

# Community Development Block Grant Program



## Program Income Fund Program Income Waiver Proposal Guide

All Proposals Due by March 31, 2020 at 12:00 pm

Submit Proposals to:

**County of Colusa  
Community Development Department  
ATTN: PI Waiver Proposals  
220 12<sup>th</sup> Street  
Colusa, CA 95932  
530-458-0480**

## Background

In March 2015 the Colusa County Board of Supervisors approved an updated Program Income Reuse Agreement with the Housing of Community Development (HCD) and established a Housing Revolving Loan Fund and an Economic Development Revolving Loan Fund. Payments for loans made with CDBG funds are paid back to the particular revolving loan fund that related to the original loan allowing additional loans to be made for similar specific activities or projects from that fund. The funds become an ongoing or “revolving” financial tool being used for affordable housing and economic development projects.

Despite efforts to put this money back into the community through eligible loans the amount of money in the RLF’s grew as a result of loan payments and loan pay-offs. On October 1, 2019 the Housing RLF had \$457,899.57 and the Economic Development RLF had \$562,850.93 for a total of \$1,020,750.50.

On November 5, 2019 the Board of Supervisors, under the recommendation from the County’s Community and Economic Development Committee dissolved the existing RLF’s and combined these funds into a single Program Income fund which the State Department of Housing and Community Development (HCD) approved on January 21, 2020. In doing so all projects that meet a national eligibility objective could potentially be funded providing a wider range of options to utilize these funds and meet current significant community needs. (See Attachment 1, Eligible Activity Definitions)

## Process and Anticipated Timelines

Given that only two Program Income Waiver projects can occur at one time, priority must be given to proposed projects of significant scale which can be implemented in the very near term and “closed-out” quickly.

### **November 5, 2019**

Colusa County Board of Supervisors dissolves its Revolving Loan Funds creating a single Program Income Fund.

### **January 21, 2020**

HCD approves the dissolution of the County’s Revolving Loan Funds into a single Program Income Fund.

### **February 12, 2020**

The County released a Notice of Funding Availability conducting a County-wide solicitation for potentially eligible projects and inviting all interested parties and non-profit organizations to submit potentially eligible projects.

### **February 12, 2020 through March 31, 2020**

The Community Development Department accepts Program Income Waiver Proposals.

### **April 2020**

Staff conducts a review of proposals to confirm eligibility and project readiness.  
(During this time staff may request any additional needed information from applicants.)

### **May/June 2020**

The County’s Community and Economic Development Committee (CEDC) to review proposals and develop recommendations for funding to be forwarded to the Board of Supervisors.  
(During this time Applicants may be called upon to attend and provide a presentation to the CEDC.)

## June/July 2020

Public Hearing and project/activity(s) selected by the Board of Supervisors for funding.  
(Applicants may be required to provide a presentation to the Board of Supervisors during a Public Hearing.)

All applicants will be notified of project/activity selection via mail. Receipt of an award letter is not a guarantee of funding. All awards are subject to approval by HCD and clearance of Special Conditions.

**CDBG FUNDS MAY NOT BE OBLIGATED OR SPENT UNTIL A PROGRAM INCOME WAIVER HAS BEEN APPROVED BY HCD AND CLEARANCE OF ALL SPECIAL CONDITIONS HAVE BEEN MET.**

## Understanding the CDBG Program

The Community Development Block Grant (CDBG) program is funded by the federal government through the Department of Housing and Urban Development (HUD) and the State of California Department of Housing and Community Development (HCD). The primary objective of this program is to help develop viable communities through the provision of decent housing, a suitable living environment, economic opportunities and public services, principally for low- and moderate-income persons. "Persons of low and moderate income" are defined as families, households, and individuals whose incomes do not exceed 80 percent of the county median income, adjusted for family or household size.

ANY activity you propose to accomplish with CDBG funds MUST meet one of three National Objectives:

- 1: Benefit low and moderate income persons – (Almost all applications fall under this category.)
2. Aid in the prevention or elimination of slums and blight – (This is restricted to specific activities.)
3. Urgent need – (This is very rarely used and only applies in an extreme emergency.)

CDBG funds must support activities that benefit lower income persons. Activities meeting this requirement are those which:

- Serve all residents in a particular area, where at least 51% of residents are low/mod income;
- Those, which benefit a limited clientele, as long as at least 51% are low/mod income. Under this category, income and family size must be clearly documented or else the income eligibility requirements must limit the activity to low/mod income persons or be of a nature and location that it can be concluded that primary clients are low/mod income. In addition, certain clientele are presumed by HUD to be low/mod income. They are: senior citizens, severely disabled adults, persons living with AIDS, battered spouses, abused children, the homeless, illiterate adults, or migrant farm workers.
- Housing activities which provide or improve permanent residential structures which will be occupied by low/mod income persons (if structure contains more than one unit, at least 51% must be low/mod income occupied); or
- Job creation or retention activities that create or retain permanent jobs, at least 51% of which will be made available to or held by low/mod income persons.

## INCOME LIMITS

In order for a project or program to qualify for CDBG funds, 51% of the program beneficiaries cannot exceed the State's low-income limits, or 80% percent of the area median income as shown in the below HCD table, 2019. <sup>(1)</sup> *Federal regulations (HUD) define moderate income up to 80% of the median income level and is the maximum income level for eligibility. Hence the term low-mod is a Federal term for qualifying individuals. State regulations (HCD) define moderate income at 80% to 120% of the median income level and, thus, exceeds the Federal eligibility limits.*

		Persons in Household							
		1	2	3	4	5	6	7	8
Colusa County  2019  Area Median Income: \$64,800	Extremely Low	\$13,650	\$16,910	\$21,330	\$25,750	\$30,170	\$34,590	\$39,010	\$42,800
	Very Low Income	\$22,700	\$25,950	\$29,200	\$32,400	\$35,000	\$37,600	\$40,200	\$42,800
	Low Income (80% of Median Income)	\$36,300	\$41,500	\$46,700	\$51,850	\$56,000	\$60,150	\$64,300	\$68,450
	Median Income	\$45,350	\$51,850	\$58,300	<b>\$64,800</b>	\$70,000	\$75,150	\$80,350	\$85,550
	Moderate Income <sup>(1)</sup>	\$54,450	\$62,200	\$70,000	\$77,750	\$83,950	\$90,200	\$96,400	\$102,650

Source: State of CA Department of Housing and Community Development, 2019

## PROGRAM REQUIREMENTS

CDBG funds are federal funds therefore there are a number of significant rules and regulations, which must be followed in order to comply with federal requirements. Some of these are:

- Funds must benefit low- to moderate-income persons, up to 80% of the median income level.
- CDBG funds generally may not be used for religious activities or provided to primarily religious entities for activities. CDBG funds may be used for eligible public services to be provided through a primarily religious entity, provided that the religious entity enters into an agreement stating that it will not discriminate on the basis of religion and it will not provide any sort of religious services or other types of influential activities.
- There are also various other federal requirements which may or may not apply to a given activity, including: Drug-Free Workplace posting and compliance; Anti-lobbying statement; Fair Housing and Equal Opportunity; Handicapped Access (non-discrimination on the basis of handicap in admission, access, treatment, or employment in any federally assisted program or activity); Employment and Contracting Non-discrimination; Conflict of Interest certification; Procurement Requirements; Environmental Review; Flood Insurance, Lead-based Paint rules and regulations; labor standards such as Davis Bacon Act and the Safety Standards Act; prohibition of using funds by debarred, suspended and ineligible contractors and sub recipients; etc.
- Agencies selected to provide services with CDBG funds must be prepared to begin their proposed programs as soon as possible.
- CDBG sub recipients will be required to enter into a standard CDBG contract with the County of Colusa.
- Specific limits of insurance will be required as evidenced by a certificate of insurance.
- Programmatic reports and requests for funds with support documentation will be required, as well as an annual monitoring visit to ensure compliance with appropriate rules and regulations. Income must be verified and documented for each client or household, and all records must be kept for five years.

## ELIGIBLE ACTIVITIES

A wide variety of activities are eligible for CDBG funding. Eligible activities that may be proposed for funding will fall into one of six categories:

- **Public Services** – such as shelter for battered women and children; health care and substance abuse services; programs to help prevent or address homelessness; crime prevention; fair housing counseling; job training; services for the elderly, disabled, or disadvantaged youth; etc.

- **Housing Activities** – rehabilitation and preservation; lead-based paint testing and abatement; construction of low-income housing by Community Based Development Organizations (CBDOs); clearance and demolition; etc.
- **Economic Development** – activities which will result in jobs for low-income individuals, such as assistance to micro-enterprises and other businesses; acquisition, construction and rehabilitation of commercial and industrial properties; outreach, marketing and other services to assisted businesses; relocation assistance for businesses temporarily or permanently relocated; etc.
- **Public Facilities and Improvements** – activities such as acquisition, installation, construction and rehabilitation of infrastructure (e.g. water/sewer lines, street and sidewalks); acquisition, construction or rehabilitation of neighborhood facilities, and facilities for persons with special needs (e.g., homeless shelters, group homes and halfway houses); etc.
- **Other** – such as code enforcement; historic preservation; interim assistance to arrest severe deterioration or alleviate emergency conditions; special activities in connection with neighborhood revitalization, community economic development and energy conservation projects; assistance to institutions of higher education with the capacity to carry out other eligible activities, etc.

## **ELIGIBLE APPLICANTS**

Eligible applicants consist of:

- Non-Profit Organizations;
- For-Profit Businesses; and
- Government Entities.

Please note, individual persons are not eligible.

**COUNTY OF COLUSA**  
**CDBG PROGRAM INCOME FUNDS**  
**PROPOSAL APPLICATION**

Submission Deadline: Tuesday, March 31, 2020, 12:00 P.M.

**(These first two pages shall be the first two pages of your proposal)**

**I. GENERAL INFORMATION:**

Applying Entity or Agency:

Location:

Address:

City:

Zip Code:

Mailing Address:

City:

Zip Code:

Telephone Number:

Fax Number:

Executive Director:

Title:

Telephone Number:

E-mail:

Program Manager:

Title:

Telephone Number:

E-mail:

Address (If different from above):

Grant Writer (or Person handling this Application):

Title:

Telephone Number:

E-mail:

**II. ORGANIZATIONAL HISTORY:** (This is applicable only if you are a non-profit organization).

Date Organization founded:

Date Organization incorporated as a non-profit organization:

Federal identification number:

State identification number:

Number of paid staff\*:

Number of volunteers:

DUNS Number (see Attachment 2 for more info):

\*Includes all full-time, part-time and temporary staff agency wide.

**ATTACH: Current Board of Directors and Articles of Incorporation and By-Laws if applicable.**

**III. FUNDS REQUESTED:**

CDBG Funds Requested: \$ (total amount for the project only)

**IV. PROJECT LOCATION:**

**Name of Project:**

Street:

City: Zip Code:

**V. BRIEF PROJECT DESCRIPTION** (Please keep this brief as a detailed project description will be required in your Proposal.):

**VI. APPLICATION CERTIFICATION**

Undersigned hereby certifies that:

1. The information contained in the Application and Proposal is complete and accurate.
2. The applicant agrees to comply with all Federal, State and County policies and requirements imposed on the project funded in full or part by the CDBG program.
3. The applicant acknowledges that the Federal assistance made available through the CDBG program funding will not be used to substantially reduce prior levels of local, (NON-CDBG) financial support for community development activities.
4. The applicant fully understands that any facility built or equipment purchased with CDBG funds shall be maintained and/or operated for the approved use throughout its economic life.
5. If CDBG funds are approved, the applicant acknowledges that sufficient funds are available or will be available to complete the project as described within a reasonable time frame.
6. On behalf of the applying organization, I have obtained authorization to submit this application for CDBG funding. (Attach documentation such as a Minute Action and/or written Board Approval signed by the Board President).

DATE:

Signature:

Authorized Representative:

# COUNTY OF COLUSA

## CDBG PROGRAM INCOME FUNDS

### PROJECT/ACTIVITY PROPOSAL GUIDE

#### PROJECT NARRATIVE

- A. Provide a detailed Project Description. The description should only address or discuss the specific activities, services, or project that is to be assisted with CDBG funds. If CDBG funds will assist the entire program or activity, then provide a description of the entire program or activity.
- B. Provide a detailed description of the proposed use of the CDBG funds only (e.g. client scholarships, purchase a specific piece of equipment, rent, supplies, utilities, salaries, etc.)
- C. Outcomes and Performance Measures - Number of clients or units of service to be provided using CDBG funds.

NOTE: This is based on the expected number of clients to be served if the County funds your project for the requested amount.

- D. What are the goals and objectives of the project, service, or activity? How will you measure and evaluate the success of the project to meet these goals and objectives?
- E. Discuss how this project directly benefits extremely low to moderate income residents.

In order for a project or program to qualify for CDBG funds, 51% of the program beneficiaries cannot exceed the State's low-income limits, or 80% percent of the area median income as shown in the below HCD table, 2019. <sup>(1)</sup> *Federal regulations (HUD) define moderate income up to 80% of the median income level and is the maximum income level for eligibility. Hence the term low-mod is a Federal term for qualifying individuals. State regulations (HCD) define moderate income at 80% to 120% of the median income level and, thus, exceeds the Federal eligibility limits.*

		Persons in Household							
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Source: State of CA Department of Housing and Community Development, 2019

- F. What methods will be used for community involvement to assure that all who might benefit from the project are provided an opportunity to participate?

- G. What evidence is there of a long-term commitment to the proposal? Describe how you plan to continue the work (project) after the CDBG funds are expended?

## PROJECT BENEFIT

- H. All CDBG-funded projects/activities must meet at least one of three National Objectives of the CDBG program. Indicate the category of National Objective intended to be met by your activity and discuss how your project will meet the National Objective.

### **CATEGORY 1: Benefit to low-moderate income persons**

(Most projects/activities will fall in this category)

- a. **Area Benefit:** The project or facility serves, or is available to, all persons located within an area where at least 51% of the residents are low/moderate-income. This determination is based upon the latest Census data.

*(Examples: Street improvements, Water and Sewer lines, Neighborhood facilities, and Facade improvements in neighborhood commercial districts.)*

- b. **Limited Clientele:** The project or facility serves clientele that will provide documentation of their family size and income so that it is evident that at least 51% of the clientele are persons whose family income does not exceed the L/M income limit. This would include a project or facility that is restricted exclusively to L/M income persons.

- c. **Clientele presumed to be principally low- and moderate-income persons:** The project or facility exclusively benefit a clientele who are generally presumed by HUD to be principally L/M income persons. The following groups are currently presumed by HUD to be made up principally of L/M income persons: abused children, elderly persons, battered spouses, homeless persons, severely disabled persons, illiterate adults, persons living with AIDS, and migrant farm workers.

*(Examples for B and C: Construction of a Senior Center, Public Services for the homeless, Services for Battered Spouses, Food Banks, Meals on Wheels for the elderly, Job Training facilities for severely disabled adults.)*

### **CATEGORY 2: Prevention or Elimination of Slums or Blight**

- a. **Addressing slums/blight on an area basis:** To comply the area must be officially designated as and meet the definition of a slum, blighted, deteriorated or deteriorating area under State or local law.

*(Examples: Acquisition and clearance of blighted properties, Installation of a park or playground, Treatment of toxic materials on property to enable it to be redeveloped for a specific use.)*

- b. **Addressing slums/blight on a spot basis:** To comply the activity must be designed to eliminate specific conditions of blight or physical decay not located in a designated slum or blighted area and must be limited to one of the following: Acquisition, Clearance, Relocation, Historic Preservation, or Rehabilitation of buildings but only to the extent necessary to eliminate specific conditions detrimental to public health and safety.

*(Examples: Elimination of Faulty wiring, falling plaster, or other similar conditions from a residential building which are detrimental to all potential occupants; Historic preservation of a blighted public facility; or Demolition of a vacant, deteriorated, abandoned building.)*

**CATEGORY 3: Urgent Needs**

To comply with the national objective of Urgent Need, the existing conditions must pose a serious and immediate threat to the health or welfare of the community; are of recent origin or recently became urgent (preceding 18 months); grantee is unable to finance the activity on its own; and other resources of funding are not available to carry out the activity.

*(An example would be a major catastrophe such as a flood or earthquake that threatens residents with the spread of serious disease.)*

**MANAGEMENT CAPACITY**

- I. Describe your organization’s experience (if any) in managing and operating projects or activities funded with CDBG or other Federal funds.
- J. Management Systems - Does your organization have written and adopted management systems (i.e., policies and procedures) including personnel, procurement, property management, record keeping, financial management, etc.?
- K. Please provide the names and qualifications of the person(s) that will be primarily responsible for the implementation and completion of the proposed project. Provide a detailed organizational chart.

**TIMELINES**

- L. Should the applying entity be awarded CDBG funds, please identify the primary project objectives and goals using an *Estimated Timeline for Project Implementation* such as the **example** below:

**ESTIMATED TIMELINE FOR PROJECT IMPLEMENTATION**

Objective	Start Date	Completion Date
Acquisition of Property	7/11/2019	10/1/2019
Construction Documents	10/1/2019	11/1/2019
Construction of Senior Center	1/1/2020	9/15/2020

**FINANCIAL INFORMATION**

**M. Proposed Project Budget**

Complete an annual program or total project budget. Please indicate whether this is an annual program budget or total project budget. (See Attachment 3) If these budget line items are not applicable to your activity, please attach an appropriate budget. You may submit your budget in a different format.

- N. **Budget Narrative** – The Budget Narrative will expand on line items, explaining how dollar amounts were calculated and giving enough detail to tie the costs to the project’s activities. When costs seem unusually high or low, the budget narrative can provide the needed explanation. The budget narratives should be clear and forthright.

- O.** Identify other funding sources to assist in the implementation this activity if applicable. Attach current evidence of commitment. If commitments are pending, indicate amount requested and attach documentation of request.
- P.** Was this project previously funded with CDBG funds? If yes, when?
- Q.** Is this activity a continuation of a previously funded (CDBG) project? If yes, explain.

## ELIGIBLE ACTIVITY 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
<b>01</b>	<p><b>Acquisition of Real Property</b>            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.</p> <p><i>When CDBG funds are used to:</i></p> <ul style="list-style-type: none"> <li>• <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></li> <li>• <i>acquire housing that will be rehabilitated, use code 14G.</i></li> </ul>
<b>03</b>	<p><b>Other Public Facilities and Improvements</b>            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.</p> <p><b>Use of this code require prior approval from the Department</b></p> <p>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).</p>
<b>03A</b>	<p><b>Senior Centers</b>            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.</p> <p><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></p>
<b>03B</b>	<p><b>Handicapped Centers</b>            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.</p> <p><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></p>
<b>03C</b>	<p><b>Homeless Facilities (not operating costs)</b>            Acquisition, construction, or rehabilitation of temporary shelters and transitional housing for the homeless, including battered spouses, disaster victims, runaway children, drug offenders, and parolees.</p> <p><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></p>
<b>03D</b>	<p><b>Youth Centers</b>            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.</p> <p><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></p>
<b>03E</b>	<p><b>Neighborhood Facilities</b>            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.</p>

## ELIGIBLE ACTIVITY DEFINITIONS

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Code	Definition
<b>03F</b>	<p><b>Parks, Recreational Facilities</b> Development of open space areas or facilities intended primarily for recreational use.</p>
<b>03G</b>	<p><b>Parking Facilities</b> 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.</p> <p><i>If parking improvements are only part of a larger street improvement activity, use 03K.</i></p>
<b>03H</b>	<p><b>Solid Waste Disposal Improvements</b> Acquisition, construction or rehabilitation of solid waste disposal facilities.</p>
<b>03I</b>	<p><b>Flood Drainage Improvements</b> 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.</p> <p><i>Use 03J for storm sewers and 03K for street and storm drains.</i></p>
<b>03J</b>	<p><b>Water/Sewer Improvements</b> 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.</p> <p><i>For water/sewer improvements that are part of:</i></p> <ul style="list-style-type: none"> <li>• <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).</i></li> <li>• <i>a housing rehabilitation activity, use the appropriate 14* matrix code.</i></li> </ul> <p><i>For construction or rehabilitation of flood drainage facilities, use 03I.</i></p>
<b>03K</b>	<p><b>Street Improvements</b> Installation or repair of streets, street drains, storm drains, curbs and gutters, tunnels, bridges, and traffic lights/signs. Also use 03K:</p> <ul style="list-style-type: none"> <li>• <i>for improvements that include landscaping, street lighting, and/or street signs (commonly referred to as "streetscaping").</i></li> </ul> <p><i>For sidewalk improvements, use 03L.</i></p>
<b>03L</b>	<p><b>Sidewalks</b> Improvements to sidewalks. Also use 03L for sidewalk improvements that include the installation of trash receptacles, lighting, benches, and trees.</p>

## ELIGIBLE ACTIVITY DEFINITIONS

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Code	Definition
<b>03M</b>	<p><b>Child Care Centers</b> Acquisition, construction, or rehabilitation of facilities intended primarily for children age 12 and under. Examples are daycare centers and Head Start preschool centers.</p> <p><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></p>
<b>03N</b>	<p><b>Tree Planting</b> Activities limited to tree planting (sometimes referred to as "beautification").</p> <p><i>For streetscape activities that include tree planting, use 03K; for sidewalk improvement activities that include tree planting, use 03L.</i></p>
<b>03O</b>	<p><b>Fire Stations/Equipment</b></p> <p>Acquisition, construction, or rehabilitation of fire stations and/or the purchase of fire trucks and emergency rescue equipment.</p>
<b>03P</b>	<p><b>Health Facilities</b> Acquisition, construction, or rehabilitation of physical or mental health facilities. Examples of such facilities include neighborhood clinics, hospitals, nursing homes, and convalescent homes.</p> <p><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></p>
<b>03Q</b>	<p><b>Facilities for Abused and Neglected Children</b> Acquisition, construction, or rehabilitation of daycare centers, treatment facilities, or temporary housing for abused and neglected children.</p>
<b>03R</b>	<p><b>Asbestos Removal</b> Rehabilitation of any public facility undertaken primarily to remove asbestos.</p>
<b>03S</b>	<p><b>Facilities for AIDS Patients (not operating costs)</b> Acquisition, construction, or rehabilitation of facilities for the treatment or temporary housing of people who are HIV positive or who have AIDS.</p> <p><i>For the construction or rehabilitation of facilities for AIDS education and prevention, use 03P.</i></p>
<b>04</b>	<p><b>Clearance and Demolition</b> Clearance or demolition of buildings/improvements, or the movement of buildings to other sites.</p>
<b>04A</b>	<p><b>Cleanup of Contaminated Sites</b> Activities undertaken primarily to clean toxic/environmental waste or contamination from a site.</p>
<b>05</b>	<p><b>Other Public Services</b> Do not use this code for public services activities unless an activity does not fall under a more specific 05* code. <b>Use of this code requires prior approval from the Department.</b> An example of a legitimate use of this code is referrals to social services.</p>

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Code	Definition
<b>03T</b>	<p><b>Operating Costs of Homeless/AIDS Patients Programs</b></p> <p>Costs associated with the operation of programs for the homeless or for AIDS patients, such as staff costs, utilities, maintenance, and insurance.</p> <p>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.</p>
<b>05A</b>	<p><b>Senior Services</b></p> <p>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.</p>
<b>05B</b>	<p><b>Handicapped Services</b></p> <p>Services for the handicapped, regardless of age.</p>
<b>05C</b>	<p><b>Legal Services</b></p> <p>Services providing legal aid to low- and moderate-income (LMI) persons.</p> <p><i>If the only legal service provided is for the settlement of tenant/landlord disputes, use 05K.</i></p>
<b>05D</b>	<p><b>Youth Services</b></p> <p>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.</p> <p><i>For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N.</i></p>
<b>05E</b>	<p><b>Transportation Services</b></p> <p>General transportation services.</p> <p><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></p>
<b>05F</b>	<p><b>Substance Abuse Services</b></p> <p>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.</p>
<b>05G</b>	<p><b>Services for Battered and Abused Spouses</b></p> <p>Services for battered and abused spouses and their families.</p> <p><i>For services limited to abused and neglected children, use 05N.</i></p>
<b>05H</b>	<p><b>Employment Training</b></p> <p>Assistance to increase self-sufficiency, including literacy, independent living skills, and job training.</p> <p><i>For activities providing training for permanent jobs with specific businesses, use 18A.</i></p>
<b>05I</b>	<p><b>Crime Awareness/Prevention</b></p> <p>Promotion of crime awareness and prevention, including crime prevention education programs and paying for security guards.</p>

## ELIGIBLE ACTIVITY DEFINITIONS

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Code	Definition
<b>05J</b>	<p><b>Fair Housing Activities (subject to Public Services cap)</b>                      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></p>
<b>05K</b>	<p><b>Tenant/Landlord Counseling</b>                      Counseling to help prevent or settle disputes between tenants and landlords.</p>
<b>05L</b>	<p><b>Child Care Services</b>                      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></p>
<b>05M</b>	<p><b>Health Services</b>                      Services addressing the physical health needs of residents of the community.  <i>For mental health services, use 05O.</i></p>
<b>05N</b>	<p><b>Services for Abused and Neglected Children</b>                      Daycare and other services exclusively for abused and neglected children.</p>
<b>05O</b>	<p><b>Mental Health Services</b>                      Services addressing the mental health needs of residents of the community.</p>
<b>05P</b>	<p><b>Screening for Lead Poisoning</b>                      Activities undertaken primarily to provide screening for lead poisoning.  <i>For lead poisoning testing/abatement activities, use 14I.</i></p>
<b>05Q</b>	<p><b>Subsistence Payments</b>                      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.</p>
<b>05T</b>	<p><b>Security Deposits</b>                      Tenant subsidies exclusively for payment of security deposits.</p>
<b>05U</b>	<p><b>Housing Counseling</b>                      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).</p>
<b>05V</b>	<p><b>Neighborhood Cleanups</b>                      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.</p>
<b>05W</b>	<p><b>Food Banks</b>                      Costs associated with the operation of food banks, community kitchens, and food pantries, such as staff costs, supplies, utilities, maintenance, and insurance.</p>

## ELIGIBLE ACTIVITY DEFINITIONS

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Code	Definition
<b>13</b>	<p><b>Direct Homeownership Assistance</b> 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.</p>
<b>14A</b>	<p><b>Rehab: Single-Unit Residential</b> Rehabilitation of privately owned, single-unit homes.</p>
<b>14B</b>	<p><b>Rehab: Multi-Unit Residential</b> 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></p>
<b>14C</b>	<p><b>Rehab: Public Housing Modernization</b> Rehabilitation of housing units owned/operated by a public housing authority (PHA).</p>
<b>14D</b>	<p><b>Rehab: Other Publicly Owned Residential Buildings</b> 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></p>
<b>14E</b>	<p><b>Rehab: Publicly or Privately Owned Commercial/Industrial</b> Rehabilitation of commercial/industrial property. If the property is privately owned, CDBG-funded rehab is limited to:</p> <ul style="list-style-type: none"> <li>• Exterior improvements (generally referred to as “facade improvements”).</li> <li>• Correction of code violations</li> </ul> <p><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></p>
<b>14F</b>	<p><b>Rehab: Energy Efficiency Improvements</b> 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></p>
<b>14G</b>	<p><b>Rehab: Acquisition</b> 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.</p>

## ELIGIBLE ACTIVITY DEFINITIONS

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Code	Definition
<b>14H</b>	<p><b>Rehab: Administration</b></p> <p>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.</p> <p>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).</p> <p><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></p>
<b>14I</b>	<p><b>Lead-Based Paint/Lead Hazards Testing/Abatement</b></p> <p>Housing rehabilitation activities with the primary goal of evaluating and reducing lead-based paint/lead hazards.</p> <p><i>For lead-based paint/lead hazards screening, use 05P.</i></p>
<b>15</b>	<p><b>Code Enforcement</b></p> <p>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.</p> <p><i>For the correction of code violations, use the appropriate rehabilitation code.</i></p>
<b>16A</b>	<p><b>Residential Historic Preservation</b></p> <p>Rehabilitation of historic buildings for residential use.</p>
<b>16B</b>	<p><b>Non-Residential Historic Preservation</b></p> <p>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.</p>
<b>17B</b>	<p><b>Commercial/Industrial: Infrastructure Development</b></p> <p>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.</p>
<b>17C</b>	<p><b>Commercial/Industrial: Building Acquisition, Construction, Rehabilitation</b></p> <p>Acquisition, construction, or rehabilitation of commercial/industrial buildings. 17C activities must be carried out by the grantee or by non-profits.</p>
<b>17D</b>	<p><b>Commercial/Industrial: Other Improvements</b></p> <p>Commercial/industrial improvements not covered by other 17* codes. 17D activities must be carried out by the grantee or by non-profits.</p>
<b>18A</b>	<p><b>Economic Development: Direct Financial Assistance to For-Profits</b></p> <p>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.</p>

## ELIGIBLE ACTIVITY DEFINITIONS

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Code	Definition
<b>18C</b>	<p><b>Economic Development: Microenterprise Assistance</b></p> <p>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).</p>
<b>20A</b>	<p><b>State Planning (PTA)</b></p> <p>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."</p>
<b>21A</b>	<p><b>General Program Administration</b></p> <p>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.</p> <p>Also use 21A to report the use of CDBG funds to administer federally-designated Empowerment Zones or Enterprise Communities.</p>

## Obtaining a DUNS Number A Guide for Federal Grant and Cooperative Agreement Applicants

The Federal government requires that all applicants for Federal grants and cooperative agreements with the exception of individuals other than sole proprietors, have a DUNS number. The Federal government will use the DUNS number to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems.

### Data Universal Number System (DUNS) Number

- The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B).
- The DUNS Number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a DUNS number. Organizations should try and keep DUNS numbers to a minimum. In many instances, a central DUNS number with a DUNS number for each major division/department/agency that applies for a grant may be sufficient.
- In order to provide on-the-spot DUNS number assignment, the requestor should do this by telephone. (See telephone number below.)

### Obtaining a DUNS Number

- You should verify that you have a DUNS number or take the steps needed to obtain one as soon as possible, if there is a possibility you will be applying for future Federal grants or cooperative agreements. There is no need to wait until you are submitting a particular application.
- *If you already have a DUNS number.* If you, as the entity applying for a Federal grant or cooperative agreement, previously obtained a DUNS number in connection with the Federal acquisition process or requested or had one assigned to you for another purpose, you should use that number on all of your applications. It is not necessary to request another DUNS number from D&B. You may request D&B to supply a family-tree report of the DUNS numbers associated with your organization. Organizations should work with D&B to ensure the right information is on the report. Organizations should not establish new numbers, but use existing numbers and update/validate the information associated with the number.
- *If you are not sure if you have a DUNS number.* Call D&B using the toll-free number, **1-866-705-5711** and indicate that you are a Federal grant applicant/prospective applicant. D&B will tell you if you already have a number. If you do not have a DUNS number, D&B will ask you to provide the information listed below and will immediately assign you a number, free of charge.
- *If you know you do not have a DUNS number.* Call D&B using the toll-free number, **1-866-705-5711** and indicate that you are a Federal grant applicant/prospective applicant. D&B will ask you to provide the information listed below and will immediately assign you a number, free of charge.

## Managing Your DUNS Number

- D&B periodically contacts organizations with DUNS numbers to verify that their information is current. Organizations with multiple DUNS numbers may request a free family tree listing from D&B to help determine what branches/divisions have numbers and whether the information is current. Please call the dedicated toll-free DUNS Number request line at **1-866-705-5711** to request your family tree.
- D&B recommends that organizations with multiple DUNS numbers have a single point of contact for controlling DUNS number requests to ensure that the appropriate branches/divisions have DUNS numbers for Federal purposes.
- As a result of obtaining a DUNS number you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, request to be de-listed from D&B's marketing file when you are speaking with a D&B representative during your DUNS number telephone application.

Obtaining a DUNS number is absolutely **Free** for all entities doing business with the Federal government. This includes grant and cooperative agreement applicants/prospective applicants and Federal contractors. Be certain that you identify yourself as a Federal grant applicant/prospective applicant.

## To Obtain Your DUNS Number

- Please call the dedicated toll-free DUNS Number request line for Federal grant and cooperative agreement applicants or prospective grant applicants at:

**1-866-705-5711**

**or by visiting**

**[www.dnb.com/duns\\_number/get-a-duns.html](http://www.dnb.com/duns_number/get-a-duns.html)**

The number is staffed from 8 a.m. to 6 p.m. (local time of the caller when calling from within the continental United States) Calls placed to the above number outside of those hours will receive a recorded message requesting the caller to call back between the operating hours.

- The process to request number takes about 5-10 minutes.
- A DUNS number will be assigned at the conclusion of the call.
- You will need to provide the following information:
  - Legal Name
  - Headquarters name and address for your organization
  - Doing business as (DBA) or other name by which your organization is commonly known or recognized
  - Physical Address, City, State and Zip Code
  - Mailing Address(is separate from Headquarters and/or physical address)
  - Telephone Number
  - Contact Name and Title
  - Number of Employees at your physical location

**Proposed Project/Activity Budget**

**Project/Activity Name:** \_\_\_\_\_

	<b>TOTAL ACTIVITY BUDGET</b>	<b>CDBG FUNDS REQUESTED</b>	<b>OTHER FUNDS</b>	<b>SOURCE OF "OTHER FUNDS"</b>
<b>I. Personnel</b>				
Salaries and Wages	\$	\$	\$	
Fringe Benefits	\$	\$	\$	
Consultants and Contract Services	\$	\$	\$	
<b>Sub-Total</b>	\$	\$	\$	
<b>II. Non-Personnel</b>				
Space Costs	\$	\$	\$	
Rental, Lease, or Purchase of Equipment	\$	\$	\$	
Consumable Supplies	\$	\$	\$	
Travel	\$	\$	\$	
Telephone	\$	\$	\$	
Other Costs	\$	\$	\$	
<b>Sub-Total</b>	\$	\$	\$	
<b>III. Architectural/Engineering Design</b>	\$	\$	\$	
<b>IV. Acquisition of Real Property</b>	\$	\$	\$	
<b>V. Construction/Rehabilitation</b>	\$	\$	\$	
<b>VI. Indirect Costs</b>	\$	\$	\$	
<b>Total</b>	\$	\$	\$	