

**SONOMA COUNTY COMMUNITY DEVELOPMENT  
COMMISSION  
FUNDING APPLICATION: ECONOMIC  
DEVELOPMENT**

Please review the Notice of Funding Availability (NOFA), Application Guidelines, and the FY 2022–2023 CDBG and HOME Funding Policies before submitting your application. All applications must meet the eligibility criteria found in the Funding Policies and the requirements set forth in the NOFA.

*This space reserved for CDC date and time stamp*

**Part 1: Applicant Information**

Legal name of organization:		
Project/program name:		
Organization's DUNS number:		
Amount requested:		
Projected budget for project:		
<b>Contact Information</b>		
City/Town Manager, Executive Director, or Authorized Representative:	Name, title:	
	Phone:	
	Email:	
Primary point of contact:	Name, title:	
	Phone:	
	Email:	
Organization is a:	<input type="checkbox"/> Non-profit organization <input type="checkbox"/> For-profit organization <input type="checkbox"/> Local government <input type="checkbox"/> Community Housing Development Organization (CHDO)	
Organization mailing address:		
Organization website:		
<b>Applicant Experience</b>		
Describe applicant's record of administrative and programmatic capacity using federal, state, local, and/or private grant funds.		

## Part 2: Program Description

### Brief Description of Project or Program

The description provided here will be incorporated into the staff reports provided to the Community Development Committee, Cities and Towns Advisory Committee, and/or the Board of Supervisors. Descriptions MUST BE 125 words or less. It will not be edited and will be truncated at 125 words.

If you are requesting CDBG-CV funds, please include how the proposed activity will prevent, prepare, or respond to Coronavirus (*activities must demonstrate they respond to one or more*).

## Part 3: Program Information

### Program Type

Using Appendix A of the FY 2022-2023 CDBG and HOME Funding Policies, fill in the field below.

CDBG eligible activity:

### Funding Request and History

Amount of funding request:

\$

Has this program been funded by the Community Development Commission (CDC) before?

Yes  No

If the program identified in this application has been funded by the CDC, what was the last fiscal year and funding amount received?

If the program has been funded under another title in the past, describe whether this is a new microenterprise project or if it has operated before this application under a different name. If the program has been funded by the CDC and the project name has changed, explain when it changed and the reason why.

**Activities**

Check all activities this program will directly provide and indicate whether these activities will be available to individuals or groups.

Outreach activities	<input type="checkbox"/> Individual <input type="checkbox"/> Group
Participants planning to start a microenterprise	<input type="checkbox"/> Individual <input type="checkbox"/> Group
Participant screening to microenterprise suitability	<input type="checkbox"/> Individual <input type="checkbox"/> Group
Participant readiness assessment	<input type="checkbox"/> Individual <input type="checkbox"/> Group
Business planning activities	<input type="checkbox"/> Individual <input type="checkbox"/> Group
Business marketing activities	<input type="checkbox"/> Individual <input type="checkbox"/> Group
Accounting/bookkeeping	<input type="checkbox"/> Individual <input type="checkbox"/> Group
Financial analysis	<input type="checkbox"/> Individual <input type="checkbox"/> Group
Credit education	<input type="checkbox"/> Individual <input type="checkbox"/> Group
Merchandising	<input type="checkbox"/> Individual <input type="checkbox"/> Group
Inventory management	<input type="checkbox"/> Individual <input type="checkbox"/> Group
Patent development and protection	<input type="checkbox"/> Individual <input type="checkbox"/> Group
Individual development accounts	<input type="checkbox"/> Individual <input type="checkbox"/> Group
Micro-lending assistance	<input type="checkbox"/> Individual <input type="checkbox"/> Group
Micro-loans	<input type="checkbox"/> Individual <input type="checkbox"/> Group
Other eligible microenterprise activities not listed above:	

**Service Areas**

Check all geographical areas in which this program will provide assistance:

- County-wide (all jurisdictions)
- City/Town only:
  - Cloverdale
  - Cotati
  - Healdsburg
  - Rohnert Park
  - Sebastopol
  - Sonoma
  - Windsor

**Phasing**

Can project proceed if phased or if given partial funding? Explain the effect of phasing or partial funding on the project's ability to move forward.

**Demonstration of Need**

Describe the need for the project, or program and include evidence of need (e.g., cite waiting lists for services, census data, or other evidence).

**Part 4: Program Model and Framework**

Briefly describe how each of the following components is designed:

- Length of average project enrollment for each microenterprise
- Participant’s successful project exit—for instance, at the end of service will the microenterprise owner/developer start a new business, grow an existing one, start and build an IDA, or receive a micro loan?

**Outcomes**

Describe the outcomes expected to result from the program. Also, using the list below, describe outcomes intended to be achieved through the delivery of the program activities including adding your own indicators:

<i>Indicator/Outcome</i>	<i>Number people anticipated to achieve outcomes</i>
New business started resulting from microenterprise assistance	
IDAs started during this grant year	
IDA dollars matched	
Referrals made for loan packaging assistance	
Loans/grants – number funded	
Loans/grants – dollar amount funded	
Other; define:	

<b>People Served</b>	
Number of unduplicated people receiving assistance during the 12-month period for which funds are requested:	
For projects that have been in operation, number of unduplicated people who received assistance for the previous 12-month period:	
Check all target population groups this program will serve:	<input type="checkbox"/> Women <input type="checkbox"/> Minorities/ethnic groups <input type="checkbox"/> Transitional-aged youth (18-24) <input type="checkbox"/> Homeless Individuals <input type="checkbox"/> Migrant farmworkers <input type="checkbox"/> Seniors <input type="checkbox"/> Veterans <input type="checkbox"/> Illiterate adults <input type="checkbox"/> Low-income individuals <input type="checkbox"/> Victims of domestic violence <input type="checkbox"/> Disabled adults (including adults living with HIV)
List any Targeted Business Sectors served:	
<b>Type of Direct Financial Assistance</b>	
<b>INDIVIDUAL DEVELOPMENT ACCOUNTS (IDAS)</b>	
<p>If the project will provide Direct Financial Assistance, describe the type, size and level of assistance you plan to provide. Discuss any loan packaging technical assistance the microenterprise owner/developer will be required to receive prior to being funded, underwriting criteria for the loans, the amount and anticipated term of each loan and any conditions for repayment. Describe how this assistance will be managed, including the maximum amount a participant may invest, the source of the IDA match, and whether privately or publicly sourced.</p>	

**GRANTS, LOANS, LOAN GUARANTEES OTHER FORMS OF FINANCIAL SUPPORT FOR ESTABLISHMENT, STABILIZATION, AND EXPANSION OF MICROENTERPRISES**

<input type="checkbox"/> Loans under \$5,000 <input type="checkbox"/> Loans over \$5,000 <input type="checkbox"/> Grants under \$5,000 <input type="checkbox"/> Grants over \$5,000	Other (please describe type and dollar amount):
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**People Served by Income Level**

Indicate the percentage of people projected to be served by both indirect and direct financial assistance for each income level. (Current income limits are shown in Appendix B of the FY 2018-2019 Capital Projects and Economic Development Federal Funding Policies.)

<i>Income Limit</i>	<i>Indirect Financial Assistance (workshops, counseling, training, etc.)</i>	<i>Direct Financial Assistance (IDAs, grants, loans, etc.)</i>
Extremely Low-Income (below 30 percent)		
Very Low-Income (31–50 percent)		
Low-Income (50–80 percent)		
Above Low-Income (over 80 percent)		

**Part 5: Collaborations**

If the program or program sponsor actively collaborates with other microenterprise projects or supplemental services that will benefit a microenterprise’s development (such as lenders or business training like the SBA or SCORE) please list them below:

<i>Agency or business</i>	<i>Type of service provided</i>	<i>How these services assist the microenterprise</i>

**Part 6: Outreach**

Discuss how you have defined appropriate target groups to be served by this project.

Once the target population is defined, what types of outreach will be used to locate the identified target participants.

## Part 7: Program Evaluation Framework

Describe how your agency will evaluate this project's performance and make needed adjustments to service delivery. Be sure to note any participant involvement that is included in evaluating the services (limit to 250 words).

Check all tools you will use to track eligibility of the participant and project activities provided:

- Client application form used to determine project eligibility
- Client income declaration form
- Client demographic data
- Client case notes and action plans

## Part 8: Project Financing and Budget

Please complete and attach Program Budget Form and answer the following:

General administration costs are an ineligible use of funds for Economic Development programs. Please indicate how this program will use other funding sources for general administration of the program.

NOTE: Projects funded with federal funds (including CDBG) shall comply with audit requirements of the 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards). Funds may be used to pay for that portion of the total cost of any audit required by 2 CFR Part 200 that represents the amount of funds audited as a percentage of total funds.

## Part 9: Attachments Required

Project sponsors must submit the following documents, as applicable, with their funding application:

- Project Description: Provide a description of the project that includes specific location information and geographic boundaries. It should identify the maximum anticipated scope of the entire project, and delineate the specific activities for which the applicant is requesting funding at this time.
- Authorizing Resolution: For non-profit organizations, attach a resolution from the Board of Directors authorizing the submittal of the application.
- City/Town Authorizing Resolution: Attach a city/town council resolution endorsing the project for those located within the seven incorporated jurisdictions or for those sponsored by one of the seven incorporated jurisdictions.
- IRS Letter of Determination: Non-profit organizations only must submit an IRS Letter of Determination. Non-profit organizations are not eligible for consideration unless non-profit status has been verified.
- Community Housing Development Organization (CHDO) verification: For CHDO's applying for HOME CHDO funds, submit a Sonoma County CHDO letter or plan to become an independent, fully functioning CHDO entity.
- Letters of Commitment: Submit letters of commitment from all other funding sources.
- Financial Documentation:
  - Non-profit organizations must attach the following:
    - Current operating budget
    - Most recent completed final audit report
    - IRS Form 990 for the most current tax year
    - If organization is not audited, attach a copy of the most recent internal financial statement that has been approved by Board of Directors.

\*Additional financial information may be requested by CDC staff as deemed appropriate.

- Sonoma County departments or agencies, the cities of Cotati, Cloverdale, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and the Town of Windsor are exempt from this requirement.
- Organizations are **required** to have **written** policies and procedures. The applicant must submit certification that they have the following policies and procedures. (Please complete the forms found in Part 10 – Certifications)
  - Accounting
  - Conflict of Interest
  - Procurement
  - Record Retention



## **Part 10: Certifications**

- Grant Certification Form – 1 (Application Completeness & Accuracy & Signatory Authority)
- Grant Certification Form – 2 (Federal Regulations)
- Grant Certification Form – 3 (Conflict of Interest)
- Grant Certification Form – 4 (Policies and Procedures)

## Grant Certification Form – 1

### Application Completeness & Accuracy & Signatory Authority

I hereby certify that \_\_\_\_\_ (*insert name of organization requesting funds*) has complied with all applicable laws and regulations pertaining to the application and is an eligible applicant for the requested funding.

The organization proposes to provide the program services or complete the project identified in this application. If this application is approved and this organization receives the requested funding this organization agrees to adhere to all relevant Federal, State, and local regulations and other assurances as required by the Commission.

In addition, the content of the application shall be incorporated as part of the written agreement and, as such, will be used to monitor performance. Activities, commitments, and representations described in the written agreement that are not subsequently made a part of the program/project as funded shall be considered a material contract failure and may result in a repayment of all awarded funds and/or suspension from participation in future funding rounds.

I hereby certify that the organization is fully capable of fulfilling its obligation under this application, as stated herein.

I further certify that the information provided in this Funding Application is correct, accurate, and complete.

\_\_\_\_\_  
Signature/Authorized Representative of Organization

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Grant Certification Form – 2**  
**Federal Regulations – CDBG**

<b>Requirements</b>	<b>Federal Regulations</b>	<b>Other References</b>
Federal Labor Standards Davis-Bacon Copeland Act (Anti-kickback) Contract Work Hours and Safety Standards	24 CFR 92.354 29 CFR Parts 1, 3, and 5	40 U.S.C. 3141; 40 U.S.C. 3701
Section 3	24 CFR 135	Section 3 of the HUD Act of 1968, as amended (12 U.S.C. 1701u); 2 CFR 200.321
Minority and Women Business Enterprise Participation (MBE/WBE)	Small Business Act, Section 3(a) 15 U.S.C. 632	12 U.S.C. 1701
Civil Rights and Non-Discrimination	Title VI of Civil Rights Act of 1964 Title VIII of the Civil Rights Act of 1968 Section 104(b) and 109 of Title I of the Housing and Community Development Act of 1974	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990 Age Discrimination Act of 1975 Executive Orders 11063, 11246, 11375, 11478, 12107, 12086, and 13279
Equal Employment Opportunity	24 CFR 570.601-602; 570.607 41 CFR 60	Executive Orders 11246; 12086 12 USC 1701u
Fair Housing	Fair Housing Act (42 U.S.C. 3601-3620) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d) Equal Opportunity in Housing Section 504 of the Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990	24 CFR Parts 8, 107, and 146 42 U.S.C. 200(d) Executive Orders 11063, as amended by Executive Order 12259 Age Discrimination Act of 1975, as amended (42 U.S.C. 6101)
Debarred or Ineligible Contractors	24 CFR 570.609; 24 CFR 24	Executive Orders 12549 and 12689
Reasonable Accommodation	24 CFR Part 8; 24 CFR 570.601-602	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990
Fire Safety Codes		Local ordinances

Building, Housing, and Zoning Codes Housing Quality Standards	24 CFR 570.208(b)(1)(iv); 208(b)(2)	Local ordinances
Lead-Based Paint	24 CFR 570.608; 24 CFR Part 35	42 U.S.C 4821 et seq.
Anti-Lobbying	Appendix II to Part 200 J; 31 U.S.C. 1352	
Environmental, Historic Preservation, National Environmental Policy Act, Flood Insurance Requirements Sitting near airports and coastal barrier Fish and wildlife protection Flood plain/flood insurance National Historic Preservation Noise abatement and control Wetlands/Coastal zones Air quality Endangered species Thermal/Explosive hazards	24 CFR 570.503(b)(5)(i); 570.604; 570.605; 570.202; 24 CFR 58 References at: 24 CFR 58.6; 58.5570.605	Section 104(g), HCDA 42 U.S.C 4001 et seq.
Relocation, Real Property Acquisitions, and One-for-One Housing Replacement Uniform Relocation Act Residential anti-displacement and relocation assistance	24 CFR 570.201(i); 570.606(b), (c), (d) 49 CFR 24 42 USC 4601 et seq	Sections 104(d); 105(a)(11), HCDA <a href="http://www.hud.gov/relocation">www.hud.gov/relocation</a>
Competitive Procurement	2 CFR 200.319	
Insurance and Bonding	2 CFR 200.310 and 200.325	
Administrative and Accounting Standards	2 CFR Part 200	
Cost Considerations	2 CFR 200.402, 403, 404, 405, 406 and 407	
Documentation and Recordkeeping	24 CFR 570.506 24 CFR 570.502	
Conflict of Interest	2 CFR 200.112 and 24 CFR 570.611	
Section 108 Loan Guarantees	24 CFR 570.700-570.709	Section 108, HCDA

To the best of my knowledge and belief, I certify that all data contained in this application and all supportive documentation is true, correct and will incorporate the above requirements. This submission has been duly authorized by the governing body of \_\_\_\_\_.

\_\_\_\_\_  
Signature/Authorized Representative of Organization

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### Grant Certification Form – 3

#### Conflict of Interest – CDBG

The standards in 2 CFR 200.318 provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

The CDBG regulations at 24 CFR 570.611 provide that no person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient or subrecipient that are receiving CDBG funds and (1) who exercises or has exercised any functions or responsibilities with respect to activities assisted with CDBG funds; or (2) who is in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest from a CDBG-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

- A. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to participate in the decision making process for approval of this application? Yes No
- B. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to gain inside information with regard to approval of this application? Yes No
- C. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds obtain a financial interest or substantial benefit? Yes No
- D. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds have an interest in any contract, subcontract or agreement with respect to funding this application, either for themselves or those with whom they have family or business ties during the program year and one year thereafter? Yes No

**If you answered YES** to any of the above questions, a letter must be submitted with the application that includes the following information:

- 1) A disclosure of the nature and extent of the conflict
- 2) A description of how public disclosure will be made
- 3) A qualified attorney's opinion that the conflict of interest does not violate federal, state, or local law

**Note:** If you are approved for funding, the Commission must issue a public notice of the disclosure with a 15-day public comment period, and then submit to HUD for approval prior to execution of a grant agreement or release of funds.

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Signature/Authorized Representative of Organization

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Grant Certification Form – 4

### Policies & Procedures

The undersigned does hereby certify that the applicant organization has the following policies and/or procedures and can produce them if requested by the Commission:

1. Accounting policy/procedure
2. Procurement policy/procedure
3. Conflict of Interest policy/procedure
4. Record Retention policy/procedure
5. Language Access Plan & Limited English Proficiency Policy

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Signature/Authorized Representative of Organization

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_