - d. Proposals that do not comply with federal CDBG eligibility requirements or do not conform to the types of activities to be funded through this application process; and,
  - e. Resident Requests that may also be listed in one of the aforementioned categories, if a department has submitted an application to carry out the project.
5. After Board approval, a sub-recipient training will be held for all organizations approved for CDBG funds. This training is mandatory for all sub-recipients of CDBG community development funds.
6. Please note that Notices of Funding Availability (NOFAs) or Requests for Proposals (RFPs) are used by HCDS to disburse HOME Investment Partnerships Program and CDBG funds (when available) for housing development activities. Emergency Solutions Grant funds and Housing Opportunities for Persons with AIDS Program funds are also disbursed through separate NOFAs and RFPs. Funds for these types of activities may be sought when and if there is a related NOFA or RFP. NOFAs are posted from time to time on HCDS's website at [www.sdhcd.org](http://www.sdhcd.org). RFPs are issued by the County's Department of Purchasing and Contracting (DPC). RFPs are announced through DPC (<http://www.sandiegocounty.gov/purchasing/index.html>) to registrants of the BuyNet system.

***Attachment C***

**PROJECT ELIGIBILITY**

Projects must be a CDBG-eligible activity, must be in conformance with the activities to be funded through this application process, and must meet at least one of the following CDBG national objectives:

1. Primarily benefit low- or moderate-income (under 80% of the area median income) persons or households. This is the most commonly used qualifier. Documentation of the benefit to low/moderate income level persons is required of every project funded under this objective. Limited clientele activities, i.e., those which benefit a specific sector of the community, such as youth centers, health clinics, etc., must benefit a minimum of 51% low- and moderate-income persons. Activities, that benefit all residents within a defined geographic area (area benefit), can meet the low/moderate income benefit requirement if the area contains a minimum of 51% low- or moderate-income residents, as calculated by HUD.
2. Aid in the elimination of slum or blight conditions. HUD has strict guidelines to define these conditions. A project rarely meets this national objective. Please contact HCDS staff to determine if your project is eligible under this national objective.
3. Meet an urgent community need. Generally, this objective is only used in the case of recent serious natural disasters (e.g., earthquake, flooding, etc.) and only when no other funding sources are available.

***Attachment D***

**HIGHLIGHTS OF FEDERAL LABOR STANDARDS PROVISIONS  
(DAVIS-BACON ACT)**

- Applies to any construction, rehabilitation, alteration, or repair, including painting, flooring, installation, and decoration, in an amount of \$2,000 or more, any part of which is federal money.
- The prevailing federal wage rates and fringe benefits are effective as of the date of the advertisement for bids. (Davis-Bacon wage rate schedule is available on the Internet at: <http://www.access.gpo.gov/davisbacon/>).
- Workers must be paid weekly and certified payrolls submitted weekly in the prescribed format. The payrolls must include details of each worker's job classification, hours worked, and wages and benefits paid. Certified payrolls must be reviewed as soon as they are received and compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately.
- Workers must be interviewed on the job site regarding appropriate job classification and wages and benefits received. Employee interviews must be compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately.
- Contractor and sub-recipient must maintain all records for a minimum of five years following completion of the project.

**Attachment E**

HUD REGIONAL FAMILY MEDIAN INCOME LIMITS FOR SAN DIEGO COUNTY								
Effective April 1, 2020								
The following are lower income limits adjusted for family size.								
INCOME	FAMILY SIZE							
	1	2	3	4	5	6	7	8
Lower Income (80% of Median Family Income)	\$64,700	\$73,950	\$83,200	\$92,400	\$99,800	\$107,200	\$114,600	\$122,000

**Attachment F**

**CONFLICT OF INTEREST AND LOBBYING CERTIFICATION**

By applying for CDBG funds, the Applicant certifies that:

No member, officer or employee of the applicant, or its designee or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his/her tenure or for one year thereafter, shall have any interest, direct, or indirect, in any contract or subcontract, or the process thereof, for work to be performed in connection with the program assisted under the Grant, and that it shall incorporate, or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purposes of this certification.

The Applicant certifies, that in accordance with Section 319 of Public Law 101-121, to the best of his or her knowledge and belief that:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative contract, and the extension, continuation, renewals, amendment, or modifications of any federal contract, grant loan, or cooperative contract.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative contract, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

Name of Organization: \_\_\_\_\_

Name of Applicant's Authorized Official: \_\_\_\_\_

Authorized Official's Title: \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_