



Instructions for Completing San Bernardino County Community Development Block Grant Project Applications 2022-23 Program Year



COUNTYWIDE VISION STATEMENT

We envision a complete county that capitalizes on the diversity of its people, its geography, and its economy to create a broad range of choices for its residents in how they live, work, and play.

We envision a vibrant economy with a skilled workforce that attracts employers who seize the opportunities presented by the county’s unique advantages and provide the jobs that create countywide prosperity.

We envision a sustainable system of high-quality education, community health, public safety, housing, retail, recreation, arts and culture, and infrastructure, in which development complements our natural resources and environment.

We envision a model community which is governed in an open and ethical manner, where great ideas are replicated and brought to scale, and all sectors work collaboratively to reach shared goals.

From our valleys, across our mountains, and into our deserts, we envision a county that is a destination for visitors and a home for anyone seeking a sense of community and the best life has to offer.

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Instructions for 2022-23 Program Year CDBG Project Application Online Log in

Username *

Password *

Remember Me [Forgot Password?](#)

SIGN IN

Don't have an account?
[Click here to create one](#)

Version 1.3.7

San Bernardino County Department of Community Development and Housing (CDH) has implemented an online application portal for 2022-23 CDBG funding. The application portal can be accessed at <https://sbc.hdsoftware.net/login>. Please Note: This application is web based, and it is recommended that you access this application through one of the following web browsers: **Mozilla Firefox, Google Chrome, and Microsoft Edge**.

All entities (agencies, organizations, etc.) are required to create an account on the application portal in order to apply for CDBG funds.

Once your entity registers in the application portal an email with the username and password will be sent to the provided email address.

The login and password information may be shared if it is necessary to have more than one person contribute to the application.

CDH strongly recommends that each entity create a single user account and designate one person to review and submit applications on behalf of the entity.

Passwords must be at least six (6) characters.

Make sure you use the appropriate application format for your project. There are two (2) application formats: 1) Public Service Projects and 2) Construction Improvement Projects. **Please Note: Public Service projects requesting funding from multiple jurisdictions are required to submit a separate application for each jurisdiction.**

In order to comply with all federal requirements, a signed, original, hard-copy E-Signature Authorization form must be submitted to CDH for each entity. E-Signature Authorization forms in PDF format are available online at CDH's [website](#) or can be requested via email: Monica.Lopez@cdh.sbcounty.gov.

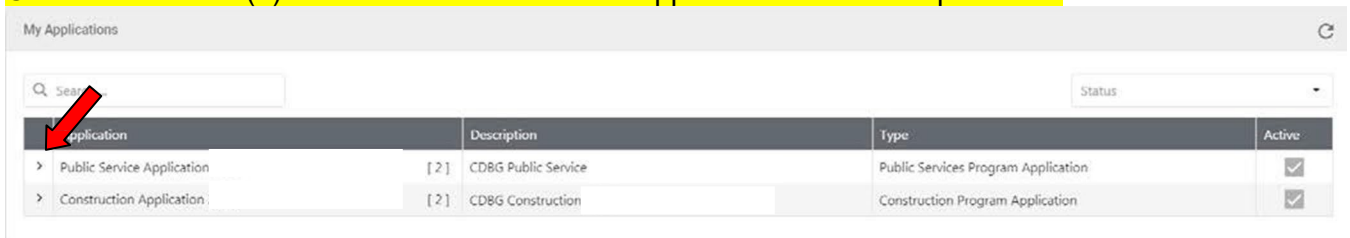
Instructions for Public Service CDBG Project Applications

To Begin a New Public Service Application:

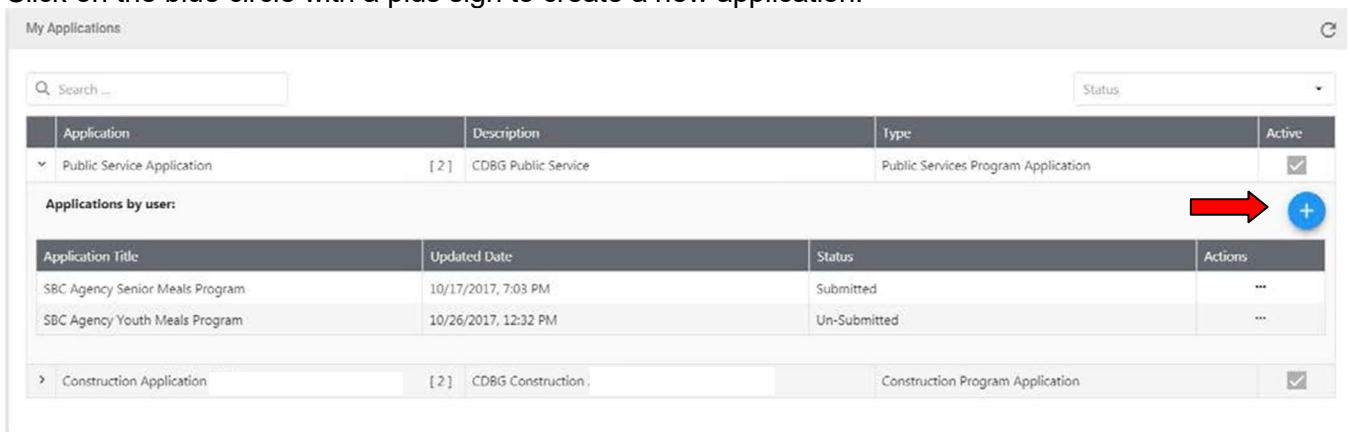
Once you log in, the system will take you to the “HOME” page.



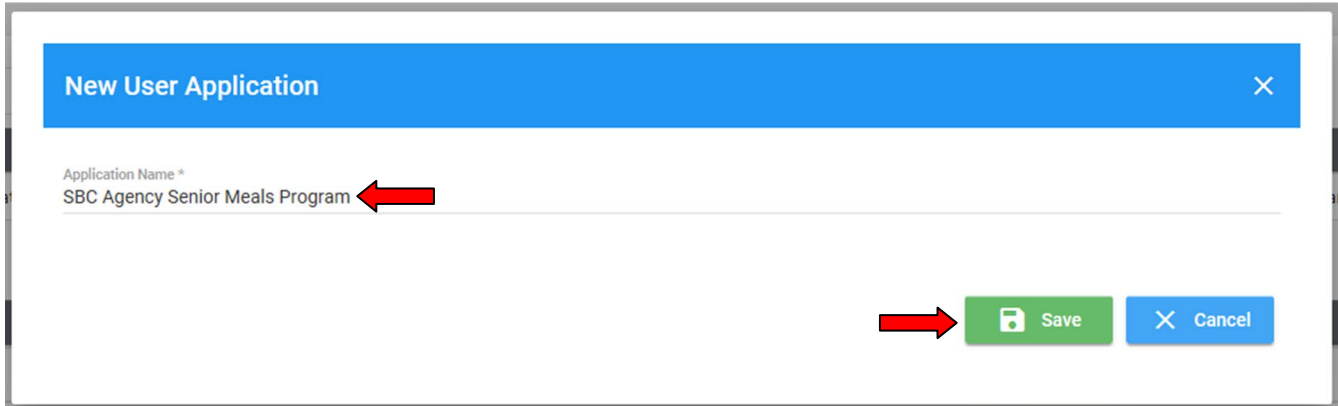
Click on the arrow (>) next to the “Public Service Application.” See Example Below



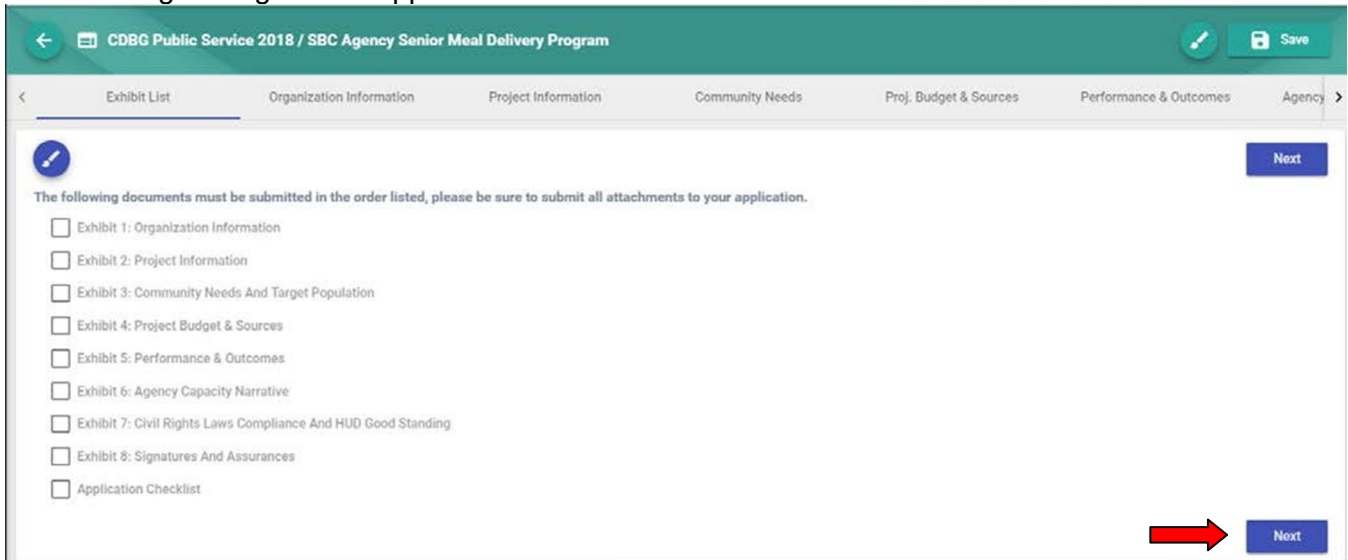
Click on the blue circle with a plus sign to create a new application.



Choose a name for the application that designates your entity and program (NOT “CDBG project”) and click “Save” to continue.





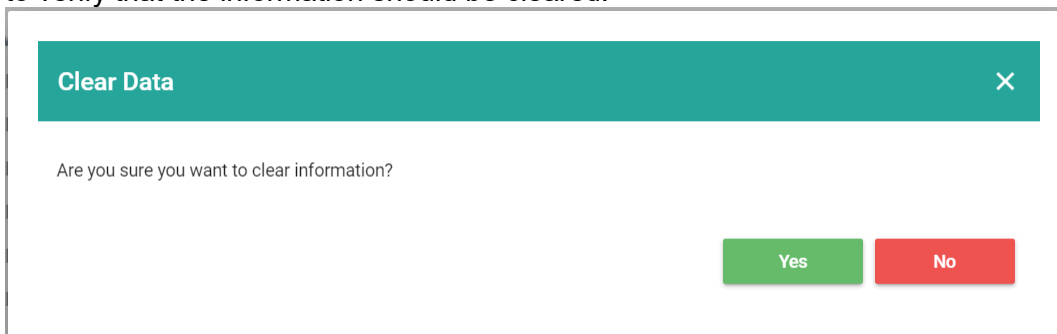
This will take you to the Application Exhibit List. No action is required on this page. Click on the “Next” button to begin filling out the application.




Additional Information:

On each page there is a “Save” button  that will allow you to save your progress.

Each page also has a blue “Clear” button  which will reset that particular page and a green “Clear” button  which will reset the entire application. Pressing either “Clear” button will require you to verify that the information should be cleared.

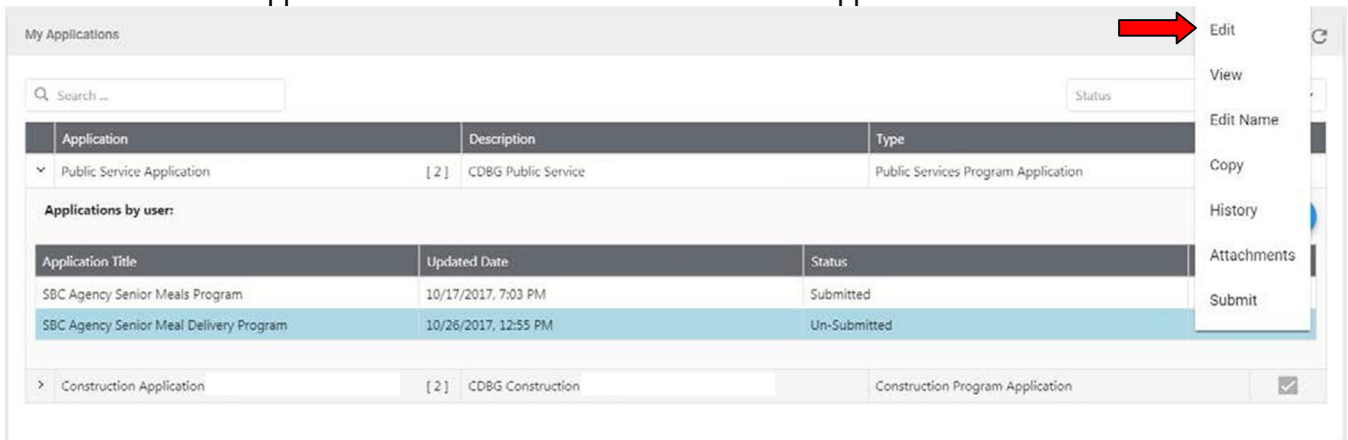


There is also a “Back” button  on the top left of each page next to the application name. Clicking this button from any screen will take you back to the “HOME” page.

To EDIT an existing application click on the three dots under the “Actions” tab for that application on the home screen.



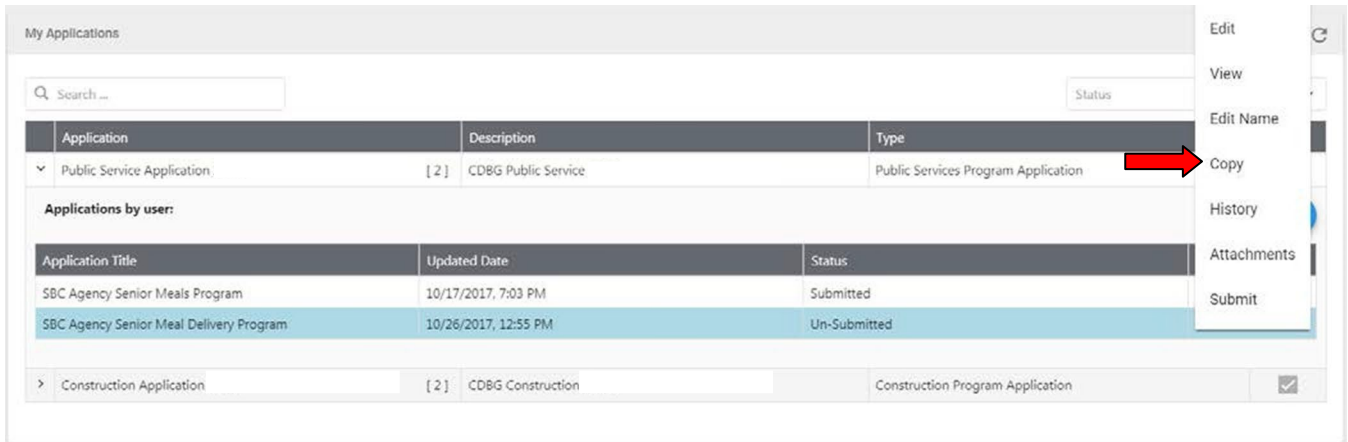
Select “Edit” in the application’s “Actions” menu to continue the application from the last save.



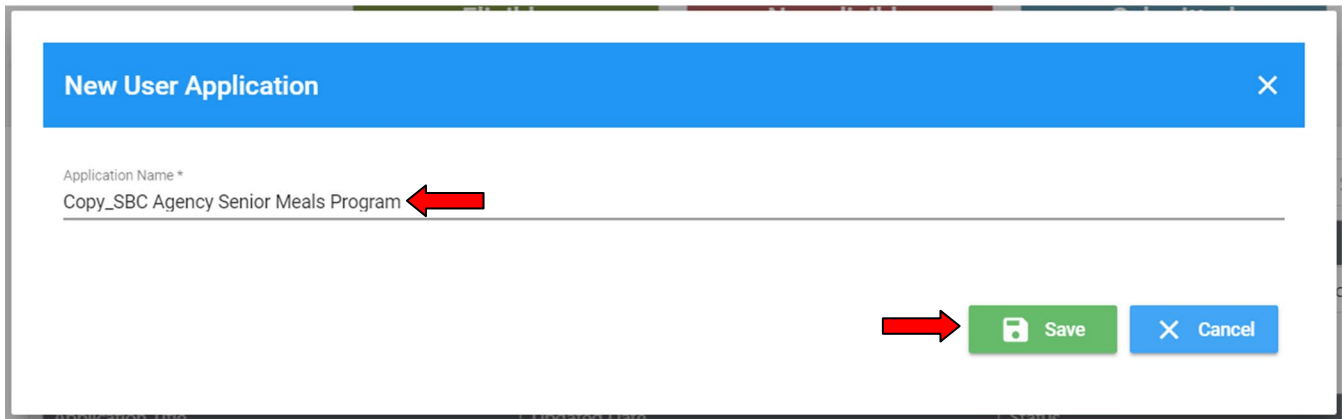
The “Actions” menu can also be used to view a pdf version of the application, change the name of the application, submit the application, and review the submission and evaluation history for the application.

Selecting “Attachments” will allow you to add or view attachments to your application.

The “Copy” function will make a copy of the application which can then be used as the basis for another similar application. **Please note, the application portal does not allow for multi-jurisdictional project applications. A separate application must be submitted for each jurisdiction.** Using the “Copy” function is not required but may save time if you are submitting multiple applications of the same type.



Selecting “Copy” will bring up the box to choose a name for the application. Give the new application a name and click “Save”.



This will take you to the “Exhibit List” for the copied application. Use the tabs at the top of the page to skip to the exhibits that need to be updated for the new application. If the exhibit that needs to be updated is not visible on the screen, the arrows on the sides of the exhibit list can be used to scroll through the exhibits.

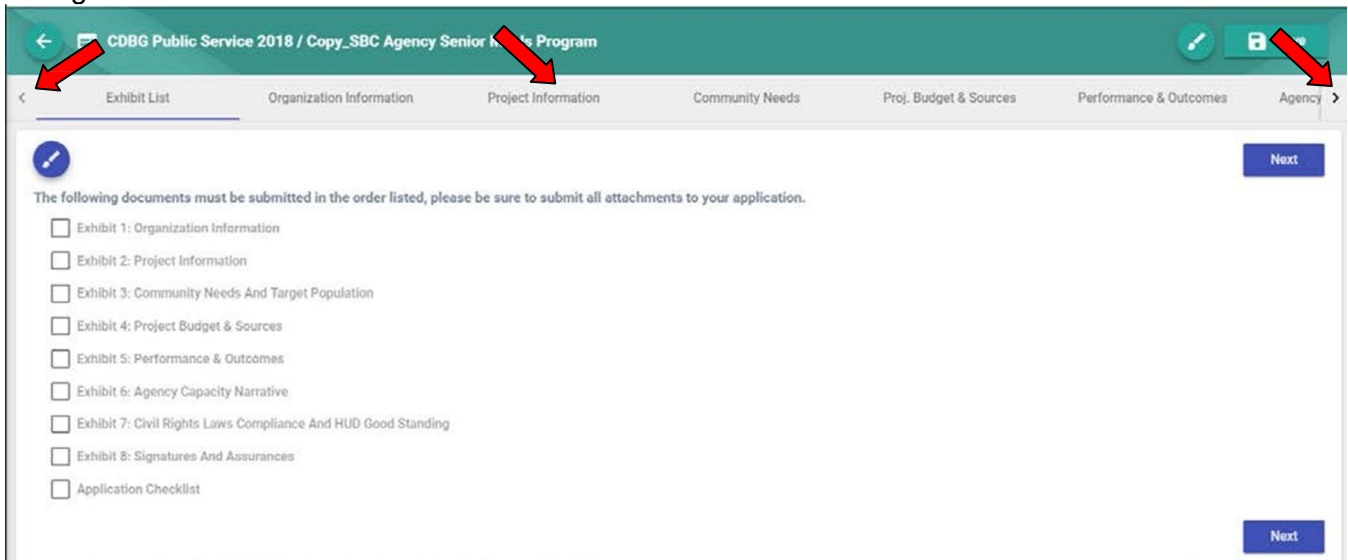


EXHIBIT 1: ORGANIZATION INFORMATION


- ❖ Complete this section by providing your organization's information, the Authorized Person's contact information, and the Application Contact Person. Application Contact Person is the individual that will be contacted for questions related to the project.
- ❖ In the space labeled "Applicant Type" enter the description that best fits your entity: "Non-Profit", "City", or "County".
- ❖ Provide a brief description explaining your entity's: 1) Mission, 2) Purpose, 3) Population(s Served, 4) Number of Years Serving Population, and 5) Support Services, their Funding Sources, and Start/End Dates.
- ❖ Press  to continue.

EXHIBIT 2: PROJECT INFORMATION

- ❖ Provide project title and the address of the service location. Check box(es) as appropriate according to the County Supervisorial District where the project will serve.
- ❖ Indicate whether this project will provide job opportunities for minority-owned and women owned business.
- ❖ Provide a brief description of why and what actions are planned to implement such as subcontracting and monitoring.

EXHIBIT 2A: COUNTYWIDE VISION


- ❖ Check Yes/No to indicate which Countywide Vision Goals this project will meet. Note: It is not expected that any project will meet all of the goals.
- ❖ Briefly describe how the project contributes to the Countywide Vision.
- ❖ Press  to continue.

EXHIBIT 3: COMMUNITY NEEDS AND TARGET POPULATION

- ❖ Select "Yes" or "No" from the list as appropriate to indicate community needs and target population in the project area.
- ❖ Select "Yes" or "No" from the list as appropriate to indicate which community the proposed project will assist.
- ❖ Describe the City/Target Area of project beneficiaries.
- ❖ Provide a brief description of the geographic boundaries to be served by the proposed project. Example: City Loma Linda and surrounding area, or City of Redlands downtown neighborhood from 1st to 5th Street and Apple to Pie Avenue.

County CDBG funding can only be allocated to projects that will benefit residents of the participating cities of Adelanto, Barstow, Big Bear Lake, Colton, Grand Terrace, Highland, Loma Linda, Montclair, Needles, Redlands, Twentynine Palms, Yucaipa, and the Town of Yucca Valley. **The County will not be accepting applications for the County unincorporated communities. The County's portion of CDBG will only be utilized for major capital and infrastructure improvements, not public service programs. Applications for these projects will be solicited directly from County departments.**


- ❖ Select "Yes" or "No" as appropriate to answer HUD Demographics questions.
- ❖ Provide a summary of your projects: 1) priority, 2) sub-activity, 3) population(s) to be served, 4) accomplishment level, and 5) services to be provided.
- ❖ In the provided spaces, briefly explain the following:
 - Describe how this project meets the priority population and activities selected.
 - Explain why this project is needed and what evidence can you substantiate the need.
 - Describe what gaps of service in the County this project fills.
 - What are the critical factors for the success of your project (include both financial and human resources).
- ❖ Press  to continue.

EXHIBIT 4: PROJECT BUDGET & SOURCES

- ❖ Estimate and itemize project costs. List itemized costs by funding source: "San Bernardino County CDBG Share" and "Other Source", in the provided table. This section must equal Exhibit 4A total.

EXHIBIT 4A: CDBG FUNDS REQUEST AND LEVERAGING INFORMATION

EXHIBIT 4B: CDBG FUNDS REQUEST AND LEVERAGING INFORMATION

- ❖ Identify the sources and total the amount of other funding represented in the project budget. Select the source(s) type of funding and the date available of funds. "Total Leveraging Funds" should equal the "Total Other Source (\$)" from the worksheet above.

Example:

Source of Funding	Type of Funding (Grant Name, EFSP Money)	Amount (\$)	Date Available
Federal Funding	Type of Funding	Amount (\$)	Date Available
State Funding	Type of Funding State Nutrition Grant	Amount (\$) \$ 10,000	Date Available 7/1/18
County Funding	Type of Funding	Amount (\$)	Date Available
Private Funding	Type of Funding Donations	Amount (\$) \$ 17,400	Date Available 7/1/18
Other	Type of Funding	Amount (\$)	Date Available
Total Leveraging Funds		Total (\$)	\$ 27,400

Note: If this project also benefits residents of non-participating jurisdictions, matching funds in proportion to the percentage of non-participating jurisdiction residents to be served must be provided by other funding source.

❖ Press [Next](#) to continue.

EXHIBIT 5: PERFORMANCE AND OUTCOMES

Example: 100 Clients receive assistance every month.

Activities to be Completed	Unduplicated Clients to be Served	Duplicated Clients projected to be Served
Monthly Food Assistance	100	1200

- ❖ In the provided spaces, briefly explain the following:
 - Describe how your entity determines client(s) success.
 - Describe your methodology to evaluate project outcomes.
- ❖ **NOTE:** HUD requires that all public services must be a “new” or “expanded” service in order to qualify for CDBG funds. **If your public service received has previously received CDBG funds, you are required to provide either more services than the previous year or expand the scope of your services.**

EXHIBIT 5A: PROPOSED GOALS AND MILESTONES NARRATIVE

- ❖ Provide an explanation of how the project will meet contract goals, milestones and be completed within 12 months (July 1, 2022 – June 30, 2023).
- ❖ Due to HUD requirements for expenditure of funds, complete the table detailing the timeline for project completion and expected date(s) for reimbursement claims to be submitted to CDH.
- ❖ Press [Next](#) to continue.

EXHIBIT 6: AGENCY CAPACITY NARRATIVE- *To be completed by Non-Profit organizations only*


- ❖ In the provided spaces, briefly explain the following:
 - Describe the roles of key administrators, staff members, and volunteers within your entity that will implement the proposed project. In your description include experience, education, and licensing qualifications.
 - Describe your organization's experience in administering government and/or public funds.
 - Describe your method to sustain project viability over the multi-year process if funding decreases.
- ❖ Select "Yes" or "No" to answer questions regarding non-profit status, involvement in legal actions, and unresolved fiscal, reporting, or program issues.
- ❖ Press  to continue.

EXHIBIT 7: CIVIL RIGHTS LAWS COMPLIANCE AND HUD STANDING

- ❖ Select "Yes" or "No" to disclose if your entity has been a past recipient of assistance under a HUD McKinney Act program or the HUD Single Family Property Disposition Homeless Program.


<https://www.hudexchange.info/resources/documents/HomelessAssistanceActAmendedbyHEARTH.pdf>
- ❖ Select "Yes" or "No" to disclose if your entity has been a recipient, experienced any project or construction delay, and/or HUD finding or outstanding audit(s) regarding the administration of HUD McKinney Act programs or the HUD Single Family Property Division Homeless.
- ❖ If you answered "Yes", please explain the circumstances and outcomes in the provided box.
- ❖ Press  to continue.



EXHIBIT 8: SIGNATURES AND ASSURANCES

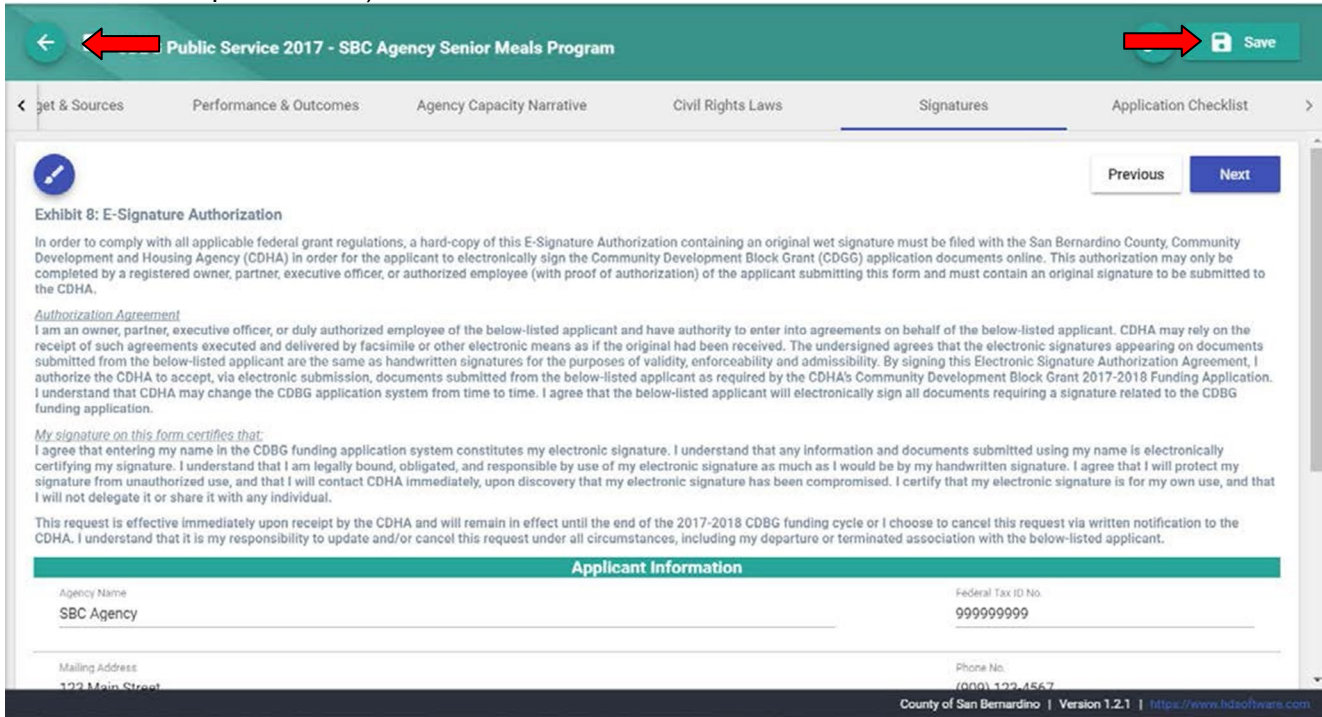
This page must be printed out, signed and submitted to CDH in order for the application to be reviewed.

- ❖ Complete the Applicant Information section and enter the Name and Title under the Authorized Signature section. Leave the "Signature & Title" and "Date Available" lines blank. These will be filled in once the page is printed for submission.
- ❖ **In order to comply with all Federal requirements this E-Signature Authorization must be signed by a person authorized to act on behalf of the Applicant entity and submitted to CDH no later than 4:00 p.m. PST, Tuesday, December 7, 2021 at the address listed below or the application will not be reviewed. One E-Signature Authorization form is required per entity (organization/agency).**

Department of Community Development and Housing
385 North Arrowhead Avenue, Third Floor
San Bernardino, CA 92415-0043
Attn: CDBG Application

❖ Non-Profit Organizations Only: Press  to continue.

❖ If your entity is NOT a Non-Profit, click  and then the  button to return to the Home Screen. (Skip File Attachments and CDBG Application Checklist instructions and go to Submission procedures.)



Public Service 2017 - SBC Agency Senior Meals Program

Navigation: < get & Sources | Performance & Outcomes | Agency Capacity Narrative | Civil Rights Laws | Signatures | Application Checklist >

Buttons: Previous | Next

Exhibit 8: E-Signature Authorization

In order to comply with all applicable federal grant regulations, a hard-copy of this E-Signature Authorization containing an original wet signature must be filed with the San Bernardino County, Community Development and Housing Agency (CDHA) in order for the applicant to electronically sign the Community Development Block Grant (CDBG) application documents online. This authorization may only be completed by a registered owner, partner, executive officer, or authorized employee (with proof of authorization) of the applicant submitting this form and must contain an original signature to be submitted to the CDHA.

Authorization Agreement
I am an owner, partner, executive officer, or duly authorized employee of the below-listed applicant and have authority to enter into agreements on behalf of the below-listed applicant. CDHA may rely on the receipt of such agreements executed and delivered by facsimile or other electronic means as if the original had been received. The undersigned agrees that the electronic signatures appearing on documents submitted from the below-listed applicant are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. By signing this Electronic Signature Authorization Agreement, I authorize the CDHA to accept, via electronic submission, documents submitted from the below-listed applicant as required by the CDHA's Community Development Block Grant 2017-2018 Funding Application. I understand that CDHA may change the CDBG application system from time to time. I agree that the below-listed applicant will electronically sign all documents requiring a signature related to the CDBG funding application.

My signature on this form certifies that:
I agree that entering my name in the CDBG funding application system constitutes my electronic signature. I understand that any information and documents submitted using my name is electronically certifying my signature. I understand that I am legally bound, obligated, and responsible by use of my electronic signature as much as I would be by my handwritten signature. I agree that I will protect my signature from unauthorized use, and that I will contact CDHA immediately, upon discovery that my electronic signature has been compromised. I certify that my electronic signature is for my own use, and that I will not delegate it or share it with any individual.

This request is effective immediately upon receipt by the CDHA and will remain in effect until the end of the 2017-2018 CDBG funding cycle or I choose to cancel this request via written notification to the CDHA. I understand that it is my responsibility to update and/or cancel this request under all circumstances, including my departure or terminated association with the below-listed applicant.

Applicant Information

Agency Name	Federal Tax ID No.
SBC Agency	999999999
Mailing Address	Phone No.
122 Main Street	(000) 123 4567

County of San Bernardino | Version 1.2.1 | <https://www.hdxofwars.com>

FILE ATTACHMENTS & APPLICATION CHECKLIST (Non-Profit Organizations Only)

❖ In order to expedite the application process, upload one copy of each item listed under **CDBG Application Checklist**.

Click on the blue circle with the plus sign to add attachments to the application.



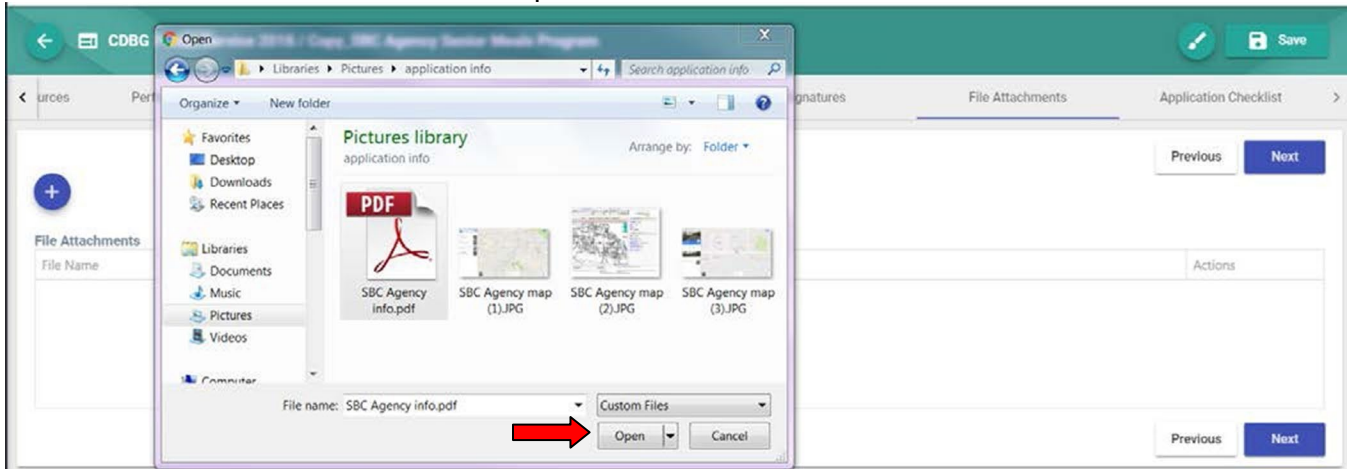
Buttons: Previous | Next

File Attachments

File Name	Actions
SBC Agency info.pdf	...

Buttons: Previous | Next

Select the file to be attached and click “Open”.



The attachment will now be listed under “File Attachments”. Click on the file name to view the attachment.



To remove an attachment, click on the three dots under the “Actions” tab.



Click on “Delete”



❖ When all attachments have been added, click  and then the “Back” button  to return to the Home Screen.

Note: Attachments can also be added and viewed from the “HOME” Screen.

SUBMISSION PROCEDURES

From the Home Page, click on “Actions” for the application to be submitted.

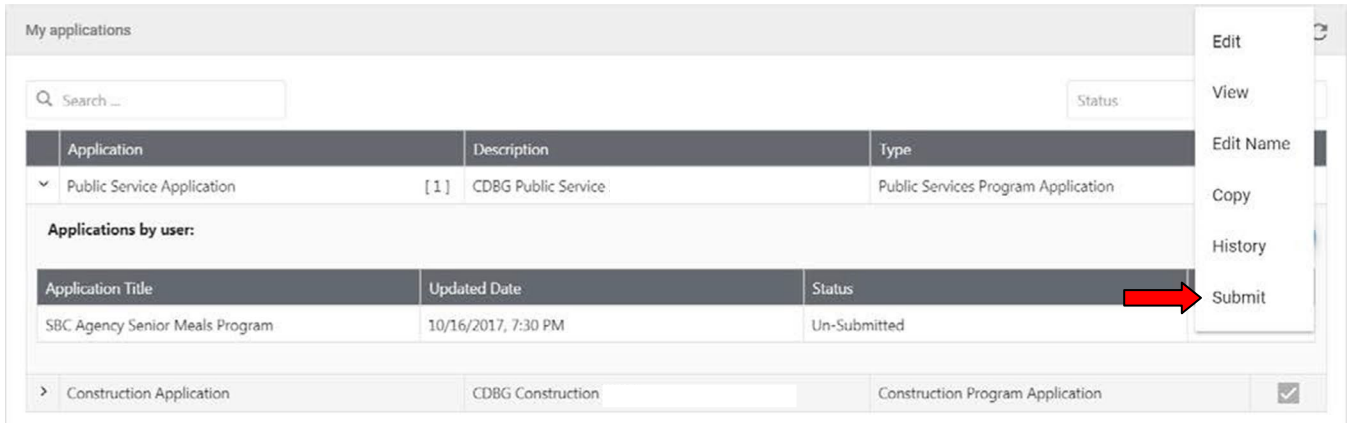


My applications

Search ... Status

Application	Description	Type	Active
Public Service Application [1]	CDBG Public Service	Public Services Program Application	<input checked="" type="checkbox"/>
Applications by user:			
Application Title	Updated Date	Status	Actions
SBC Agency Senior Meals Program	10/16/2017, 7:30 PM	Un-Submitted	...
Construction Application	CDBG Construction	Construction Program Application	<input checked="" type="checkbox"/>

Click on “Submit” in the “Actions” choices.



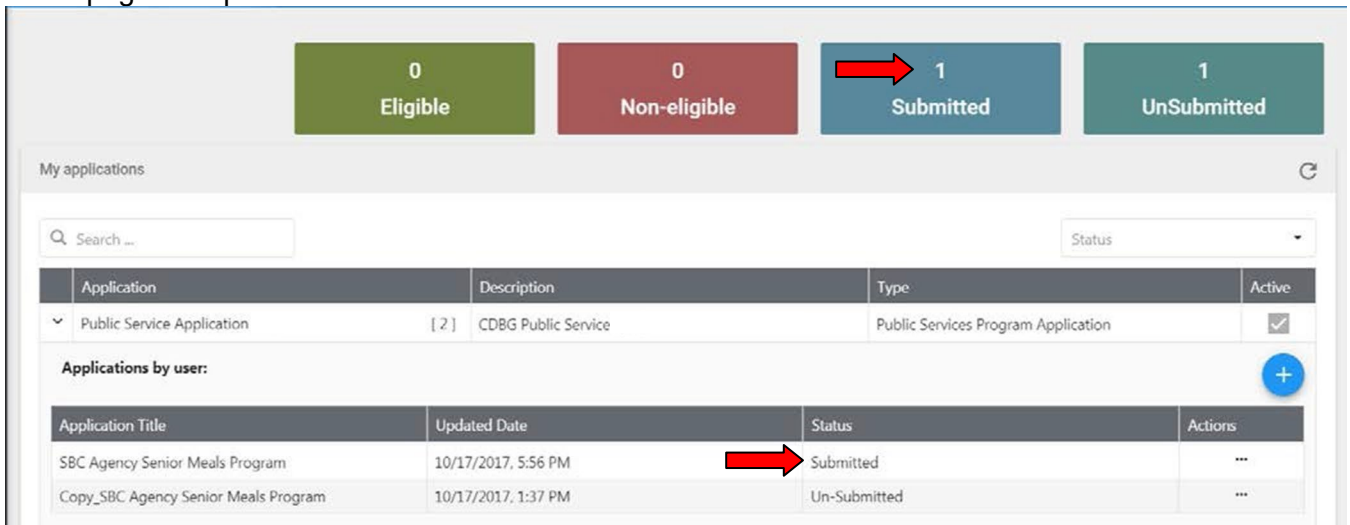
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Applications by user:		
Application Title	Updated Date	Status
SBC Agency Senior Meals Program	10/16/2017, 7:30 PM	Un-Submitted
Construction Application	CDBG Construction	Construction Program Application <input checked="" type="checkbox"/>

- Edit
- View
- Edit Name
- Copy
- History
- Submit

The status of the Application will change to Submitted and the count of submitted applications at the top of the page will update.



0 Eligible 0 Non-eligible 1 Submitted 1 UnSubmitted

My applications

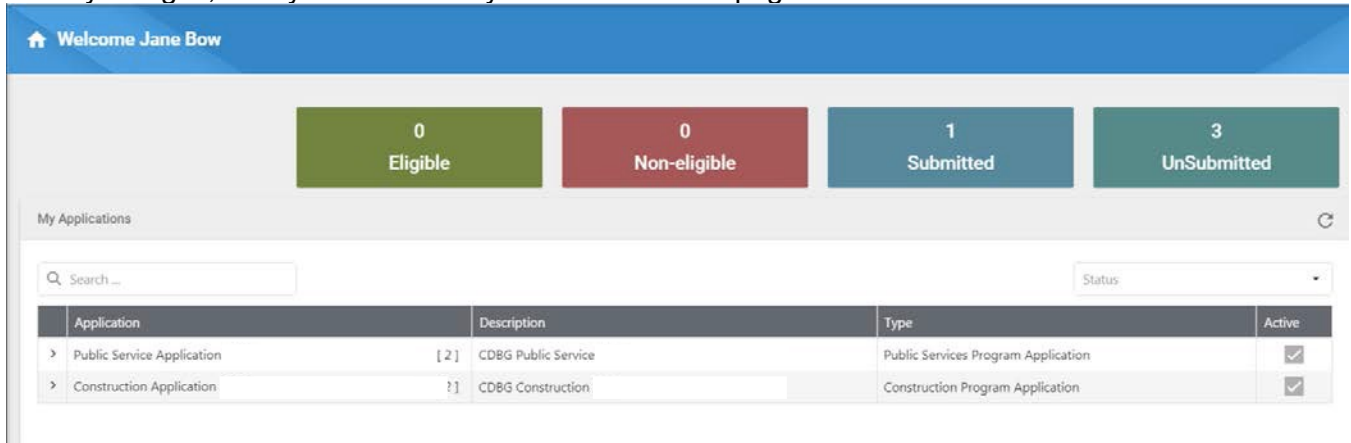
Search ... Status

Application	Description	Type	Active
Public Service Application [2]	CDBG Public Service	Public Services Program Application	<input checked="" type="checkbox"/>
Applications by user:			
Application Title	Updated Date	Status	Actions
SBC Agency Senior Meals Program	10/17/2017, 5:56 PM	Submitted	...
Copy_SBC Agency Senior Meals Program	10/17/2017, 1:37 PM	Un-Submitted	...

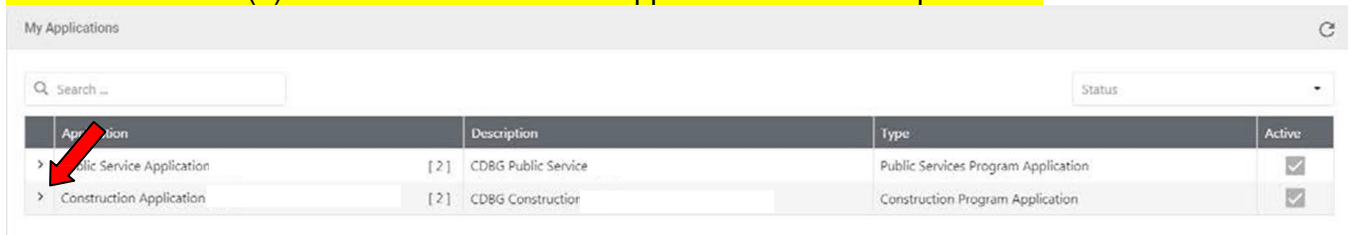
Instructions for Construction Improvement CDBG Project Applications

To Begin a New Construction Improvement Application:

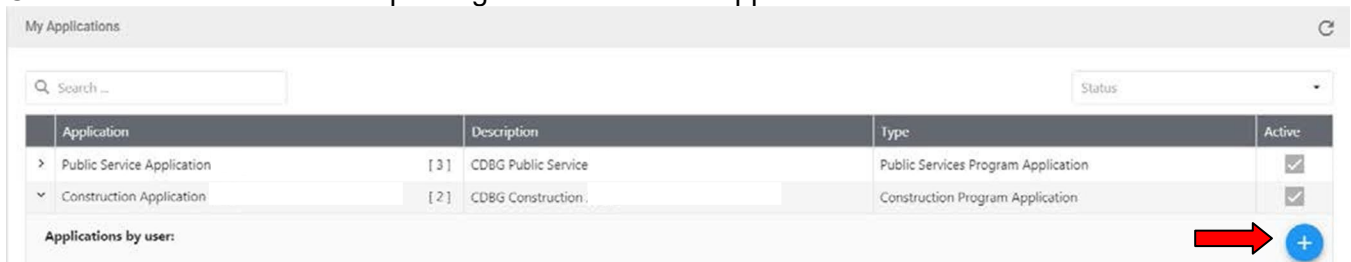
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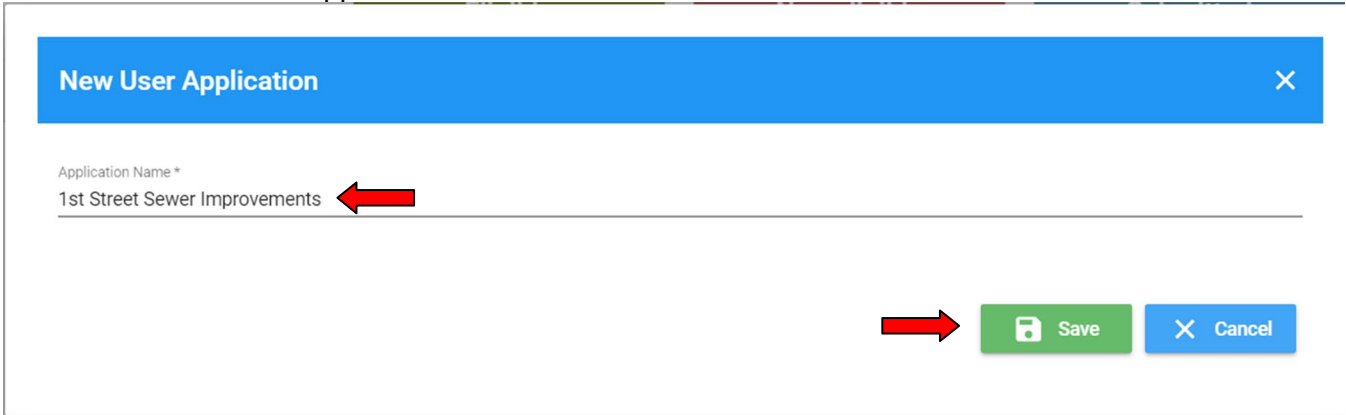
Click on the arrow (>) next to the “Construction Application.” See Example Below



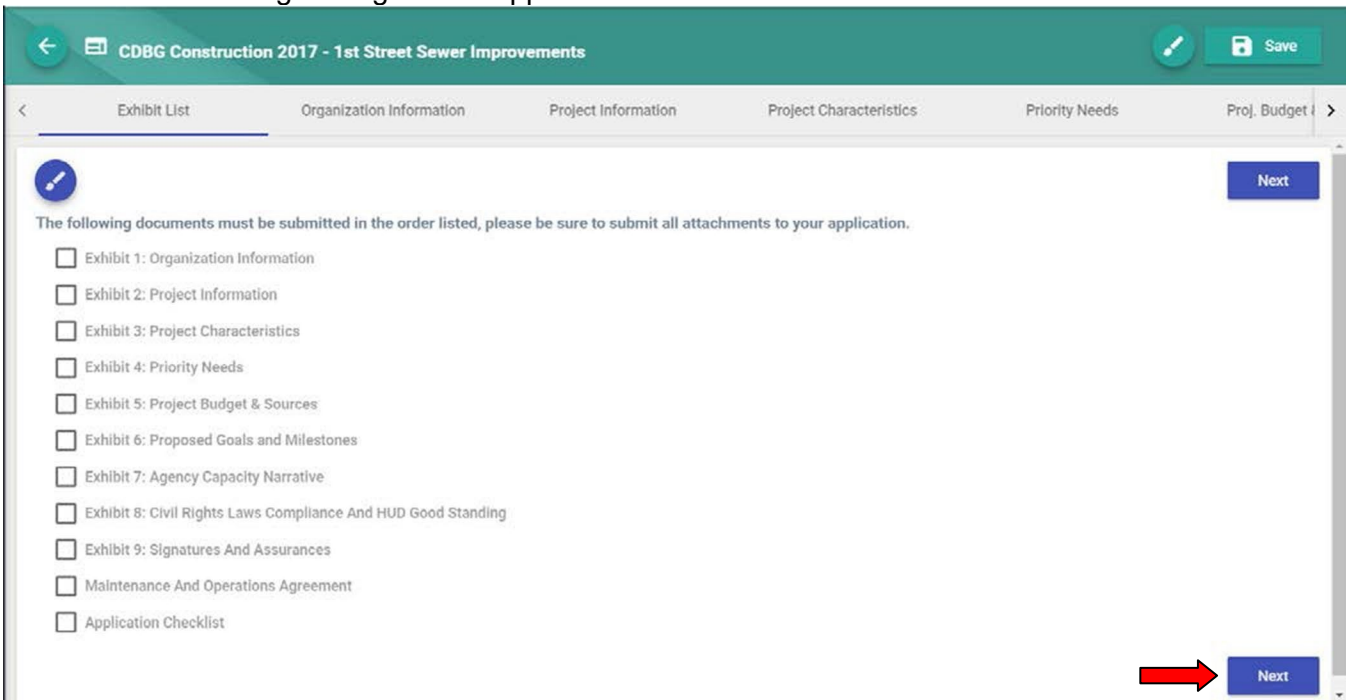
Click on the blue circle with a plus sign to create a new application.






Choose a name for the application and click "Save" to continue.



This will take you to the Application Exhibit List. No action is required on this page. Click on the **Next** button to begin filling out the application.

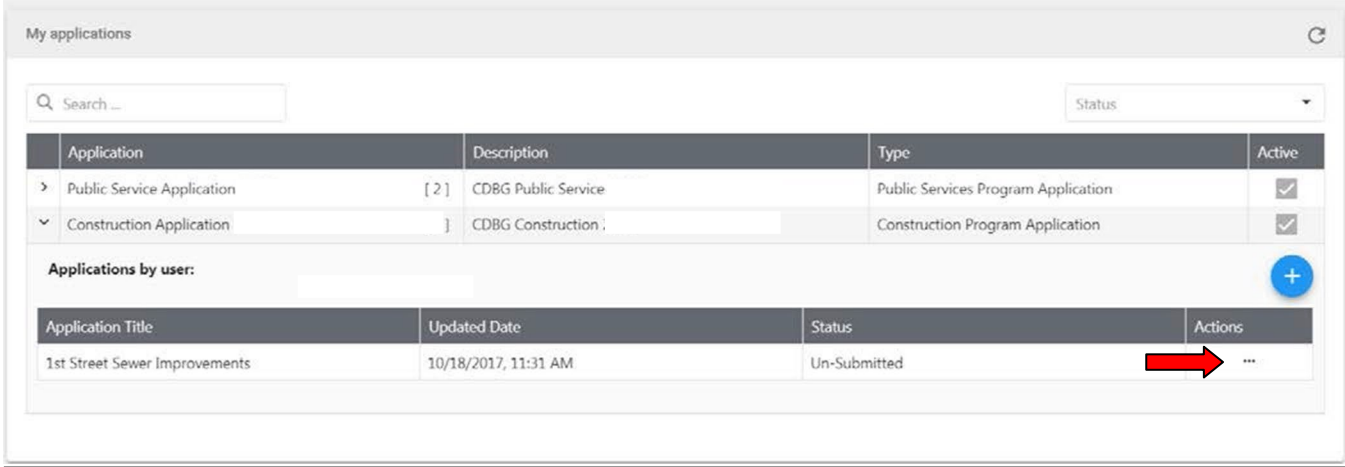


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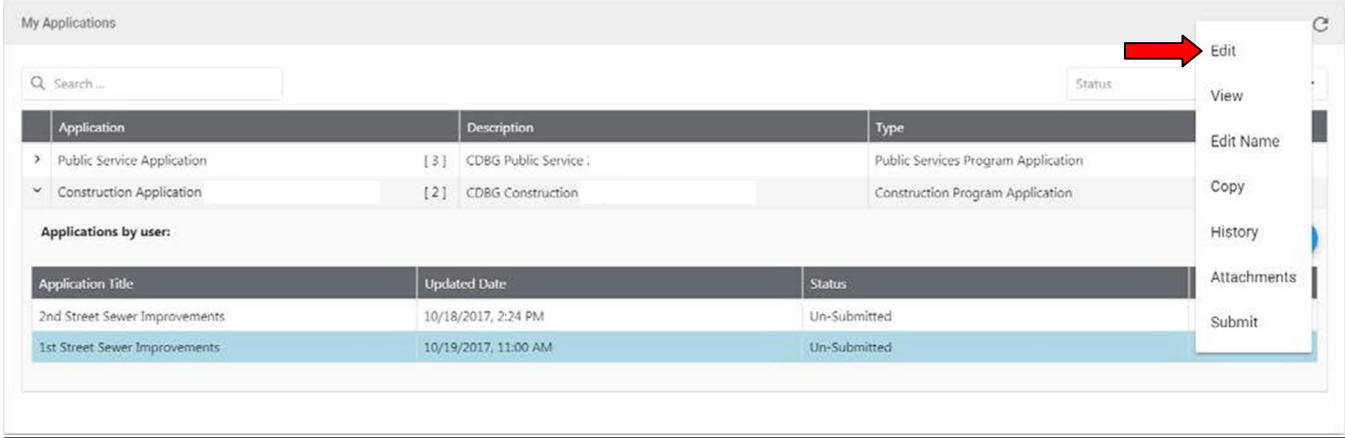
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To complete or edit an existing application click on the three dots under the “Actions” tab for that application on the home screen.

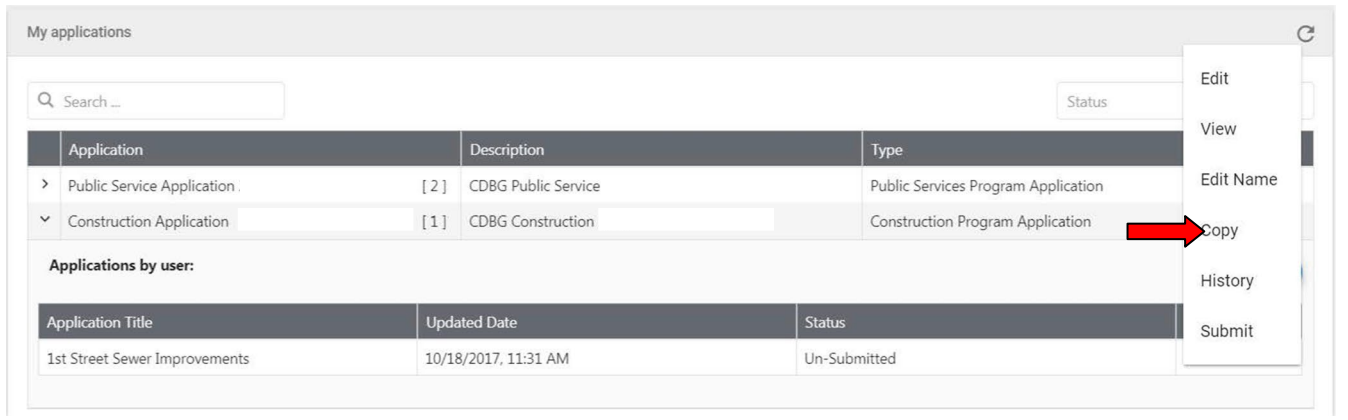


Select “Edit” in the application’s “Actions” menu to continue the application from the last save.

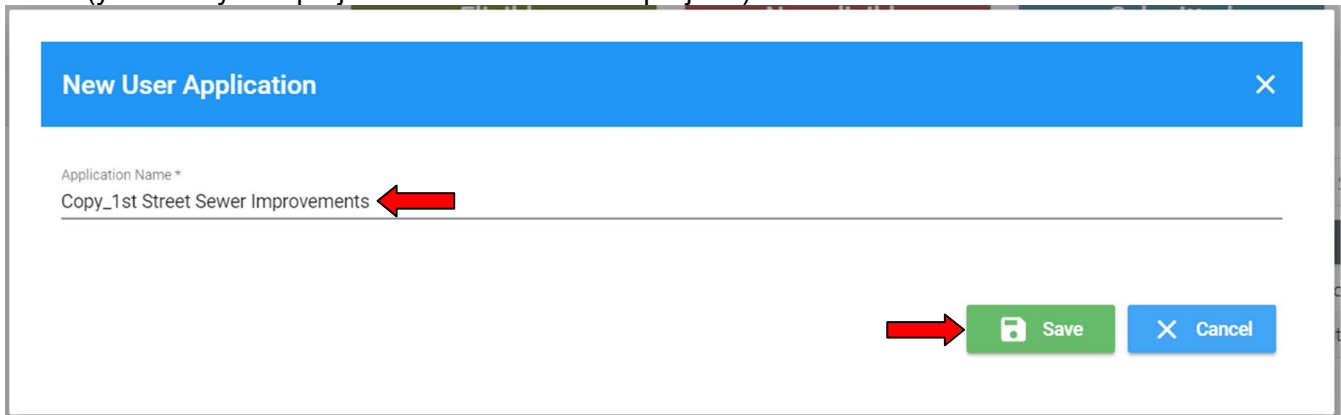


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The “Copy” function will make a copy of the application which can then be used as the basis for another similar application. Using the “Copy” function is not required but may save time if you are submitting multiple applications of the same type.



Selecting “Copy” will bring up the box to choose a name for the application. Give the new application a name (your entity and project title – NOT “CDBG project”) and click “Save”.



This will take you to the “Exhibit List” for the copied application. Use the tabs at the top of the page to skip to the exhibits that need to be updated for the new application. If the exhibit that needs to be updated is not visible on the screen, the arrows on the sides of the exhibit list can be used to scroll through the exhibits.

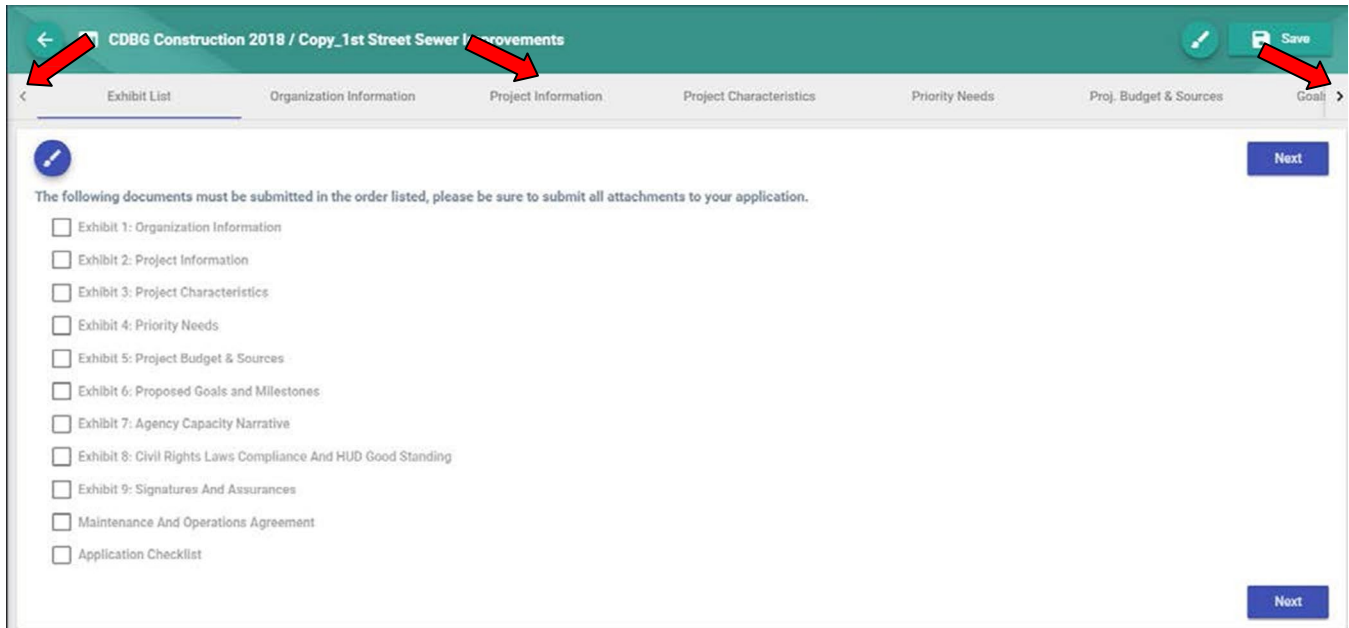


EXHIBIT 1: ORGANIZATION INFORMATION

- ❖ Complete this section by providing your entity’s information, the Authorized Person’s contact information, and the Application Contact Person. Application Contact Person is the individual that will be contacted for questions related to the project.
- ❖ In the space labeled “Applicant Type” enter the description that best fits your entity: “Non-Profit”, “City”, or “County”.
- ❖ Provide a brief description explaining the entity’s 1) Mission, 2) Purpose, 3) Populations Served, 4) Number of Years Serving Population, and 5) Support Services, their Funding Sources, and Start/End Dates.
- ❖ Press **Next** to continue.

EXHIBIT 2: PROJECT INFORMATION

- ❖ Provide project title and project address. Check box(es) as appropriate according to the County Supervisorial District where the project is located.
- ❖ Select from the dropdown box to indicate if project is a new construction project or a request for additional funding to an existing CDBG project. If an existing project, provide prior CDBG project number.
- ❖ Provide a brief description of the proposed type of project; if it’s a multi-phase project describe the expected completion date.
- ❖ Provide a brief description to indicate the eligible Census Tract and Block Group(s) **to be benefited by CDBG Funds**. Upload a map identifying the eligible Census Tract and Block Group(s) as indicated in the Eligible Census Tracts. The following is a link to obtain these maps: [Low- and Moderate-Income Summary Data, based on 2011-2015 ACS - Overview \(arcgis.com\)](http://arcgis.com)

EXHIBIT 2A: COUNTYWIDE VISION


- ❖ Check Yes/No to indicate which Countywide Vision Goals this project will meet. Note: it is not expected that any project will meet all of the goals.
- ❖ Briefly describe how the project or program contributes to the Countywide Vision.
- ❖ Press  to continue.

EXHIBIT 3: PROJECT CHARACTERISTICS


- ❖ Provide proposed project's characteristics such as legal property owner, current zoning, assessor's parcel number, etc.
- ❖ Provide a brief description of the geographic boundaries of the neighborhood, community, or region to be served by this project.
- ❖ Press  to continue.

EXHIBIT 4: PRIORITY NEEDS

- ❖ Select "Yes" or "No" for each of the Priority Needs to indicate which needs are met by your project
- ❖ Select "Yes" or "No" as appropriate to answer HUD Demographics questions.
- ❖ Provide a brief explanation describing the following:
 - Why is this project considered a priority?
 - Why is this project needed? Site the evidence to substantiate the need.
 - Why must this proposed project be funded now, versus receiving funding in future years?
 - What are the ramifications if this project is not recommended for funding this fiscal year?
 - What is the project's population to be served?
 - What is the project's accomplishment level?
 - Provide a summary of the scope of work, including the number of units or activities the project will complete with CDBG funds.
 - How the project preserves a low-and moderate-income neighborhood, or provides other community benefits.



EXHIBIT 5: PROJECT BUDGET & SOURCES

- ❖ Estimate and itemize project costs. List itemized costs by funding source: "San Bernardino County CDBG Share" and "Other Source", in the provided table. This section must equal Exhibit 5A Amount Requested total.

EXHIBIT 5A: CDBG FUNDS REQUEST AND LEVERAGING INFORMATION

- ❖ Select the city the project will serve from the dropdown list. Enter CDBG amount being requested by the city. The amount of CDBG funds requested in this section must equal “Total SB County Share (\$)” from the worksheet above.

EXHIBIT 5B: SOURCE OF FUNDING

- ❖ Identify the sources of funding and total the amount of other funding represented in the project budget. Select the source (s) type of funding and the date available of funds.

Example:

Source of Funding	Type of Funding (Grant Name, EFSP Money)	Amount (\$)	Date Available
Federal Funding	Type of Funding	Amount (\$)	Date Available
State Funding	Type of Funding State Infrastructure Grant	Amount (\$) \$ 2,500	Date Available 7/1/18
County Funding	Type of Funding	Amount (\$)	Date Available
Private Funding	Type of Funding	Amount (\$)	Date Available
Other	Type of Funding City improvement bonds	Amount (\$) \$ 5,000	Date Available 7/1/2018
Total Leveraging Funds		Total (\$) \$ 7,500	

Note: Leveraging items may include any written commitments that will be used towards your cash match requirements in the project.

If this project also benefits residents of non-participating jurisdictions, matching funds in proportion to the percentage of non-cooperating residents to be served must be provided by other funding sources.

- ❖ Press  to continue.

EXHIBIT 6: PROPOSED GOALS AND MILESTONES

- ❖ Provide an explanation of how the project will meet contract goals, milestones and be completed within 12 months (July 1, 2022 – June 30, 2023).
- ❖ Due to HUD requirements for expenditure of funds, please complete this section detailing the timeline for project completion and expected date(s) for reimbursement claims to be submitted to CDH.
- ❖ If your organization is not a Non-Profit, Skip Exhibit 7: Agency Capacity Narrative and go to Exhibit 8: Civil Rights Laws Compliance and HUD Standing.

- ❖ Press  to continue.

EXHIBIT 7: AGENCY CAPACITY NARRATIVE- *To be completed by Non-Profit organizations only*


- ❖ In the provided spaces, briefly explain the following:
 - Describe the roles of key administrators, staff members, and volunteers within your entity that will implement the proposed project. In your description include experience, education, and licensing qualifications.
 - Describe your entity's experience in administering government and/or public funds.
 - Describe your method to sustain project viability over the multi-year process if funding decreases.
- ❖ Select "Yes" or "No" to answer questions regarding non-profit status, involvement in legal actions, and unresolved fiscal, reporting, or program issues.
- ❖ Press  to continue.

EXHIBIT 8: CIVIL RIGHTS LAWS COMPLIANCE AND HUD STANDING

- ❖ Select "Yes" or "No" to disclose if your entity has been a past recipient of assistance under a HUD McKinney Act program or the HUD Single Family Property Disposition Homeless Program.


<https://www.hudexchange.info/resources/documents/HomelessAssistanceActAmendedbyHEARTH.pdf>
- ❖ Select "Yes" or "No" to disclose if your entity been a recipient, experienced any project or construction delay, and/or HUD finding or outstanding audit(s) regarding the administration of HUD McKinney Act programs or the HUD Single Family Property Division Homeless.
- ❖ If you answered "Yes", please explain the circumstances and outcomes in the provided box.
- ❖ Press  to continue.

EXHIBIT 9: SIGNATURES AND ASSURANCES

This page must be printed out, signed and submitted to CDH in order for the application to be reviewed.

- ❖ Complete the Applicant Information section and enter the Name and Title under the Authorized Signature section. Leave the "Signature & Title" and "Date Available" lines blank. These will be filled in once the page is printed for submission.
- ❖ **In order to comply with all Federal requirements this E-Signature Authorization must be signed by a person authorized to act on behalf of the Applicant organization and submitted to CDH no later than 4:00 p.m. PST, Tuesday, December 14, 2021 at the address listed below or the application will not be reviewed. One E-Signature Authorization form is required per entity (organization/agency).**

Submit E-Signature Authorization forms to: San Bernardino County
Department of Community Development and Housing
385 North Arrowhead Avenue, Third Floor
San Bernardino, CA 92415-0043
Attn: CDBG Application

- ❖ Press  to continue.

EXHIBIT 10: MAINTENANCE AGREEMENT


- ❖ In this area provide proposed project information, legal identification information for the prospective Maintenance & Operations (M&O) entity.
- ❖ E-Signature must be of the representative of the M&O entity with authority to obligate the organization. This should be the same person whose information is provided on Exhibit 9.
- ❖ Press  to continue.

EXHIBIT 11: MAINTENANCE AND OPERATIONS AGREEMENT

- ❖ In this area provide maintenance and operation expense itemization for the proposed capital improvements or facilities which will be included under the Maintenance and Operation (M&O) contract.
- ❖ List out all revenue sources which will be used to cover the M&O expenses.

Note: *Maintenance and Operations costs are ineligible for CDBG funds. The M&O entity will be responsible for these expenses during the entire M&O period.*

- ❖ Press  to continue.

EXHIBIT 12: FILE ATTACHMENTS

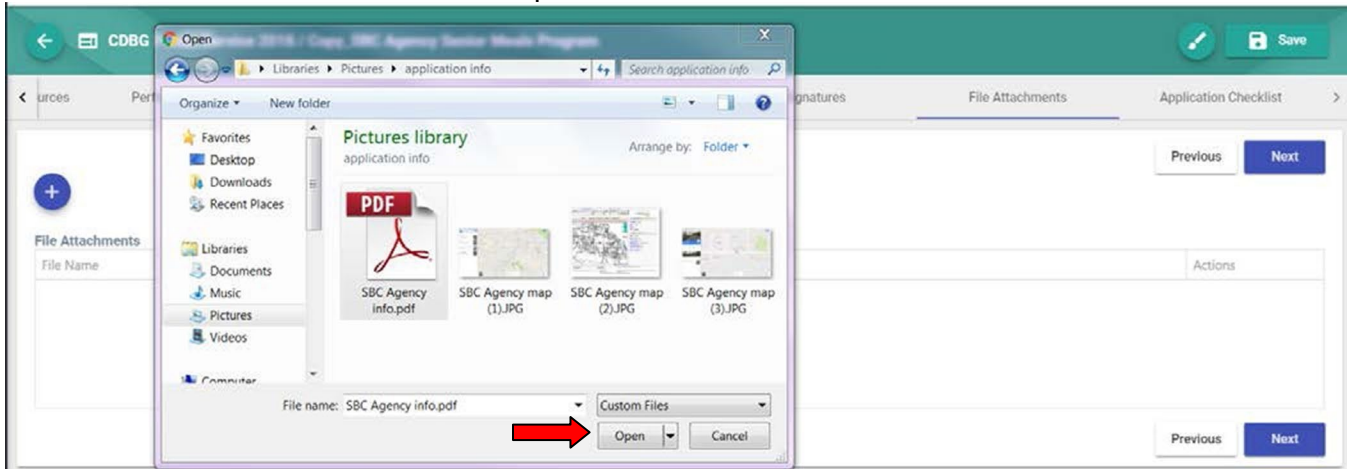
- ❖ Attach any documents related to the proposed project, including but not limited to: site maps, blueprints, reports.
- ❖ For non-profit applicants only: in order to expedite the application process, upload one copy of each item listed under **EXHIBIT 13: CDBG Application Checklist**.

Click on the blue circle with the plus sign to add attachments to the application.



File Name	Actions
SBC Agency info.pdf	...

Select the file to be attached and click “Open”.



The attachment will now be listed under “File Attachments”. Click on the file name to view the attachment.



To remove an attachment, click on the three dots under the “Actions” tab.



Click on “Delete”



❖ When all attachments have been added, click  and then the “Back” button  to return to the Home Screen.

Note: Attachments can also be added and viewed from the “HOME” Screen.

SUBMISSION PROCEDURES

From the Home Page, click on “Actions” for the application to be submitted.

My Applications ↻

Search Status ▼

Application	Description	Type	Active
> Public Service Application [8]	CDBG Public Service	Public Services Program Application	<input checked="" type="checkbox"/>
▼ Construction Application [9]	CDBG Construction	Construction Program Application	<input checked="" type="checkbox"/>

Applications by user: +

Application Title	Updated Date	Status	Actions
2nd Street Sewer Improvements	10/18/2017, 2:24 PM	Un-Submitted	...
1st Street Sewer Improvements	10/27/2017, 7:31 PM	Submitted	...

Click on “Submit” in the “Actions” choices.

Application Title	Updated Date	Status	Actions
2nd Street Sewer Improvements	10/18/2017, 2:24 PM	Un-Submitted	Edit View Edit Name Copy History Attachments Submit
1st Street Sewer Improvements	10/27/2017, 7:31 PM	Submitted	
Copy_1st Street Sewer Improvements	10/27/2017, 10:03 AM	Un-Submitted	
1 Ave Street Improvement	10/27/2017, 6:45 PM	Un-Submitted	
10th Street Improvements	10/27/2017, 6:55 PM	Un-Submitted	
1st Street Improvements	10/27/2017, 6:59 PM	Un-Submitted	
2nd Street Improvement Project	10/27/2017, 7:06 PM	Un-Submitted	
2nd	10/27/2017, 7:09 PM	Un-Submitted	
2nd Sewer Improvements	10/27/2017, 7:21 PM	Un-Submitted	

The status of the Application will change to “Submitted” and the count of submitted applications at the top of the page will update.

0 Eligible 0 Non-eligible **4 Submitted** 13 UnSubmitted

My Applications ↻

Search Status ▼

Application	Description	Type	Active
> Public Service Application [8]	CDBG Public Service	Public Services Program Application	<input checked="" type="checkbox"/>
▼ Construction Application [9]	CDBG Construction	Construction Program Application	<input checked="" type="checkbox"/>

Applications by user: +

Application Title	Updated Date	Status	Actions
2nd Street Sewer Improvements	10/27/2017, 7:41 PM	Submitted	...
1st Street Sewer Improvements	10/27/2017, 7:31 PM	Submitted	...

Supplemental Information and Resources

HUD Community Development Block Grant Laws and Regulations:

<https://www.hudexchange.info/programs/cdbg/cdbg-laws-and-regulations/>

Further Information regarding the County's CDBG Process can be found at:

<https://sbcountycdha.com/community-development-and-housing-department/community-development-block-grant/>

Low-Moderate Income Maps:

<https://www.hudexchange.info/programs/acs-low-mod-summary-data/>

Labor Compliance Wage Determinations:

<https://beta.sam.gov/search?index=wd>

HUD Income Limits:

<https://www.huduser.gov/portal/datasets/il.html#2021>