



Application

1. Jurisdiction's Name *
 - Example: City of Sacramento
2. Please enter a descriptive Activity Project/Program Title for your application *
 - Example: Water Treatment Plan

Activity Design

Matrix Code

Select the Matrix Code for this application *

- 01 - Acquisition of Property
- 03A - Senior Centers
- 03B - Handicapped Centers
- 03C - Homeless Facilities not operating costs
- 03D - Youth Centers
- 03E - Neighborhood Facilities
- 03F - Parks, Recreational Facilities
- 03G - Parking Facilities
- 03H - Solid Waste Disposal Improvements
- 03I - Flood Drainage Improvements
- 03J - Water/Sewer Improvements
- 03K - Street Improvements
- 03L - Sidewalks
- 03M - Child Care Centers
- 03N - Tree Planting
- 03O - Fire Stations/Equipment
- 03P - Health Facilities



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- 03Q - Facilities for Abused and Neglected Children
- 03R - Asbestos Removal
- 03S - Facilities for AIDS Patients (not operating costs)
- 03T - Operating Costs Homeless/AIDS Patients
- 03Z - Other Public Improvements Not Listed in 03A-03S
- 04 - Clearance and Demolition
- 05A - Senior Services
- 05B - Services for Persons with Disabilities
- 05C - Legal Services
- 05D - Youth Services
- 05E - Transportation Services
- 05F - Substance Abuse Services
- 05G - Services for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking
- 05H - Employment Training
- 05I - Crime Awareness
- 05J - Fair Housing Activities
- 05K - Tenant/Landlord Counseling
- 05L - Child Care Services
- 05M - Health Services
- 05N - Abused and Neglected Children
- 05O - Mental Health Services
- 05P - Screening for Lead Based Paint/Lead Hazards
- 05Q - Subsistence Payments
- 05T - Security Deposits
- 05V - Neighborhood Cleanups
- 05W - Food Banks
- 05Z - Other Public Services Not Listed in 05A-05Y
- 13A - Housing Counseling



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- 13B - Homeownership Assistance - excluding Housing Counseling
- 14A - Rehab: Single-Unit Residential
- 14B - Rehab: Multi-Unit Residential
- 14D - Rehab: Other Publicly Owned Residential Buildings
- 14E - Rehab: Publicly or Privately Owned Commercial/Industrial
- 14F - Rehab: Energy Efficiency Improvements
- 14G - Rehab: Acquisition
- 14J - Housing Services, excluding Housing Counseling
- 14K - Housing Counseling, Supporting HOME Program
- 15 - Code Enforcement
- 16A - Residential Historic Preservation
- 18A - ED Assistance to For-Profits
- 18B - Economic Development: Technical Assistance
- 18C - Micro-Enterprise Assist.
- 20A - State Planning-only
- 20A* - Planning Related to Another Activity

National Objective

Select the appropriate National Objective for this application *

3. National Objective: (LMA) Low/Mod Area Benefit
 - 01 - Acquisition of Property
 - 03E - Neighborhood Facilities
 - 03F - Parks, Recreational Facilities
 - 03G - Parking Facilities
 - 03H - Solid Waste Disposal Improvements
 - 03I - Flood Drainage Improvements
 - 03J - Water/Sewer Improvements
 - 03K - Street Improvements
 - 03L - Sidewalks



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- 03N - Tree Planting
 - 03O - Fire Stations/Equipment
 - 03P - Health Facilities
 - 03R - Asbestos Removal
 - 03Z - Other Public Improvements Not Listed in 03A-03S
 - 04 - Clearance and Demolition
 - 05C - Legal Services
 - 05E - Transportation Services
 - 05F - Substance Abuse Services
 - 05H - Employment Training
 - 05I - Crime Awareness
 - 05J - Fair Housing Activities
 - 05M - Health Services
 - 05O - Mental Health Services
 - 05V - Neighborhood Cleanups
 - 05W - Food Banks
 - 05Z - Other Public Services Not Listed in 05A-05Y
 - 14E - Rehab: Publicly or Privately Owned Commercial/Industrial
 - 15 - Code Enforcement
 - 18A - ED Assistance to For-Profits
 - 18B - Economic Development: Technical Assistance
 - 18C - Micro-Enterprise Assist.
 - 20A - State Planning-only
 - 20A* - Planning Related to Another Activity
4. National Objective: (LMJ) Low/mod job creation and retention
- 18A - ED Assistance to For-Profits
 - 18B - Economic Development: Technical Assistance
 - 18C - Micro-Enterprise Assist.
 - 20A - State Planning-only



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- 20A* - Planning Related to Another Activity
5. National Objective: (LMC) Low/Mod limited clientele benefit
- 01 - Acquisition of Property
 - 03A - Senior Centers
 - 03B - Handicapped Centers
 - 03C - Homeless Facilities not operating costs
 - 03D - Youth Centers
 - 03E - Neighborhood Facilities
 - 03F - Parks, Recreational Facilities
 - 03M - Child Care Centers
 - 03P - Health Facilities
 - 03Q - Facilities for Abused and Neglected Children
 - 03R - Asbestos Removal
 - 03S - Facilities for AIDS Patients (not operating costs)
 - 03T - Operating Costs Homeless/AIDS Patients
 - 05A - Senior Services
 - 05B - Services for Persons with Disabilities
 - 05C - Legal Services
 - 05D - Youth Services
 - 05E - Transportation Services
 - 05F - Substance Abuse Services
 - 05G - Services for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking
 - 05H - Employment Training
 - 05I - Crime Awareness
 - 05J - Fair Housing Activities
 - 05K - Tenant/Landlord Counseling
 - 05L - Child Care Services
 - 05M - Health Services



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- 05N - Abused and Neglected Children
 - 05O - Mental Health Services
 - 05P - Screening for Lead Based Paint/Lead Hazards
 - 05Q - Subsistence Payments
 - 05W - Food Banks
 - 05Z - Other Public Services Not Listed in 05A-05Y
 - 18C - Micro-Enterprise Assist.
 - 20A - State Planning-only
 - 20A* - Planning Related to Another Activity
6. National Objective: (LMH) Low/mod housing benefit
- 01 - Acquisition of Property
 - 05T - Security Deposits
 - 13A - Housing Counseling
 - 13B - Homeownership Assistance - excluding Housing Counseling
 - 14A - Rehab: Single-Unit Residential
 - 14B - Rehab: Multi-Unit Residential
 - 14D - Rehab: Other Publicly Owned Residential Buildings
 - 14F - Rehab: Energy Efficiency Improvements
 - 14G - Rehab: Acquisition
 - 14J - Housing Services, excluding Housing Counseling
 - 14K - Housing Counseling, Supporting HOME Program
 - 16A - Residential Historic Preservation
 - 20A - State Planning-only
 - 20A* - Planning Related to Another Activity
7. National Objective: (LMCMC) Low/Mod limited clientele benefit, micro-enterprises
- 18C - Micro-Enterprise Assist.
 - 20A - State Planning-only
 - 20A* - Planning Related to Another Activity



Accomplishment Metrics

Select the correct measure indicator for your activity from the choices below. Detailed information on performance measurements can be located in HUD's Basically CDBG manual, [Chapter 13](#). Please refer to the Accomplishment Matrix under the 'Files' tab of the solicitation for allowable measure indicators.

1. Measure Indicator *

- People
- Jobs
- Households
- Housing Units
- Businesses
- Organizations
- Public Facilities

2. Number of Beneficiaries *

LMC National Objective [LMC National Objective only]

1. How will the beneficiaries be qualified as LMI? *

- a) Family Size and Income
- b) Presumed Benefit

For information regarding presumed benefit types see 24 CFR §570.483(b)(2).

ii. Select the Presumed Beneficiary *

- Abused Children
- Illiterate Adults
- Battered Spouses
- Persons living with AIDS
- Elderly Persons
- Homeless Persons
- Migrant Farm Workers
- Adults Meeting Bureau of Census' Definition of Severely Disabled Persons



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- c) Nature and Location
 - i. Provide a narrative as to how the activity's clientele will primarily be Low/Mod persons. *
 - Upload documentation to support your narrative. *
- d) Remove material or architectural barriers to the mobility or accessibility of elderly or "severely disabled" persons.

LMA National Objective [LMA National Objective only]

1. Are you using an income survey or HUD's LMISD/Mapping Tool to determine area benefit? *

Income Survey

1. Income surveys are only allowed with prior approval. Did you receive written authorization from HCD allowing the use of an income survey? *
 - a) If yes:
 - Upload written authorization *
 - Upload survey findings *
2. Low/Mod population of survey area *
3. Total population of survey area *
4. Low/Mod Percentage *

HUD's LMISD/Mapping Tool

HUD's mapping tool can be found [here](#). When printing the map, please ensure that census data (i.e. block group, tract, LMI percentage, etc.) is visible.

For instructions on using the mapping tool visit [HUD Exchange](#).

- Upload the map with associated census data for the service area *
1. How was area benefit determined? *
 - a) Block Group
 - i. County Code *
 - ii. Tract *
 - iii. Census Block Group(s) *
 - b) Place & Consolidated City
 - i. GEOID *



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- c) County Subdivision
 - i. County Code *
 - ii. CoSub *
 - d) County
 - i. County Code *
2. Does this activity occur in another Census Area? *
 - a) If yes, please provide area benefit information for additional area(s). *
 3. Low/Mod population of census area (this is the LOWMOD number from the HUD LMISD/Mapping Tool) *
 4. Total population of census area (this is the LOWMODUNIV number from the HUD LMISD/Mapping Tool) *
 5. Low/Mod Percentage *

Activity Design

1. Activity Address: Street Number and Name *
2. Activity Address: City *
3. Activity Address: State *
4. Activity Address: Zip Code *

Activity Description

Enter a detailed description of your activity which should include at a minimum:

- What the activity is
- Why it is needed
- Who the beneficiaries will be
- Where will it take place
- How it will be done
- When it will be complete
- If any equipment will be purchased
- If any contractors and/or subrecipients will be procured
- If the activity is a program, detail current accessibility for this type of activity
- If the activity is a public service or program, describe the service area
 - If the applicant is a county, indicate if the service area includes incorporated jurisdictions



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This should be a similar description provided for the activity's NEPA review. Additionally, please indicate if this will be a new activity, a modification to an existing activity, or if a new type of assistance will be added to an existing activity.

By completing the narratives below the applicant is demonstrating a knowledge of need for the activity and the steps needed to achieve the desired outcome.

1. Activity Description *

Scope of Work - Task Narrative

Provide a detailed narrative describing the steps to be taken to complete the activity.

- i.e.: **Task 1** - create marketing plan;
Task 2 - hold a town hall meeting;
Task 3 - analyze feedback... etc.

This task narrative should indicate your knowledge of the steps and actions necessary to complete your activity. Narrative should include all actions taken to reach readiness through actions necessary for closeout.

1. Detailed Scope of Work - Task Narrative *

Scope of Work - Deliverable Narrative

Provide a detailed narrative describing the deliverables that will be completed as part of this activity.

- i.e.: **Deliverable 1** - marketing plan;
Deliverable 2 - town hall meeting minutes;
Deliverable 3 - labor compliance files... etc.

The deliverable narrative should indicate your knowledge of the documentation necessary to monitor and evaluate activity compliance. These documents should be part of your project file and will be reviewed as part of your onsite monitoring.

1. Detailed Scope of Work - Deliverable Narrative *

Milestones

All CDBG program-funded activities must be implemented in accordance with the milestones defined in the Standard Agreement. Applicants must include at least five milestones per Activity application. The first and last milestone will be prepopulated and cannot be edited by Applicants. For example:

- **Milestone One** (required): Activity Initiation. Must be completed no later than 60 days from the Effective Date of the Standard Agreement. The Effective Date of



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- the Standard Agreement is the date which the Department counter signs the Standard Agreement.
- **Milestone Two:** Release Invitation for Bid (IFB) within 90 days of Standard Agreement execution by HCD.
 - **Milestone Three:** Execute contract with a General Contractor within 120 days of Standard Agreement execution by HCD.
 - **Milestone Four:** Begin construction within 9 months of Standard Agreement execution by HCD.
 - **Milestone Five (optional):** Record Notice of Completion within 2 months of project completion.
 - **Final Milestone (required):** Activity closeout (must be completed no later than 90 days after the Expenditure Deadline, as such term is defined in the Standard Agreement).

Additional milestones are **optional**, though encouraged for best practice of Activity implementation. Milestones may be adjusted for delays in application review and Standard Agreement execution. Applicants are encouraged to evaluate feasibility of meeting milestones and build time for unexpected delays into the milestone schedules. Milestones may not extend beyond the Term of Agreement.

1. Do you want to add additional optional milestones? *
2. Milestones

Milestone #1: Activity Initiation. Must be completed no later than 60 days from the Effective Date of the Standard Agreement. The Effective Date of the Standard Agreement is the date which the Department counter signs the Standard Agreement.

Milestone #2 *

Milestone #3 *

Milestone #4 *

Milestone #5 (optional)

Milestone #6 (optional)

Milestone #7 (optional)

Milestone #8 (optional)

Milestone #9 (optional)

Final Milestone: Activity closeout (must be completed no later than 90 days after the Expenditure Deadline, as such term is defined in the Standard Agreement).

Additional Reporting Time

Reporting for activities that are in support of new housing or economic development where it is likely that there will be a time gap between completion of the activity and reportable



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beneficiaries may require additional time to complete reporting. If more than 90 days is needed after the expenditure deadline (which is 3 months before the contract expiration date) to complete reporting an explanation is required as to why more than 90 days is needed.

1. Will you need more than 90 days after the Expenditure deadline to complete your activity reporting? *
 - a) If so, please provide an explanation of why more than 90 days is needed *

Capacity and Knowledge

Applicants must demonstrate that they have the capacity and knowledge to **both** administer and manage a CDBG Activity.

Applications with debarred applicants or partners may be disqualified without exception or appeal.

Note: For Economic Development Programs, applicants will need to demonstrate capacity and knowledge as outlined in the NOFA.

1. Does the jurisdiction have capacity and knowledge to manage this Activity? *
 - a) Yes, the Jurisdiction/Consultant/Subrecipient/Other will be managing the Activity.
 - i. Jurisdiction Staff
 - II) Describe staff experience managing federal funds **AND** this type of Activity. *
 - III) By checking the box below, the jurisdiction certifies that staff understands CDBG and federal cross-cutting requirements required for this Activity. *
 - ii. Consultant
 - I) Will the consultant be paid with CDBG funds? *
 - Was the consultant procured adhering to federal procurement requirements ([Chapter 5 Procurement](#))? *
 - II) Describe the consultant's experience managing federal funds AND this type of project/program *
 - Upload contract + SAM.gov report showing non-debarment and registration status along with exclusion information *



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- III) By checking the box below, the jurisdiction certifies that the consultant understands CDBG and federal cross-cutting requirements required for this Activity. *
- iii. Subrecipient
- I) Describe subrecipient's experience managing federal funds **AND** this type of project/program. *
- Upload contract + SAM.gov report showing non-debarment and registration status along with exclusion information *
- II) By checking the box below, the jurisdiction certifies that the selected subrecipient understands CDBG and federal cross-cutting requirements required for this Activity. *
- iv. Other/Multiple
- I) List the party(ies) who will manage this project/program. *
- II) Describe their experience managing federal funds AND this type of project/program. If multiple parties will manage the Activity, detail who will be responsible for which aspects of the Activity. *
- Upload agreement/contract + SAM.gov report showing non-debarment and registration status along with exclusion information *
- III) By checking the box below, the jurisdiction certifies that the organization(s) understands CDBG and federal cross-cutting requirements required for this project/program. *
- b) No, the Jurisdiction plans on hiring a third party to manage the Activity
- I) Consultant
- Upload procurement document that adheres to the federal procurement requirements *
 - By checking the box below, the jurisdiction certifies that the RFP will be released within 30 days of executing the Standard Agreement *
- II) Subrecipient



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- By checking the box below, the jurisdiction certifies that a subrecipient will be selected within 30 days of executing the Standard Agreement *

III) Other

- Describe the party(ies) who will manage this project/program. *
- Upload procurement document that adheres to the federal procurement requirements *
- By checking the box below, the jurisdiction certifies that the RFP will be released within 30 days of contract execution. *

Housing and Economic Development Programs

1. Do you have final program guidelines? * [13A, 13B, 14A, 14F, 18A, 18B, 18C only]
 - a) Yes
 - Upload final program guidelines *
 - b) No
 - i. Do you have draft program guidelines *
 - If yes, upload draft program guidelines *
 - If no, program is not ready
2. Will funds be disbursed as loans or grants? * [13B, 14A, 14F, 18A, 18C only]
 - a) If loans, who will be the loan servicer? *
 - Upload documentation to demonstrate knowledge and capacity *
3. Who will underwrite the applications? * [13B, 14A, 14F, 18A, 18C only]
 - a) Jurisdiction/Consultant/Subrecipient
 - Upload documentation to demonstrate knowledge and capacity *
 - b) To be procured after award
 - Upload draft/final RFP *
 - c) Other
 - Upload documentation to demonstrate knowledge and capacity *
 - d) No underwriter or RFP
 - Program is not ready



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Economic Development Programs

1. Do you have an agreement for the affected businesses to create, retain, or make available jobs to low/mod persons in compliance with the Public Benefits standards outlined under [Appendix D: Economic Development Manual](#) of the GMM? * [LMJ only]
 - a) Upload draft/final agreement *
2. Affirm the jurisdiction is aware that all assisted businesses must have an active registration on SAM.gov without exclusions. * [18A, 18B, 18C only]
3. How has the jurisdiction determined capacity and experience as outlined in **Section V. L of the 2025 NOFA**? * [18A, 18B, 18C only]
 - Upload documentation, such as resumes or CVs, to support your selection *

Housing Projects [14B, 14D, 14E, 14G, 16A only]

1. Has a developer already been selected? *
 - a) If yes
 - i. Does the developer have experience working with similar projects using federal funds? *
 - I) If yes, describe the developer's experience. *
 - II) If no, developer is not experienced and not eligible. Please reach out to CDBG@hcd.ca.gov for further instructions.
 - ii. Has the developer completed at least 1-2 projects in the last 5-7 years from plans and specs to rent up? *
 - I) If yes, describe the developer's experience. *
 - II) If no, developer is not experienced and not eligible. Please reach out to CDBG@hcd.ca.gov for further instructions.
 - b) If no, when selecting a developer, grantee should consider asking the questions found on the [HOME Developer Capacity Form](#)
 - Upload RFP *
2. Who will manage the facility once the project is complete and what is their experience?*

Activity Specific Questions

1. Does your Activity include property acquisition? *
 - If yes, upload appraisal *



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2. Does your application include temporary or permanent relocation? *
 - If yes, upload Relocation Plan, Relocation General Information Notices, Relocation Budget, and Relocation Public Noticing *
3. Does this activity assist in combating homelessness? *
 - a) Yes
 - i. Upload a letter on Continuum of Care (CoC) letterhead signed by the CoC coordinator stating that the jurisdiction is a participating member of the Continuum of Care *
4. After award, when will the jurisdiction release the Invitation for Bid (IFB)? [Construction Projects only] *
 - a) Provide a justification for this date *
5. List all the final products for this planning activity. e.g.: Environmental Assessment, Architectural Plans, Housing Feasibility Study, Economic Development Plans, etc. [20A and 20A* only] *

Public Benefit Standard [18A and 18B only]

Economic Development activities must meet a Public Benefit Standard as described in [Appendix D of the Grants Management Manual](#).

1. The applicant understands that activities that do not meet a Public Benefit Standard cannot be funded. Additionally, if a Public Benefit Standard is not met at activity close out, any expended funds may be subject to repayment.

Public Service [Public Services only]

1. Is this a new, continuing, or expansion of the program? *
 - a) Expansion
 - i. Provide a narrative of how the program is being expanded. *
 - b) Continuing service
 - i. How was this program previously funded? *
 - ii. Why is the prior funding no longer available? *

Housing and Economic Development Programs [13A, 13B, 14A, 14F, 18A, 18B, 18C only]

1. How did the Jurisdiction determine there is adequate demand for this type of activity? *
2. Does this jurisdiction already have a similar program? *
 - a) If yes, explain why additional funding is needed *



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3. Provide a narrative on how this program will be marketed. *
 - Upload any flyers or supporting documentation *

Homeownership Program [13B only]

1. Demonstrate that there is housing available for purchase that is affordable to beneficiaries of this program by providing documentation demonstrating how many homes were on the market in the last 12 months that were affordable to LMI households and how affordability was calculated/determined. *
 - Upload documentation demonstrating housing stock *
 - Upload documentation demonstrating how affordability was calculated *

Code Enforcement [15 only]

HUD requires CDBG-funded code enforcement programs to focus on health and safety issues in buildings and structures. Therefore, it is required that jurisdictions requesting funds for Code Enforcement demonstrate they have applied for Housing Rehab funding, are currently operating a Housing Rehab program, or otherwise have funds that will be used to address health and safety issues in buildings and structures identified during CDBG-funded code enforcement activities.

1. Does the jurisdiction currently operate a Housing Rehab Program, has it applied for Housing Rehab funding (not including denied applications), or does it otherwise have funds that will be used to address health and safety issues in buildings and structures identified during CDBG-funded code enforcement activities? *
 - a) If yes, upload documentation supporting your answer. *

Federal Requirements

Colonias

For information about Colonias locations, click [here](#).

1. Is this Application for a Colonia(s) activity? *

Labor Standards

1. Is this activity subject to Davis-Bacon Requirements? *
2. Is this activity subject to Section 3 Requirements? *



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Build America, Buy America Act (BABA)

The term “infrastructure project,” in this context, is defined in [2 CFR 184.3](#) and means any activity related to the construction, alteration, maintenance, or repair of infrastructure in the United States regardless of whether infrastructure is the primary purpose of the project. For additional information regarding BABA, please visit [HUD's website](#).

3. Is this Activity subject to Build America, Buy America requirements? *
 - a) Yes
 - i. What measures are being taken to ensure the project adheres to BABA requirements? *
 - a) If no, why is this Activity not subject to BABA requirements? Provide a brief explanation. *
 - i. Small Grants Waiver
 - ii. De Minimis Waiver
 - iii. Exigent Circumstances Waiver
 - iv. Public Interest Waiver
 - v. Non-Availability Waiver
 - vi. Unreasonable Cost Waiver
 - vii. This activity does not involve the purchase of BABA-applicable materials or products
 - viii. This activity is not an infrastructure project according to BABA

Scoring Criteria

High Poverty Service Area

Per [Appendix F: 2025 CDBG Scoring Matrix](#), points are awarded to sub applications for which the service area (geographic area that benefits from the activity) of the proposed activity occurs in cities, counties or census tracts experiencing a poverty rate of 30 percent or more. For activities that occur in multiple census tracts, 50 percent or more of the total number of census tracts for the activity must be above the threshold. i.e.: if an activity occurs in four census tracts, two out of the four census tracts must have a poverty rate of 30 percent or higher. For information and requirements, please refer to **Section VIII.C of the 2025 NOFA**.

Utilize the [Poverty Status by Census Area](#) mapping tool to answer the following questions.



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1. Does the activity's service area have a poverty rate of 30 percent or more? *
2. If yes, briefly describe the activity's service area. *
3. If yes, is the service area a County, Place (City, Town, or CDP), or Census Tract(s)? *
 - a) County
 - Upload a screenshot of the mapping tool showing the County's poverty data and boundaries *
 - b) Place
 - Upload a screenshot of the mapping tool showing the Place's poverty data and boundaries *
 - c) Census Tract(s)
 - Upload a screenshot of the mapping tool showing the Census Tract's poverty data and boundaries *

State-Owned Excess Sites [20A and 20A* only]

Per [Appendix F: 2025 CDBG Scoring Matrix](#), points are awarded to Planning applications related to creating affordable housing on excess state-owned property (as identified under Executive Order N-06-19).

1. Is this Planning application related to creating affordable housing on excess state-owned property? *
 - a) Yes
 - i. Provide a brief explanation of how the application fits this criteria.*
 - Upload any applicable documentation to support your explanation. *
 - b) No

State Requirements

Tribal

1. Is this activity for a non-Federally recognized Native American tribe? *

State Statute Compliance

Please indicate how your application is compliant with [CA Health & Safety Code § 50827 in support of Economic Development](#) and/or [CA Health & Safety Code § 50828 in support of Housing](#).



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2. Check all that apply *
 - This activity is in support of Housing
 - This activity is in support of Economic Development
3. Please provide a detailed explanation as to how this activity complies. Please be as specific as possible.*

Additional Benefit Types

For state tracking purposes, please check any other population(s) benefiting from this project/program. *

1. Select all that apply
 - Youths
 - Single Adults
 - Single Men
 - Single Women
 - Families
 - Mentally Ill
 - Veterans
 - Substance Abusers
 - Victims of Domestic Violence
 - Duly Diagnosed
 - Other
 - If other, please elaborate



Activity Specific Threshold

IMPORTANT

All applications are required to pass threshold requirements. Failure to meet threshold will result in immediate disqualification. Applications that do not meet threshold will not move on to scoring or reviewed for award.

The Department strongly recommends a careful review of the application and application instructions PRIOR to beginning the application.

Site Control

Site control must be maintained throughout the operation period of the Activity. For additional information and **requirements**, please refer to **Section V.B of the 2025 CDBG NOFA**.

1. Does this activity involve the public right of way or easement? *
 - a) If yes, upload an opinion of counsel that all rights, easements, and permits have been obtained *
2. Do you have site control? *
 - a) Yes
 - Upload your Site Control Supporting Documentation *
 - b) No
 - c) Not applicable (Activity is for Planning, Housing Program, ED Program, Project involving public right of ways or easements only)

National Environmental Policy Act (NEPA)

To determine the correct level of review, visit HUD's environmental review [overview page](#). Please make sure the Environmental Review is definitive in findings and that the project description matches the project description in this application. Environmental Reviews with qualified findings that do not adequately or correctly identify mitigations, that did not complete required consultations, or that have other material deficiencies may result in disqualification.

Acceptable formats of these forms can be located at [HUD Exchange](#).



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For additional information and requirements regarding 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](#).

Related Federal Laws and Authorities topic worksheets can be found here: [Topic Worksheets](#)

1. What type of Environmental Review Record is required for this application? *
 - a) Full Environmental Assessment
 - Use the fields below to upload any Environmental Review form(s) and essential supporting documentation including consultation letters, mitigations conditions of approval or other documents.
 - Upload the Environmental Review *
 - Upload the “Related Federal Laws and Authority” topic worksheets
 - Upload mitigation measures, if available
 - Upload Exhibits, if available
 - Upload FONSI/RROF or NOI/RROF and Authorization to Use Funds (AUGF), if available
 - Upload other supporting documentation
 - b) CENST or CEST
 - Upload the Environmental Review *
 - Upload the “Related Federal Laws and Authority” topic worksheets
 - Upload other supporting documentation

Bid-ready Plans and Specs [Construction projects only]

All documents must be dated within 90 days of Application submission.

1. Do you have bid-ready plans and specs? *
 - Upload bid-ready plans and specs *
 - Upload independent cost estimate *



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- Upload construction timeline *
 - Upload certification from Engineer that plans and specs are bid ready *
 - Upload certification from the Jurisdiction that plans and specs are bid ready *
 - Upload a map highlighting the project location *
2. Are any permits required for this activity? *
- a) If so, describe and detail all required permits including anticipated date of obtaining the permit(s) and any prerequisites needed to obtain the permit(s). *
- Upload a copy of all acquired permits, if applicable

Budget

Applicants **MUST** attend or review the latest Budget webinar to ensure the correct amount is being requested for within each application. For additional information and requirements, please refer to **Section V.F of the 2025 CDBG NOFA**.

1. Have you completed and submitted your CDBG budget for this specific activity within eCivis? *
2. Did you ensure that no General Admin was entered into this (activity specific) budget? *
3. Have you completed a detailed narrative for this specific activity budget within the eCivis budget template? *
4. Amount of new grant dollars (not including GA) being applied for in this Sub Application for this **Activity ONLY**. DO NOT include any Program Income *
5. Will you be utilizing any Program Income for this specific Activity? *
 - a) If so, please enter the total amount of CASH ON HAND Program Income being applied for in this Sub Application
 - b) If so, please enter the total amount of FUTURE/ANTICIPATED Program Income being applied for in this Sub Application

Funding

CDBG funds are intended to be gap/"but-for" funding. For additional information and requirements, refer to **Section VI.D of the 2025 CDBG NOFA**.



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1. Would this activity be feasible without receiving these CDBG funds as gap funding? *
2. Provide a narrative as to how CDBG will be used as gap or “but-for” funding as outlined in the NOFA *
3. Does this activity have multiple funding sources? *
 - a) If yes, list all the other funding sources and detail if the funds have been secured.
 - Upload documentation to support all other funding sources have been secured *
4. Does this activity have all funds committed? *
 - a) If no, describe how this activity will be completed without all funds committed. *

50 Percent Rule

Any applicant with one or more current and open CDBG Standard Agreements for which the expenditure deadline established in the agreement(s) has not yet passed must have expended, in aggregate, at least 50 percent of CDBG funds for the same type of activity(s) included in those open CDBG Standard Agreement(s). This requirement must be met by the time the application submission period opens.

For example, if an applicant has 2 open public service awards (one for a hot meals program for \$250,000 and another for senior services for \$300,000), the applicant must have expended at least 50 percent of the total combined amount of both awards (\$275,001) in order to apply for a new public service activity.

For additional information and requirements regarding the 50 Percent Rule, please refer to **Section V.N of the 2025 CDBG NOFA**.

1. Does the jurisdiction have any open CDBG award(s)? *
 - a) If yes, has the jurisdiction expended at least fifty percent (50%) of **all** open CDBG awards for this type of activity? *



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- Upload screenshot(s) from eCivis showing that at least 50% of grant funds have been expended for all open CDBG award(s) for this type of activity *

Disaster Resilience

Question: Disaster Resilience is a priority for HUD and HCD. As such, we would like to know if your proposed activity furthers disaster resilience for your community. Examples of Disaster Resilience include but are not limited to: improving infrastructure for response to fires and other hazards, including water infrastructure; improving evacuation routes for both vehicles and pedestrians; developing housing or public facilities on sites that are not in flood zones, hazard overlay zones or the Wildland Urban Interface; building or rehabilitating facilities, such as Community Resilience Centers, that can serve as cooling centers or evacuation centers; including both active and passive solar design elements in public facilities or infrastructure; incorporating greenbelt buffer zones or other urban greening strategies into wildfire planning; demonstrating equitable planning and community engagement by partnering with community-based organizations and vulnerable communities (e.g., low-income persons, persons experiencing homelessness, persons with disabilities) to assess community needs; coordinating with Continuums of Care to ensure unhoused populations are educated on emergency preparedness; developing short- and long-term strategies to mitigate displacement during climate disasters for sending and receiving sites. This response will not be scored for this NOFA.

1. Does your proposed activity further disaster resilience for your community? *
 - a) If yes, please describe how your activity furthers disaster resilience for your community. *
2. Does your community already have disaster resilience measures? *
 - a) If yes, please describe your measures. *
 - b) If no, please describe the barriers you are facing. *

Affirmatively Furthering Fair Housing

The Fair Housing Act was passed as part of the Civil Rights Act of 1968. The law prohibits housing discrimination based on race, color, religion, sex, disability, familial status or national origin. It also requires federal agencies and recipients of federal



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housing funds to affirmatively further fair housing. Fair Housing means housing that is safe, decent, free of unlawful discrimination, and accessible.

1. The jurisdiction certifies that it will affirmatively further fair housing.
2. Please describe the actions that the jurisdiction has taken or plans to take to affirmatively further fair housing.



Activity Specific Contact

Consultant/Subrecipient Information

Tell us about your consultant/subrecipient.

1. Is there or will there be a consultant/subrecipient for this Activity/Application? *
 - a) If so, provide company name, name, title, email address, and phone number *
 - Upload the full SAM.gov report showing non-debarment and registration status along with exclusion information *
 - Upload draft or executed contract *

Additional Jurisdiction Information

Tell us about the OTHER jurisdiction.

1. Are you applying with or on behalf of an additional Jurisdiction? *
 - a) If so, provide 2nd Jurisdiction's name and contact information *
 - Upload the full SAM.gov report showing non-debarment and registration status along with exclusion information *
 - Upload MOA/MOU *

eCivis Reporting

1. Who will complete the Financial Reports in eCivis? *
 - a) Contract Representative
 - b) Reporting Representative
 - c) Consultant
 - d) Subrecipient
 - e) Other
 - i. Provide contact information *
2. Who will complete the Activity Reports in eCivis? *
 - a) Contract Representative
 - b) Reporting Representative
 - c) Consultant
 - d) Subrecipient



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- e) Other
 - i. Provide contact information *