



## General Application

### Applicant Information

Tell us about you.

1. Name \*
2. Title \*
3. Email Address \*
4. Phone

### Jurisdiction Information

Tell us about the applying Jurisdiction.

1. Enter the program year followed by jurisdiction name. \*
  - a) e.g.: 2025 County/City/Town of Sacramento
2. Jurisdiction's Name \*
3. Address \*
4. Phone Number \*

### Unique Entity Identifier (UEI)

Please provide the Jurisdiction's Unique Entity Identifier (UEI) as assigned by SAM.gov (formerly known as the DUNS #). For information and requirements, please refer to Section V.H of the 2025 CDBG NOFA.

- Upload the full SAM.gov report showing debarment and registration status including exclusionary information \*

### Authorized Representative Information

Tell us about the authorized representative(s) as listed on your Resolution.

1. What type of jurisdiction is the applicant? \*
  - a) If City or Town, will the Mayor or Mayor Pro Tempore execute and deliver the grant agreement (i.e., Standard Agreement), any recordable or nonrecordable contract documents, and any and all subsequent amendments thereto?



## 2025 CDBG – Main Application Questions

- If no, upload a copy of the ordinance/municipal code section that includes alternate designee delegation \*
- 2. First name, last name, title, and email address of the designee in Section 4 of Appendix C: Resolution (Application Representative) \*
- 3. Is the designee in Section 5 of Appendix C: Resolution (Contract Representative) different than the Authorized Representative designated in Section 4 and 6?
  - b) If so, provide name, title, and email address \*
- 4. Is the designee in Section 6 of Appendix C: Resolution (Reporting Representative) different than the Authorized Representative designated in Section 4 and 5? \*
  - c) If so, provide name, title, and email address

## General Threshold

### Resolution

**Failure to use the resolution form provided by the Department will result in disqualification without exception or appeal.**

The approved Resolution template can be found under the 'Files' tab of the solicitation. For more information regarding Resolution requirements, please refer to Section V.D of the 2025 CDBG NOFA.

1. Did you use the HCD approved Resolution template in content and form from the Files section of this Application? \*
  - Upload the approved Resolution for the application \*
  - Upload a printout of all persons identified in the approved Resolution from the Jurisdiction's Website \*

### Government Agency Taxpayer ID (TIN)

The current TIN form can be found under the 'Files' tab of the solicitation. For more information regarding TIN and our requirements, please refer to Section V.E of the 2025 CDBG NOFA.

- Upload Government Agency Taxpayer ID (TIN) Verification form \*



### Single Audit

The Applicant must demonstrate, to the satisfaction of the Department, that it is compliant with the financial management requirements of [2 CFR §200](#). Applicants that fail to disclose findings on their most recent single audit will be disqualified without exception or appeal. For additional information and requirements, please refer to Section V.A of the 2025 CDBG NOFA.

1. Were you required to submit the 2023-2024 Single Audit to the State Controller's Office? \*
  - a) Yes - we were required to submit the 2023-2024 Single Audit **and** filed the 2023-2024 Single Audit
    - Upload the filed 2023-2024 Single Audit \*
    - ii. Were there any findings on this report? \*
      - If yes, upload the Single Audit Findings along with the Clearance Letter or Remediation Plan \*
  - b) Yes - we were required to submit the 2023-2024 Single Audit, **but** have not filed it
    - i. Which fiscal year was your last filed Single Audit? \*
      - Upload the last filed Single Audit \*
      - Upload documentation from the Independent Auditor stating they have been engaged to work on the 2023-2024 Single Audit \*
      - Check the box below to affirm that, once filed, the 2023-2024 Single Audit will be uploaded to eCivis \*
    - iii. Were there any findings on this audit? \*
      - If yes, upload the Single Audit Findings along with the Clearance Letter or Remediation Plan \*
  - c) No - we were exempt from filing the 2023-2024 Single Audit Report  
**Note:** Exemptions will be cross-referenced on [SCO's Website](#). If the most recent report for the latest fiscal year shows the entity as any status but "exempt," the Jurisdiction **MUST** submit documentation directly from the State Controller's Office of exemption status. Failure to provide this will result in immediate disqualification without exception or appeal.
    - Upload Proof of Single Audit Exemption(s) \*



### Statement of Assurances (Appendix D)

Applicants that fail to submit the correct and complete [Certifications and Statement of Assurances](#) at application submittal will be disqualified without exception or appeal. For additional information and requirements, please refer to Section V.C of the 2025 CDBG NOFA.

- Upload the signed Statement of Assurances (Appendix D) \*

### Public Participation

Please refer to **Section IV.C** of the 2025 CDBG NOFA as well as [Chapter 4 of the Grants Management Manual](#) for information and requirements regarding Public Participation.

1. Did you post or publish a legal notice of the public meeting in at least four public places within the local government no less than 10 days prior to the date of the public meeting? \*
  - a) If so, list all the locations that you published or posted the legal notice of public meeting. \*
    - Upload Proof of Notice of the Public Meetings posted and/or published \*
    - Upload Public Meeting minutes/notes and any presentation/handout materials \*

Points are awarded to applicants implementing community engagement efforts beyond the minimum required, as identified in [Appendix F: CDBG Scoring Matrix](#).

2. If applicable, describe all community engagement efforts beyond the minimum required. Community engagement efforts that are not described here will not be scored.
  - Upload proof of additional community engagement efforts

### National Environmental Policy Act (NEPA)

For additional information and requirements regarding the NEPA, please refer to Sections V.B and V.J of the 2025 CDBG NOFA as well as [Chapter 3 of the Grants Management Manual](#).

1. Is the jurisdiction requesting General Administration funds in this application cycle? \*
  - If so, upload NEPA Environmental Review for General Administration (GA NEPA)\*



## 2025 CDBG – Main Application Questions

### Budget

Applicants **MUST** attend or review the latest Budget webinar to ensure the correct amount is being requested within each application.

**Applications submitted without a complete eCivis Budget will be disqualified without exception or appeal.** For additional information and requirements, please refer to Section V.F of the 2025 CDBG NOFA.

1. Have you attended or reviewed the latest Budget webinar? \*
2. Have you completed and submitted your CDBG budget in eCivis? \*
3. Did you leave the Budget Narrative blank or put “N/A”? \*
4. Enter the total amount of new grant dollars across all applications being applied for by your Jurisdiction NOT including any Program Income \*
5. Will you be utilizing any Program Income? \*
  - a) If so, has the use of Program Income been authorized on the Resolution uploaded to this application? \*
    - Total amount of CASH ON HAND Program Income across all applications being applied for by your Jurisdiction \*
    - Total amount of FUTURE/ANTICIPATED Program Income across all applications being applied for by your Jurisdiction \*

### Sources and Uses

Applicants are required to upload their Sources and Uses Chart showing all funding sources for this activity. The chart can be found under the ‘Files’ tab of the solicitation.

- Upload Sources and Uses Documentation \*

### Certifications

#### Good Standing

The Applicant, and any Co-Applicant, together with all respective affiliates, must be in good standing with the Department (i.e., are current on all loan and/or grant obligations, have a satisfactory past performance history in all their prior dealings with the Department and are in full compliance with all Department contracts and reporting requirements). Applicants not meeting the foregoing requirements shall be ineligible to apply for or receive funding under this NOFA.

1. Is the jurisdiction in compliance with all existing HCD award agreements? \*



## 2025 CDBG – Main Application Questions

2. Have funds due to the State for repayment of non-compliance items been repaid or has the jurisdiction entered into a satisfactory repayment agreement and payments are current? \*

### Monitoring

1. Has the jurisdiction been monitored by any Division at HCD in the last 5 (five) years? \*
  - a) If so, are all HCD monitoring findings cleared or in remediation? \*
    - Upload the HCD Monitoring Report \*
    - Upload the proof of clearance letter or remediation plan \*

### Set-Aside

Applicants who have not received a CDBG award in the past five NOFA cycles (2020-2024) will be eligible to rank planning, public service, project or program submissions in priority order from 1 to 3 to compete under a set-aside. The highest prioritized and qualifying submission will compete in the set-aside. Additional planning, public service, project or program submissions will compete with all other submissions. PI only Awards are not considered a CDBG Award for the purposes of this set-aside. For additional information and requirements, please refer to **Sections III.F.7 and VIII.B of the 2025 NOFA**.

1. Has the jurisdiction received a CDBG Award under NOFA Cycles 2020 to 2024? \*
  - a) If no, please identify and rank all planning, public service, program, or project submissions in order of priority (1 being highest priority and 3 being lowest priority) to compete under the set-aside. \*

### Attestations

**Statements must be acknowledged by the Jurisdiction.** Failure to comply with these requirements may result in disqualification of the application.

**I am an employee of the jurisdiction and affirm the following statements: \***

1. This application is true, correct, and complete to the best of my knowledge. \*
2. I have attended or watched all of the current year's NOFA webinar(s). \*
3. The applying jurisdiction is an eligible non-entitlement jurisdiction. \*
4. CDBG funds will not supplant local funds that have or had been budgeted for any activity included in this application package. \*



## 2025 CDBG – Main Application Questions

---

5. Selecting an input field or uploading a blank document to circumvent the application requirements invalidates the application. \*
6. At time of application submission, the Jurisdiction complies with and can provide, if requested, documentation of HUD's federal cross cutting requirements found at [24 CFR §570.600, et seq](#), summarized in Section XII: Federal Program Requirements of the NOFA and state overlays. \*
7. I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812. \*