

CDBG Program Overview

CDBG = Community Development Block Grant

CDBG is a federal program through the Department of Housing and Urban Development (HUD). Small jurisdictions, like Crescent City, do not apply directly to the federal program. The state receives grant money from the federal program, and the city applies to the state. This is run through the state Department of Housing and Community Development (HCD). The City of Crescent City is considered a non-entitlement community, which means that we must apply for funding on a competitive basis. Ultimately, we could be competing with up to 160 other non-entitlement communities for a grant at any given time. This is why careful consideration is given to which projects we decide to apply for.

Because CDBG is a federal program that is administered by the state, we must follow both federal and state regulations.

State CDBG Mission: CDBG partners with rural cities and counties to improve the lives of their low-and moderate-income residents through the creation and expansion of community and economic development opportunities in support of livable communities.

CDBG has three National Objectives:

- Benefit to low-income households or persons
- Elimination of slums and blight
- Meet an urgent community development need (resulting from a State or Federal declared disaster)

Every activity funded through the City's CDBG program must

- Meet one of the National Objectives
- Predominantly benefit low- and moderate-income persons (less than 80% of the County median income)
- Predominantly benefit residents of the City
- Meet all federal and state CDBG requirements

CDBG programs must also collect demographic data on all beneficiaries if you fall under the LMH or LMC category, rather than area benefit.

2025 CDBG APPLICATION

Funding Limits

Application Limits

Each Jurisdiction may submit up to three (3) applications during this NOFA cycle. Jurisdictions may not apply for more than the aggregate amount of \$3.6 million in grant funds regardless of the number of applications submitted.

- 1 Project + 1 Program + 1 Public Service or Planning -**ORii**)
- 1 Project + 2 Public Service or Planning -**ORiii**)
- 1 Program + 2 Public Service or Planning

****Note:** 2 Projects, 2 Programs, 3 Public Service, or 3 Planning applications are **NOT** allowed.

Activity Limits

1. Public Service – up to \$300,000
2. Planning – up to \$300,000
3. Projects – up to \$3.3 million
4. Programs – up to \$1.5 million

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IDIS Matrix - CDBG Eligibility Activity Codes and National Objectives

Updated 3/2017	Matrix Codes Key	National Objective Codes (N=Not Allowed)							
Code	Eligible Activity	LMA	LMC	LMCMC	LMH	LMJ	LMJFI	LMJP	URG
1	Acquisition of Real Property (for development)			N			N		
03	Other Public Facilities & Improvement to Public Facilities			N					
03A	Senior Center	N		N	N				
03B	Handicapped Center	N		N	N				
03C	Homeless Facilities (not operating cost)	N		N	N				
03D	Youth Centers	N		N	N				
03E	Neighborhood Facilities			N	N				
03F	Parks. Recreational Facilities			N	N	N		N	
03G	Parking Facilities			N	N				
03H	Solid Waste Disposal Improvements			N					
03I	Flood Drainage Improvements			N					
03J	Water/Sewer Improvement			N					
03K	Street Improvements			N					
03L	Sidewalks			N					
03M	Child Care Center	N		N	N				
03N	Tree Planting			N					
03O	Fire Station/Equipment		N	N	N	N		N	
03P	Health Facilities			N	N				
03Q	Abused and Neglected Children Facilities	N		N	N				
03R	Asbestos Removal			N	N				
03S	Facilities to AIDS Patients (no operating cost)	N		N	N				
4	Clearance, Demo, Remediation			N			N		
04A	Cleanup of Contaminated Sites			N			N		
05	Other Public Services			N	N	N	N	N	
03T	Operating Cost Homeless/AIDS Patients	N		N	N	N	N	N	
05A	Senior Services	N		N	N	N	N	N	
05B	Handicapped Services	N		N	N	N	N	N	
05C	Legal Services			N	N	N	N	N	
05D	Youth Services	N		N	N	N	N	N	
05E	Transportation Services			N	N	N	N	N	
05F	Substance Abuse Services			N	N	N	N	N	
05G	Battered and Abused Spouses	N		N	N	N	N	N	
05H	Employment Training			N	N	N	N	N	
05I	Crime Awareness			N	N	N	N	N	
05J	Fair Housing Activities-SUBJ. to Pub Ser. Cap			N	N	N	N	N	
05K	Tenant/Landlord Counseling	N		N	N	N	N	N	
05L	Child Care Services	N		N	N	N	N	N	
05M	Health Services			N	N	N	N	N	
05N	Abused and Neglected Children	N		N	N	N	N	N	
05O	Mental Health Services			N	N	N	N	N	
05P	Screening for Lead Based Paint/Lead Hazards	N		N	N	N	N	N	
05Q	Subsistence Payments	N		N	N	N	N	N	
05T	Security Deposits	N	N	N		N	N	N	
05U	Housing Counseling	N	N	N		N	N	N	N
05V	Neighborhood Cleanups		N	N	N	N	N	N	
05W	Food Banks			N	N	N	N	N	
13	Homeownership Direct Assistance	N	N	N		N	N	N	N
14A	Rehab; Single-Unit Residence	N	N	N		N	N	N	

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IDIS Matrix - CDBG Eligibility Activity Codes and National Objectives

Updated 3/2017	Matrix Codes Key	National Objective Codes (N=Not Allowed)							
14B	Rehab; Multi-Unit Residential	N	N	N		N	N	N	
14C	Public Housing Modernization	N	N	N		N	N	N	
14D	Rehab; Other than Public-Owned Residential Bids	N	N	N		N	N	N	
14E	Rehab; Pub./Private-Owned Commercial/Industrial			N	N		N		
14F	Energy Efficiency Improvements	N	N	N		N	N	N	
14G	Acquisition for Rehabilitation	N	N	N		N	N	N	
14H	Rehabilitation Administration			N			N		
14I	Lead Base Paint/Hazards Test/Abatement	N	N	N		N	N	N	
15	Code Enforcement (public Service)		N	N	N	N	N	N	
16A	Residential Historic Preservation	N	N	N		N	N	N	N
16B	Non-Residential Historic Preservation			N	N		N		N
Matrix Codes Key National Objective Codes (N=Not Allowed)									
17B	C/I infrastructure Development			N	N				
17C	C/I Building Acq., Construction, Rehabilitation			N	N		N		
17D	Other Commercial/Industrial Improvement			N	N		N		
18A	ED Assistance to For Profits		N	N	N		N		
18C	Microenterprise Assistance				N		N		
20A	State Planning (PTA)		N	N	N	N	N	N	N
21A	Gen. Program Admin.	N	N	N	N	N	N	N	N

	National Objective Key	Federal Regulations for States
LMA	Low- and moderate-income (Low/Mod) Area Benefit	570.483(b)(1)
LMC	Low/Mod Limited Clientele	570.483(b)(2)
LMCMC	Low/Mod Limited Clientele Microenterprise Development	570.483(b)(2)(iv)
LMCSV	Low/Mod Limited Clientele, Job Services Benefit	570.483(b)(2)(v)
LMH	Low/Mod Housing	570.483(b)(3)
LMJ	Low/Mod Job Creation For Retention	570.483(b)(4)
LMJFI	Low/Mod Creation or Retention, Public	570.483(b)(4)(vi)(F)
LMJP	Low/Mod Creation or Retention, Location Based	570.483(b)(4)(iv)(B)
URG	Urgent Need	570.483(d)

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Matrix Code Definitions

Matrix codes are used to indicate—but do not establish—activity eligibility. An activity must be eligible in accordance with Section 105(a) of The Act [42 USC 5305]. Grantees need to refer to the regulations at 24 CFR 570-Subpart I to determine an activity's eligibility; the codes defined below are used in IDIS Online chiefly to categorize activities for reporting purposes.

Code	Definition
01	Acquisition of Real Property Acquisition of real property that will be developed for a public purpose. Use code 01 for the CDBG-funded purchase of real property on which, for example, a public facility or housing will be constructed. <i>When CDBG funds are used to:</i> • <i>acquire a public facility that will be rehabilitated with CDBG funds and continue to be used as a public facility, assign the appropriate 03* code.</i> • <i>acquire housing that will be rehabilitated, use code 14G.</i>
03	Other Public Facilities and Improvements Do not use this code unless an activity does not fall under a more specific 03* code. Also, do not use one activity for multiple facilities and then assign it an 03 because the types of facilities are different. Use of this code require prior approval from the Department One legitimate use of 03 is for activities that assist persons with disabilities by removing architectural barriers from or providing ADA improvements to government buildings (activities that otherwise would not be eligible for CDBG funding).
03A	Senior Centers Acquisition, construction, or rehabilitation of facilities (except permanent housing) for seniors. 03A may be used for a facility serving both the elderly and the handicapped provided it is not intended primarily to serve persons with handicaps. If it is, use 03B instead. <i>For the construction of permanent housing for the elderly, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i>
03B	Handicapped Centers Acquisition, construction, or rehabilitation of centers, group homes, and other facilities (except permanent housing) for the handicapped. 03B may be used for a facility serving both the handicapped and the elderly provided it is not intended primarily to serve the elderly. If it is, use 03A instead. <i>For the construction of permanent housing for the handicapped, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i>
03C	Homeless Facilities (not operating costs) Acquisition, construction, or rehabilitation of temporary shelters and transitional housing for the homeless, including battered spouses, disaster victims, runaway children, drug offenders, and parolees. <i>For the construction of permanent housing for the homeless, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i>
03D	Youth Centers Acquisition, construction, or rehabilitation of facilities intended primarily for young people age 13 to 19. These include playground and recreational facilities that are part of a youth center. <i>For the acquisition, construction or rehabilitation of facilities intended primarily for children age 12 and under, use 03M; for facilities for abused and neglected children, use 03Q.</i>
03E	Neighborhood Facilities Acquisition, construction, or rehabilitation of facilities that are principally designed to serve a neighborhood and that will be used for social services or for multiple purposes (including recreation). Such facilities may include libraries and community centers.
03F	Parks, Recreational Facilities Development of open space areas or facilities intended primarily for recreational use.

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Code	Definition
03G	Parking Facilities Acquisition, construction, or rehabilitation of parking lots and parking garages. Also use 03G if the primary purpose of rehabilitating a public facility or carrying out a street improvement activity is to improve parking. <i>If parking improvements are only part of a larger street improvement activity, use 03K.</i>
03H	Solid Waste Disposal Improvements Acquisition, construction or rehabilitation of solid waste disposal facilities.
03I	Flood Drainage Improvements Acquisition, construction, or rehabilitation of flood drainage facilities, such as retention ponds or catch basins. Do not use 03I for construction/rehabilitation of storm sewers, street drains, or storm drains. <i>Use 03J for storm sewers and 03K for street and storm drains.</i>
03J	Water/Sewer Improvements Installation or replacement of water lines, sanitary sewers, storm sewers, and fire hydrants. Costs of street repairs (usually repaving) made necessary by water/sewer improvement activities are included under 03J. <i>For water/sewer improvements that are part of:</i> • more extensive street improvements, use 03K (assign 03K, for example, to an activity that involves paving six blocks of Main Street and installing 100 feet of new water lines in one of those blocks). • a housing rehabilitation activity, use the appropriate 14* matrix code. <i>For construction or rehabilitation of flood drainage facilities, use 03I.</i>
03K	Street Improvements Installation or repair of streets, street drains, storm drains, curbs and gutters, tunnels, bridges, and traffic lights/signs. Also use 03K: • for improvements that include landscaping, street lighting, and/or street signs (commonly referred to as “streetscaping”). <i>For sidewalk improvements, use 03L.</i>
03L	Sidewalks Improvements to sidewalks. Also use 03L for sidewalk improvements that include the installation of trash receptacles, lighting, benches, and trees.
03M	Child Care Centers Acquisition, construction, or rehabilitation of facilities intended primarily for children age 12 and under. Examples are daycare centers and Head Start preschool centers. <i>For the construction or rehabilitation of facilities for abused and neglected children, use 03Q; for the construction or rehabilitation of facilities for teenagers, use 03D.</i>
03N	Tree Planting Activities limited to tree planting (sometimes referred to as “beautification”). <i>For streetscape activities that include tree planting, use 03K; for sidewalk improvement activities that include tree planting, use 03L.</i>
03O	Fire Stations/Equipment Acquisition, construction, or rehabilitation of fire stations and/or the purchase of fire trucks and emergency rescue equipment.

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Matrix Code Definitions

Code	Definition
03P	Health Facilities Acquisition, construction, or rehabilitation of physical or mental health facilities. Examples of such facilities include neighborhood clinics, hospitals, nursing homes, and convalescent homes. <i>Health facilities for a specific client group should use the matrix code for that client group. For example, use 03Q for the construction or rehabilitation of health facilities for abused and neglected children.</i>
03Q	Facilities for Abused and Neglected Children Acquisition, construction, or rehabilitation of daycare centers, treatment facilities, or temporary housing for abused and neglected children.
03R	Asbestos Removal Rehabilitation of any public facility undertaken primarily to remove asbestos.
03S	Facilities for AIDS Patients (not operating costs) Acquisition, construction, or rehabilitation of facilities for the treatment or temporary housing of people who are HIV positive or who have AIDS. <i>For the construction or rehabilitation of facilities for AIDS education and prevention, use 03P.</i>
03T	This activity description is actually a Public Service, see the box following 05 Public Service description
04	Clearance and Demolition Clearance or demolition of buildings/improvements, or the movement of buildings to other sites.
04A	Cleanup of Contaminated Sites Activities undertaken primarily to clean toxic/environmental waste or contamination from a site.
05	Other Public Services Do not use this code for public services activities unless an activity does not fall under a more specific 05* code. Use of this code requires prior approval from the Department. An example of a legitimate use of this code is referrals to social services.
03T	Operating Costs of Homeless/AIDS Patients Programs Costs associated with the operation of programs for the homeless or for AIDS patients, such as staff costs, utilities, maintenance, and insurance. Because payment of operating costs for these programs is a public service under CDBG, all CDBG expenditures for 03T activities are included in the calculation of the Public Services cap.
05A	Senior Services Services for the elderly. 05A may be used for an activity that serves both the elderly and the handicapped provided it is not intended primarily to serve persons with handicaps. If it is, use 05B instead.
05B	Handicapped Services Services for the handicapped, regardless of age.
05C	Legal Services Services providing legal aid to low- and moderate-income (LMI) persons. <i>If the only legal service provided is for the settlement of tenant/landlord disputes, use 05K.</i>
05D	Youth Services Services for young people age 13 to 19 that include, for example, recreational services limited to teenagers and teen counseling programs. Also use 05D for counseling programs that target teens but include counseling for the family as well. <i>For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N.</i>

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Code	Definition
05E	Transportation Services General transportation services. <i>Transportation services for a specific client group should use the matrix code for that client group. For example, use 05A for transportation services for the elderly.</i>
05F	Substance Abuse Services Substance abuse recovery programs and substance abuse prevention/education activities. If the services are provided for a specific client group, the matrix code for that client group may be used instead. For example, substance abuse services that target teenagers may be coded either 05D or 05F.
05G	Services for Battered and Abused Spouses Services for battered and abused spouses and their families. <i>For services limited to abused and neglected children, use 05N.</i>
05H	Employment Training Assistance to increase self-sufficiency, including literacy, independent living skills, and job training. <i>For activities providing training for permanent jobs with specific businesses, use 18A.</i>
05I	Crime Awareness/Prevention Promotion of crime awareness and prevention, including crime prevention education programs and paying for security guards.
05J	Fair Housing Activities (subject to Public Services cap) Fair housing services (e.g. counseling on housing discrimination) that meet a national objective. <i>For fair housing services activities carried out as part of general program administration (and thus not required to meet a national objective), use 21D.</i>
05K	Tenant/Landlord Counseling Counseling to help prevent or settle disputes between tenants and landlords.
05L	Child Care Services Services that will benefit children (generally under age 13), including parenting skills classes. <i>For services exclusively for abused and neglected children, use 05N.</i>
05M	Health Services Services addressing the physical health needs of residents of the community. <i>For mental health services, use 05O.</i>
05N	Services for Abused and Neglected Children Daycare and other services exclusively for abused and neglected children.
05O	Mental Health Services Services addressing the mental health needs of residents of the community.
05P	Screening for Lead Poisoning Activities undertaken primarily to provide screening for lead poisoning. <i>For lead poisoning testing/abatement activities, use 14I.</i>
05Q	Subsistence Payments One-time or short-term (no more than three months) emergency payments on behalf of individuals or families, generally for the purpose of preventing homelessness. Examples include utility payments to prevent cutoff of service and rent/mortgage payments to prevent eviction.

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Matrix Code Definitions

Code	Definition
05T	Security Deposits Tenant subsidies exclusively for payment of security deposits.
05U	Housing Counseling Housing counseling for renters, homeowners, and/or potential new homebuyers that is provided as an independent public service (i.e., not as part of another eligible housing activity).
05V	Neighborhood Cleanups One-time or short-term efforts to remove trash and debris from neighborhoods. Examples of legitimate uses of this code include neighborhood cleanup campaigns and graffiti removal.
05W	Food Banks Costs associated with the operation of food banks, community kitchens, and food pantries, such as staff costs, supplies, utilities, maintenance, and insurance.
13	Direct Homeownership Assistance Homeownership assistance to LMI households as authorized under 105(a)(24). Forms of assistance include subsidizing interest rates and mortgage principal, paying up to 50% of down payment costs, paying reasonable closing costs, acquiring guarantees for mortgage financing from private lenders, and financing the acquisition by LMI households of the housing they already occupy. If housing counseling is provided to households receiving direct homeownership assistance, the counseling is considered part of the code 13 activity. All recipients of assistance provided under matrix code 13 must be LMI.
14A	Rehab: Single-Unit Residential Rehabilitation of privately owned, single-unit homes.
14B	Rehab: Multi-Unit Residential Rehabilitation of privately owned buildings with two or more permanent residential units. <i>For the rehabilitation of units that will provide temporary shelter or transitional housing for the homeless, use 03C.</i>
14C	Rehab: Public Housing Modernization Rehabilitation of housing units owned/operated by a public housing authority (PHA).
14D	Rehab: Other Publicly Owned Residential Buildings Rehabilitation of permanent housing owned by a public entity other than a PHA. <i>For the rehabilitation of other publicly owned buildings that will provide temporary shelter or transitional housing for the homeless, use 03C.</i>
14E	Rehab: Publicly or Privately Owned Commercial/Industrial Rehabilitation of commercial/industrial property. If the property is privately owned, CDBG-funded rehab is limited to: • Exterior improvements (generally referred to as “facade improvements”). • Correction of code violations <i>For more extensive rehabilitation of privately owned commercial/industrial property, use 17C; for infrastructure developments and improvements at commercial/industrial sites, use 17B.</i>
14F	Rehab: Energy Efficiency Improvements Housing rehabilitation with the sole purpose of improving energy efficiency (e.g., a weatherization program). <i>For energy efficiency improvements to public housing units, use 14C; for other publicly owned residential buildings, use 14D.</i>

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Matrix Code Definitions

Code	Definition
14G	Rehab: Acquisition Acquisition of property to be rehabilitated for housing. 14G may be used whether CDBG funds will pay only for acquisition or for both acquisition and rehabilitation.
14H	Rehab: Administration All delivery costs (including staff, other direct costs, and service costs) directly related to carrying out housing rehabilitation activities. Examples include appraisal, architectural, engineering, and other professional services; preparation of work specifications and work write-ups; loan processing; survey, site and utility plans; application processing; and other fees. Do not use 14H for the costs of actual rehabilitation and do not use it for costs unrelated to running a rehab program (e.g., tenant/landlord counseling). <i>For housing rehabilitation administration activities carried out as part of general program administration (and thus not required to meet a national objective), use code 21.</i>
14I	Lead-Based Paint/Lead Hazards Testing/Abatement Housing rehabilitation activities with the primary goal of evaluating and reducing lead-based paint/lead hazards. <i>For lead-based paint/lead hazards screening, use 05P.</i>
15	Code Enforcement Salaries and overhead costs associated with property inspections and follow-up actions (such as legal proceedings) directly related to the enforcement (not correction) of state and local codes. <i>For the correction of code violations, use the appropriate rehabilitation code.</i>
16A	Residential Historic Preservation Rehabilitation of historic buildings for residential use.
16B	Non-Residential Historic Preservation Rehabilitation of historic buildings for non-residential use. Examples include the renovation of an historic building for use as a neighborhood facility, as a museum, or by an historic preservation society.
17B	Commercial/Industrial: Infrastructure Development Street, water, parking, rail transport, or other improvements to commercial/industrial sites. 17B also includes the installation of public improvements, such as the construction of streets to and through commercial/industrial areas. 17B activities must be carried out by the grantee or by non-profits.
17C	Commercial/Industrial: Building Acquisition, Construction, Rehabilitation Acquisition, construction, or rehabilitation of commercial/industrial buildings. 17C activities must be carried out by the grantee or by non-profits.
17D	Commercial/Industrial: Other Improvements Commercial/industrial improvements not covered by other 17* codes. 17D activities must be carried out by the grantee or by non-profits.
18A	Economic Development: Direct Financial Assistance to For-Profits Financial assistance to for-profit businesses to (for example) acquire property, clear structures, build, expand or rehabilitate a building, purchase equipment, or provide operating capital. Forms of assistance include loans, loan guarantees, and grants.
18C	Economic Development: Microenterprise Assistance Financial assistance, technical assistance, or general support services to owners and developers of micro-enterprises. A micro-enterprise is a business with five or fewer employees, including the owner(s).

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Matrix Code Definitions

Code	Definition
20A	State Planning (PTA) Program planning activities for when states award grants to units of general local government in which planning is the only activity, or in which planning activities are unrelated to any other activity funded as part of the grant. These are often referred to as “planning only grants” or “planning-only activities.”
21A	General Program Administration Overall program administration, including (but not limited to) salaries, wages, and related costs of grantee staff or others engaged in program management, monitoring, and evaluation. Also use 21A to report the use of CDBG funds to administer federally-designated Empowerment Zones or Enterprise Communities.

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National Objective Code Definitions

Code	Description
LMA	Low / mod area benefit Activities providing benefits that are available to all the residents of a particular area, at least 51% of whom are low/mod income. The service area of an LMA activity is identified by the grantee, and need not coincide with Census tracts or other officially recognized boundaries.
LMC	Low / mod limited clientele benefit Activities that benefit a limited clientele, at least 51% of whom are low/mod income. LMC activities provide benefits to a specific group of persons rather than to all the residents of a particular area.
LMCMC	Low / mod limited clientele, micro-enterprises Activities carried out under 24 CFR 570.483(b)(2)(iv) that benefit micro-enterprise owners/developers who are low/mod income.
LMH	Low / mod housing benefit Activities undertaken to provide or improve permanent residential structures that will be occupied by low/mod income households.
LMJ	Low / mod job creation and retention Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/mod persons.
LMJFI	Low / mod job creation and retention, public facility/ improvement benefit Public facility/improvement activities that are undertaken principally for the benefit of one or more businesses and that result in the creation/retention of jobs.
LMJP	Low / mod job creation, location-based Activities where a job is held by or made available to a low/mod person based on the location of the person's residence or the location of the assisted business.
URG	Urgent Need Activities that are designed to alleviate existing conditions that of pose a serious/immediate threat to the health/welfare of the community; and the unable ot finance the activity on its own nor are other funds available.

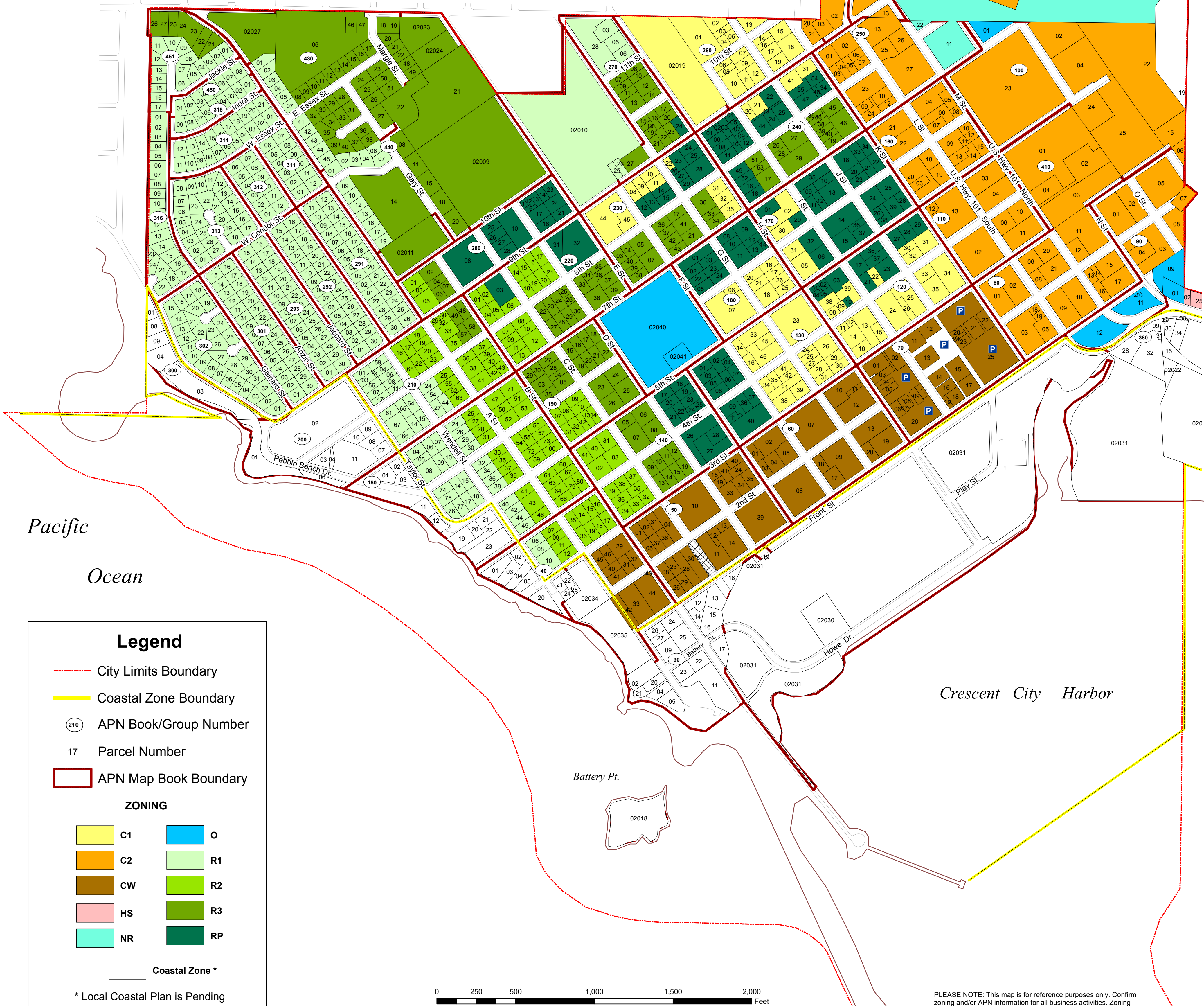
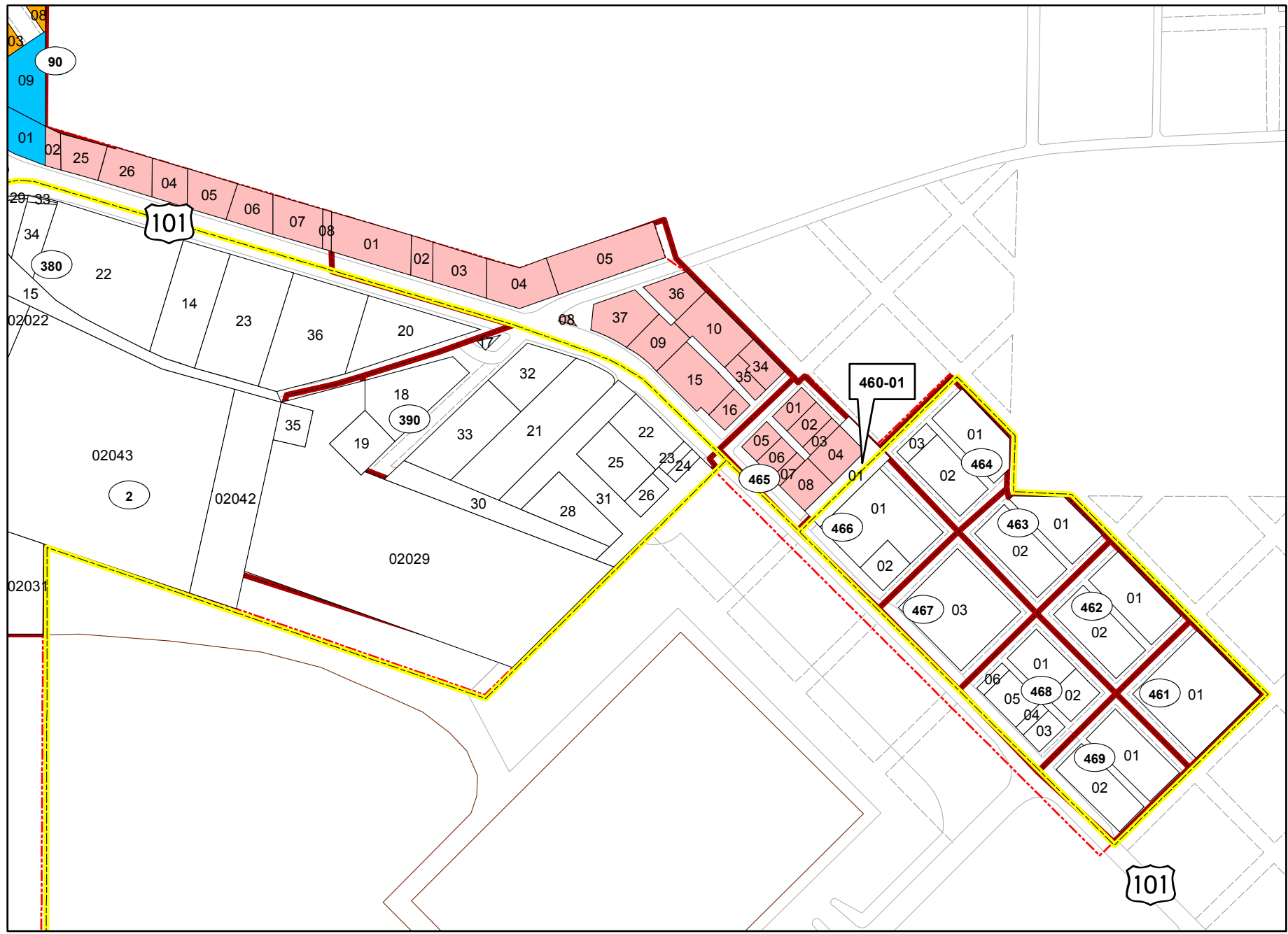
City of Crescent City APN / Zoning Reference Map



September 2013

101

Harbor Inset



See Harbor Inset Above Left

Legend

City Limits Boundary

Coastal Zone Boundary

APN Book/Group Number

Parcel Number

APN Map Book Boundary

ZONING

C1	O
C2	R1
CW	R2
HS	R3
NR	RP
Coastal Zone *	

* Local Coastal Plan is Pending

Note: All city parcels begin with "118"
Example: 118-040-01 = 118(40) 01

Basemap Source Data: USGS 1m Digital Orthophoto Quadrangles 6/1993
County of Del Norte Assessor Parcel Maps 9/2002
Space Imaging 1m IKONOS Satellite Imagery 2/2003
30m Aerial Orthophotography 10/2004

Map by: Fritz Ludemann
City of Crescent City
Original: 04/2008
Parcel/Zoning Update: 09/2013

PLEASE NOTE: This map is for reference purposes only. Confirm zoning and/or APN information for all business activities. Zoning and APN information subject to change without notice.

DISCLAIMER: The City of Crescent City shall not be held liable for improper or incorrect use of the data described and/or contained herein. This map is not a legal document and is not intended to be used as such. The City of Crescent City gives no warranty, expressed or implied, as to the accuracy, reliability, or completeness of the data portrayed on this map.

Public Service Program SELF-CERTIFICATION of Income for

☐ City of / ☐ Town of / ☐ County of _____ CDBG Funded Activity

Name of Public Service: _____

HUD Code: _____

Page 1 to be filled out by Participant

Part I: Confidential Participant / Beneficiary HUD Demographic Information

(This section is voluntary.)

Ethnicity (Select One)	☐ Not Hispanic	☐ Hispanic
Race (Select One)		
☐ White	☐ Am. Indian/Alaskan Nat. & White	
☐ Black/African American	☐ Asian & White	
☐ Asian	☐ Black/African American & White	
☐ American Indian/Alaskan Native	☐ Am. Indian/Alaskan & Black/African	
☐ Nat. Hawaiian/Other Pacific Isl.	☐ Other Multi-Racial	
Other Demographic Data (Select all that Applies)		
☐ Female Head of Household	☐ Single / Non Elderly	
☐ Participant Disable	☐ Related/Single Parent	
☐ Veteran	☐ Related/Two Parent	
☐ Elderly	☐ Other (_____)	

Part II: Confidential Participant / Beneficiary Income Certification

(Must be completed and signed prior to providing public service.)

My total family size consists of _____ members, and the total gross annual income* for all adult members is \$_____.

*Gross annual income must include all sources of income (wages, child support, SSI, unemployment, pension, income from assets, etc., but does not include the income of live-in aids, per 24 CFR 5.403).

I certify that the information given on this form is true and accurate to the best of my knowledge. I am aware that there are penalties for willfully and knowingly giving false information on an application for Federal or State funds, which may include immediate repayment of all Federal or State funds received and/or prosecution under the law. I understand that the information on this form is subject to verification by state or federal personnel as part of compliance monitoring.

Participant / Beneficiary Information:

Signature: _____ Date: _____

Name (print): _____

Physical Home Address: _____, (City) _____

Public Service Program SELF-CERTIFICATION Verification by

☐ City of / ☐ Town of / ☐ County of _____ for CDBG Funded

Page 2 to be filled out by Program Operator

Public Service Information:

Name Public Service(s): _____

Name of Agency Providing the Public Service: _____

Address where Public Service is being provided: _____, City _____

Public Service Funded By: ☐ Grant #: _____ - Or - ☐ PI Waiver in Fiscal Year: _____

Program Service Area: ☐ Citywide - Or - ☐ County wide - Or - Other (describe): _____

Participant / Beneficiary Family Income and Location Verification:

Effective Date of the Income Limit Chart being used: _____

- Family is: ☐ 30% or less (Extremely Low Income)
☐ 31%-50% (Low Income)
☐ 51%- 80% (Moderate Income)
☐ Over 80% of median income: **NOT ELIGIBLE FOR CDBG ASSISTANCE**

Program Operator must:

- 1) Print the current HCD Income limits from the HCD website (NOT HUD's), and
- 2) Circle the applicable family size and annual income on HCD limit printout, and
- 3) Include the copy of the circled printout in the program's applicant file; and
- 4) Must complete confidential demographic data, if participant/beneficiary leaves blank.

Name of Participant / Beneficiary: _____

Physical home address is: ☐ Within Service Area ☐ Outside of Service Area

Note: Significant number of program participants/ beneficiaries must reside in the program service area.

Program Operator Certification: I certify that the Participant / Beneficiary demographic data and public service information is true and correct, to the best of my knowledge. I certify that, using the current HCD annual income publication compared to the stated family size and income, the income level shown above is true and correct. I certify that Participant / Beneficiary residency status is true and correct, per the requirements of 24 CFR 570.486(b) and/or (c) as applicable.

Note: This completed certification, whether Beneficiary was assisted or not, must be maintained in the Program file for review at time of monitoring.

Printed Program Operator Name (printed)

Job Title

Signature: _____

Date: _____

Eligibility is valid until (three years after signed certification) Date: _____

2025 State CDBG Income Limits - Effective June 1, 2025

*Percentages may not be mathematically related to each other due to rounding

		Number of Persons in Household							
County	Income Category*	1	2	3	4	5	6	7	8
Alameda	Extremely Low 30%	\$33,600	\$38,400	\$43,200	\$47,950	\$51,800	\$55,650	\$59,500	\$63,300
	Low 50%	\$55,950	\$63,950	\$71,950	\$79,900	\$86,300	\$92,700	\$99,100	\$105,500
	60% Limit	\$67,140	\$76,740	\$86,340	\$95,880	\$103,560	\$111,240	\$118,920	\$126,600
	Moderate 80%	\$87,550	\$100,050	\$112,550	\$125,050	\$135,100	\$145,100	\$155,100	\$165,100
Alpine	Extremely Low 30%	\$24,250	\$27,700	\$31,150	\$34,600	\$37,400	\$40,150	\$42,950	\$45,700
	Low 50%	\$40,400	\$46,150	\$51,900	\$57,700	\$62,300	\$66,950	\$71,550	\$76,150
	60% Limit	\$48,480	\$55,380	\$62,280	\$69,240	\$74,760	\$80,340	\$85,860	\$91,380
	Moderate 80%	\$64,650	\$73,850	\$83,100	\$92,300	\$99,700	\$107,100	\$114,500	\$121,850
Amador	Extremely Low 30%	\$23,100	\$26,400	\$29,700	\$32,950	\$35,600	\$38,250	\$40,900	\$43,500
	Low 50%	\$38,500	\$44,000	\$49,500	\$54,950	\$59,350	\$63,750	\$68,150	\$72,550
	60% Limit	\$46,200	\$52,800	\$59,400	\$65,940	\$71,220	\$76,500	\$81,780	\$87,060
	Moderate 80%	\$61,550	\$70,350	\$79,150	\$87,900	\$94,950	\$102,000	\$109,000	\$116,050
Butte	Extremely Low 30%	\$19,750	\$22,550	\$25,350	\$28,150	\$30,450	\$32,700	\$34,950	\$37,200
	Low 50%	\$32,900	\$37,600	\$42,300	\$46,950	\$50,750	\$54,500	\$58,250	\$62,000
	60% Limit	\$39,480	\$45,120	\$50,760	\$56,340	\$60,900	\$65,400	\$69,900	\$74,400
	Moderate 80%	\$52,600	\$60,100	\$67,600	\$75,100	\$81,150	\$87,150	\$93,150	\$99,150
Calaveras	Extremely Low 30%	\$21,350	\$24,400	\$27,450	\$30,450	\$32,900	\$35,350	\$37,800	\$40,200
	Low 50%	\$35,550	\$40,600	\$45,700	\$50,750	\$54,850	\$58,900	\$62,950	\$67,000
	60% Limit	\$42,660	\$48,720	\$54,840	\$60,900	\$65,820	\$70,680	\$75,540	\$80,400
	Moderate 80%	\$56,850	\$65,000	\$73,100	\$81,200	\$87,700	\$94,200	\$100,700	\$107,200
Colusa	Extremely Low 30%	\$20,200	\$23,050	\$25,950	\$28,800	\$31,150	\$33,450	\$35,750	\$38,050
	Low 50%	\$33,600	\$38,400	\$43,200	\$48,000	\$51,850	\$55,700	\$59,500	\$63,400
	60% Limit	\$40,320	\$46,080	\$51,840	\$57,600	\$62,220	\$66,840	\$71,400	\$76,080
	Moderate 80%	\$53,750	\$61,400	\$69,100	\$76,750	\$82,900	\$89,050	\$95,200	\$101,350
Contra Costa	Extremely Low 30%	\$33,600	\$38,400	\$43,200	\$47,950	\$51,800	\$55,650	\$59,500	\$63,300
	Low 50%	\$55,950	\$63,950	\$71,950	\$79,900	\$86,300	\$92,700	\$99,100	\$105,500
	60% Limit	\$67,140	\$76,740	\$86,340	\$95,880	\$103,560	\$111,240	\$118,920	\$126,600
	Moderate 80%	\$87,550	\$100,050	\$112,550	\$125,050	\$135,100	\$145,100	\$155,100	\$165,100
Del Norte	Extremely Low 30%	\$19,750	\$22,550	\$25,350	\$28,150	\$30,450	\$32,700	\$34,950	\$37,200
	Low 50%	\$32,900	\$37,600	\$42,300	\$46,950	\$50,750	\$54,500	\$58,250	\$62,000
	60% Limit	\$39,480	\$45,120	\$50,760	\$56,340	\$60,900	\$65,400	\$69,900	\$74,400
	Moderate 80%	\$52,600	\$60,100	\$67,600	\$75,100	\$81,150	\$87,150	\$93,150	\$99,150
El Dorado	Extremely Low 30%	\$27,050	\$30,900	\$34,750	\$38,600	\$41,700	\$44,800	\$47,900	\$51,000
	Low 50%	\$45,050	\$51,450	\$57,900	\$64,300	\$69,450	\$74,600	\$79,750	\$84,900
	60% Limit	\$54,060	\$61,740	\$69,480	\$77,160	\$83,340	\$89,520	\$95,700	\$101,880
	Moderate 80%	\$72,050	\$82,350	\$92,650	\$102,900	\$111,150	\$119,400	\$127,600	\$135,850
Fresno	Extremely Low 30%	\$19,750	\$22,550	\$25,350	\$28,150	\$30,450	\$32,700	\$34,950	\$37,200
	Low 50%	\$32,900	\$37,600	\$42,300	\$46,950	\$50,750	\$54,500	\$58,250	\$62,000
	60% Limit	\$39,480	\$45,120	\$50,760	\$56,340	\$60,900	\$65,400	\$69,900	\$74,400
	Moderate 80%	\$52,600	\$60,100	\$67,600	\$75,100	\$81,150	\$87,150	\$93,150	\$99,150
Glenn	Extremely Low 30%	\$19,750	\$22,550	\$25,350	\$28,150	\$30,450	\$32,700	\$34,950	\$37,200
	Low 50%	\$32,900	\$37,600	\$42,300	\$46,950	\$50,750	\$54,500	\$58,250	\$62,000
	60% Limit	\$39,480	\$45,120	\$50,760	\$56,340	\$60,900	\$65,400	\$69,900	\$74,400
	Moderate 80%	\$52,600	\$60,100	\$67,600	\$75,100	\$81,150	\$87,150	\$93,150	\$99,150
Humboldt	Extremely Low 30%	\$19,750	\$22,550	\$25,350	\$28,150	\$30,450	\$32,700	\$34,950	\$37,200
	Low 50%	\$32,900	\$37,600	\$42,300	\$46,950	\$50,750	\$54,500	\$58,250	\$62,000
	60% Limit	\$39,480	\$45,120	\$50,760	\$56,340	\$60,900	\$65,400	\$69,900	\$74,400
	Moderate 80%	\$52,600	\$60,100	\$67,600	\$75,100	\$81,150	\$87,150	\$93,150	\$99,150
Imperial	Extremely Low 30%	\$19,750	\$22,550	\$25,350	\$28,150	\$30,450	\$32,700	\$34,950	\$37,200
	Low 50%	\$32,900	\$37,600	\$42,300	\$46,950	\$50,750	\$54,500	\$58,250	\$62,000
	60% Limit	\$39,480	\$45,120	\$50,760	\$56,340	\$60,900	\$65,400	\$69,900	\$74,400
	Moderate 80%	\$52,600	\$60,100	\$67,600	\$75,100	\$81,150	\$87,150	\$93,150	\$99,150
Inyo	Extremely Low 30%	\$20,200	\$23,050	\$25,950	\$28,800	\$31,150	\$33,450	\$35,750	\$38,050
	Low 50%	\$33,600	\$38,400	\$43,200	\$48,000	\$51,850	\$55,700	\$59,500	\$63,400
	60% Limit	\$40,320	\$46,080	\$51,840	\$57,600	\$62,220	\$66,840	\$71,400	\$76,080
	Moderate 80%	\$53,750	\$61,400	\$69,100	\$76,750	\$82,900	\$89,050	\$95,200	\$101,350
Kern	Extremely Low 30%	\$19,750	\$22,550	\$25,350	\$28,150	\$30,450	\$32,700	\$34,950	\$37,200
	Low 50%	\$32,900	\$37,600	\$42,300	\$46,950	\$50,750	\$54,500	\$58,250	\$62,000
	60% Limit	\$39,480	\$45,120	\$50,760	\$56,340	\$60,900	\$65,400	\$69,900	\$74,400
	Moderate 80%	\$52,600	\$60,100	\$67,600	\$75,100	\$81,150	\$87,150	\$93,150	\$99,150

Department of Housing and Community Development
Required Contract Language

For this Exhibit, the term “contractor” is defined as a party to a signed contract.

ADDITIONAL PROVISIONS

FEDERAL TERMS AND CONDITIONS:

During the performance of the contract, the Contractor must agree to comply with all applicable Federal laws and regulations including but not limited to the following:

AFFIRMATIVE ACTION:

The work to be performed under this contract is on a project assisted under a program providing direct federal financial assistance from the United States Department of Housing and Urban Development (HUD) and subject to 24 CFR 85.36(e). The CITY hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged, minority and women's business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, religious creed, sex, or national origin in consideration for an award. Minority and women-owned and operated businesses encouraged to apply.

SECTION 3:

The work to be performed under this contract is on a project assisted under a program providing direct federal financial assistance from the HUD, Community Development Block Grant Program, and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 USC 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to low and moderate income persons residing within the project area and that the contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part by persons residing in the area of the project. Regulations for implementing the Section 3 clause are contained in 24 CFR 135, as amended, and as specified in the project specifications.

NON-DISCRIMINATION CLAUSE:

During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

EQUAL OPPORTUNITY:

During the performance of this Contract, the Contractor agrees as follows:

1. The Contractor will comply with Executive Order 11246 of September 24, 1965 entitled Equal Employment Opportunity as amended by Executive Order 11375 of October 1967 as supplemented in Department of Labor regulations (41 CFR chapter 60).
2. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to insure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment upgrading, demotion, transfer, recruitment, or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the City Setting forth the provisions of this nondiscrimination clause.
3. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to their race, color, religion, sex, or national origin.
4. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
5. The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
6. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept. 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
7. The Contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: *Provided, however*, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
8. The Contractor shall file, and shall cause each of his subcontractors to file, Compliance Reports with the contracting agency or the Secretary of Labor as may be directed. Compliance Reports shall be filed within such times and shall contain such information as

- to the practices, policies, programs, and employment policies, programs, and employment statistics of the contractor and each subcontractor, and shall be in such form, as the Secretary of Labor may prescribe.
9. Bidders or prospective contractors or subcontractors may be required to state whether they have participated in any previous contract subject to the provisions of this Order, or any preceding similar Executive order, and in that event to submit, on behalf of themselves and their proposed subcontractors, Compliance Reports prior to or as an initial part of their bid or negotiation of a contract.
 10. Whenever the Contractor or subcontractor has a collective bargaining agreement or other Contract or understanding with a labor union or an agency referring workers or providing or supervising apprenticeship or training for such workers, the Compliance Report shall include such information as to such labor union's or agency's practices and policies affecting compliance as the Secretary of Labor may prescribe: *Provided*, That to the extent such information is within the exclusive possession of a labor union or an agency referring workers or providing or supervising apprenticeship or training and such labor union or agency shall refuse to furnish such information to the contractor, the contractor shall so certify to the Secretary of Labor as part of its Compliance Report and shall set forth what efforts he has made to obtain such information.
 11. The Secretary of Labor may direct that any bidder or prospective contractor or subcontractor shall submit, as part of his Compliance Report, a statement in writing, signed by an authorized officer or agent on behalf of any labor union or any agency referring workers or providing or supervising apprenticeship or other training, with which the bidder or prospective contractor deals, with supporting information, to the effect that the signer's practices and policies do not discriminate on the grounds of race, color, religion, sex or national origin, and that the signer either will affirmatively cooperate in the implementation of the policy and provisions of this order or that it consents and agrees that recruitment, employment, and the terms and conditions of employment under the proposed contract shall be in accordance with the purposes and provisions of the order. In the event that the union or the agency shall refuse to execute such a statement, the Compliance Report shall so certify and set forth what efforts have been made to secure such a statement and such additional factual material as the Secretary of Labor may require.
 12. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

CONFLICT OF INTEREST OF MEMBERS, OFFICERS, OR EMPLOYEES OF CONTRACTORS, MEMBERS OF LOCAL GOVERNING BODY, OR OTHER PUBLIC OFFICIALS:

Pursuant to 24 CFR 570.611, no member, officer, or employee of the Grantee, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract or agreement with respect to a CDBG-assisted activity or its proceeds, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one (1) year thereafter. The Grantee shall incorporate, or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purposes of this Section.

INSURANCE:

Maintenance, if so required by law, unemployment insurance, disability insurance and liability insurance, which is reasonable to compensate any person, firm, or corporation, who may be injured or damaged by the contractor, or any subcontractor in performing the grant activity(ies) or any part of it.

DISADVANTAGED/MINORITY/WOMEN BUSINESS ENTERPRISE FEDERAL REGULATORY REQUIREMENTS UNDER 24 CFR 85.36(e):

The Contractor will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.

1. Affirmative steps shall include:
 - i. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - ii. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
 - iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;
 - v. Using the services/assistance of the Small Business Administration (SBA), and the Minority Business Development Agency (MBDA) of the Department of Commerce.

COPELAND "ANTI-KICKBACK" ACT (18 U.S.C. 874):

Contractor shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3).

COMPLIANCE WITH ALL FEDERAL LABOR STANDARD PROVISIONS:

Contractor shall comply with all provisions contained in the form HUD-4010, Federal Labor Standards Provisions.

COMPLIANCE WITH SECTIONS 103 AND 107 OF THE CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. 327-330):

Contractor will comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5). Requires the contracting officer to insert the clauses set forth in 29 CFR part 5, Construction contracts awarded by grantees and subgrantees in excess of \$2000, and in excess of \$2500 for other contracts which involve the employment of mechanics or laborers)

REQUIREMENTS AND REGULATIONS PERTAINING TO DATA AND DESIGN:

All data and design and engineering work created under this Agreement shall be owned by the City and shall not be subject to copyright protection. The rights to any invention which is developed in the course of this Agreement shall be the property of the City.

REQUIREMENTS AND REGULATIONS PERTAINING TO REPORTING:

The City, State CDBG, HUD and the Comptroller General of the United States or any of their duly authorized representatives shall be granted access to any books, documents, papers and records of Contractor which are directly pertinent the contract.

COMPLIANCE WITH CLEAN AIR ACT AND CLEAN WATER ACT:

Contractor shall comply with all applicable standards, orders and requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h)).

1. Contractor shall comply with all applicable standards, orders and requirements issued under Section 508 of the Clean Air Act (33 U.S.C. 1368).
2. Contractor shall comply with Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15).

COMPLIANCE WITH ENERGY POLICY AND CONSERVATION ACT (Pub. L. 94-163, 89 Stat. 871):

The Contractor shall comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

D/MBE/WBE IMPLEMENTATION GUIDELINES:

The following information, as applicable, shall be retained by Contractor and produced upon request by General Services if determined by General Services to be necessary to establish the bidder's "good faith efforts" to meet the Disadvantaged/Minority/Women Business Enterprise (D/M/WBE) requirements.

1. The names and dates of advertisement of each newspaper, trade paper, and minority-focus paper in which a request for D/M/WBE participation for this project was placed by the bidder.
2. The names and dates of notices of all certified D/M/WBEs solicited by direct mail for this project and the dates and methods used for following up initial solicitations to determine with certainty whether the D/M/WBEs were interested.
3. The items of work for which the bidder requested subbids or materials to be supplied by D/M/WBEs, the information furnished interested D/M/WBEs in the way of plans, specifications and requirements for the work, and any breakdown of items of work into economically feasible units to facilitate D/M/WBE participation. Where there are D/M/WBEs available for doing portions of the work normally performed by the bidder with his own forces, the bidder will be expected to make portions of such work available for D/M/WBEs to bid on.
4. The names of D/M/WBEs who submitted bids for any of the work indicated in (3) above, which were not accepted, a summary of the bidder's discussions and/or negotiations with them, the name of the subcontractor or supplier that was selected for that portion of work, and the reasons for the bidder's choice. If the reason for rejecting the D/M/WBE bid was price, give the price bid by the rejected D/M/WBE and the price bid by the selected subcontractor or supplier.
5. Assistance that the bidder has extended to D/M/WBEs identified in (4) above to remedy the deficiency in their sub-bids.
6. To find a D/M/WBE certified firm, you may call (916) 445-3520, go on-line to: <http://www.dot.ca.gov/hq/bep>, or via mail at: D/M/WBE Listing for County, CalTrans - Publications Distribution Unit, 1900 Royal Oaks, Sacramento, CA 95815-3800.

AUDIT, RETENTION AND INSPECTION OF RECORDS:

The Contractor agrees that the (City/County), the Department of Housing and Community Development, the Federal Department of Housing and Urban Development (HUD), or its designee will have the right to review, obtain, and copy all records pertaining to performance of this Agreement. The Contractor agrees to provide any relevant information requested and shall permit the (City/County), the Department of Housing and Community Development, the Federal

Department of Housing and Urban Development (HUD), or its designee access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with California Public Contract Code (PCC) Section 10115 et seq., Government Code (GC) Section 8546.7 and 2 CCR 1896.60 et seq.

The Contractor further agrees to maintain such records for a period of five (5) years after final payment under this Agreement, and that on or before the end of the five (5) year audit/retention period, the Consultant shall release and deliver to the (City/County) all original records and related documentation.

2025 CDBG TIMELINE

10/27/25	Call for Projects Notice to Triplicate
10/30/25	Call for Projects Notice Published (10 days)
11/10/25	Call for Project Workshop at Crescent Fire – discuss projects and eligibility requirements
11/20/25	Project proposals due
12/1/25	Public Hearing – present staff recommendations to council, receive input from citizens, get council approval
12/1/25	Application portal opens
1/30/26	Applications due
7/1/26	Award announcements
9/1/26	Contract execution
9/2/26	Notice to Proceed

**CITY OF CRESCENT CITY
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROJECT/PROGRAM PROPOSAL**

To submit your project or program for consideration, complete this form and attach all required documentation. If you are proposing more than one activity, complete a separate proposal for each. Submit all documents to

City of Crescent City
377 J Street
Crescent City, CA 95531
blacey@crescentcity.org
Attn: Bridget Lacey

Proposals must be received by 5:00 p.m. on Thursday, November 20th, 2025.

ORGANIZATION

Organization Name: _____

Activity: _____ Amount Requested: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Federal Tax ID: _____ DUNS: _____

Chairman of Governing Board: _____

Executive Director: _____

Contact Person for this project: _____

NATIONAL BENEFIT

CDBG programs must meet one of the National Objectives:

- Benefit to low-income households or persons
- Elimination of slums and blight
- Meet an urgent community development need (resulting from a State or Federal declared disaster)

Indicate which National Benefit your project or program meets: _____

For Public Services, at least 51% of the activity's beneficiaries must be members of the Low/Moderate Income Group as defined by the CDBG program, unless they belong to protected group. Indicate how your activity will meet this requirement by completing EITHER Item 1 OR Item 2 below (not both).

1. Limited Clientele. This activity exclusively serves individuals in one or more of the following groups (check all that apply):

☐ Abused Children	☐ Battered Spouses
☐ Severely Disabled Adults	☐ Homeless Persons
☐ Persons with AIDS	☐ Migrant Farm Workers
☐ Illiterate Adults	☐ Elderly

2. Income Screening. What percentage of the beneficiaries will be members of the Low/Moderate Income Group?

How was this percentage determined?

☐ Survey of program participants to determine income

☐ Activity will screen beneficiaries for income eligibility

☐ Other (Describe) _____

ORGANIZATIONAL CAPACITY

Has your organization been the recipient of CDBG funding in the past?

☐ Yes

Most recent year awarded: _____

Funded through (City/County): _____

Same program/project as current proposal? _____

Different program/project (please describe): _____

☐ No

If no, please attach a sheet describing your organization's experience in managing, tracking, and reporting on Federal grant funding.

FUNDING

How has this activity been funded in the past?

_____ This is a new program or project

_____ This is an expansion of an existing program, for which new funds are needed

_____ This is an existing program for which sufficient funding has run out or will run out.

Approximate date existing funding will no longer support program: _____

Amount of funding being requested: _____

Number of months for which requested funding will support services (the max could be 2-3 years, depending on how quickly the State releases funds): _____

Using the table below, indicate all of your organization's revenue sources for the proposed activity (including the requested CDBG funds as well as any "in kind" donations), and the expenses each revenue will be used for. List each revenue source separately.

Revenue Sources (List each source of revenue in a separate column, and indicate in the cells below the expenses to which it will be applied.)					
Uses	Requested CDBG Funding				Total
Personnel					
General Operating					
Other (List)					
Total					

PROJECT NEED

For new activities:

Program will serve _____ individuals per _____ (day, week, month), for a total of _____ over the course of the grant. Of these, _____ will be low/moderate income.

For existing activities to be expanded:

Program currently serves _____ individuals per _____ (day, week, month), and has an unmet need of _____ individuals per _____ (day, week, month). The total number of NEW individuals to be benefitted over the course of the activity is _____. Of these NEW individuals, _____ will be low/moderate income.

For existing activities to be continued:

Program currently serves _____ individuals per _____ (day, week, month), for a total of _____ over the course of the activity. Of these, _____ are low/moderate income.

How were your estimates for the number of beneficiaries determined? _____

Are ALL of the activity's beneficiaries residents within the City limits of Crescent City? _____

If not, what percentage of the activity's beneficiaries are residents within the City limits? _____

How was this percentage determined? _____

PROJECT DESCRIPTION

Attach a separate document addressing the following questions:

1. Describe the serious health/safety need addressed by your project. Indicate the number or individuals who will benefit within the grant award period. How will you document that this is a currently unmet demand?
2. Projects must predominantly benefit low- and moderate-income persons (less than 80% of the County median income). How many of your proposed beneficiaries will be in the targeted income group? How will you document this?
3. How does the proposed project address/resolve the problem identified in #1? How will you document this?

4. If the program or project requires additional funds beyond the CDBG award, discuss the status of other funding sources. These should be identified in the table on page 3.
5. For construction projects, the applicant must have site control. Please describe.
6. Describe your agency's history and capacity to complete the proposed program.
7. Describe your agency's history and capacity to meet CDBG reporting requirements.
8. Is the program or service provided elsewhere in the County? If so, describe why your program is needed.
9. What will happen if funding is not provided?

Please be specific and provide supporting evidence and statistics.

Note, for all statements and statistical information provided, provide the source of the information.

Example: "According to statistics compiled by the U.C. Berkeley School of Social Work, Del Norte County's child abuse rate is among the highest in the state."

LETTERS OF SUPPORT

You may attach letters of support from other organizations, community leaders, and program participants. Letters must directly address the specific problem you are proposing to address and/or your organization's specific effectiveness in addressing the problem. General letters offering non-specific support will not be helpful to a competitive application.