

# Attachment A

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# **CDBG & HOME Application Guide – FY 2026–2027**

## **INTRODUCTION**

This Guide is designed for applicants seeking CDBG Public Services, CDBG Public Facilities, HOME Tenant Based Rental Assistance (TBRA), or HOME Housing Rehabilitation funding through the County of Monterey's Urban County. The Guide provides additional detail on how to complete the Urban County application for CDBG and/or HOME Investment Partnership Act funding from the Urban County.

## **SECTION 1 – APPLICANT INFORMATION**

Applicants must provide:

- Legal Organization Name (must match CA Secretary of State records)
- FEIN (Federal Employer Identification Number) and UEI (Unique Entity Identifier)
- Physical and Mailing Address
- Authorized Official to sign application and Subrecipient Agreement
  - Pursuant to the California Corporations Code Section 313, Subrecipient Agreements must be signed by:
    - Any president or vice president, or chair of the Board of Directors; and,
    - Any secretary, assistant secretary, treasurer, or assistant treasurer, or the CFO; or
    - Any position named in a Resolution adopted by the Board of Directors, provided a copy of said Resolution is provided to the County with the application.
- Primary Project Contact
- Fiscal Contact

Requirements:

- Organizational name must match Articles of Incorporation or Active Status Certificate.
- Contact information must be current and consistent across IRS/state filings.
- If using a DBA, supporting documentation must be attached.

## **SECTION 2 – PROJECT DESCRIPTION**

Provide a concise summary including:

- What will the project do or what services will be delivered?
- What outcomes will be achieved?
- What need does this project address?
- How does the project address the need?
- Who is the target population?
- How does it align with the Consolidated Plan?

Strong descriptions include:

- Evidence-based models
- Clear, measurable activities
- Geographic coverage across participating jurisdictions

## **SECTION 3 & ATTACHMENT A – COMMUNITY NEED & CONSOLIDATED PLAN ALIGNMENT**

Applicants must demonstrate:

- A clear, data-supported community need
- Alignment with at least ONE FY 2025–2029 Consolidated Plan goal
- Documentation of service gaps, disparities, waitlists, or unmet needs
- Justification of why the applicant is best positioned to deliver the service

Examples of strong data sources:

- Census/Low- and Moderate-Income Summary Data (LMISD) data
- Local department reports
- Health, education, or law enforcement statistics
- Organization's own service data

## **SECTION 4 & ATTACHMENTS B & C – APPLICANT CAPACITY**

Applicants must show:

- Strong staffing and organizational structure
- Experience implementing similar programs
- Demonstrated ability to manage federal funds
- Effective financial systems and internal controls

Required documentation:

- Organizational chart
- Board roster
- Resumes of key staff
- Summary of fiscal controls
- Prior grant performance (if applicable)

## **SECTION 5 & ATTACHMENTS D & J – BENEFICIARIES & SERVICE AREA**

Applicants must:

- Select correct HUD National Objective (CDBG) or income qualification method (HOME)
- Provide Census Tract / Block Group (for Area Benefit activities)
- Describe income verification procedures (for Low- and Moderate-Income Clientele [LMC] or HOME)
- Estimate beneficiaries by jurisdiction
- Demonstrate equitable service access across the Urban County

## **SECTION 6 & ATTACHMENT E & F – BUDGET & EVALUATION**

Budget Requirements:

- Complete budget tables
- Identify secured vs. pending funds
- Provide justification for line items
- Ensure budget matches project scale

Evaluation Requirements:

- Define outputs (units of service)
- Define outcomes (results / change)
- Identify data collection tools
- Describe evaluation frequency

## **SECTION 7 & ATTACHMENT G – CERTIFICATIONS**

Applicants must sign all required certifications:

- Accuracy of application
- Debarment and suspension certification
- Non-supplanting and non-discrimination
- Compliance with federal laws and regulations
- Facility operations commitment (if applicable)

Signature must be from the Authorized Official listed in Section 1.

## **SECTION 8 – FEDERAL COMPLIANCE REQUIREMENTS**

Compliance items include:

- National Environmental Policy Act (NEPA) Environmental Review (all projects)
  - The County will complete all NEPA reviews prior to issuing a Subrecipient Agreement for signature.
  - Public Service applications are categorically exempt from NEPA review, but the County must still complete the paperwork.
- Uniform Relocation Act (URA) relocation compliance (facilities/rehab)
- California Prevailing Wage standards (public works projects that exceed \$1,000) and Davis-Bacon labor standards (construction over \$2,000)
- Section 3 labor hour reporting (construction)
- Procurement following 2 CFR 200
- Lead-based paint compliance (HOME rehab)

No construction or commitments may begin before receiving environmental clearance.

## **SECTION 9A – CDBG REQUIREMENTS**

Public Services:

- Must be new or a quantifiable expansion of services
- Must meet LMC or Low- and Moderate-Income Area (LMA) eligibility
  - LMA eligibility is based on HUD Low- and Moderate-Income data at the census tract and block levels or approved income survey.
- Must document income eligibility or area data

Public Facilities (Attachments H & I):

- Must demonstrate site control
- Must undergo full environmental review
- May require State Historic Preservation Office (SHPO), noise, or hazard assessments

- Must follow Davis-Bacon and URA (if applicable)

Examples of eligible activities:

- Community center upgrades
- ADA accessibility improvements
- Program expansion for low/mod income persons

## SECTION 9B & ATTACHMENTS J & K – HOME REQUIREMENTS

HOME TBRA Requirements:

- Income  $\leq$ 80% AMI (source docs required)
- Rent reasonableness determination
- Housing Quality Standards (HQS) inspection before move-in
- Written agreements with tenants
- Utility allowance documentation

HOME Rehabilitation Requirements:

- Owner-occupied housing only
- Scope of work required
- Lead-based paint rules apply
- Contractor procurement must follow 2 CFR 200

Underwriting:

- Cost reasonableness
- Long-term affordability
- Detailed work write-up

## SECTION 10 – ATTACHMENTS

All attachments must be submitted. Required templates include:

### **Attachment A - Data Supporting Need (Optional)**

Include:

- |             |                    |
|-------------|--------------------|
| • Surveys   | • Research studies |
| • Waitlists | • Local data       |

### **Attachment B – Organizational Capacity**

Include:

- |                                |                                  |
|--------------------------------|----------------------------------|
| • Organizational chart         | • Fiscal controls description    |
| • Staff resumes/qualifications | • Experience with federal grants |
| • Board roster                 |                                  |

### **Attachment C – Organizational Documentation**

Include:

- |                                      |                             |
|--------------------------------------|-----------------------------|
| • Most recent audit/financial review | • Insurance certificates    |
| • IRS tax-exempt letter              | • Articles of Incorporation |

### **Attachment D - National Objective Worksheet (CDBG)**

Document:

- LMC, LMA, Slum/Blight, or Urgent Need
- National Objective documentation
- Census tract & block group
- LMA/LMISD support
- Income verification method (LMC)

### **Attachment E – Budget & Matching Funds Narrative (Optional)**

Describe:

- Leveraged funds
- Identify secured vs. pending funds.
- Describe cost reasonableness.
- Indirect cost breakdown (if applicable)

### **Attachment F - Monitoring & Outcomes Plan (Optional but Strongly Encouraged)**

Include:

- Outputs & outcomes
- Evaluation methods
- Data collection tools
- Reporting schedule

### **Attachment G - Federal Compliance Forms**

Required forms:

- SF-424
- Debarment form
- Lobbying certification
- Civil rights compliance

### **Attachment H – Site Control (Facilities Only)**

Acceptable documents:

- Deed
- Lease agreement
- MOU for facility use
- Easement agreement

### **Attachment I - Maps & Photos (Facilities Only)**

Include:

- LMISD map
- Service area map
- Facility photos
- Site plan (if applicable)

### **Attachment J – HOME Addendum (TBRA or Rehab)**

Include:

- Income qualification process
- Income limits
- Rent limits
- TBRA/rehab scope
- Property standards

### **Attachment K – HOME Underwriting & Compliance Worksheet**

Include:

- Income calculation
- Rent reasonableness
- Affordability period
- HQS/inspection documentation

### **Attachment L - Letters of Support (Optional)**

Include:

- Partner endorsements
- Community support letters

## **SECTION 11 – SIGNATURE REQUIREMENTS**

The Authorized Official must sign the application. Electronic signatures are acceptable if secured.

Signature certifies:

- All information is true and correct
- Agency accepts responsibility for compliance
- Agency acknowledges federal monitoring

## **FINAL CHECKLIST**

Before submitting, confirm:

- All required fields complete
- All Attachments A–N submitted
- Census and income data included
- Budget matches narrative and tables
- Authorized signature included
- Submission before deadline