

COUNTY OF SAN DIEGO HEALTH AND HUMAN SERVICES AGENCY,
HOUSING AND COMMUNITY DEVELOPMENT SERVICES

Community Development Block Grant

FY 2025 – 2026

APPLICATION GUIDE

LIVEWELLSD.ORG

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Background Information

The Community Development Block Grant (CDBG) Entitlement Program provides annual grants on a formula basis to entitlement cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, primarily for low and moderate-income persons. The program is authorized under Title I of the Housing and Community Development (HUD) Act of 1974.

The County of San Diego is an entitlement jurisdiction which receives approximately \$4.2 million annually from HUD in CDBG funding. The County's CDBG program serves the San Diego County unincorporated areas and six participating cities including the City of Coronado, Del Mar, Imperial Beach, Lemon Grove, Poway, and Solana Beach. Funds are allocated between the six CDBG participating cities, and the unincorporated areas based on a HUD formula that considers population size, income, and other factors. Participating cities allocate funding through their own award process.

Each year the County of San Diego uses a competitive application process to make CDBG funds available to [eligible applicants](#) in the form of grants. This program is managed by the Housing & Community Development Services (HCDS) department under the Health and Human Services Agency (HHS).

CDBG funds may be used for a variety of activities that support low- and moderate-income communities. These activities include, but are not limited to, acquisition of property, construction or rehabilitation of public facilities or infrastructure, economic development and job creation/retention, and a limited range of public services. Please note that affordable housing acquisition, development, and rehabilitation are not eligible under this application.

Each activity must meet one of the following HUD national objectives:

- Benefit low- and moderate-income persons,
- Prevention or elimination of slums or blight, or
- Meet an urgent community need.

For additional resources including HUD program requirements, regulations, and reporting visit:

- [Playing by the Rules: A Handbook for CDBG Subrecipients on Administrative Systems \(hudexchange.info\)](#)
- [Code of Federal Regulations for HUD Programs](#)
- [Code of Federal Regulations for CDBG](#)
- [Housing and Community Development Services CDBG Resources](#)

Technical Assistance

The County is available to provide applicants with one-on-one technical support as requested. Please contact Community.Development@sdcounty.ca.gov to schedule one-on-one assistance or visit our website to join our virtual sessions.

Virtual Sessions are available on:

Technical Assistance Session 1

October 16, 2024

10 am - 12 pm

[Link to Meeting](#)

Meeting ID: 266 364 675 223

Passcode: nbs4qK

Technical Assistance Session 2

November 6, 2024

5 - 7pm

[Link to Meeting](#)

Meeting ID: 251 041 833 428

Passcode: Z2xn4Y

Project Eligibility and Program Requirements

Overview

CDBG subrecipients share a joint responsibility with the County to ensure all federal requirements are met. Some requirements may extend years beyond completion of the project.

CDBG subrecipients must adhere to all federal guidelines and administrative requirements outlined in [2 CFR part 200](#) and [24 CFR part 570](#). 2 CFR part 200 is the primary source for guidance on administration and financial management. Whereas 24 CFR part 570 outlines all CDBG program specific regulations. These regulations and requirements are also applicable to all subawards or sub-contractors.

Successful CDBG applications will reflect the capacity to achieve all program requirements including but not limited to compliance, monitoring, reporting, and financial management. Applications must also meet the eligibility requirements set by HUD. Below is a summary of the eligibility and program requirements to consider, prior to completing a CDBG application. Additionally, please note that the CDBG program operates on a cost reimbursement basis. Subrecipients must have financial resources to pay for project costs up front.

National Objectives

All projects are required to meet and measure impact for at least one of the following national objectives:

1. Primarily benefit low- or moderate-income persons or households. Low- or moderate-income (LMI) refers to those earning less than 80% area median income. This is the most common qualifier.
 - a. Limited clientele activities – A limited clientele activity benefits a specific sector of the community rather than all the residents in a particular area, of which at least 51% must be LMI persons. To qualify for this category, the activity must meet one of the following criteria:
 - i. Collect information from all participants about family size and income through intake forms to demonstrate that at least 51% of clientele do not exceed the LMI limits.
 - ii. Exclusively benefit clientele HUD has presumed are principally LMI, including abused and neglected children, seniors, severely disabled adults, persons experiencing homelessness, domestic violence survivors, illiterate adults, persons living with HIV/AIDS, or migrant farm workers.
 - b. Area benefit activities – An area benefit activity benefits all residents within a defined geographic area. Projects that serve the public or a community, such as a street improvement or park, must demonstrate that the surrounding area beneficiaries are income eligible. (Tool: [LMI Census Tracts Map](#)). Please note this tool covers all LMI Census tracts in the region, including areas outside the County’s CDBG jurisdiction. This application is only for the unincorporated areas of San Diego County.
2. Aid in the elimination of slum or blight conditions. HUD has strict guidelines on how CDBG funds can address the condition of physical decay or deterioration in communities through targeted interventions.
3. Meet an urgent community need. This addresses community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community. Generally, this objective is only used in the case of recent serious natural disasters (e.g., earthquake, flooding, etc.)

Eligible Populations

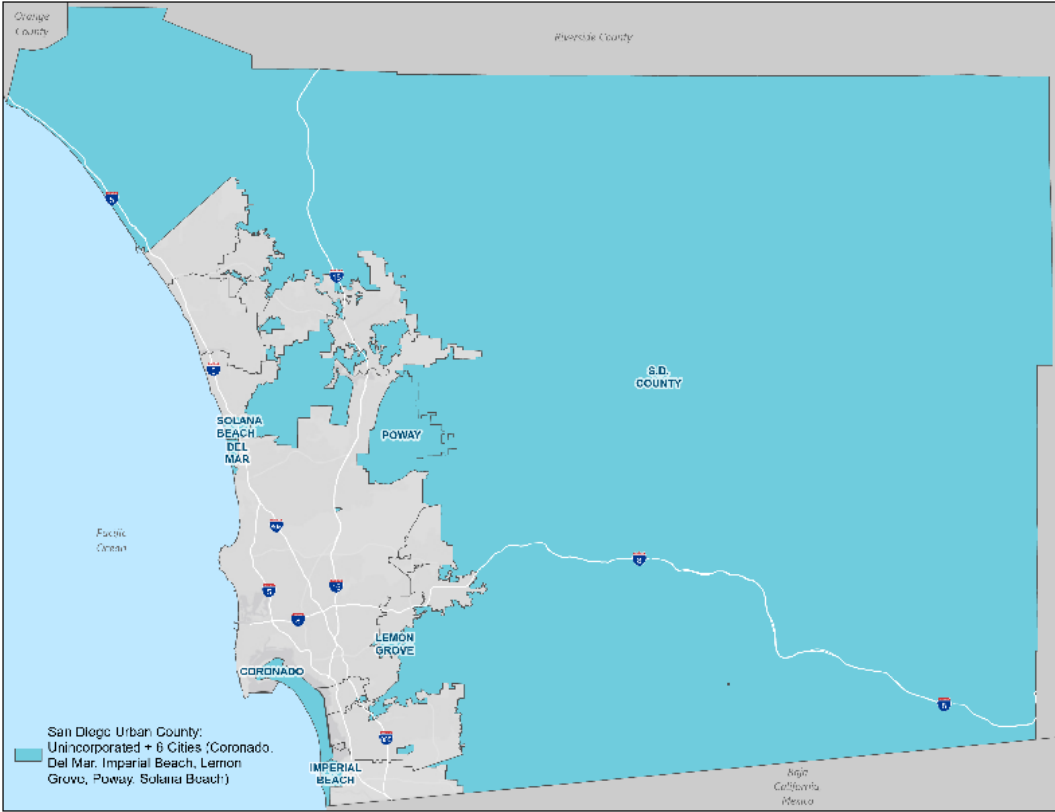
CDBG primarily serves LMI individuals and households. At least 51% of project beneficiaries must have incomes at or below 80% of the Area Median Income (AMI). In other words, CDBG projects must serve a majority low- and moderate-income people. Income limits for 2024 are shown below and updated annually by HUD.

80% of HUD Regional Family Median Income Limits for San Diego County								
Effective April 1 st , 2024								
Income Limits are Adjusted for Family Size								
Family Size	1	2	3	4	5	6	7	8
CDBG Income Limit	\$84,900	\$97,000	\$109,150	\$121,250	\$130,950	\$140,650	\$150,350	\$160,050

Eligible Locations

The County’s CDBG program serves the San Diego Urban County, which includes the County unincorporated areas and the six participating cities of Coronado, Del Mar, Imperial Beach, Lemon Grove, Poway, and Solana Beach. **This application is intended for projects that serve the county unincorporated areas.** Please note the participating cities have their own application process. The City Council of each participating city identifies projects to recommend to the Board of Supervisors for their city’s CDBG allocation.

The following map reflects the CDBG jurisdiction as shown in blue.



For a detailed map of the unincorporated County, please visit [SANDAG’s Geographic Boundary Viewer](#).

Eligible Activities

Eligible activities under CDBG federal standards include community development, public and social services, planning activities, economic development, and housing activities.

Eligible activities include:

- **Public Facilities and Improvements** – Construction, rehabilitation, or installation of public improvements or facilities. Public facilities include but are not limited to parks, sidewalks, senior centers, youth centers.
- **Public Services** – Labor, supplies, and material to operate public services and their facilities. Public services include, but are not limited to, employment and job development services, childcare, health services, fair housing counseling, senior citizen services, homeless services, and youth enrichment services.
- **Economic Development** – Creation or retainment of permanent jobs for LMI populations, commercial/industrial improvements in LMI areas, or job training and technical assistance. These activities have significant documentation/reporting requirements and must meet the [federal public benefit standard](#).

A full description of eligible activities can be found on [HUD's website](#).

Applications for affordable housing development will not be accepted through this application process. Acquisition, rehabilitation, or reconstruction of affordable housing developments are accepted through a separate Notice of Funding Availability (NOFA) process. When available, these NOFAs are posted on the [HCDS announcements page](#) and on the County's BuyNet system. You may register for BuyNet notifications here: [registrants of the BuyNet system](#).

Ineligible Activities

Activities **not eligible** for CDBG funding include: political or religious activities, general government activities, direct income payments to clients, new housing construction, maintenance, repairs, or equipment purchases.

Project Goals

All CDBG projects must serve as a public benefit and address one of the [2025-2029 County of San Diego's Consolidated Plan proposed goals](#):

- Invest in housing options that both expand the affordable housing stock and increase efficiency and affordability within the existing housing supply.
- Strengthen and support housing stability amongst the region's most vulnerable populations by supporting programs across the homeless to housed continuum.

- Improve quality of life throughout communities by improving access to vital services, community infrastructure, and economic development opportunities.

The proposed goals are currently in draft form until adopted by the County of San Diego, Board of Supervisors. An addendum to this guide will be issued if different goals are approved by the Board of Supervisors. The proposed 2025-2029 Consolidated Plan Goals will be presented to the Board during the October 22, 2024, public hearing.

Eligible Applicants

All CDBG projects must be implemented by a public entity or non-profit 501 (c)(3) organization. Applications submitted by nonprofit organizations must be submitted by an authorized representative, as authorized by the organization's governing board.

Private residents may submit a CDBG application to recommend a project. However, please note that Resident Request applications are not intended to award funding to private residents for projects or services, but rather may be used as a mechanism for private residents to suggest projects or services that they see as valuable in their community but will be completed or delivered by a county department. For example, when a resident requests a new sidewalk in an area of the Urban County, they may submit a resident request. Housing and Community Development staff will evaluate the project for CDBG eligibility. If eligible, staff will forward the request to the appropriate county department. In this example, the resident's request would be sent to the Department of Public Works. The department may then apply to administer a CDBG grant to complete the request.

Recordkeeping

CDBG subrecipients must establish and maintain documentation for all administrative functions and financial transactions related to funded proposals. These items include but are not limited to program guidelines, beneficiary data, original invoices, contracts, receipts, and bank statements.

CDBG subrecipients are expected to expend grant amounts within 12 months of contract execution. CDBG subrecipients must ensure that all CDBG funds are used for eligible, approved, and allowable activities. Allowable means expenditures are reasonable, allowable, and properly allocated, and must be consistent with the 2 CFR 200.402 regulations.

Monitoring of Outcomes

The County of San Diego aims to continuously improve CDBG program outcomes by ensuring efficient and effective use of resources and assessing how funds are benefiting the greater community beyond the project lifetime.

The County has identified three data elements that subrecipients will be required to report on during the lifetime of their contract:

- **Activities:** Refers to a specific task, action, or intervention to achieve a desired goal/outcome. (e.g. provide case management services to homeless residents)
- **Outputs:** The direct measurable results produced by the program activities (e.g. number of LMI participants served, 200 homeless residents received case management services, etc.)
- **Outcomes:** Impact and/or benefits for participants because of program activities and outputs. Outcomes should be specific, measurable, achievable, realistic, and time specific (SMART) (e.g. 80% homeless residents receiving case management services found temporary or permanent housing within 6 months)

Successful applicants will be required to develop these outcomes and report on them as a part of their [Quarterly Progress Reports \(QPRs\)](#).

Additional Implementation Requirements

Below are additional federal regulations that may be applicable to your CDBG project.

Environmental Review – All projects awarded CDBG funds are subject to an environmental review conducted by the County of San Diego Department of Public Works after a project is recommended for funding. Projects may be subject to CEQA or NEPA reviews, depending on their scope and activities. A project may not begin until final environmental review is complete and a Notice to Proceed is issued.

Audit – Agencies receiving CDBG funds are required to submit an independent audit or an A133 single audit.

- **Agencies expending less than \$1,000,000 of federal funds** annually must submit an independent audit of their organization's financial statements.
Any agency expending \$1,000,000 or more of federal funds must meet all federal single audit requirements as outlined in [2 CFR Part 200](#). A single audit includes a financial audit and an audit of compliance with federal regulations.

Approaches to Procurement – Depending on the scarcity of the item or service desired, and the size of the purchase, different methods of procurement are required for use by subrecipients under the Federal regulations.

- Small purchases may be used for procurement of \$100,000 or less in the aggregate: (24 CFR 85.36(d)(1) and 84.44(e)(2))
- Sealed bids (Formal Advertising) should be used for all construction contracts or for goods costing more than \$100,000. (24 CFR 85.36(d)(2))
- Competitive proposals are used to purchase professional services where the total cost will exceed \$100,000. Under this procurement method, the grantee must

publish a written request for submissions and then review these submissions based on established selection criteria. (24 CFR 85.36(d)(3))

- Non-competitive procurement may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and one of the following circumstances applies:
 - Where the item is available only from a single source;
 - Where a public emergency or urgent situation is such that the urgency will not permit a delay beyond the time needed to employ one or the other procurement methods; or
 - Where after solicitation of a number of sources, competition is determined inadequate. (24 CFR Part 85.36(d)(4))

Davis-Bacon Federal Labor Standards – Any construction, rehabilitation, alteration, or repair project costing \$2,000 or more is subject to Davis-Bacon Labor Standards. This provision applies to all construction work. Full requirements are outlined within the [U.S. Department of Labor](#).

Section 3 – CDBG Construction and rehabilitation projects over \$200,000 trigger [Section 3 requirements](#). Section 3 requires economic opportunities be extended to low- and very low-income persons, particularly Public Housing or Section 8 residents.

Build America, Buy America (BABA) - Enacted in 2021, [BABA](#) is applicable to infrastructure projects. The purpose of BABA is to strengthen domestic manufacturing by requiring all construction materials used in federally funded projects be produced in the United States.

Change of Use Restrictions – All public facilities improved with CDBG funds must be used for their approved purpose and meet the approved national objective until five years after the project has been completed and closed in HUD's Integrated Disbursement and Information System (IDIS).

Additional information on CBG project eligibility, program monitoring, reporting and requirements, may be found in HUD's [Playing by the Rules: A Handbook for CDBG Subrecipients](#).

CDBG Application Process


Timeline

The FY 2025-2026 CDBG Application timeline is as follows:

September 30 – November 27, 2024	CDBG Application submission period. Applications received after 5:00pm, November 27, 2024, will not be accepted.
December 2024 – February 2025	CDBG application review period.
February 2025	Applicant award notifications issued. Projects will either be recommended for funding, listed as an alternative should more funds become available, or determined ineligible/not ready to proceed.
March 2025	Recommended CDBG projects will be presented to the Board of Supervisors for approval.
July/August 2025	A mandatory sub-recipient training will be held for all organizations approved for CDBG funds.

Application Instructions

CDBG applications and supportive documents are available online on our County of San Diego HHS&A Housing and Community Development Services website:

- [CDBG Application Process \(sandiegocounty.gov\)](https://sandiegocounty.gov)
- [County of San Diego 25-26 CDBG Application](#) 

CDBG Application Proposals and supporting documentation are due by 5:00pm on Wednesday, November 27, 2024.

Submittal

The 2025-26 CDBG online application **does not allow applicants to save their progress**. To ensure readiness, please review a sample PDF version of the CDBG application to review the online questions and a list of the required supporting documents prior to completing the online application.

All supporting documents must be uploaded directly to the application. Applications are considered incomplete without all documentation.

Please note, *resident applications* are not intended to be awarded to private residents, but rather are reviewed for eligibility and referred to the appropriate county departments to assess project viability. Successful proposals will be referred to a county department for further consideration.

CDBG Application- Required Section Instructions

Carefully review and complete all sections of the CDBG application. Each section is essential to ensuring your application is complete and eligible for consideration. The following are instructions for each required section.

Application Type

Select the most appropriate field at the top of the online form that best describes you or your organization as listed below.

Non-Profit Organizations – Non-profit 501 (c)(3) organizations that serve the low-income community and intends to administer a program themselves.

Participating Cities, County Departments, and Other Government Agencies – Public agencies, including water departments, fire districts, County departments, and CDBG Participating cities.

Resident Request – Private residents who have an idea in mind they believe is CDBG eligible.

Please see the following pages for a detailed description of application question fields based on type of applicant.

[Non-Profits, Cities, & Other - Application Required Sections](#)

The questions in the table below apply to **Non-Profit Organizations, Participating Cities, County Departments and Other Government Agencies**. Please note that all required supporting documentation must be attached at the time of submission. Failure to provide all required attachments will result in your application being deemed incomplete.

If you are a private resident, please proceed to the [Resident Application Required Sections](#) table on page 18.

General Information		
Question Number	Question	Description
1	Name of Applicant	Name of Organization, City, or Entity
2	Authorized Official Name	Provide information of the official representative and/or designated person with the authority to sign grant submissions.
3	Authorized Official Title	Title of the authorized official listed above.
4	Authorized Official Phone Number	Phone number of the authorized official listed above.
5	Authorized Official's Email	Email of the authorized official listed above.
6	Organization Website	URL to a public facing website of the organization.
7	Official Mailing Address	Official mailing address of the organization.
8	Federal UEI Number	<u>Unique Entity Identification Number</u> from SAM.gov.
9	SAM/CCR Expiration Date	Expiration date of SAMS
10	Contact Information of Project Manager	Contact information for the Project Manager that will be responsible for monitoring and reporting the CDBG activity/project on behalf of your organization.
11	Project Manager Title	Title of the project manager listed above.
12	Project Manager Phone Number	Phone number of the project manager listed above.
13	Project Manager Email	Email of the Project Manager listed in above.
14	Current Federal Funding	Does your program expend \$1,000,000 or more in federal funding annually? If so, your organization will need to undergo an audit conducted in accordance with 2 CFR Part 200, Subpart F.
15	Authorization Resolution Date <i>(Not Applicable to County Departments)</i>	Provide the date that the governing Board, City Council, etc. authorized the approval to apply and/or administer a CDBG project/activity and the administration to execute this project. Upload this document in Attachment 8.

Project Summary

Question Number	Question	Description
1	Project/Activity Title	Formal title of project/activity. Examples: Meal Preparation and Delivery Service, ADA improvements, Park Equipment for Seniors, Family Shelter, etc.
2	CDBG National Objective	Which HUD National Objective does your project meet?
3	Type of CDBG Activity	Choose which eligible activity best fits your project based on your goals and anticipated steps.
4	Project Beneficiaries	Select the clientele who will primarily benefit from your project. Multiple selections can be made. As a part of project monitoring, you will be required to provide data on project beneficiaries that you identify here.
5	Site Location	Provide the physical address or intersection where the project will be taking place.
6	Requested CDBG Funds	The amount of funds that you are requesting from CDBG for this project. Do not include the full project cost if multiple funding sources are involved.
7	CDBG Budget Narrative	What will CDBG funds be used to reimburse? (Staff time, program supplies, purchase of service vehicle, construction, etc.)
8	Total Project Cost	What is the total operating cost for this project/activity? What are the other funding sources committed to the activity?
9	Expenditure Schedule	Provide an approximate expenditure schedule for your project/activity. Follow the provided format in the application. Due to the nature of HUD and County reporting, expenditures are broken down quarterly over a 12-month period. Note that the expenditure schedule in your application will be used to build out your contract timeline.
10	Fiscal Capacity	CDBG is a reimbursement-only program. To show fiscal capacity, please provide a general operating budget that demonstrates capacity to pay for up-front costs (Attachment 2), as well as an audit and the auditor's findings (Attachment 6).

11	Davis-Bacon Prevailing Wage Requirements	Davis-Bacon prevailing wage requirements apply to most projects that include construction. Indicate your experience monitoring Federal Davis-Bacon or State prevailing wage requirements.
12	Census Tract for Benefit Area	Identify the census tract(s) for your project/activity, as applicable. (Tool: LMI Census Tracts Map). Please note this tool covers all LMI Census tracts in the region, including areas outside the County's CDBG jurisdiction. This application is only for the unincorporated areas of San Diego County.
Project Proposal & Supportive Documentation		
Attachment	Question	Description
1	<p style="text-align: center;"><u>Project Description Attachment</u></p> <ol style="list-style-type: none"> 1. Identify a problem statement and the community need that your project/activity will work to address. Who will benefit from this project/activity? Include number of people served and demographic data of target beneficiaries as applicable. 2. Describe the long-term impact of your project/activity, as well as how your project will measure impact. Include measurable outcomes, outputs, goals and/or strategies. 3. Describe the timeline of project/activity. 4. Provide information about the benefit area for this project/activity. Describe the site location, characteristics of the community and geographic information including but not limited to public transportation, parking, community resources, public resources, amenities, etc. 5. Describe how this project/activity aligns with regional goals, County's Live Well San Diego vision, local initiatives, etc. 6. Describe the community engagement process or efforts that took place in the development of this project/activity? 	<p>Upload as a single word document or PDF. Provide a project narrative that answers all questions. For guidance on developing goals and outcomes, refer to the section on Recordkeeping and Monitoring to see how the County will approach outcome monitoring and goal setting. Include timeline to obtain any applicable permits.</p> <p>Providing detailed and comprehensive responses will greatly enhance the success of project proposals.</p>

	List any community stakeholders, advocacy and/or planning groups that are in support of this project.	
2	<p style="text-align: center;"><u>Organization Background Attachment</u></p> <ol style="list-style-type: none"> 1. Organization background, overview of services/programs, mission statement, values, organizational chart, DEI statement, equity framework, workforce cultural diversity strategy, etc. 2. Describe the organizational capacity to administer a CDBG project? Provide a brief description of the staff/team who will assist in managing, monitoring, and providing fiscal oversight. Include positions and qualifications. 3. Describe the organizational methodology to measure, track and monitor program, service or project requirements, outcomes, organizational goals, as well as HUD requirements for Davis Bacon Labor Standards, Section 3 (if applicable for construction related projects). Describe organizational resources, tools, software, and/or methods your organization uses for reporting, compliance, or impact. 4. Provide supportive documentation reflecting the Board of Directors, and/or governing body. 5. Provide Articles of Incorporation and Bylaws. 6. Provide proof of insurance coverage limit policy. 7. Provide organization's general operating budget. 	<p>(Not required for County Departments or Participating Cities. Please complete if you represent a different unit of government or public agency.)</p> <p>Upload as a single word document or PDF. Provide a project narrative that answers all questions.</p> <p>For former subrecipients, past performance including the ability to meet project objectives and expenditure of funds, may be taken into consideration during the application review process. If applicable, past performance may be addressed or highlighted within the description of organizational capacity and/or methodology for measuring and monitoring progress.</p> <p>Providing detailed and comprehensive responses will greatly enhance the success of project proposals.</p>
3	Map of Service Area/Project with Income Eligibility Data	Utilize the HUD LMI Tool to determine if the project service area is located within a predominantly LMI census tract.
4	Project Budget	See Templates section.
5	Letters of Commitment	Combine all letters into one attachment.
6	Full Financial Audit Report	Please include all sections of audit, including recommendations and findings.

7	Proof of UEI from SAM.gov	Provided as a screenshot.
8	Project Authorization	Authorizing resolution, Board of Directors or City Council minutes, etc. granting applicant to apply for project on behalf of the organization or unit of government.
9	Conflict of Interest Form	See Templates section.

Resident Application - Required Sections

This section is only required for private residents submitting a Resident Request.

Please note, resident applications are not intended to be awarded to private residents. These applications serve as a mechanism for residents to recommend a project or service that addresses a need in their community. A resident application will be reviewed and assessed for project eligibility. Viable projects will be referred out for further review and consideration with various County departments.

General Information		
Question Number	Question	Description
1	Name of Applicant	Name Applicant
2	Applicants Phone Number	Applicants may be contacted through this method.
3	Applicant Email	Applicants may be contacted through this method.
Project Summary		
Question Number	Question	Description
1	Project/Activity Title	Formal title of project/activity. Examples: Meal Preparation and Delivery Service, ADA improvements, Park Equipment for Seniors, Family Shelter, etc.
2	CDBG National Objective	Which HUD National Objective does your project meet?
3	Type of CDBG Activity	Choose which eligible activity best fits your project based on your goals and anticipated steps.
4	Project Beneficiaries	Select the clientele who will primarily benefit from your project. Multiple selections can be made. As a part of project monitoring, you will be required to provide data on project beneficiaries that you identify here.
5	Site Location	Provide the physical address or intersection where the project will be taking place.

Project Proposal - Resident

Attachment	Question	Description
1	<ol style="list-style-type: none"> 1. Identify a problem statement and the community need that your project/activity will work to address. Who will benefit from this project/activity? Include number of people served and demographic data of target beneficiaries as applicable. 2. Describe the long-term impact of your project/activity, as well as how your project will measure impact. Include measurable outcomes, outputs, goals and/or strategies. 3. Describe the timeline of project/activity. 4. Provide information about the benefit area for this project/activity. Describe the site location, characteristics of the community and geographic information including but not limited to public transportation, parking, community resources, public resources, amenities, etc. 5. Describe how this project/activity aligns with regional goals, County's Live Well San Diego vision, local initiatives, etc. 6. Include the estimated cost of the project. 	<p>Upload attachment as a single Word or PDF. Provide a project narrative that answers each question with depth and quality. For guidance on developing goals and outcomes, refer to the section on Recordkeeping and Monitoring to see how the County will approach outcome monitoring and goal setting.</p>
2	Site Map with Photos	Only attach if applicable.

FAQ

What are the eligible areas for County CDBG funds?

CDBG funds can be used to benefit residents of the Urban County including the unincorporated county and the six participating cities of Coronado, Del Mar, Imperial Beach, Lemon Grove, Poway, and Solana Beach.

What kinds of projects will CDBG fund?

Eligible projects that are most common include public improvements such as parks, streets, community centers, drainage structures, etc.

Other eligible activities include housing development activities, economic development and public services.

Who can submit a CDBG application?

Non-profits, Community Organizations, County Departments, and Public Residents.

Public Resident applications are not intended to be awarded to private residents for projects or services, but rather are reviewed for eligibility and referred to the appropriate county departments to assess project viability. Successful proposals will be referred to a County department for further consideration.

What projects are ready to receive CDBG funding?

Applicant's project should be able to be completed and fully spend funding within 12 months of receipt.

Templates

Please use the templates on the following pages to complete your project budget (required Attachment 4) and conflict of interest forms (required Attachment 9).

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											
SOURCE TOTAL											
	TOTAL PROJECT COST	*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.									

Please include Funding Source Commitment Documentation and Line-Item Budget

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:											
SOURCE TOTAL											
	TOTAL PROJECT COST	*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.									

Please include Funding Source Commitment Documentation and Line-Item Budget

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:

Date: