

**CITY OF PALO ALTO**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**

**PROGRAM YEAR 2023-2024**  
**APPLICATION INFORMATION**



**APPLICATION SUBMISSION DEADLINE:**

***3 PM; WEDNESDAY, NOVEMBER 21, 2022***

**CITY OF PALO ALTO  
250 HAMILTON AVENUE, 5<sup>TH</sup> FLOOR  
PALO ALTO, CA 94301**

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## **INTRODUCTION**

The City of Palo Alto is pleased to present the U.S. Department of Housing and Urban Development (HUD) funded Community Development Block Grant (CDBG) Application Information pamphlet to interested parties. The applications are for funding under the City's two-year funding cycle that includes PY 2023-24 (July 1, 2023 to June 30, 2024) AND PY 2024-25 (July 1, 2024 to June 30, 2025). This pamphlet is intended to explain the federal and local goals of the CDBG program and to assist you in applying for CDBG funds. Included in the pamphlet are a summary of program administration procedures, instructions to complete the CDBG application, and an explanation of activities eligible for funding. As there are strict eligibility criteria, please carefully review this document to determine if your project qualifies under the federal CDBG regulations. While City of Palo Alto staff is available to provide technical assistance, it is the responsibility of the applicant to become educated on the federal regulations that govern the CDBG program. For more detailed information on HUD guidelines, go to <https://www.hudexchange.info/programs/cdbq/cdbg-ta-products/#all-products>.

An overview of previously funded projects is provided on page 14. These projects have contributed to the betterment of our community, enhancing our neighborhoods by providing public services for low- and moderate-income citizens. We look forward to your input in the use of future Community Development Block Grant (CDBG) monies in the City of Palo Alto.

The City's Citizen Participation Plan has been summarized in this pamphlet, beginning on page 8, to provide information on how you can participate in the City's CDBG project selection process. A complete copy of the Citizen Participation Plan FY2022 may be viewed on the Community Development Block Grant page of the City of Palo Alto website (<https://www.cityofpaloalto.org/CDBG>). For further information concerning this program, contact Maria Gallegos, CDBG Consultant, at 951.961.9068, or via email at [maria.gallegos@mbakerintl.com](mailto:maria.gallegos@mbakerintl.com).

## **PURPOSE OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

The CDBG program is a flexible program that provides communities with resources to address a wide range of unique community development needs. Beginning in 1974, the Community Development Block Grant (CDBG) program is one of the longest continuously run programs at the Department of Housing and Urban Development (HUD). The CDBG program provides annual grants on a formula basis to general units of local government and States.

The purpose of the CDBG program is to enhance and maintain viable urban communities through the provision of **decent affordable housing**, a **suitable living environment** and the **expansion of economic opportunities**, principally for low- and moderate-income persons. CDBG is an important tool for assisting local government agencies to tackle serious challenges facing their communities. The CDBG program has made a difference in the lives of millions of people and their communities across the nation.

The annual CDBG appropriation is allocated between States and local jurisdictions called "entitlement" communities. Entitlement communities are comprised of central cities of Metropolitan Statistical Areas (MSAs); metropolitan cities with populations of at least 50,000; and qualified urban counties with a population of 200,000 or more (excluding the populations of entitlement cities).

The Community Development Block Grant Program "entitles" cities with populations greater than 50,000 to directly receive grant funds. The amount of the grant is based on a five-part formula reflecting the ratio of the community's population, extent of housing overcrowding, poverty, age of housing, and growth lag to the average figures for all similar communities.

### **CITY OF PALO ALTO ENTITLEMENT STATUS**

The City of Palo Alto became an Entitlement City in 1988 and has since been entitled to receive an annual block grant award directly from the Department of Housing and Urban Development (HUD). This direct entitlement allows the City Council to have greater local control of funds by selecting projects to receive grant allocations and ensures greater accountability to Palo Alto citizens.

## **COMPLIANCE WITH NATIONAL OBJECTIVES**

In order for an activity or program to be eligible for Community Development Block Grant (CDBG) funding it must qualify as meeting one or more of the following Department of Housing and Urban Development (HUD) three National Objectives:

### **National Objective #1**

#### **Activities benefiting low- and moderate-income persons/households**

The definition of a low- or moderate-income person or household is one having an income equal to or less than the income limits established by HUD. A minimum of 70% of the City's total allocation must be used for this purpose. In order to determine if a project qualifies under this criterion, it must fall under one of the following two activities:

#### **I. Direct Benefit Activities**

A direct benefit activity requires the sub recipient to document that the program is benefiting low- and moderate-income persons. At least 51% of the recipients of Public Service programs must be within low- and moderate-income limits. Certain other activities, such as Housing rehabilitation, require 100% of the program participants to be low- and moderate-income households.

##### **A. Economic Development Activities**

Economic development activities include all endeavors aimed at increasing or maintaining the level of business activity in the City. *These activities mandate that a business create or retain permanent jobs, of which 51% will be available to persons of low and moderate income.* Examples include loans or grants to businesses providing job training opportunities for low- and moderate-income persons, and advertising and recruiting efforts directed to areas where substantial numbers of low- and moderate-income persons reside.

##### **B. Public Services**

Up to 15% of the City's total annual CDBG allocation may be used for Public Service Activities. *At least 51% of a public service activity's clientele must be documented as low- and moderate-income residents.* Public service projects must be a new service or an increase in the existing level of service. Examples of public services include homeless needs, senior programs, childcare, domestic violence, drug abuse, and crime prevention programs.

- **Presumed Benefit**

Certain groups are presumed by HUD to meet the low- and moderate-income criteria. HUD has defined these groups as: abused children, battered spouses, elderly persons, "severely disabled" adults, homeless persons, illiterate adults and migrant farm workers.

### C. Housing Activities

Housing activities involve the acquisition or rehabilitation of properties, or new housing construction for the purpose of benefiting low- and moderate-income households. The following are examples of Housing activities which meet these criteria:

- Rehabilitation of Housing occupied by low- and moderate-income persons. *Improvements must eliminate sub-standard or deteriorating property conditions.*
- Rehabilitation of multi-unit rental Housing of which at least 51% of the units are occupied by tenants whose income is less than or equal to 80% of the County median income.

## **II. Area Benefit Activities**

These are activities that serve geographic areas where not less than 51% of the households are low and moderate income. To meet this criterion, *51% of household incomes must be equal to or less than 80% of the County's median income.*

Examples of Area Benefit Activities include public improvements such as street, sidewalk, curb and gutter improvements (and related design and engineering) and community centers.

### A. Public Facilities and Improvements

Construction and/or general improvements to a neighborhood are allowable when the area is primarily composed of low- and moderate-income residents. General improvements include, but are not limited to, street and related improvements, sidewalks, public facilities, and water and sewer facilities.

## **National Objective #2**

### **Activities which aid in the prevention or elimination of slums or blight**

- Projects may qualify if benefiting a slum or blighted area as defined under state or local law and containing a sub-standard number of deteriorating or dilapidated buildings or infrastructure within the area. Redevelopment project areas qualify under this category.

*In order to be eligible, the activity must be designed to address one or more of the conditions which qualified the area as slum and blighted.* Residential rehabilitation qualifies if the property is considered substandard per local definition.

- Projects which may qualify outside a slum or blighted area include acquisition, demolition, rehabilitation, relocation and historic preservation. Under this standard, *rehabilitation is limited to the extent necessary to eliminate substandard conditions detrimental to public health and safety.*

### **National Objective #3**

#### **Activities designed to meet community development needs having a particular urgency**

*Activities must be designed to alleviate existing conditions which pose a serious and immediate threat to the health or welfare of the community, and which became urgent within the past 18 months.* Other sources of funding must be available. Listings of specific eligible and ineligible activities are provided on page 13.

### **General Program Administration/Planning Activities**

Up to 20% of the CDBG award may be used for general program administration and planning activities. Planning activities consist of data gathering, studies analysis, and preparation of plans.

### **CITY OF PALO ALTO CDBG PROGRAM GOALS**

The goal of the City of Palo Alto, with funding from CDBG, is to increase self-sufficiency and economic opportunity for lower-income residents and individuals with special needs so that they can achieve a reasonable standard of living. Specifically, from July 1, 2020 through June 30, 2025 the City has established the following priority needs and subsequent goals as a guide for allocating CDBG funding:

#### **1. AFFORDABLE HOUSING**

- Assist in the creation and preservation of affordable housing for low income and special needs households. Per the Needs Assessment, there is a 1,350-unit gap of affordable housing units for households earning between 0%-30% AMI

#### **2. HOMELESS**

- Support the local Continuum of Care strategy to aid homeless persons and families, and to end chronic homelessness

#### **3. Community Services and Public Improvements**

- Support provision of essential human services, particularly for special needs populations, and maintain/expand community facilities and infrastructure

#### **4. Fair Housing**

- Promote fair housing choice

#### **5. ECONOMIC DEVELOPMENT**

- Support economic development activities that promote employment growth and help lower income people secure and maintain jobs

## **CITIZEN PARTICIPATION PLAN**

Palo Alto has been strategic about leveraging federal dollars and identifying partnerships in the community to maximize their use. For the 2020-2025 Consolidated Plan, the goal is to have 147 affordable units rehabilitated, 150 jobs created or retained, and nearly 2,375 households to have been assisted through public service activities for low- and moderate-income housing.

### **Introduction**

The City of Palo Alto, as an annual recipient of U.S. Department of Housing and Urban Development (HUD) funding, is required to have and follow a detailed Citizen Participation Plan containing the City's policies and procedures for public involvement in:

- the development of the Five-Year Consolidated Plan – identification of needs and priorities for use of HUD funding.
- development of the Annual Action Plan – itemized proposed use of annual allocation of HUD funding.
- review of the Consolidated Annual Performance Evaluation Report (CAPER) – detailed evaluation of actual expenditure of annual allocation of HUD funding; and
- substantial amendments to the Citizen Participation Plan, Consolidated Plan (ConPlan), Annual Action Plan, or the CAPER.

### **Encouraging Public Participation**

The Code of Federal Regulations-Title 24-Part 91-Subpart B requires that the City of Palo Alto's Citizen Participation Plan both provide for and encourage public participation. Outreach is essential to the City's ability to create an accurate and effective plan, and to allocate resources appropriately. The primary purpose of the programs covered by this Citizen Participation Plan is to improve communities by providing decent housing, a suitable living environment, and growing economic opportunities—all principally for low- and moderate-income people. First, the City attempted to reach as many residents as possible within the CDBG target areas and within specific demographics, such as low-income families, disabled persons, seniors, female-headed households, and parents/guardians of children. Receiving feedback directly from local residents who may potentially receive assistance from grant funds is crucial for the CDBG program's effectiveness. Second, the City reached out to practitioners, agencies, leaders, organizations, and companies who may have the specialized knowledge, experience, resources, and capacity to discuss needs, opportunities, solutions, investments, and how community improvements can be made. Third, the City encouraged all residents to weigh in on community needs and opportunities for improvements through citizen participation opportunities.

The City offered several opportunities and various methods for participation and public comment throughout the development of the ConPlan. The community survey was noticed in the *Daily Post* and *Mercury News* newspaper. Online and paper surveys are also made available to the public in three other languages besides English: Spanish, Vietnamese and Chinese.

### **Public Access to Information**

Citizens of Palo Alto, public agencies and other interested parties will be provided with reasonable and timely access to local meetings, information, and records relating to the proposed, actual, and past use of funds covered by this Citizen Participation Plan.

Standard documents will be available for public review at the City of Palo Alto, 250 Hamilton Avenue, 5<sup>th</sup> Floor, Palo Alto, California, 94301 and the City's website <https://www.cityofpaloalto.org/CDBG>. All standard documents are maintained and



accessible for a period of five (5) years as required by Consolidated Plan Regulations [24 CFR 91.105(h)]. These documents will be provided, when requested, in an accessible format to persons with disabilities and non-English speakers.

Standard documents include:

- The Citizen Participation Plan
- The Five-Year Consolidated Plan
- The Annual Action Plan
- The Consolidated Annual Performance and Evaluation Report
- Substantial Amendments to any of the listed documents

### **Consolidated Plan Process**

The purpose of HUD funding is to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development and providing community facilities and services, with maximum feasible priority given to activities which benefit low- and moderate-income persons. The City is responsible for developing its own programs and funding priorities within HUD requirements, through the Consolidated Plan Process. In order to develop and implement an effective plan the City must actively engage citizens, public agencies and other interested parties at all stages of the process.

In general, this process includes:

- Identification of housing and community development needs
- Preparation of the Five-Year Consolidated Plan
- Preparation of the Annual Action Plan
- Public comment and hearing of the proposed plan
- Formal approval by the Palo Alto City Council of the proposed plan
- When necessary, preparation of a substantial amendment to revise priorities, activities or funding
- Preparation of the CAPER

The City will notice and hold a public hearing at the beginning of the Consolidated Plan process, typically in September, to obtain citizens' views about the City's diverse housing and community development needs and what priority those needs have, prior to preparation of the proposed Five-Year Consolidated Plan or the Annual Action Plan. At the housing and community development needs public hearing, City Council will direct staff to establish a process for evaluating funding requests for the upcoming program year. Previous processes include City Council ad hoc committee, citizen advisory panel, and staff advisory panel.

City staff will facilitate the funding request and evaluation process and provide funding recommendations at a regular City Council meeting, typically in April. Upon City Council approval of the program year funding recommendations, the Five-Year Consolidated Plan and/or Annual Action Plan will be prepared and made available, typically in March, for public review and comment, thirty (30) days prior to a public hearing. The public hearing and City Council approval of the plan must occur prior to submission of the plan, typically in April, at least forty-five (45) days before the beginning of the program year on July 1. In the event, changes in funded activities or funding amounts must be made after approval of the plan the amendment process must be followed.

The CAPER, which describes how funds were actually expended and the extent to which these funds were used for activities that benefited low- and moderate-income people, will be prepared after completion of the program year, June 30, and made available for

a 15-day public review and comment period, typically in August, before submission to HUD. HUD requires submission no later than ninety (90) days after the program year end, by September 30.

**Complaint Procedures**

The federal government has given the Mayor and City Council sole responsibility and authority to develop and implement the Consolidated Plan and the Annual Action Plan within HUD regulated guidelines. HUD requires thirty-day public review periods for the Consolidated Plan and the Annual Action Plan, while the review period for the Comprehensive Annual Performance Evaluation Report (CAPER) is fifteen days.

Written comments, complaints, concerns or questions addressed to the City of Palo Alto will receive a meaningful, written reply within 15 working days, when practicable.

Comments, suggestions, or complaints may be addressed to the City of Palo Alto:

City of Palo Alto  
Department of Planning and Development Services  
250 Hamilton Avenue, 5<sup>th</sup> floor  
Palo Alto, CA 94301  
951.961.9068  
Maria Gallegos, CDBG Consultant  
[Maria.gallegos@mbakerintl.com](mailto:Maria.gallegos@mbakerintl.com)

Persons wishing to object to the approval of an application may direct such objections to the San Francisco Area HUD office:

United States Department of Housing & Urban Development (HUD)  
Region IX Office  
One Sansome Street, Suite 1200  
San Francisco, CA 94104  
(415) 489-6400

## **APPLICATION PROCESS**

Non-profit agencies and City of Palo Alto departments interested in receiving Community Development Block Grant (CDBG) funds must submit a complete project application.

**APPLICATIONS FOR THE 2023-2024 PROGRAM YEAR MUST BE RECEIVED BY MONDAY, NOVEMBER 21, 2022 NO LATER THAN 3:00 P.M.** in order to be considered for inclusion in the City's 2023-2024 CDBG Annual Action Plan budget process. All applications must be submitted on the standard application form (beginning on page 17).

**Attendance at the virtual Pre-Proposal Conference is MANDATORY for all applicants.**

**Mandatory Pre-Proposal Conference is scheduled for 11:30 a.m. on Thursday, November 10, 2022 via a Zoom meeting.** ALL Proposers intending to submit a proposal are required to attend the Pre-Proposal Conference virtually. If unable to attend, please contact Maria Gallegos at 951.961.9068 or via e-mail at [maria.gallegos@mbakerintl.com](mailto:maria.gallegos@mbakerintl.com). Please find the Zoom link below:

Zoom Link: <https://cityofpaloalto.zoom.us/j/89760340079> Meeting ID: 897 6034 0079  
Phone number: 1(669) 900-6833

Things to remember when you fill out your CDBG application:

- Be sure to fill out each section completely
- When submitting a public service activity/project, identify the service as new, substantially increased or improved
  - If you have increased or improved a service, please be specific as to the increase or improvement in your description in the application
- Please ensure your proposed number of persons or households served are for City of Palo Alto residents.

A **signed electronic copy** of the application must be submitted via email to the City of Palo Alto, Attention: Maria Gallegos, CDBG Consultant at [maria.gallegos@mbakerintl.com](mailto:maria.gallegos@mbakerintl.com). All required documentation must be included with the electronic version of the application.

### **LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

All project proposals will be evaluated for CDBG program eligibility. Application review will involve an evaluation of whether the project is sponsored by a reputable agency, has non-profit status, has performance measures, is financially feasible, and is an eligible activity as described by HUD regulation. *To ensure efficient administration of CDBG funding the minimum project allocation will be \$10,000.* Final project selections will be approved by the Palo Alto City Council at a City Council meeting which will include a public hearing.

**For information please contact:**

City of Palo Alto  
 Attn: **Maria Gallegos, CDBG Consultant**  
 Department of Planning and Development Services  
 250 Hamilton Avenue, 5<sup>th</sup> floor  
 Palo Alto, CA 94301  
 951.961.9068  
[Maria.gallegos@mbakerintl.com](mailto:Maria.gallegos@mbakerintl.com)

## FY 2022 Income Limits

**Effective 4/18/2022**

FY 2022 Income Limit Area	Median Family Income <a href="#">Click for More Detail</a>	FY 2022 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
<b>San Jose- Sunnyvale- Santa Clara, CA HUD Metro FMR Area</b>	\$168,500	Very Low (50%) Income Limits (\$) <a href="#">Click for More Detail</a>	59,000	67,400	75,850	<b>84,250</b>	91,000	97,750	104,500	111,250
		Extremely Low Income Limits (\$)* <a href="#">Click for More Detail</a>	35,400	40,450	45,500	<b>50,550</b>	54,600	58,650	62,700	66,750
		Low (80%) Income Limits (\$) <a href="#">Click for More Detail</a>	92,250	105,400	118,600	<b>131,750</b>	142,300	152,850	163,400	173,950

Source: <https://www.huduser.gov/portal/datasets/il/il2021/2021summary.odn>

## **ELIGIBLE ACTIVITIES** (Partial list)

- Public services, within certain limits
  - The City awards CDBG funding to nonprofit agencies to provide public services and housing for low-income and special needs households, such as
    - Single Room Occupancy (SRO) resident supportive services for low-income residents to help them maintain housing stability
    - Long-term care ombudsman to service the elderly
    - A one-stop, multi-service, day drop-in center to provide services for the homeless within the City
    - Domestic violence services; and
    - Housing and emergency services
- Interim assistance necessary to arrest deterioration or alleviate emergency conditions threatening the public health and safety
- Housing services
- Construction of housing
- Homeownership assistance
- Provision of assistance to carry out economic development and job creation/retention activities
- Rehabilitation and preservation of residential and non-residential structures, both publicly and privately owned
- Activities relating to energy conservation and renewable energy resources

## **INELIGIBLE ACTIVITIES**

- Acquisition, construction, or reconstruction of buildings for the general conduct of government
- Political activities
- Operating and maintenance expenses (except for public services)
- Construction of new housing by units of general local government
- Certain income payments

## EXAMPLES OF PREVIOUSLY FUNDED PROJECTS

Applicant Agency
<b>Public Services</b>
Alta Housing - SRO Resident Supportive Services
Catholic Charities of Santa Clara County – Long Term Care Ombudsman
LifeMoves – Case Management at Opportunity Center
Silicon Valley Independent Living Center – Case Management Services
Project Sentinel – Fair Housing Services
<b>Planning and Administration</b>
City of Palo Alto Administration
Project Sentinel/Fair Housing Services
<b>Public Facilities and Improvement</b>
Mitchell Park – 525 East Charleston Project
<b>Housing Rehabilitation</b>
Rebuilding Together Peninsula

**CITY OF PALO ALTO  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)  
APPLICATION INSTRUCTIONS**

Interested parties wishing to apply for Community Development Block Grant (CDBG) funds must complete the attached application form. In order to assist the City to determine project eligibility and to evaluate public benefit, **all questions must be answered, and the required documentation attached.**

A. Proposal Review

Proposals will be reviewed by City staff for completeness, program eligibility and *minimum funding request of \$10,000*. Proposals found eligible will be evaluated for funding recommendations. Highest funding priority will be given to projects which best address the City of Palo Alto's CDBG needs and priorities.

B. Evaluation Criteria

The evaluation criteria which will be used to score proposals is outlined below:

1. Consolidated Plan Priority Alignment
2. Project Impact
  - Demonstrated need
  - Target clientele, number of persons to benefit
  - Results to be achieved
  - Community considerations
3. Project Viability/Readiness
  - Effective/timely expenditure of CDBG funds
  - Sufficiency of resources and leveraging of CDBG funds
  - Environmental review requirements
  - Activity/project budget
4. Applicant Attributes
  - Project/program management capacity
  - Past performance/responsiveness
  - Compliance with federal statutes
  - Application quality
5. Applicant Capacity
  - Experience and competency
  - Business/operation plan
  - Soundness of approach
  - Long term fiscal support and community need

C. Submission

A **signed electronic copy** of the application must be submitted via email to the City of Palo Alto, Attention: Maria Gallegos, CDBG Consultant at [maria.gallegos@mbakerintl.com](mailto:maria.gallegos@mbakerintl.com), **by 3:00 p.m., MONDAY, November 21, 2022**. All required documentation must be included with the electronic version of the application. For questions or assistance in completing this form, please contact:

City of Palo Alto  
Attn: **Maria Gallegos, CDBG Consultant**  
Department of Planning and Development Services  
250 Hamilton Avenue, 5<sup>th</sup> floor  
Palo Alto, CA 94301  
951.961.9068  
[Maria.gallegos@mbakerintl.com](mailto:Maria.gallegos@mbakerintl.com)

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**





**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY 2023-24 & 2024-25 CDBG APPLICATION SUBMITTAL CHECKLIST**

*This checklist must be included as part of your agency's FY 2023-24 & 2024-25 CDBG Application Packet.*

Project Name: \_\_\_\_\_

Project Type: \_\_\_\_\_  
(Public Service, Economic Development, Housing, or Public Facilities Rehabilitation)

**INSTRUCTIONS**

Enter an "X" next to each item below as you complete it. If the form or document listed does not apply to your project enter "N/A" next to the item. This checklist must be included as part of your agency's FY 2023-24 & 2024-25 CDBG Application packet.

**APPLICATION**

<b>FOR ALL PROJECTS:</b>	
<input type="checkbox"/>	Application Submittal Checklist (this form)
<input type="checkbox"/>	Application for Funding
<input type="checkbox"/>	Appendix A: Project Narrative
<input type="checkbox"/>	Appendix C-1: List of All Funding Sources
<input type="checkbox"/>	Appendix D: Implementation
<input type="checkbox"/>	Appendix E: Results of Prior Year Projects
<b>FOR Public Service (PS) Projects or Economic Development (ED) Projects:</b>	
<input type="checkbox"/>	Appendix C-2: Detailed Budget
<b>FOR Housing and Public Facilities Rehabilitation Projects:</b>	
<input type="checkbox"/>	Appendix B: Housing Projects Housing or Public Facilities Rehabilitation Projects Only
<input type="checkbox"/>	Appendix C-3: Detailed Budget

<input type="checkbox"/>	Resolution
<input type="checkbox"/>	Certificate of Liability Insurance
<input type="checkbox"/>	List of Board of Directors
<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	Resume of Program Administrator
<input type="checkbox"/>	Resume of Fiscal Officer
<input type="checkbox"/>	Tax Exemption Determination Letter
<input type="checkbox"/>	Articles of Incorporation
<input type="checkbox"/>	By-laws
<input type="checkbox"/>	Equal Employment Statement & Grievance Procedure
<input type="checkbox"/>	Financial statement and/or most recent audit
<input type="checkbox"/>	Audit requirements (if applicable)



CITY OF  
**PALO  
ALTO**

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY 2023-24 & 2024-25 CDBG APPLICATION SUBMITTAL CHECKLIST**

**PROJECT SPECIFIC REQUIREMENTS**

<b>FOR Housing Rehabilitation Projects:</b>	
<input type="checkbox"/>	Three signed construction bids
<input type="checkbox"/>	Written documentation of the construction schedule
<input type="checkbox"/>	Copy of Deed or Lease
<input type="checkbox"/>	Building Permit(s) (if required)
<input type="checkbox"/>	Copy of Asbestos and Lead-Paint Survey Report
<input type="checkbox"/>	Copy of Agency Relocation Plan (if relocation will be required)
<input type="checkbox"/>	Copy of General Information notice issued to tenants

**AGENCY SPECIFIC REQUIREMENTS**

<b>FOR Community Based Development Organizations (CBDO)</b>	
<input type="checkbox"/>	Application for CBDO Certification

**OPTIONAL DOCUMENTS: Not required from any applicant, but enter an “X” next to the items included in your application submittal**

<input type="checkbox"/>	Exhibits: These refer to no more than two 8.5” X 11” pages of exhibits that you may use to supplement your application materials. You may include photographs, charts, pictures, conceptual drawings, and/or anything else you consider suitable within the 2-page limit (may be in color or black and white).
<input type="checkbox"/>	You may submit up to 3 letters of support for your project as part of your application submittal.



**Fiscal Years 2023-2024 & 2024-25  
Community Development Block Grant  
Application for Funding**

<i>Project category: (check one only)</i>	<input type="checkbox"/> Public service
	<input type="checkbox"/> Economic Development
	<input type="checkbox"/> Housing (Rehabilitation)
	<input type="checkbox"/> Public Facilities (Rehabilitation)

<i>Application Number: (CDBG Program Office Use Only)</i>	
Date Received	
Amount Requested	
Amount Recommended	

**Project Title**

--

**Funding Request**

<i>CDBG funds requested:</i>	
<i>Other funds secured:</i>	
<i>Other funds not yet secured:</i>	
<i>Total Project Cost:</i>	

**Project Information**

<i>Location of Proposed Project:</i>
<i>Brief Project Description:</i>

**Applicant Agency Information**

<i>Applicant legal name:</i>				
<i>Agency Type:</i>	<input type="checkbox"/> 501(c)(3)	<input type="checkbox"/> Gov't./Public	<input type="checkbox"/> For Profit	<input type="checkbox"/> Faith-Based
<i>Agency DUNS Number:</i>		<i>Tax ID Number:</i>		
<i>CCR No:</i>		<i>Annual Operating Budget:</i>		

*THIS PROPOSAL HAS BEEN FULLY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT, AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCE IF ASSISTANCE IS AWARDED*

<i>Typed Name and Title of Authorized Representative:</i>	
<i>Telephone Number:</i>	
<i>Signature of Authorized Representative</i>	
<i>Date Signed:</i>	

**ONE PAGE PROGRAM OR PROJECT SUMMARY**

**Statement of Community Need:**

--

**Program/Project Summary:**

--

**Clientele: (Describe the number served, and any special characteristics)**

--

**Budget: (Describe the overall program costs and how the requested funds will be used)**

--

**Additional Comments:**

--

FUNDING REQUEST:  FY 2023-24       FY 2024-25

## SECTION 1: PROJECT DETAILS (Max Score: 25 Points)

Provide a concise description of the proposed project (this description must match the one provided on the cover page). Space for a fuller narrative is provided in Appendix A.

--

How much total funding are you requesting in this application?  
(You will provide a detailed budget in Appendix E.)

--	--

Project start date:

Anticipated end date:

--	--	--

Project's days/hours of operation:

--

<b>Project category:</b> (check one only)	<input type="checkbox"/> Public service	<b>Project objective:</b> (check one only)	<input type="checkbox"/> Suitable living environment
	<input type="checkbox"/> Economic development		<input type="checkbox"/> Decent housing
	<input type="checkbox"/> Capital improvement		<input type="checkbox"/> Economic opportunity
	<input type="checkbox"/> Housing		<input type="checkbox"/> Availability/accessibility
		<b>Project outcome:</b> (check one only)	<input type="checkbox"/> Affordability
			<input type="checkbox"/> Sustainability

**CDBG Criteria: Which CDBG criterion below does your proposed project meet?**

<input type="checkbox"/>	(1)	Area benefit: At least 51% of residents within the targeted activity area are low to moderate income (LMI).
<input type="checkbox"/>	(2)	Limited clientele (select subpart below):
	<input type="checkbox"/>	(a) Special needs group (select benefit group from the list below):
	<input type="checkbox"/>	(i) Abused children
	<input type="checkbox"/>	(ii) Elderly persons 62 years or older
	<input type="checkbox"/>	(iii) Battered spouses
	<input type="checkbox"/>	(iv) Severely disabled adults (not children) – Census definition; documentation required
	<input type="checkbox"/>	(v) Illiterate adults
	<input type="checkbox"/>	(vi) Persons living with HIV/AIDS
	<input type="checkbox"/>	(vii) Migrant farm workers
	<input type="checkbox"/>	(viii) Homeless persons
	<input type="checkbox"/>	(b) At least 51% of clientele to be served will be documented as LMI.
<input type="checkbox"/>	(3)	Housing (select subpart below):
	<input type="checkbox"/>	(a) Single family (must be 100% LMI)
	<input type="checkbox"/>	(b) Multi-unit (must be 51% LMI)
<input type="checkbox"/>	(4)	Job creation: At least 51% of jobs for LMI persons.

The Consolidated Plan goals below have been listed in their descending order of priority for FY 2023-24 & 2024-25. Select the goal appropriate to your project:

<input type="checkbox"/>	Affordable Housing.
<input type="checkbox"/>	Support activities to end Homelessness.
<input type="checkbox"/>	Support local service organizations that provide essential services to the community.
<input type="checkbox"/>	Promote fair housing choice
<input type="checkbox"/>	Expand economic opportunities for low-income households
<input type="checkbox"/>	Promote environmental sustainability.

**(Max Length for Questions 1.1 to 1.6: 2 Pages)**

1.1. *Explain how the proposed project addresses the goals selected:*

1.2. *Summarize any statistics and other supporting documentation that demonstrate the importance of addressing this need or problem:*

1.3. *List each service provided by the project. For each service, indicate whether it is a new service or an expansion of an existing service:*

1.4. *How does your agency plan to tell the target population about the project/services?*

1.5. Will the project collaborate with other service providers in the community? If yes, list them and briefly describe the collaboration:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

1.6. List one goal and up to three outcomes of the project. For each outcome listed, provide the number of participants who will benefit. Outcomes are the changes you expect to occur in clients' lives and/or the community as a result of the proposed activity.			
GOAL:			
	<input type="checkbox"/>	Objective 1:	
		Outcome:	
		No. to be served	
		Unit type (individuals, housing units, etc.)	
	<input type="checkbox"/>	Objective 2:	
		Outcome:	
		No. to be served	
		Unit type (individuals, housing units, etc.)	
	<input type="checkbox"/>	Objective 3:	
		Outcome:	
		No. to be served	
		Unit type (individuals, housing units, etc.)	

**SECTION 2: TARGET POPULATION (Max Score: 20 points; Max Length: 1 Page)**

2.1. <i>What is the target population for this project?</i>

2.2. <i>How does your agency track and record client demographics?</i>

*NOTE: Questions 2.5 to 2.9 below on individual clients and households to be served apply only to Public Service, Economic Development, and Housing projects:*

2.5. <i>Indicate whether the project will be serving individual clients (IC) or households (HH):</i>	<input type="checkbox"/>	IC	<input type="checkbox"/>	HH
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2.6. <i>What is the total number of unduplicated clients/households to be served?</i>	
---	--

2.7. <i>Of the total number of unduplicated clients/households to be served, what is the total number of unduplicated LMI clients/households to be served, if applicable?</i>	
---	--

2.8. <i>If applicable, what is the percentage of unduplicated LMI clients/households to be served?</i>	
--	--

2.9. <i>What is the cost per client/household?</i>	
--	--

2.10. <i>Over the past three years, what proportion of the people served by the project were City of Palo Alto residents? (Have documentation available, if requested.) If this is a new project, what proportion are you anticipating?</i>	
---	--



### **SECTION 3: AGENCY CAPACITY (Max Score: 10 points)**

<b>3.1. Who will be the person responsible for the overall oversight of the proposed project?</b>	
<i>Name of person:</i>	
<i>Title of person:</i>	
<i>Relevant education:</i>	
<i>Telephone number:</i>	
<i>Date first</i>	

<b>3.2. Who will be the alternate person responsible for the overall oversight of the proposed project?</b>	
<i>Name of person:</i>	
<i>Title of person:</i>	
<i>Relevant education:</i>	
<i>Telephone number:</i>	
<i>Date first employed:</i>	

<b>3.3 Who will be the person responsible for the day-to-day operations and management of the proposed project? Provide no more than two individuals:</b>	
<i>Name of person:</i>	
<i>Title of person:</i>	
<i>Relevant education:</i>	
<i>Telephone number:</i>	
<i>Date first</i>	
<i>Name of person:</i>	
<i>Title of person:</i>	
<i>Relevant education:</i>	
<i>Telephone number:</i>	
<i>Date first</i>	

<b>3.4. Who will be the person responsible for the financial oversight of the CDBG expenditures and fiscal compliance? Provide no more than two individuals:</b>	
<i>Name of person:</i>	
<i>Title of person:</i>	
<i>Relevant education:</i>	
<i>Telephone number:</i>	
<i>Date first</i>	
<i>Name of person:</i>	
<i>Title of person:</i>	
<i>Relevant education:</i>	
<i>Telephone number:</i>	
<i>Date first</i>	

**(Max Length for Questions 3.5 and 3.8: 1 Page)**

3.5. *List the evaluation tools your agency plans to employ to track and monitor the progress of the project.*

--

3.6. *How does your agency plan to ensure compliance with applicable policy and procedural requirements (including those listed in HUD's "Playing by the Rules" Handbook)?*

--

3.7. *Describe any unresolved ADA issues in the project or project office and how your agency plans to address them. (If the objective of the project is ADA rehabilitation, do not repeat the project description here.)*

--

3.8. *How many members does your Board of Directors have?*

*How many Board members are also members of the project's target population or reside in the project's target area?*


**SECTION 4: AUDITING CONTROL (Max Score: 15 points; Max Length: 2 Pages)**

4.1. *Briefly describe your agency's payment and disbursement procedures, with relevance to the proposed project:*

4.2. *Describe how your agency's Board of Directors exercises programmatic and fiscal oversight:*

4.3. *Briefly describe your agency's financial reporting system/accounting procedures, with relevance to the proposed project:*

4.4. *Briefly describe your agency's record keeping system, with relevance to the proposed project:*

*4.5. Briefly describe your agency's auditing requirements, including those for the proposed project:*

*4.6. Briefly describe your agency's internal controls to minimize opportunities for fraud, waste, and mismanagement:*

*4.7. How does your agency plan to segregate CDBG funds from other agency funds for purposes of identification, tracking, and reporting?*

**SECTION 5: AGENCY EXPERIENCE (Max Score: 10 points; Max Length: 1 Page for Sections 5/6 combined)**

<i>5.1. Briefly highlight your agency's experience and major accomplishments in providing services to LMI residents and/or communities. You may expand in Appendix A.</i>			

<i>5.2. Has your agency received CDBG or other federal funds in any of the past four fiscal years (Fiscal Years 2019-20 through 2021-22)? If yes, complete Appendix E for each of the grants received for the three Fiscal Years 2019-20, 2020-21, and 2021-22.</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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**Section 6: Back-Up Plan (Max Score: 5 Points; Max Length: 1 Page for Sections 5/6 Combined)**

<i>6.1. Will your agency still implement this project should CDBG funds not be awarded? If yes, how will the implementation be achieved?</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

<i>6.2. If funded, how will your agency continue this project if CDBG funds are not available in future years?</i>				

**Appendix A: Narrative of Project (Max Length: 2 Pages)**

*In two pages or less, explain below your proposed project and make the case why it should be awarded funding.*

**Appendix B: Housing or Public Facilities Rehabilitation Projects Only  
(Max Score: 20 Points; Max Length for Questions B.1 to B.5: 1 Page)**

B.1. <i>Have the constructions plans and drawings been completed?</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<i>If no, indicate the anticipated date of completion:</i>				

B.2. <i>Will you be able to select and award a contract to a general contractor within 90 calendar days from the CDBG contract execution date? If no, please explain why below:</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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B.3. <i>Summarize the construction manager’s relevant experience on similar federally funded projects:</i>

B.4. <i>Has funding for the construction phase been identified and committed? If no, describe below the issues preventing your agency from seeking outside funding:</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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B.5. <i>Describe your agency’s Relocation Plan if occupants will be relocated.</i>

**Project Site Information (Max Length for Questions B.6 to B.13: 2 Pages)**

<b>B.6. Is the facility agency-owned, City-owned, or privately owned?</b>	
<input type="checkbox"/>	<i>Agency-owned</i>
	<i>Indicate the property owner(s):</i>
	<i>Is there currently a lien on the property?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<i>City-owned</i>
	<i>When will the lease expire?</i> <i>(The lease must not expire within five years of the proposed project's completion date.)</i>
	<i>Is there currently a lien on the property?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<i>Privately owned</i>
	<i>Indicate the property owner(s):</i>
	<i>When will the lease expire?</i> <i>(The lease must not expire within five years of the proposed project's completion date.)</i>
	<i>Is there currently a lien on the property?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<i>Other</i>
	<i>Provide a brief explanation:</i>

<b>B.7. How old is the property/building in terms of years?</b>		
<i>For building/structures constructed prior to December 31, 1978:</i>		
<i>Has a lead hazard inspection report been issued for the facility?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Has the facility been abated for lead paint?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Will children occupy the facility?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If yes, indicate the age range of the children who will occupy the</i>		

<b>B.8. Has the property been designated or been determined to be potentially eligible for designation as a local, state, or national historic site?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<i>If yes, describe below:</i>				

<b>B.9. Is the building/structure located on a Historic Site?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<i>Is the building/structure located in a Historic District?</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<i>Is the building/structure in a Flood Zone?</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<i>Is the building/structure in a Flood Plain?</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<i>Does your agency have flood insurance?</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<i>Will there be demolition required?</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No



<b>B.10. List and describe any known hazards (e.g., asbestos, storage tanks – underground/above ground):</b>

<b>B.11. Will the project result in an expansion of an existing facility?</b>				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<i>If yes, specify the size in square feet:</i>	<i>Existing size:</i>		<i>Addition size:</i>				

<b>B.12. Does the project require temporary/permanent relocation of occupants?</b>				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<i>If yes, this project is subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). Describe the relocation plans, including timetable and notifications to occupants. List how many of the occupied units are: (a) owner-occupied; (b) renter-occupied; or (c) businesses. Indicate whether temporary and/or permanent displacement is required.</i>							

<p><b>B.13. Federal regulations require that all facilities and/or services assisted with CDBG funds be accessible to the disabled. Accessibility includes such things as: entrance ramps, parking with universal logo signage, grab bars around commodes and showers, top of toilet seats that meet required height from the floor, drain lines under lavatory sink either wrapped or insulated, space for wheelchair maneuverability, accessible water fountains, access between floors (elevators, ramps, lifts), and other improvements needed to assure full access to funded facilities/programs, including serving the blind and deaf.</b></p> <p><i>Describe below whether the project currently meets ADA standards for accessibility by the disabled. If not, describe the accessibility problems and methods to be utilized to address the problems, including funding and timetable. NOTE: The project site must first be fully ADA-compliant before other construction activities can be implemented with CDBG funding.</i></p>

## Appendix C: Detailed Budget (Max Score: 10 Points)

Complete the attached detailed budget forms in MS Excel. Choose the forms pertaining to your project category.

<i>Project category: (check one only)</i>	<input type="checkbox"/> Public service	Complete Appendices C-1, C-2
	<input type="checkbox"/> Economic Development	
	<input type="checkbox"/> Housing	Complete Appendices C-1, C-3
	<input type="checkbox"/> Public Facilities	

- All project categories must complete the following:
  - Appendix C-1: List of All Funding Sources for the Project
- Depending on the category of your proposed project, complete one of the following:
  - Appendix C-2: Public Service or Economic Development Project (PS/ED)
    - Schedule 1 – Budget Exhibit
    - Schedule 2 – Personnel Schedule: Gross Pay
    - Schedule 3 – Personnel Schedule: Fringe Benefits
    - Schedule 4 – Indirect Cost/Administrative Overhead (IC/AO) Calculation
    - Schedule 5 – Budget Justification
  - Appendix C-3: Housing and Public Facilities Rehabilitation
    - Schedule 1 – Budget Exhibit
    - Schedule 2 – Budget Justification



**Appendix E: Results of Prior Year Projects (Scored as part of Section 5; Max Length: 1 Page per Project/Year)**

*If your agency received federal funds in Fiscal Year 2019-20, 2020-2021, or 2021-2022 complete one copy of this appendix for each project for each year funded.*

E.1. Agency name:

E.2. Project name:

E.3. Year of funding:  Fiscal Year 2019/20  Fiscal Year 2020/21  Fiscal Year 2021/22

E.4. Indicate the source of the federal funding awarded to the prior project:

<input type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):
<input type="text"/>			

E.5. Amount awarded:  E.6. Amount spent to date:

E.7. Amount reprogrammed to date:

E.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):

(1)	<input type="text"/>
(2)	<input type="text"/>
(3)	<input type="text"/>

E.9. Indicate below the outcomes achieved:

(1)	<input type="text"/>
(2)	<input type="text"/>
(3)	<input type="text"/>

E.10. If any anticipated outcomes were NOT achieved, specify which ones, and explain why below:

<input type="text"/>
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**(Max Length per Project: 1 Page)**

E.1. Agency name:	
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E.2. Project name:	
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E.3. Year of funding:	<input type="checkbox"/> Fiscal Year 2019/20	<input type="checkbox"/> Fiscal Year 2020/21	<input type="checkbox"/> Fiscal Year 2021/22
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E.4. Indicate the source of the federal funding awarded to the prior project:			
---	--	--	--

<input type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

E.5. Amount awarded:		E.6. Amount spent to date:	
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E.7. Amount reprogrammed to date:	
-----------------------------------	--

E.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):	
--	--

(1)	
(2)	
(3)	

E.9. Indicate below the outcomes achieved:	
--	--

(1)	
(2)	
(3)	

E.10. If any anticipated outcomes were NOT achieved, specify which ones, and explain why below:
---

**(Max Length per Project: 1 Page)**

E.1. Agency name:	
-------------------	--

E.2. Project name:	
--------------------	--

E.3. Year of funding:	<input type="checkbox"/> Fiscal Year 2019/20	<input type="checkbox"/> Fiscal Year 2020/21	<input type="checkbox"/> Fiscal Year 2021/22
-----------------------	--	--	--

E.4. Indicate the source of the federal funding awarded to the prior project:			
<input type="checkbox"/> CDBG	<input type="checkbox"/> HOPWA	<input type="checkbox"/> ESG	<input type="checkbox"/> HOME
<input type="checkbox"/> CDBG-R	<input type="checkbox"/> HPRP	<input type="checkbox"/> NSP	<input type="checkbox"/> Other (Indicate below):

E.5. Amount awarded:		E.6. Amount spent to date:	
----------------------	--	----------------------------	--

E.7. Amount reprogrammed to date:	
-----------------------------------	--

E.8. Indicate below the outcomes anticipated (refer to the original application for the project, if possible):	
(1)	
(2)	
(3)	

E.9. Indicate below the outcomes achieved:	
(1)	
(2)	
(3)	

E.10. If any anticipated outcomes were NOT achieved, specify which ones, and explain why below:
---

**CBDO CERTIFICATION APPLICATION**  
CBDO Application – Attachments

---

**Organization:** \_\_\_\_\_

Below is a list of the documents that are referenced in the certification/recertification application. Please mark an “X” in the appropriate box below next to each document that has been referenced in the CBDO application and attach a copy of the document.

- Project Description – Please describe the services (current or proposed) to be funded with Community Development Block Grant (CDBG) funds.

Charter

- Articles of Incorporation (copy) – Must identify the activities that the agency performs and the geographic area of operation.

- By-Laws (copy) – Must include a statement of the community economic development activity and the geographic area of operation. A map is appreciated but not required.

Resolutions

A list of the governing body, of which 51 percent of its membership meet the following criteria:

- Low- and moderate-income residents (or presumed low- and moderate-income resident) of the agency’s geographic area of operation (see Exhibit D for income thresholds); or
- Owners of senior officers of businesses/institutions located in and serving the agency’s geographic area of operation; or
- Representatives of low- and moderate-income neighborhood organizations located in the agency’s geographic area of operation.

- One** of the following self-certification forms for each board member meeting the 51% criteria:

- Self-certification form “A” for each low- and moderate-income resident (or presumed low- and moderate-income resident) of the agency’s geographic area of operation.
- Self-certification form “B” for each business owner and/or senior officer of a private establishment and other institutions located in and serving the agency’s geographic area of operation.
- Self-certification form “C” for each neighborhood organization representative located in the agency’s geographic area of operation.

**Note:** You must attach documentation to each Self-certification form confirming compliance.

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**Application for Community Based Development Organization (CBDO) Certification**

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

Program/Project Name: \_\_\_\_\_

Address: \_\_\_\_\_ Tel. ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_

Program/Project's Primary Service Area: \_\_\_\_\_

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

Position/Title: \_\_\_\_\_

Below, briefly describe the activities the Organization undertakes to serve the community: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Planning and Development Department, as administrator of the Community Development Block Grant for the City of Palo Alto, is requested to certify the above- named organization as a Community Based Development Organization (CBDO) for a designated program year or for one year from the date of certification. Attach any documents referenced in statements below along with information required in Attachments A and B. "Organization" as used in this application refers to the entity that is applying for CBDO status.

**1. Legal Status**

- A. The organization is organized under State or local laws to undertake community development activities as evidenced by its:

Charter: \_\_\_\_\_ Articles of Incorporation: \_\_\_\_\_

Other (specify): \_\_\_\_\_

- B. No part of the organization's net earnings inure to the benefit of any member, founder, contributor or individual as evidenced by its:

Charter: \_\_\_\_\_ Articles of Incorporation: \_\_\_\_\_

Bylaws: \_\_\_\_\_ Other (specify): \_\_\_\_\_

- C. The organization has tax exempt ruling from the Internal Revenue Service under Section 501(c)(3) or (4) of the Internal Revenue Code of 1986, as evidenced by:



\_\_\_\_ A 501(c)(3) or (4) Certificate from the IRS

**OR**

The organization is classified as a subordinate of a central organization non-profit under Section 905 of the Internal Revenue Code as evidenced by:

\_\_\_\_ A group exemption letter from the IRS that includes the CBDO.

- A. The organization has among its primary purposes the improvement of the physical, economic or social environmental of its geographic area of operation, by addressing one or more critical problems of the area, with particular attention to the needs of persons of low and moderate income as evidenced by a statement in its:

Charter: \_\_\_\_\_

Articles of Incorporation: \_\_\_\_\_

By-laws: \_\_\_\_\_

Resolutions: \_\_\_\_\_

---

*(Reference pertinent section of document checked above)*

## **2. Organizational Structure**

- A. The organization maintains at least 51 percent of its governing body's membership as (1) low-income residents of its geographic area of operation; (2) owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation or (3) representatives of low-income neighborhood organizations located in its geographic area of operation as evidenced by Attachment A and a statement in its:

Bylaws: \_\_\_\_\_

Charter: \_\_\_\_\_

Articles of incorporation: \_\_\_\_\_

---

*(Reference pertinent document and section)*

***\*Complete Attachment A, which identifies all board members and their qualifications.***

- B. The organization is not an organization or instrumentality of the City of Palo Alto and does not permit more than one-third of the membership of its governing body to be appointed by, or to consist of, elected or other public officials or employees or officials of an ineligible entity (even though such persons may be otherwise qualified) as evidenced:

By-laws: \_\_\_\_\_

Charter: \_\_\_\_\_

Articles of Incorporation: \_\_\_\_\_

---

*(Reference pertinent document and section)*

- C. Except as noted above, the organization requires the members of its governing body to be nominated and approved by the general membership of the organization or by its permanent governing body, as evidenced by:

By-laws: \_\_\_\_\_ Charter: \_\_\_\_\_ Articles of Incorporation: \_\_\_\_\_

---

*(Reference pertinent document and section)*

- D. The organization is free to contract for goods and services from vendors of its own choosing, as evidenced by its:

By-laws: \_\_\_\_\_ Charter: \_\_\_\_\_ Articles of Incorporation: \_\_\_\_\_

---

*(Reference pertinent document and section)*

### **3. Eligible Activity**

The organization will undertake one or more of the following eligible activities (check all that apply):

- Neighborhood revitalization projects - which include activities of sufficient size and scope to have an impact on the decline of a geographic location within the City of Palo Alto (but not the entire City of Palo Alto) designated in comprehensive plans, ordinances, or other local documents as a neighborhood, village, or similar geographic designation; or
- Community economic development projects - which include activities that increase economic opportunity, principally for persons of low-and moderate-income, or that stimulate or retain businesses or permanent jobs, and projects that consist of one or more such activities that are clearly needed to address a lack of affordable housing accessible to existing or planned jobs; or
- Energy conservation projects - which include activities that address energy conservation, principally for the benefit of the low- and moderate-income residents of the City of Palo Alto.

### **4. Requirements of Exhibit A or Exhibit B:**

The organization meets the requirements of 24 CFR 570.204 (c)(1). **(Requirement Checklist attached as Exhibit "A")**

Please specify your area(s) of operation: \_\_\_\_\_

\_\_\_\_\_

**OR**

The organization meets the requirements of 24 CFR 570.204 (c)(2). **(Requirement Checklist attached as Exhibit “B”)**

Please specify your area(s) of operation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I certify that the Board of Directors of this Organization has reviewed and approved this certification or recertification application for the Organization to be designated as a CBDO. I further certify that the information in this CBDO certification or recertification application is true and correct.**

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Date

**EXHIBIT A**  
**REQUIREMENTS CHECKLIST FOR 24 CFR 570.204 (c)(1)**

---

\_\_\_\_\_ (the organization) is eligible to be designated as a CBDO under 24 CFR 570.204 (c)(1) because it meets all of the following requirements:

- 1.** An association or corporation organized under State or local law to engage in community development activities (which may include housing and economic development activities) primarily within an identified geographic area of operation within the City of Palo Alto; **and**
- 2.** Has as its primary purpose the improvement of the physical, economic or social environment of its geographic area of operation, by addressing one or more critical problems of the area, with particular attention to the needs of persons of low and moderate income; **and**
- 3.** Is either nonprofit or for-profit, provided that any monetary profits to its shareholders or members must be only incidental to its operations; **and**
- 4.** Maintains at least 51 percent of its governing body's membership for low- to moderate-income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation; **and**
- 5.** Is not an agency or instrumentality of the City of Palo Alto and does not permit more than one- third of the membership of its governing body to be appointed by, or to consist of, elected or other public officials or employees or officials of an ineligible entity (even though such persons may be otherwise qualified under (c)(1)(iv) of 24 CFR 570.204); **and**
- 6.** Except as authorized above, requires the members of its governing body to be nominated and approved by the general membership of the organization or by its permanent governing body; **and**
- 7.** Is not subject to requirements under which its assets revert to the recipient upon dissolution; **and**
- 8.** Is free to contract for goods and services from vendors of its own choosing.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**EXHIBIT B**  
**REQUIREMENTS CHECKLIST FOR 24 CFR 570.204 (c)(2)**

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\_\_\_\_\_ (the organization) is eligible to be designated as a CBDO because it meets one of the following requirements:

Is an entity organized per Section 301(d) of the Small Business Investment Act of 1958 (15 U.S.C. 681 (d)), including those that are profit making;

**Or**

Is a Small Business Administration (SBA) approved Section 501 State Development Company or Section 502 Local Development Company, or an SBA Certified Section 503 Company under the Small Business Investment Act of 1958, as amended;

**Or**

Is a Community Housing Development Organization (CHDO) under 24 CFR 92.2, designated as a CHDO by the HOME Investment Partnerships Program by the City of Palo Alto, with a geographic area of operation of no more than one neighborhood and has received HOME funds under 24 CFR 92.300 or is expected to receive HOME funds as described in and documented in accordance with 24 CFR 92.300(e).

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**EXHIBIT C**  
**COMMUNITY BASED DEVELOPMENT ORGANIZATION GOVERNING BOARD**

A Community Based Development Organization (CBDO) is required to maintain at least 51 percent of its governing body's membership for low- and moderate-income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation. Please list all Governing Board members.

<b>List All Governing Board Members</b>		<b>Complete All Columns That Apply</b>			
<b>Last Name</b>	<b>First Name</b>	<b>Low- and Moderate- Income Person (per Exhibit D) Residing in the Geographic Area of Operation (Provide self- certification form A)</b>	<b>Owner or Senior Officer of a Private Establishment or Other Institution Located in and Serving the Geographic Area of Operation (Provide self-</b>	<b>Representative of a Low- and Moderate- Income Neighborhood Organization Located in the Geographic Area of Operation (Provide self-</b>	<b>Board Term Expiration Date</b>
<b>Total Number of Board Seats:</b>					

**EXHIBIT D**  
**SAN JOSE-SUNNYVALE-SANTA CLARA, CA**  
**FY 2022 INCOME LIMITS**

FY 2022 Income Limit Area	Median Family Income <a href="#">Click for More Detail</a>	FY 2022 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
<b>San Jose- Sunnyvale- Santa Clara, CA HUD Metro FMR Area</b>	\$168,500	Very Low (50%) Income Limits (\$) <a href="#">Click for More Detail</a>	59,000	67,400	75,850	<b>84,250</b>	91,000	97,750	104,500	111,250
		Extremely Low Income Limits (\$)* <a href="#">Click for More Detail</a>	35,400	40,450	45,500	<b>50,550</b>	54,600	58,650	62,700	66,750
		Low (80%) Income Limits (\$) <a href="#">Click for More Detail</a>	92,250	105,400	118,600	<b>131,750</b>	142,300	152,850	163,400	173,950

Community Development Block Grant (CDBG) funds are primarily to serve low-income (80% of the median income) persons. This table is especially applicable to projects required to document Low/Moderate Income Clientele (LMC) status on their clients. The figures for "30% of Median" and "Very Low Income" were provided for your information but would not apply when determining LMC status. Only use "Low Income" figures to determine LMC status. For more information, please go to the following site:  
<https://www.huduser.gov/portal/datasets/il/il2022/2022summary.odn>

**EXHIBIT A (Continued)**  
**CBDO CERTIFICATION APPLICATION**  
**SELF-CERTIFICATION FORM A**  
**LOW- AND MODERATE-INCOME REPRESENTATIVE**  
**For City of Palo Alto CBDO Governing Body Member**

A Community Based Development Organization (CBDO) is required to “maintain at least 51 percent of its governing body’s membership for low- and moderate-income residents of its geographic area of operation, owners of senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation” 24 CFR 570.204 (c)(1)(iv). This form is to be completed by low- and moderate-income residents of the agency’s geographic area of operation. The Planning and Development Department requires the following information to determine board member eligibility based on Exhibit “A” section 4 of the CBDO application.

Each low- and moderate-income board member must indicate the number of persons in his/her family, and indicate whether total annual family income exceeds or falls below the listed figure for appropriate family size by indicating a check mark in the boxes below.

NOTE: “Income” is the total of **all** annual income of **all** family members. Additional expected sources of income must be included in this calculation of annual family income. All income for all persons in the family **must** be included in calculating family income.

**2022 CDBG Income Guidelines for the City of Palo Alto**  
**(Check the appropriate income box based on your household size and income)**

<b>Total number of persons in your Household</b>	<b>Total Annual Household Income is Above</b>	<b>Total Annual Household Income is At or Below</b>	<b>Annual Household Income Amount*</b>
1 person			\$92,250
2 person			\$105,400
3 person			\$118,600
4 person			\$131,750
5 person			\$142,300
6 person			\$152,850
7 person			\$163,400
8 person			\$173,950

**I certify that the information provided on this form is accurate and complete, and that I am a low- and moderate-income resident of the \_\_\_\_\_ (Organization’s name) area of operation.** I further acknowledge that eligibility for meeting HUD’s 51 % low- and moderate-income board requirement is based upon having a qualifying annual family income level and that the income levels and/or status I have indicated in this self-certification may be subject to further verification by the U.S. Department of Housing and Urban Development and/or the City of Palo Alto.



**CBDO Organization's Name:** \_\_\_\_\_

**Board Member's Name (Please Print):** \_\_\_\_\_

**Board Member's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Board Member's Address** \_\_\_\_\_

**EXHIBIT A (Continued)**  
**CBDO CERTIFICATION APPLICATION**  
**SELF-CERTIFICATION FORM B**  
**INSTITUTION/BUSINESS OWNER/SENIOR OFFICER REPRESENTATIVE**  
**For City of Palo Alto CBDO Governing Body Member**

The federal Community Development Block Grant (CDBG) regulations require that to qualify as a Community Based Development Organization (CBDO) the CBDO must “maintain at least 51 percent of its governing body’s membership as: (1) low- and moderate-income residents of its geographic area of operation; (2) owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation; or (3) representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation” 24 CFR 570.204 (c) (1) (iv).

Board members, who qualify as owners or senior officers of private establishments and other institutions, located in and serving the organization’s geographic area of operation should complete this form.

Each owner or senior officer must provide a description of the private establishment or other institution, including the type of services provided by such establishments/institutions, as well as the targeted area of service.

**CBDO Applicant’s Name:** \_\_\_\_\_

**CBDO Geographic Area of Operation:** \_\_\_\_\_

**Board Member’s Name (please print):** \_\_\_\_\_

**Business/Institution’s Name:** \_\_\_\_\_

**Business/Institution’s Address:** \_\_\_\_\_

**Position Held by Board Member:** \_\_\_\_\_

**Please provide a description of the goods and services provided by the business/institution:**

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

**Please provide the geographic area of operation for the business/institution:**

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

**I certify that the information provided on this form is accurate and complete.** I further acknowledge that the information I have provided in this self-certification form may be subject to verification by the U.S. Department of Housing and Urban Development and/or the City of Palo Alto.

**Board Member’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**EXHIBIT A (Continued)**  
**COMMUNITY BASED DEVELOPMENT ORGANIZATION (CBDO)**  
**GOVERNING BODY**  
**SELF-CERTIFICATION FORM C**  
**NON-PROFIT OR NEIGHBORHOOD ORGANIZATION REPRESENTATIVE**  
**For City of Palo Alto CBDO Governing Body Member**

The federal Community Development Block Grant (CDBG) regulations require that as a Community Based Development Organization (CBDO) the CBDO must maintain at least 51 percent of its governing body's membership as: (1) low- and moderate-income residents of its geographic area of operation; (2) owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation; or (3) representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation. (24 CFR 570.204 (c)(1)(iv))

Board members, who qualify as representatives of low- and moderate-income neighborhood organizations located in the organization's geographic area of operation, should complete this form.

The Planning and Development Department requires the following Information to determine board member eligibility based on Exhibit "A" section 4 of the CBDO application. Each representative must provide a description of the neighborhood organization, including the type of services provided by such organization, as well as the targeted area of service.

**Board Member's Name (please print):** \_\_\_\_\_

**Name of Represented Organization's:** \_\_\_\_\_

**Organization's Address:** \_\_\_\_\_

**Check the line below that best describes the Represented Organization.**

\_\_\_ Neighborhood Association

\_\_\_ Non-Profit Civic Organization

\_\_\_ Non-Profit Service Provider

\_\_\_ Other: \_\_\_\_\_

**Please describe the services and activities of the Represented Organization:** \_\_\_\_\_

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

**Please describe the geographic area of operation of the Represented Organization:** \_\_\_\_\_

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

**I certify that the information provided on this form is accurate and complete.** I further acknowledge that the information I have provided in this self-certification form may be subject to verification by the U.S. Department of Housing and Urban Development and/or the City of Palo Alto.

**CBDO Organization's Name:** \_\_\_\_\_

**Board Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPENDIX C-1: LIST OF ALL FUNDING SOURCES FOR THE PROJECT  
CITY OF PALO ALTO  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FISCAL YEAR 2023-24 APPLICATION**

This table serves to provide the listing of all funds to be made available for the project. There are 3 steps to the completion of this table:

- Step 1: Enter the **FY 2023-24** CDBG application funding request amount for this application;
- Step 2: Complete the following table with the amounts of other funding sources that have been secured or funding sources that are unsecured for the implementation of the project; and
- Step 3: Attach any supporting documentation that verifies the secured funding sources and amounts for the project.

**NOTE:** Amounts Unsecured should be funding sources that the Agency is reasonably sure will be available for the project. However supporting documentation is not yet available.

	AMOUNT SECURED	AMOUNT UNSECURED	% OF TOTAL
FY 2023-24 CDBG Application Request (Step 1)			
List Other Sources Below: (Step 2)			
HOME			
ESG			
HOPWA			
NSP			
HPRP			
Other Federal Funds			
State Funds			
County Funds			
Local Funds			
Private Funds			
Agency Funds			
<b>TOTAL</b>			

**TOTAL PROJECT  
BUDGET**

**APPENDIX C-1: LIST OF ALL FUNDING SOURCES FOR THE PROJECT**

**CITY OF PALO ALTO  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FISCAL YEAR 2024-25 APPLICATION**

This table serves to provide the listing of all funds to be made available for the project. There are 3 steps to the completion of this table:

- Step 1: Enter the **FY 2024-25** CDBG application funding request amount for this application;
- Step 2: Complete the following table with the amounts of other funding sources that have been secured or funding sources that are unsecured for the implementation of the project; and
- Step 3: Attach any supporting documentation that verifies the secured funding sources and amounts for the project.

NOTE: Amounts Unsecured should be funding sources that the Agency is reasonably sure will be available for the project. However supporting documentation is not yet available.

	AMOUNT SECURED	AMOUNT UNSECURED	% OF TOTAL
FY 2024-2025 CDBG Application Request (Step 1)			
List Other Sources Below: (Step 2)			
HOME			
ESG			
HOPWA			
NSP			
HPRP			
Other Federal Funds			
State Funds			
County Funds			
Local Funds			
Private Funds			
Agency Funds			
<b>TOTAL</b>			

**TOTAL PROJECT  
BUDGET**

**APPENDIX C-2: PUBLIC SERVICE OR ECONOMIC DEVELOPMENT PROJECTS  
SCHEDULE 1 - BUDGET EXHIBIT**

AGENCY: \_\_\_\_\_  
PROJECT: \_\_\_\_\_

		CDBG & Percentage
<b>PERSONNEL</b>		
Salaries and Wages	(Schedule 2)	_____
Fringe Benefits	(Schedule 3)	_____
	<b>TOTAL PERSONNEL</b>	_____
 <b>NON-PERSONNEL</b>		
Supplies	(Schedule 4)	_____
Postage	(Schedule 4)	_____
Consultant Services	(Schedule 4)	_____
Maintenance/Repair	(Schedule 4)	_____
Publication/Printing	(Schedule 4)	_____
Transportation	(Schedule 4)	_____
Rent	(Schedule 4)	_____
Equipment Rental	(Schedule 4)	_____
Insurance	(Schedule 4)	_____
Utilities	(Schedule 4)	_____
Telephone	(Schedule 4)	_____
Other Expenses		
(Specify): _____	_____ (Schedule 4)	_____
	_____ (Schedule 4)	_____
	_____ (Schedule 4)	_____
	<b>TOTAL NON-PERSONNEL</b>	_____

TOTAL INDIRECT COSTS/ADMINISTRATIVE OVERHEAD \_\_\_\_\_

(Schedule 4)

Indirect Costs/Overhead cannot be more than 20% of the modified total direct cost. Agencies cannot charge 20% of the actual subaward.

**TOTAL CDBG PROJECT  
BUDGET** \_\_\_\_\_

**APPENDIX C-2: PUBLIC SERVICE OR ECONOMIC DEVELOPMENT PROJECTS  
SCHEDULE 2 - PERSONNEL SCHEDULE: GROSS PAY**

The purpose of this form is to list the positions being claimed against the CDBG funding request amount. The positions listed below must provide direct project/client services. Positions providing non-direct services must be included in the indirect costs/administrative overhead (IC/OA) line item. The Total CDBG Salary & Wage must match the Budget Exhibit form. Round off totals to whole dollars.

AGENCY: \_\_\_\_\_  
PROJECT: \_\_\_\_\_

POSITIONS TITLE	GROSS PAY	PERCENT CHARGED	TOTAL SALARY & WAGES
<b>TOTAL CDBG SALARY &amp; WAGES</b>			<input style="width: 50px; height: 20px;" type="text"/>

1. List all positions charged against CDBG funding providing direct CDBG project/client activity.
2. List gross pay for each position listed.
3. List percent of gross pay to be charged against CDBG funding.



**APPENDIX C-2: PUBLIC SERVICE or ECONOMIC DEVELOPMENT PROJECTS  
SCHEDULE 3 - PERSONNEL SCHEDULE: FRINGE BENEFITS**

The purpose of this form is to list the fringe benefits being claimed against CDBG funding request amount. The Total Fringe must match the Budget Exhibit Form. **Round off totals to whole dollars.**

AGENCY: \_\_\_\_\_  
PROJECT: \_\_\_\_\_

POSITIONS TITLE	FRINGE TITLE	AMT OF INSURANCE	GROSS PAY	PERCENT CHARGED	AMOUNT
<b>TOTAL CDBG FRINGE BENEFIT</b>					

1. List all POSITIONS charged against CDBG funding providing direct CDBG project/client activity.
2. List Fringe Benefit title FOR EACH POSITION charged to CDBG funds.
3. List the amount of insurance for each position charged against CDBG funds.
4. Use gross pay for project/total all wages of agency. Then multiply by required percent for each fringe.
5. List percent of gross pay to be multiplied for insurance.

**APPENDIX C-2: PUBLIC SERVICE or ECONOMIC DEVELOPMENT PROJECTS**  
**SCHEDULE 4 - INDIRECT COST/ADMINISTRATIVE OVERHEAD (IC/AO) CALCULATION**

The purpose of this form is to list the IC/AO being claimed against CDBG funding request amount. The Total IC/AO must match the Budget Exhibit Form. **Round off totals to whole dollars.**

AGENCY: \_\_\_\_\_  
 PROJECT: \_\_\_\_\_

POSITIONS TITLE/LINE ITEM	AGENCY BUDGET AMOUNT	PERCENT CHARGED	TOTAL INDIRECT COST/ADMINISTRATIVE OVERHEAD
<b>TOTAL CDBG INDIRECT COST/ADMINISTRATIVE OVERHEAD</b>			

**Total CDBG Budget** \_\_\_\_\_

Percentage \_\_\_\_\_

(Must be equal or less than 15%)

1. List all personnel or nonpersonnel (NPE) charged against CDBG funding-include detailed description of indirect use.
2. List total Agency budget for position and/or NPE line item.
3. List PERCENT of total budget to be charged against CDBG funding.
4. Total indirect cost/administrative overhead to be charged against CDBG funding.

**APPENDIX C-2: PUBLIC SERVICE or ECONOMIC DEVELOPMENT PROJECTS  
SCHEDULE 5 - BUDGET JUSTIFICATION\***

AGENCY: \_\_\_\_\_

PROJECT: \_\_\_\_\_

LINE ITEM	AMOUNT	
Detailed Explanation:		
	TOTAL	\$ -
LINE ITEM	AMOUNT	
Detailed Explanation:		
	TOTAL	\$ -
LINE ITEM	AMOUNT	
Detailed Explanation:		
	TOTAL	\$ -

\*All line items must be justified in relation to CDBG-funded activities to be completed. Add pages as needed.

**APPENDIX C-3: HOUSING or PUBLIC FACILITIES REHABILITATION PROJECTS  
SCHEDULE 1 - BUDGET EXHIBIT**

AGENCY: \_\_\_\_\_  
PROJECT: \_\_\_\_\_

		CDBG	Percentage
LEAD-BASED PAINT		_____	_____
ASSESSMENT/ABATEMENT	(Schedule 2)	_____	_____
CONSTRUCTION/RENOVATION	(Schedule 2)	_____	_____
CONSULTANT/PROFESSIONAL SERVICES	(Schedule 2)	_____	_____
CONSTRUCTION MANAGEMENT	(Schedule 2)	_____	_____
<i>[Construction Management limited to 6% of Total CDBG Project Budget]</i>			
OTHER EXPENSES (SPECIFY)	(Schedule 2)	_____	_____
	(Schedule 2)	_____	_____
	(Schedule 2)	_____	_____
	(Schedule 2)	_____	_____
<b>TOTAL CDBG PROJECT BUDGET</b>		_____	

**APPENDIX C-3: HOUSING or PUBLIC FACILITIES REHABILITATION PROJECTS  
SCHEDULE 2 - BUDGET JUSTIFICATION\***

AGENCY: \_\_\_\_\_

PROJECT: \_\_\_\_\_

LINE ITEM	AMOUNT
Detailed Explanation:	
<b>TOTAL</b>	<b>\$ -</b>
LINE ITEM	AMOUNT
Detailed Explanation:	
<b>TOTAL</b>	<b>\$ -</b>
LINE ITEM	AMOUNT
Detailed Explanation:	
<b>TOTAL</b>	<b>\$ -</b>

\*All line items must be justified in relation to CDBG-funded activities to be completed. Add pages as needed.