

**CITY OF SAN DIEGO
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
FY 2014 CDBG APPLICATION**

Project No.: _____ (CDBG staff use only)

WORKING DRAFT – Not approved by the City, not for use

APPLICATION SUBMITTAL CHECKLIST

This checklist must be included in your agency's FY 2014 CDBG Application packet

Project Name: _____

Project Type: _____
(Community/Economic Development or Public Services or Development/Capital Improvement)

Please enter "X" in each left box column for all required documents as you ensure their inclusion in the application package. For those forms or documents that may be required depending on the type or characteristics of the project (or where options are given regarding submittal requirements), please enter "X" or "N/A", as applicable, in each left box column below.

Application: Required from all applicants

	Application Submittal Checklist (this form)
	Application Narratives and Q & A: Applicant & Project Information
	Project Summary Narrative
	Project Financials
	Appendices (<i>as needed – list individually</i>)

Fiscal/Budgetary Information: Required from all applicants

<i>For Public Service Projects & Community/Economic Development Projects</i>	
	Appendix X
<i>For Development/Capital Improvement Projects</i>	
	If the project is a Small Residential Rehabilitation Project, submit Appendix X3
	All other projects, Appendix X

Certifications & Other Forms: Required from all applicants

Project Contacts Information Form
Designated Authorized Signators' Form
Current Roster Board of Directors / Governing Board
Authorization from governing Board to submit application for CDBG funds for the subject project
Certification regarding Application
Certification regarding Lobbying
Certification regarding Debarment, Suspension & Eligibility
Certification regarding Drug-Free Workplace
Certification regarding compliance with Civil Rights Act and Americans with Disabilities Act
Certification regarding Section 504 of the Rehabilitation Act of 1973
Certification regarding MBE, WBE & Small Business Contracting Requirements <i>Note there are two distinct forms: one for non-profit agencies and another one for governmental organizations</i>
Questionnaire regarding Conflicts of Interest and Procurement Policies
Certification regarding Conflicts of Interest and Procurement Policies
Certification regarding Assurance of Audit Requirements
Certification regarding Section 3 of the Housing and Urban Development Act of 1968, as amended
Certification regarding receipt of the Agreement Process Handbook
Applicant's Financial Management Procedures
Supporting documentation for all other funds secured for the proposed project

Applicant Information: Required from all applicants that are Non-Governmental Agencies

Federal Tax Exemption Determination Letter
State Tax Exemption Determination Letter: <ul style="list-style-type: none"> • Form 3500, Exemption Application - Use this form to apply for California tax-exempt status, under various code sections. • Form 3500A, Submission of Exemption Request - Use this form to apply for California tax-exempt status, if the organization has a federal determination letter under Internal Revenue Code 501(c)(3).
Applicant's Procurement Procedures (per 2 CFR Part 215.44)

Audited FY 2012 Financial Statements (see below regarding alternative)
Signed copy of FY 2012 <u>Federal Tax Form 990</u> (see below regarding alternative)
Signed copy of FY 2012 <u>State Tax Form 199</u> (see below regarding alternative)

Please note that if your project is selected for funding, you will be required to submit the Audited FY 12 Single Audit (on or before 5/15/2013) if your Agency spent \$500,000 or more in

federal funds during FY 2012. If this applies to your Agency, you must submit the Acknowledgement for called out below.

*If audited FY 2012 Financial Statements, Tax Forms 990 & 199 and Audited FY 2012 Single Audit are not available at the time this application is due, identify the last date of your agency's fiscal year 2012 _____ AND submit the FY 2011 documents as noted below. **Note that if your project is selected for funding, you will be required to submit the FY 2012 documents on or before 5/15/2013. The allocation reserved for your project will be assigned to another project if this deadline is not met. No exceptions will be made.***

	Acknowledgement regarding Reallocation of Awarded Funds if FY 2012 Audited Financial Statements, Tax Forms 990 and 199 and, as applicable, Audited FY 2012 Single Audit , are not submitted by 5/15/13
	Audited FY 2011 Financial Statements
	Signed copy of FY 2011 Federal Tax Form 990
	Signed copy of FY 2011 State Tax Form 199

Project Specific Documentation Requirements: Only applicable to Development / Capital Improvements Projects

	Certification regarding Use of Real Property <i>This certification is required only for projects where real property is acquired and/or improved in whole or in part with CDBG funds in excess of \$25,000</i>
	Signed construction bid from a licensed contractor to arrive at project budget, not older than 30 days from application due date <i>Bid must take into consideration prevailing wages and fringe benefits applicable to the project due to the Davis Bacon Act and related provisions. The bid must explicitly state that the Davis Bacon Act and related provisions have been taken into consideration.</i>
	<i>If property proposed to be improved with CDBG funds is leased or rented by applicant</i>
	Authorization from property owner to complete proposed improvements
	Copy of Lease Agreement. <i>Note the lease expiration must be no earlier than 5 years from project completion date for the project to be eligible</i>
	<i>If property proposed to be improved with CDBG funds is owned by applicant</i>
	Copy of Deed
	<i>Given projects must be completed on/or before December 31, 2015, provide evidence to demonstrate project readiness. As available / applicable, mark the items being submitted below:</i> <i>Provide more guidance re when these may be applicable</i>
	Building Permit(s)
	Discretionary Permit(s) – Such as Site Development Permit or Conditional Use Permit
	CEQA exemption or Negative Declaration or EIR Certification/Executive Summary
	Governing Board Resolution(s)
	As available / applicable: <i>Provide more guidance re when these may be applicable</i>
	Copy of Phase I Environmental Site Assessment, title page and executive summary only

	Copy of Historical Resource Technical Report , title page and executive summary only
	Copy of Asbestos and Lead-Paint Survey Report, title page and executive summary only

Project Specific Requirements: Only applicable to Public Service Projects

	Copy of Rental or Lease Agreement. <u>Note the lease expiration must be no earlier than June 30, 2014 for the project to be eligible.</u> <i>A copy of the lease is only required if CDBG funds are proposed to be used to make a portion of lease payments</i>
	Appendices <i>(as needed – list individually)</i>