

# **City of Rancho Cucamonga - Public Service Application Guide**

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## **1 GETTING STARTED**

### **1.1 New to the System? Create an Account**

If this is your first time accessing the Neighborly system, you will need to create an account before proceeding.

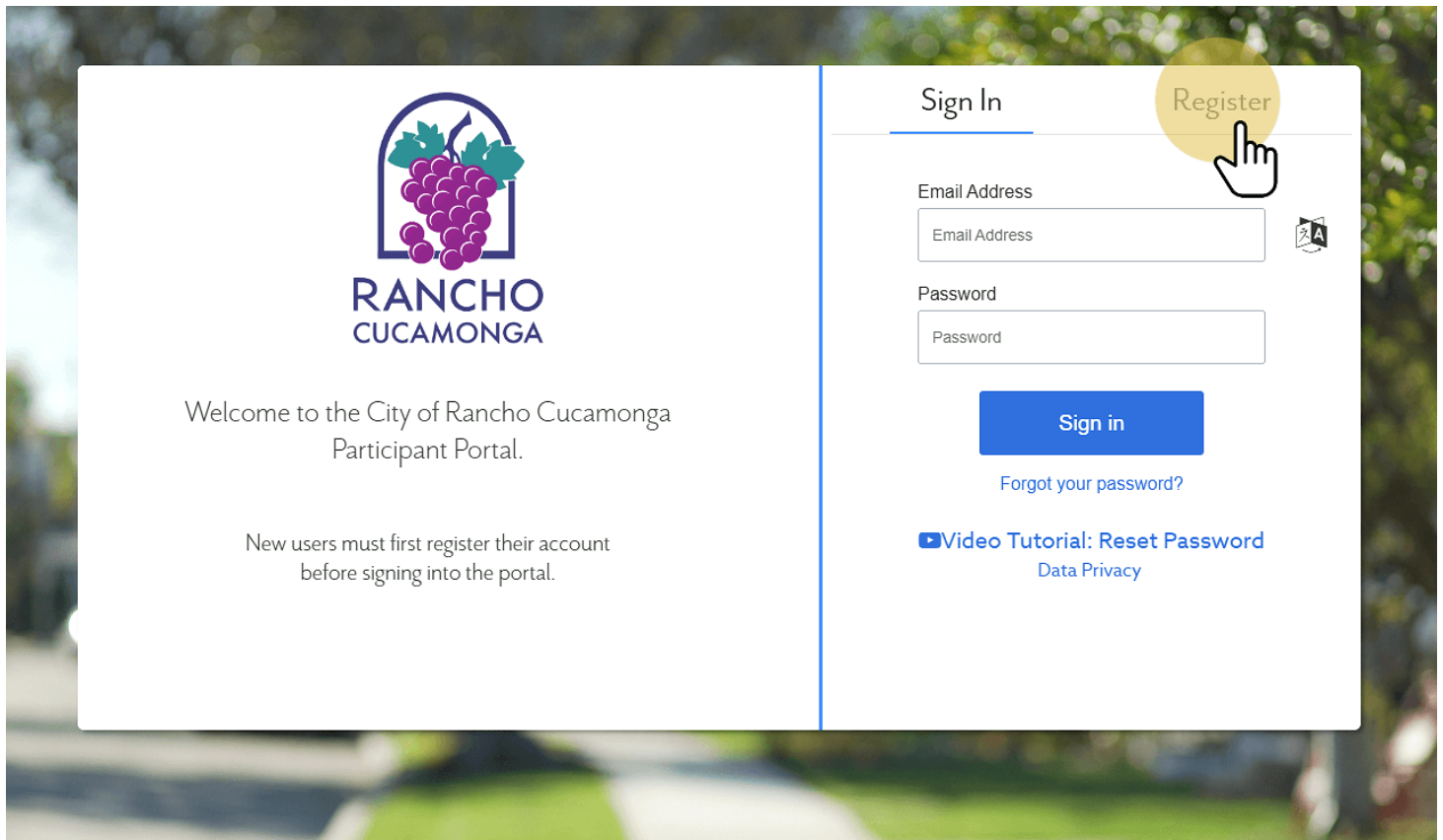
If you have already registered, please skip to **Section 1.2** for instructions on how to log in.

### 1.1.1 Accessing the Participant Portal

Open a web browser and navigate to the City's Participant Portal at the following link:

<https://portal.neighborlysoftware.com/MDG-RANCHOCUCAMONGACA/Participant>.

Click the "Register" tab to begin the account registration process.



The screenshot displays the City of Rancho Cucamonga Participant Portal. On the left, the Rancho Cucamonga logo (a purple arch with green leaves and a bunch of purple grapes) is shown above the text "Welcome to the City of Rancho Cucamonga Participant Portal." and "New users must first register their account before signing into the portal." On the right, there are two tabs: "Sign In" (active) and "Register" (highlighted with a yellow circle and a hand cursor). The "Sign In" section includes input fields for "Email Address" and "Password", a "Sign in" button, and links for "Forgot your password?", "Video Tutorial: Reset Password", and "Data Privacy".

## 1.1.2 Verifying Your Email

Enter your email. Then, click the "Send Verification Code" button.

Check your email for the verification code. If you do not see it, check your spam/junk folder.

**Tip:** If you still did not receive a verification code, click the "Send New Code" button to request another code.

The screenshot shows the 'Register' tab of the Rancho Cucamonga Participant Portal. On the left, the Rancho Cucamonga logo (a bunch of purple grapes in a blue arch) is displayed above the text 'Welcome to the City of Rancho Cucamonga Participant Portal.' and 'New users must first register their account before signing into the portal.' On the right, under the 'Register' tab, there is a message from Neighborly Software stating that email verification is required. Below this, an email address 'munoz.david@gmail.com' is entered in a text box. A blue button labeled 'Send verification code' is highlighted with a yellow circle and a hand cursor icon. At the bottom right, there are links for 'Video Tutorial : Register' and 'Data Privacy'.

### 1.1.2.1 Verifying Your Code

Copy and paste the code into the "Verification Code" field. Then, click the "Verify Code" button.

The screenshot displays the 'Rancho Cucamonga' logo on the left, which includes a purple grape cluster icon. Below the logo, the text reads 'Welcome to the City of Rancho Cucamonga Participant Portal.' and 'New users must first register their account before signing into the portal.'

On the right, the 'Register' tab is active. It contains a message: 'A verification code has been sent to your inbox. Please copy the code in the Verification code box below and click "Verify Code". If you haven't received a code, check your Junk folder or click "Send new code".' Below this message is a text input field containing the email 'munozz.david@gmail.com'. Underneath the email field is a yellow circular highlight around a text input field labeled 'Verification Code'. Below the 'Verification Code' field is a blue button labeled 'Verify code', which is also highlighted with a yellow circle and a hand cursor icon. To the left of the 'Verify code' button is a link 'Didn't receive' and to the right is a link 'Send new code'. At the bottom of the right panel, there are two links: 'Video Tutorial : Register' and 'Data Privacy'.

### 1.1.3 Completing the Registration Form

Enter the required information, including:

- First Name
- Last Name
- New Password (and Confirm Password)

Click the "Create" button to finalize your registration

The screenshot displays the registration interface for the City of Rancho Cucamonga Participant Portal. On the left, the city logo (a bunch of grapes in a purple arch) is shown above the text "RANCHO CUCAMONGA". Below this, a welcome message reads: "Welcome to the City of Rancho Cucamonga Participant Portal." and a note states: "New users must first register their account before signing into the portal." On the right, the "Register" tab is active, showing a confirmation message: "E-mail address verified. You can now continue." Below this, the email address "munozz.david@gmail.com" is displayed. The form includes input fields for "First Name" (containing "David"), "Last Name" (containing "Munoz"), and "Password" (containing "....."). A "Create" button is positioned below the password field, with a hand cursor icon pointing at it. Links for "Video Tutorial", "Register", and "Data Privacy" are located at the bottom of the registration section.

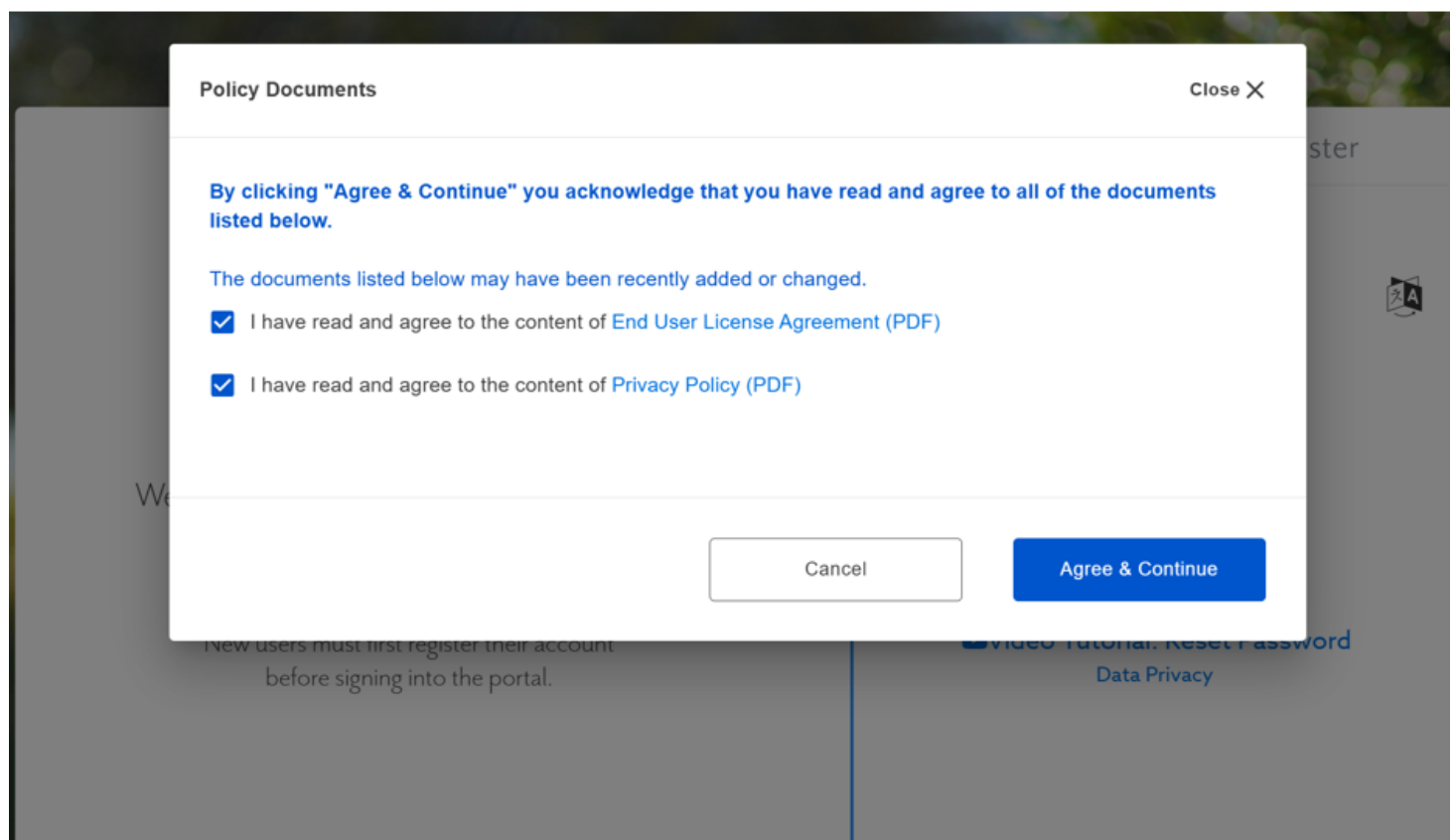
### 1.1.4 Review and Agree to the Terms

Review the "End User License Agreement" and "Privacy Policy" by clicking on the blue hyperlinks provided.

Check the box to agree to the terms and conditions.

Click the "Agree & Continue" button to proceed.

After successful registration, the system will redirect you to the Participant Portal home page.



## 1.2 Already Registered? Sign in to your Account

After registering your account, you can sign in using the Email and Password you provided during the registration process.

## 1.2.1 Signing In

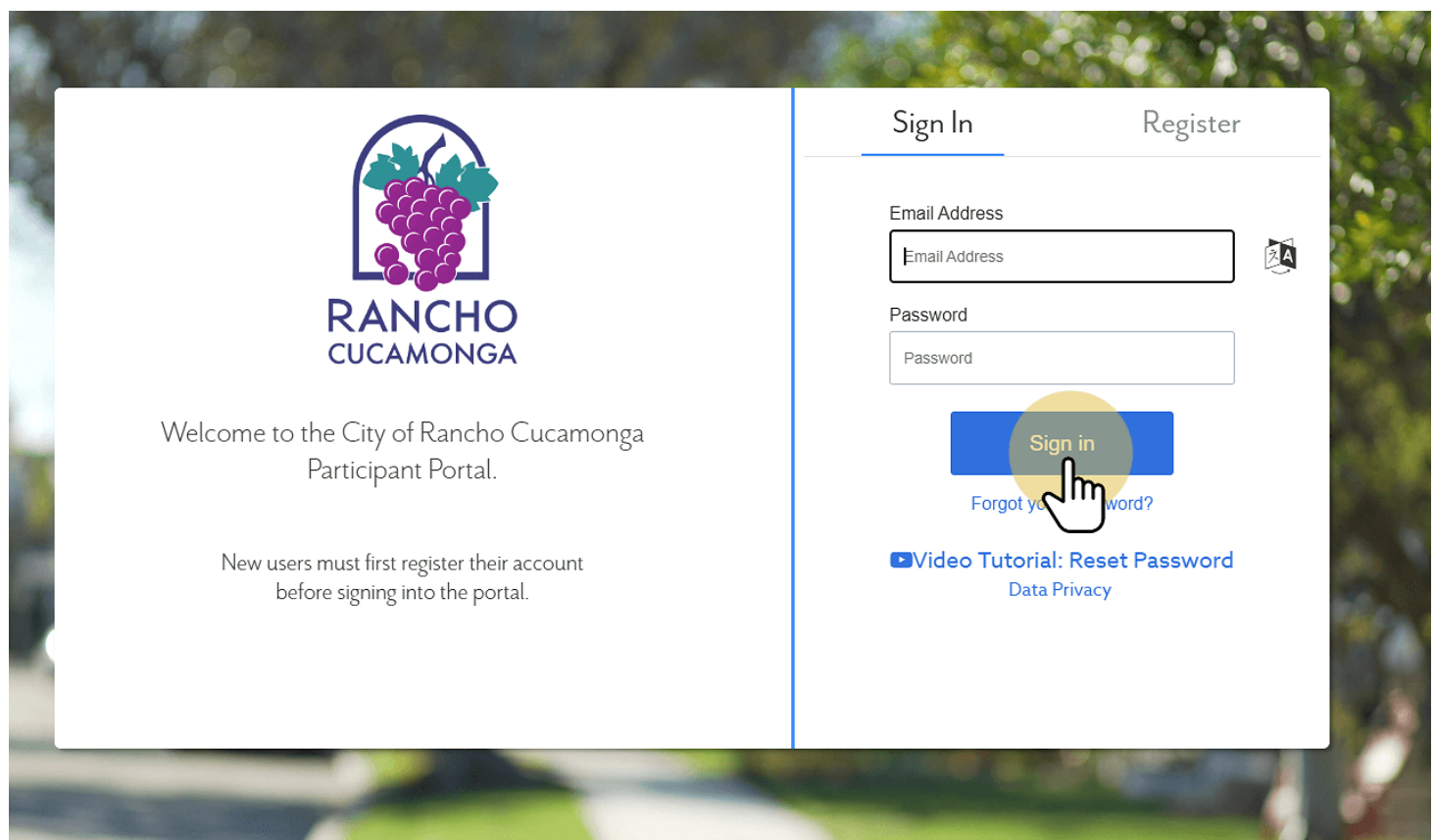
Open a web browser and navigate to the City's Participant Portal at the following link:

<https://portal.neighborlysoftware.com/MDG-RANCHOCUCAMONGACA/Participant>.

Enter the email address and password you used during registration in the log in fields.

After entering your login credentials, click the "Sign In" button to access your account.

Once logged in, you will be redirected to the Participant Portal home page, where you can start a new or manage an existing application.



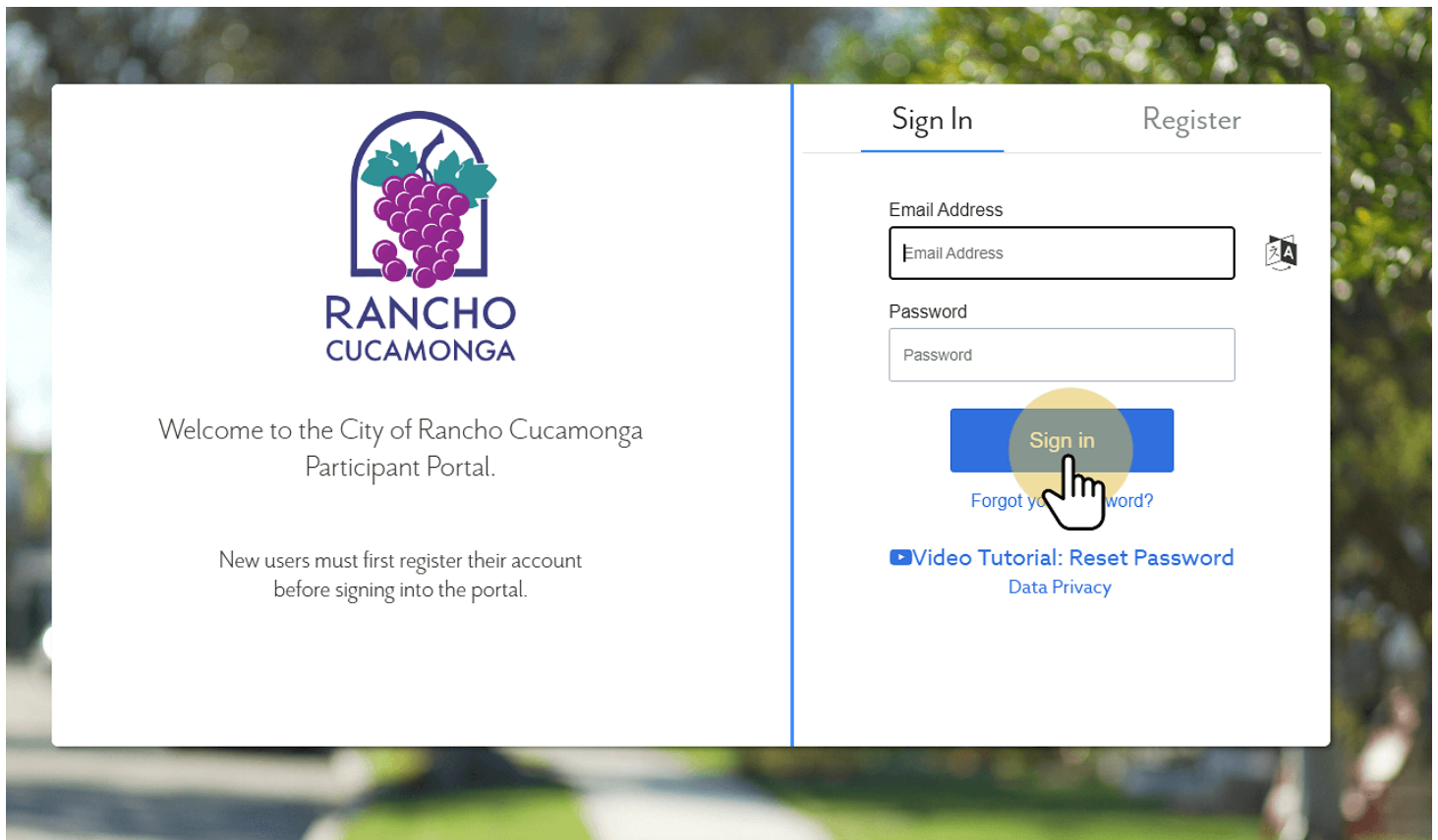
The screenshot displays the login interface for the City of Rancho Cucamonga Participant Portal. On the left, the Rancho Cucamonga logo (a bunch of grapes in a purple arch) is shown above the text "Welcome to the City of Rancho Cucamonga Participant Portal." and a note: "New users must first register their account before signing into the portal." On the right, there are two tabs: "Sign In" (active) and "Register". Below the tabs are input fields for "Email Address" and "Password", each with a placeholder text. A blue "Sign in" button is positioned below the password field, with a hand cursor icon pointing at it. Below the button are links for "Forgot your password?" and "Video Tutorial: Reset Password Data Privacy".

## 1.2.2 Troubleshooting Login Issue

If you forget your password, click the "Forgot Your Password?" link on the login page.

Follow the prompts to reset your password.

If you experience technical issues contact us for assistance.



The screenshot shows the login page for the City of Rancho Cucamonga Participant Portal. On the left, the Rancho Cucamonga logo (a purple arch with green leaves and purple grapes) is displayed above the text "RANCHO CUCAMONGA". Below the logo, it says "Welcome to the City of Rancho Cucamonga Participant Portal." and "New users must first register their account before signing into the portal." On the right, there are two tabs: "Sign In" (active) and "Register". Under the "Sign In" tab, there are input fields for "Email Address" and "Password". Below these fields is a blue "Sign in" button. A hand cursor icon is pointing at the "Sign in" button. Below the button are links for "Forgot your password?" and "Video Tutorial: Reset Password Data Privacy".

## 2 COMPLETING YOUR APPLICATION

### 2.1 Starting Your Application

## 2.1.1 Locate and Start the Application

Locate the "Public Services" application in the table displayed on the Home screen.  
Under the "Action" column for the Public Services row, click the "Start Application" button to begin.

The screenshot shows the City of Rancho Cucamonga Participant Portal. The page has a header with the city logo and a welcome message. Below the header is a section titled "Start a New Application" with a search bar. A table lists three applications: Housing Rehabilitation Program, Capital Improvements, and Public Services. The Public Services row is highlighted, and a hand cursor points to the "Start Application" button in the Action column.

| Application Name               | Description  | Action                            |
|--------------------------------|--|-----------------------------------|
| Housing Rehabilitation Program | Are you a homeowner in need of assistance to repair or improve your home? The City of Rancho Cucamonga's Housing Rehabilitation Program (HRP) is designed to preserve decent, safe, and sanitary housing for low- and moderate-income homeowners. Through grants and zero-interest deferred loans, this program helps ensure homes remain accessible, livable, and compliant with health and safety standards. | <a href="#">Start Application</a> |
| Capital Improvements           | Apply for CDBG funding to support eligible capital improvement projects that benefit low- and moderate-income residents in Rancho Cucamonga. This program aims to ensure public facilities and infrastructure remain safe, accessible, and inclusive for all. Eligible projects may include improvements to parks, streets, sidewalks, or other vital community spaces.  | <a href="#">Start Application</a> |
| Public Services                | Is your agency looking to expand or enhance services that benefit residents in Rancho Cucamonga? Apply for CDBG funding to support impactful public service programs aimed at improving the quality of life for low- and moderate-income residents. Eligible activities may include childcare, senior services, fair housing counseling, health services, and more.  | <a href="#">Start Application</a> |

## 2.1.2 Name Your Application

Enter a name for your application using the following naming convention:

**Agency Abbreviation - Activity Name**

Examples:

- Fair Housing Foundation - Fair Housing Services should be entered as: **FHF - Fair Housing Services**
- Community Services Department - Senior Services should be entered as: **CSD - Senior Services**

Following this format ensures your application is properly identified and processed efficiently.

The screenshot shows a web browser window with the URL `ghborlysoftware.com/mdg-ranchocucamongaca/participant`. A modal window titled "New Application for Public Services" is open, featuring a "Close X" button in the top right. The modal contains the instruction "Please provide a name for the application:" and "Use the following format: **Organization name**". A text input field is present, with a yellow circle and a hand cursor icon highlighting it. Below the input field are two buttons: "Cancel" and "Start Application". The background of the browser shows a list of application categories, each with a description and a "Start Application" button:

| Category                       | Description  | Action            |
|--------------------------------|--|-------------------|
| Housing Rehabilitation Program | Are you a homeowner in need of assistance to repair or improve your home? The City of Rancho Cucamonga's Housing Rehabilitation Program (HRP) is designed to preserve decent, safe, and sanitary housing for low- and moderate-income homeowners. Through grants and zero-interest deferred loans, this program helps ensure homes remain accessible, livable, and compliant with health and safety standards. | Start Application |
| Capital Improvements           | Apply for CDBG funding to support eligible capital improvement projects that benefit low- and moderate-income residents in Rancho Cucamonga. This program aims to ensure public facilities and infrastructure remain safe, accessible, and inclusive for all. Eligible projects may include improvements to parks, streets, sidewalks, or other vital community spaces.  | Start Application |
| Public Services                | Is your agency looking to expand or enhance services that benefit residents in Rancho Cucamonga? Apply for CDBG funding to support impactful public service programs aimed at improving the quality of life for low- and moderate-income residents. Eligible activities may include childcare, senior services, fair housing counseling, health services, and more.  | Start Application |

## 2.1.3 Begin Your Application

Click the "Start Application" button to proceed to the application form.

The screenshot shows a web browser window with the URL <https://portal.neighborlysoftware.com/mdg-ranchocucamongaca/participant>. The page displays a 'New Application for Public Services' modal form. The form has a title bar with 'Close X'. Inside, it says 'Please provide a name for the application:' and 'Use the following format: **Organization name**'. A text input field contains 'ABC - Food Pantry'. Below the input field are two buttons: 'Cancel' and 'Start Application'. A yellow circle highlights the 'Start Application' button, with a hand cursor icon pointing at it. The background of the page shows a list of application categories: 'Housing Rehabilitation Program', 'Capital Improvements', and 'Public Services', each with a 'Start Application' button.

## 2.2 Navigating the Application Sections

## 2.2.1 Understanding the Application Layout

The application is divided into multiple sections. Each section is accessible via clickable links on the left-hand navigation menu.

You do not need to complete the sections in order. You can navigate between sections, enter information, and save your progress as any time.

The screenshot displays the 'Public Services Application' interface. On the left, a navigation menu lists sections: Program Overview, A. Agency Overview, B. Activity Summary, C. Capacity and Compliance, D. Activity Budget, E. Required Documents, and Submit. A yellow circle highlights the first five sections. The main area, titled 'Application', contains instructions to continue the process via a link, contact information for the City of Rancho Cucamonga (909-477-2760 or dperez@mdg-ldm.com), and a 'Click here to continue' button. A blue 'N' logo is visible at the bottom of the main area.

Home

**Public Services Application**  
Id: 30094

View Users (1) Print Application

- ☐ Program Overview
- ☐ A. Agency Overview
- ☐ B. Activity Summary
- ☐ C. Capacity and Compliance
- ☐ D. Activity Budget
- ☐ E. Required Documents
- ☐ Submit

Application

Please use the link below to continue the application process.

For all questions related to your application please contact City of Rancho Cucamonga directly at 909-477-2760 or [dperez@mdg-ldm.com](mailto:dperez@mdg-ldm.com)

[Click here to continue](#)

N

## 2.2.1.1 Tooltips

Most fields include a tooltip. Hover your mouse over the blue "?" icon next to a field to view additional instructions or details about what is being requested.

The screenshot displays the 'Public Services Application' interface. On the left is a sidebar with a 'Home' link and a list of application sections: 'Program Overview' (checked), 'A. Agency Overview\*' (selected), 'B. Activity Summary', 'C. Capacity and Compliance', 'D. Activity Budget', 'E. Required Documents', and 'Submit'. The main content area is titled 'A. AGENCY OVERVIEW' and contains several input fields. A tooltip is visible over the 'Unique Entity Identifier (UEI) (12 character limit)' field, which is highlighted with a yellow circle and a hand cursor. The tooltip text reads: 'Insert your agency's 12-character Unique Entity Identifier (UEI), formatted as "XXXXXXXXXXXX". Beginning April 4, 2022, the UEI from www.sam.gov is the authoritative identifier. The DUNS number is no longer valid for federal award identification. For more information on how to obtain a UEI number if your agency does not already have one, visit: www.sam.gov.' Other fields include 'Agency Name', 'Agency Type', 'Employer/Tax Identifier', 'California Corporation Entity Number (8 character limit)', and 'Agency Address' (with sub-fields for Address Line 1, Address Line 2, City, and Zip).

Home

Public Services Application  
Id: 30094

View Users (1) Print Application

- ☒ Program Overview
- ☒ A. Agency Overview\*
- ☐ B. Activity Summary
- ☐ C. Capacity and Compliance
- ☐ D. Activity Budget
- ☐ E. Required Documents
- ☐ Submit

### A. AGENCY OVERVIEW

Please provide:

AGENCY

Agency Name

Agency Type ?

Unique Entity Identifier (UEI) (12 character limit) ?

California Corporation Entity Number (8 character limit) ?

Agency Address ?

Address Line 1

Address Line 2

City Zip

Insert your agency's 12-character Unique Entity Identifier (UEI), formatted as "XXXXXXXXXXXX". Beginning April 4, 2022, the UEI from www.sam.gov is the authoritative identifier. The DUNS number is no longer valid for federal award identification. For more information on how to obtain a UEI number if your agency does not already have one, visit: www.sam.gov.

## 2.2.2 Saving your Progress

Use the "Save" button located at the bottom of each section to save your progress frequently. You can save a section without marking it as complete, allowing you to return to later to make edits.

**Tip:** Even if you are not finished with a section, it's a good idea to save your work often to prevent data loss in case of unexpected technical issues or interruptions.

[0.201\(e\)](#), the provision of public services includes but is not limited to those concerned with employment, energy conservation, welfare (excluding income payments), or recreational needs.

4 12:51:54 AM .



### 2.2.3 Completing Sections

Once all required fields in a section are finalized, click the "Complete & Continue" button at the bottom of the section to mark it as complete.

**0.201(e)**, the provision of public services includes but is not limited to those concerned with employment, energy conservation, welfare (excluding income payments), or recreational needs.

4 12:51:54 AM .

Save

Complete & Continue



### 2.2.3.1 Completed Section Sample

After marking a section as complete, a green checkmark will appear next to the section in the left-hand navigation menu. This indicates the section is completed.

All sections must be marked complete with green checkmarks before you are able to submit your application.

The screenshot displays the Public Service Application interface. On the left, a navigation menu lists sections with checkboxes. The 'Program Overview' section is marked complete with a green checkmark. A yellow circle with a hand cursor points to the 'Program Overview' section. Below it are 'A. Agency Overview', 'B. Activity Summary', 'C. Capacity and Compliance', 'D. Activity Budget', 'E. Required Documents', and 'Submit', all with empty checkboxes. At the top of the menu are 'View Users (1)' and 'Print Application' links. On the right, the 'AGENCY INFORMATION' section contains input fields for 'Agency Name', 'Unique Entity Identifier (UEI) (12 character limit)', 'California Corporation Entity Number (8 characters)', and 'Agency Address' (with a sub-field for 'Address Line 1').

View Users (1) Print Application

☒ Program Overview

☐ A. Agency Overview

☐ B. Activity Summary

☐ C. Capacity and Compliance

☐ D. Activity Budget

☐ E. Required Documents

☐ Submit

#### AGENCY INFORMATION

Agency Name ?

Unique Entity Identifier (UEI) (12 character limit)

California Corporation Entity Number (8 characters)

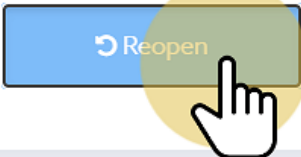

Agency Address ?

Address Line 1

### 2.2.3.1.1 Troubleshooting Tip

Note that once a section is marked complete, you will not be able to make additional edits.

If you need to revise this section, click the "Reopen" button at the bottom of the section to make the fields editable again.

|   |              |
|---|--------------|
|   | Last Name    |
|   | Swanson      |
|   |              |
|   | Phone        |
|   | 789 123-4560 |
|   |              |
|  |              |
|  |              |

## 2.3 Adding Additional Users to Your Application

## 2.3.1 Access the User Management Feature

Additional additional users from your agency allows team members to collaborate and access the application, streamlining the submission process.

In the navigation menu, locate and click on the "View Users" option.

The screenshot displays the 'Public Services Application' interface. At the top, it shows 'Id: 30094'. Below this, there are two buttons: 'View Users (1)' and 'Print Application'. The 'View Users (1)' button is highlighted with a yellow circle and a hand cursor pointing at it. To the left of these buttons is a vertical navigation menu with the following items: 'Program Overview', 'A. Agency Overview', 'B. Activity Summary', 'C. Capacity and Compliance', 'D. Activity Budget', 'E. Required Documents', and 'Submit\*'. Each item has a green checkmark next to it, except for 'Submit\*' which has an unchecked checkbox. To the right of the main content area, there is a dark blue header for 'SUBMIT THE APPLICATION'. Below this header, a red text warning states: 'Once an application is submitted, it can only be "Re-opened" b After reviewing the enclosed Applicant Agency Acknowledgen the form.' Below the warning, there is a section titled 'AGENCY ACKNOWLEDGMENT FORM' with a list of checkboxes and text statements for acknowledgment.

**Public Services Application**  
Id: 30094

**View Users (1)** **Print Application**

- ☒ Program Overview
- ☒ A. Agency Overview
- ☒ B. Activity Summary
- ☒ C. Capacity and Compliance
- ☒ D. Activity Budget
- ☒ E. Required Documents
- ☐ Submit\*

**SUBMIT THE APPLICATION**

**Once an application is submitted, it can only be "Re-opened" b After reviewing the enclosed Applicant Agency Acknowledgen the form.**



**AGENCY ACKNOWLEDGMENT FORM**

- ☐ That, by submission of this application, the Age
- ☐ That, to the best of its knowledge and belief, all
- ☐ That no revised application may be made in cor
- ☐ That the City may request or require changes in
- ☐ That the Agency will cooperatively assist in the
- ☐ That, if the activity is recommended and approv

## 2.3.2 Add New Users

Click the "Add a User" button.

**Public Services Application**  
Id: 30094

 **View Users (1)**  **Print Application**

- ☒ [Program Overview](#)
- ☒ [A. Agency Overview](#)
- ☒ [B. Activity Summary](#)
- ☒ [C. Capacity and Compliance](#)
- ☒ [D. Activity Budget](#)
- ☒ [E. Required Documents](#)
- ☐ [Submit\\*](#)

**Users**  
Email addresses added below will have access to view information in your applica

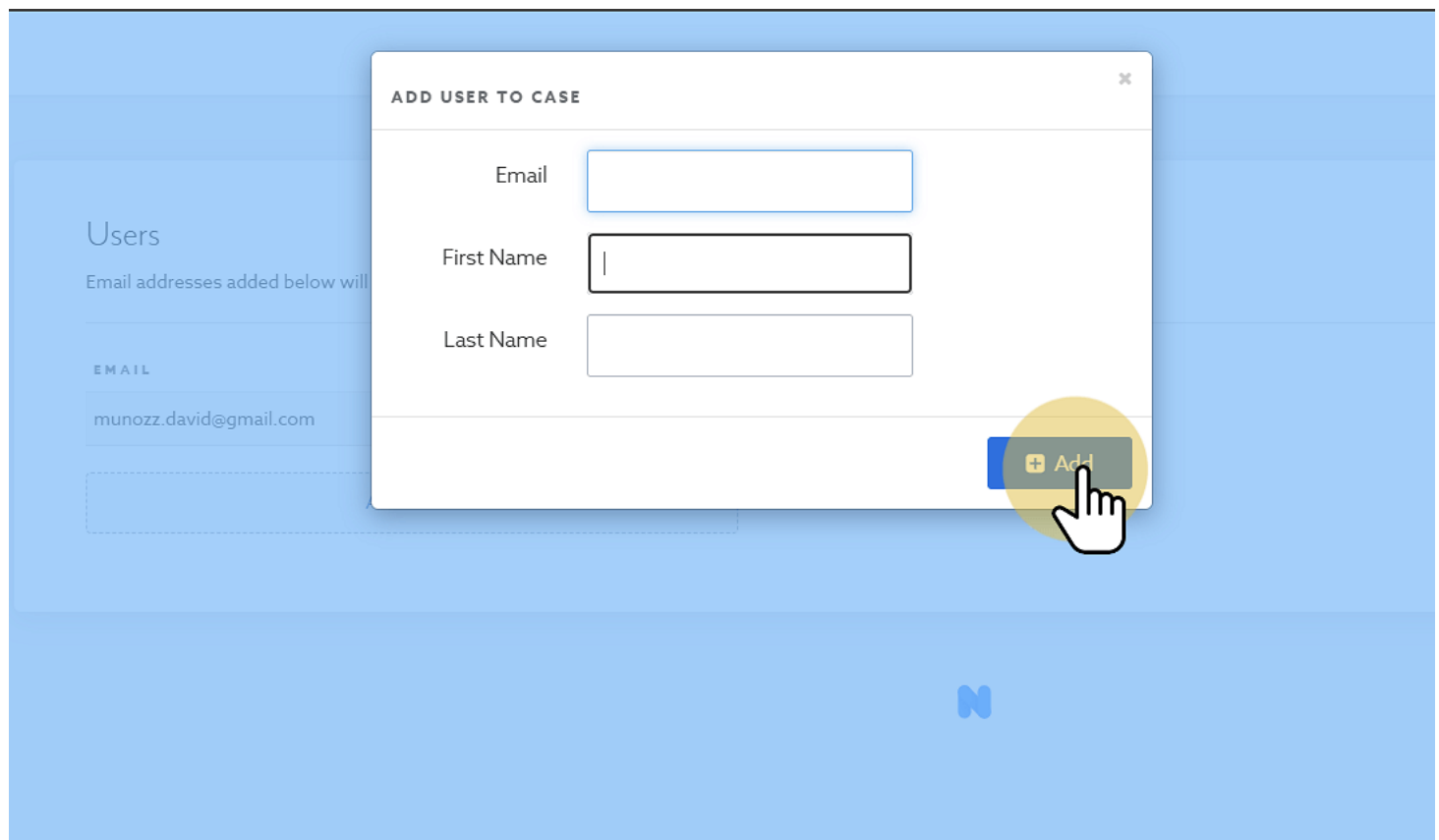
**EMAIL**

### 2.3.2.1 Enter the new user's information

Enter the new user's Email, First Name, and Last Name.

Click "Add" to save the user.

All newly added users will receive an email invitation to access the application.



The screenshot shows a web application interface with a modal window titled "ADD USER TO CASE". The modal contains three input fields: "Email", "First Name", and "Last Name". A yellow circular callout with a hand icon points to a blue button labeled "+ Add" located at the bottom right of the modal. In the background, a "Users" section is visible, showing a list of email addresses, including "munozz.david@gmail.com".

## 2.4 Program Overview

## 2.4.1 Reviewing the Program Overview Section

Click on the "Program Overview" section in the navigation menu.

This section contains important information about the Notice of Funding Availability (NOFA), the CDBG Program, and eligible activities.

Applicants are encouraged to review these details carefully to ensure their proposed activity aligns with the program requirements.

No information needs to be entered in this section.

The screenshot displays a web browser window with the URL <https://portal.neighborlysoftware.com/mdg-ranchocucamongaca/participant#/case/30094/apply/101>. The page is titled "Public Services Application" with ID: 30094. On the left sidebar, the "Program Overview" link is highlighted with a yellow circle and a hand cursor. The main content area is titled "PROGRAM OVERVIEW" and features the City of Rancho Cucamonga logo. The text includes the following sections:

- Notice of Funding Availability (NOFA)**

The City is pleased to announce the availability of approximately \$156,320 in Community Development Block Grant (CDBG) funds for the 2025-2026 Program Year. These funds are provided by the U.S. Department of Housing and Urban Development (HUD) and are administered locally by the City to support eligible activities that address community needs. This Notice of Funding Availability (NOFA) covers a one-year period for CDBG activities beginning July 1, 2025, and ending June 30, 2026.
- CDBG Program**

The primary objective of the CDBG program is to foster the development of viable urban communities by

  - Providing decent housing.
  - Creating a suitable living environment.
  - Expanding economic opportunities, principally for persons of low- and moderate-income.

To achieve these objectives, funded activities must address at least one of three national objectives:

  1. Benefit low- and moderate-income individuals or families.
  2. Aid in the prevention or elimination of blight.
  3. Meet urgent community needs that pose a serious threat to health or welfare.
- Eligible Activities**

CDBG funds may support a variety of public service activities provided that they meet the following criteria:

  - The service is either a new service or a quantifiable increase in the level of an existing service.
  - The service benefits low- and moderate-income (LMI) persons, addresses the prevention or elimination of slums or blight, or meets an urgent community need.

Contact information for the Planning Department is provided: 10500 Civic Center Drive, Rancho Cucamonga, CA 91730, (909) 476-9696 x118, [dperez@mdg-ldm.com](mailto:dperez@mdg-ldm.com).

### 2.4.1.1 Complete Section

Click the "Complete & Continue" button at the bottom of the page.

ious threat to health or welfare.

activities provided that they meet the following criteria:

iable increase in the level of an existing service.

ie (LMI) persons, addresses the prevention or elimination of slums or blight, or meets an urgent community need.

ovision of public services includes but is not limited to those concerned with employment, crime prevention, childcare, health, drug  
onservation, welfare (excluding income payments), or recreational needs.

Save

Complete & Continue



## 2.5 Agency Overview

## 2.5.1 Navigating to the Agency Overview Section

Navigate to the "A. Agency Overview" section by clicking on its title in the left-hand navigation menu.

The screenshot displays the 'Public Services Application' interface. On the left, a navigation menu lists several sections: 'Program Overview' (checked), 'A. Agency Overview\*' (highlighted with a hand cursor), 'B. Activity Summary', 'C. Capacity and Compliance', 'D. Activity Budget', 'E. Required Documents', and 'Submit'. The main content area is titled 'A. AGENCY OVERVIEW' and contains a form for providing agency information. The form includes fields for Agency Name, Agency Type, Unique Entity Identifier (UEI), Employer/Tax Identifier, California Corporation Entity Number, Agency Address (Address Line 1, Address Line 2, City, and Zip), and Agency Contact Information.

**Public Services Application**  
Id: 30094

[View Users \(1\)](#) [Print Application](#)

- ☒ Program Overview
- ☐ **A. Agency Overview\***
- ☐ B. Activity Summary
- ☐ C. Capacity and Compliance
- ☐ D. Activity Budget
- ☐ E. Required Documents
- ☐ Submit

### A. AGENCY OVERVIEW

Please provide the following information.

#### AGENCY INFORMATION

|  |   |
|--|---|
| Agency Name <a href="#">?</a>  | Agency Type <a href="#">?</a>             |
| <input type="text"/>   | <input type="text"/>                      |
| Unique Entity Identifier (UEI) (12 character limit) <a href="#">?</a>      | Employer/Tax Identifier <a href="#">?</a> |
| <input type="text"/>   | <input type="text"/>                      |
| California Corporation Entity Number (8 character limit) <a href="#">?</a> |   |
| <input type="text"/>   |   |
| Agency Address <a href="#">?</a>   |   |
| Address Line 1 <input type="text"/>  |   |
| Address Line 2 <input type="text"/>  |   |
| City <input type="text"/>  | <input type="text" value="Zip"/>          |

#### AGENCY CONTACT INFORMATION

## 2.5.2 Entering Agency Information

Provide the following details about your agency in the respective fields:

- Agency Name
- Unique Entity Identifier (UEI)
- Employer/Tax Identification Number (EIN/TIN)
- California Corporation Entity Number
- Agency Address

Select the Agency Type from the dropdown menu provided.

### A. AGENCY OVERVIEW

Please provide the following information.

#### AGENCY INFORMATION

Agency Name [?](#)

Agency Type [?](#)

Unique Entity Identifier (UEI) (12 character limit) [?](#)

Employer/Tax Identification Number (EIN/TIN) (10 character limit) [?](#)

California Corporation Entity Number (8 character limit) [?](#)

Agency Address [?](#)

Address Line 1

Address Line 2

City



Zip

#### AGENCY CONTACT INFORMATION

Contact Person for Application [?](#)

First Name


Last Name

## 2.5.3 Providing Agency Contact Information

Provide the First Name, Last Name, Title, Email, and Phone for:

- The primary contact for the application
- The primary contact for activity implementation
- The official authorized to execute contracts

### AGENCY CONTACT INFORMATION

Contact Person for Application 

First Name

Tom

Last Name

Haverford

Title

Administrator

Email

tom@pawnee.org

Phone

123-456-7890 x100

Contact Person for Activity Implementation 

First Name

Leslie

Last Name

Knope

Title


Deputy Director

Email

leslie@pawnee.org

Phone

(456) 789-1234 ext.246

Official Authorized to Execute Contracts 

First Name

Ron

Last Name

Swanson

Title

Director

Email

ron@pawnee.org

Phone


789 123 4567


## 2.6 Activity Summary

## 2.6.1 Navigating to the Activity Summary Section

Click on the "B. Activity Summary" section in the left-hand navigation menu to access the form.

Public Services  
Application  
Id: 30094

View Users (1)

Print Application

☒ Program Overview

☐ A. Agency Overview

☐ B. Activity Summary\*

☐ C. Capacity and Compliance

☐ D. Activity Budget

☐ E. Required Documents

☐ Submit

B. ACTIVITY SUMMARY

Please provide the following information.

Activity Name ⓘ

Number of Unduplicated Beneficiaries to be Served ⓘ

Activity Address ⓘ  

Address Line 1

Address Line 2

City

▼

Zip

Provide a general description of the activity your agency will be implementing to address one or more of the City's **Consolidated Plan** goals during the template and sample responses may be found at: [Activity Description](#) (4000 characters remaining) ⓘ

No save history

Save

Complete & Continue

javascript:Participant.Apply.RetrieveHtml\_ByStepId(83038);

City of Rancho Cucamonga - Public Service Application Guide

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## 2.6.2 Entering Activity Details

Provide the following details about your proposed activity in the respective fields:

- Activity Name
- Number of Unduplicated Beneficiaries (People) expected to be served
- Activity Address, specifying the primary location where services will take place

### B. ACTIVITY SUMMARY

Please provide the following information.

Activity Name 

Number of Unduplicated Beneficiaries to be Served 

Activity Address 


Address Line 1

Address Line 2

City



Zip

Provide a general description of the activity your agency will be implementing to address one or more of the City's [Consolidated Plan](#) goals during the applicable program year. A template and sample responses may be found at: [Activity Description](#) (4000 characters remaining) 

No save history

Save

Complete & Continue



## 2.6.3 Providing a Summary of the Activity

Enter a brief description of the activity your agency plans to implement. Ensure your description addresses:


- The primary service or assistance being provided
- The target population that will benefit
- The Consolidated Plan goal being addressed


**Tip:** Use the blue hyperlinks for additional resources and guidance:


- Click on "Consolidated Plan" to access the City's most recent Consolidated Plan, which provides key goals and priorities.
- Click on "Activity Description" to view a template and sample responses to help structure your activity summary effectively.

B. ACTIVITY SUMMARY

Please provide the following information.


Activity Name 

Number of Unduplicated Beneficiaries to be Served 


Activity Address 

Address Line 1

Address Line 2

City 

Zip

Provide a general description of the activity your agency will be implementing to address one or more of the City's [Consolidated Plan](#) goals during the applicable program year. A template and sample responses may be found at: [Activity Description](#) (4000 characters remaining) 

No save history

Save

Complete & Continue

## 2.7 Capacity and Compliance

## 2.7.1 Navigating to the Capacity and Compliance Section

Click on the "C. Capacity and Compliance" section in the left-hand navigation menu to access the form.

Public Services Application  
Id: 30094

View Users (1) Print Application

- ☒ Program Overview
- ☐ A. Agency Overview
- ☐ B. Activity Summary
- ☒ C. Capacity and Compliance\*
- ☐ D. Activity Budget
- ☐ E. Required Documents
- ☐ Submit

### C. CAPACITY AND COMPLIANCE

Please provide the following information.

Has your agency previously received HUD or CDBG funds?

☐ Yes  
☐ No

Has your agency previously implemented this activity?

☐ Yes  
☐ No

Has your agency had any audit findings, liens, investigations, lawsuits, claims, settlements, or been placed on probation by any oversight agency in the past 5 years?

☐ Yes  
☐ No

No save history

Save Complete & Continue

javascript:ParticipantApply.RetrieveHtml\_ByStepId(85047);

## 2.7.2 Completing the Capacity Assessment

Answer all questions regarding your agency's capacity to manage federal funds and implement the proposed activity.

Use the "Yes" or "No" radio buttons to respond to each question.

If additional fields appear based on your responses, provide the requested information.

### C. CAPACITY AND COMPLIANCE

Please provide the following information.

Has your agency previously received HUD or CDBG funds?

☒ Yes  
☐ No

If Yes, please list and briefly describe the programs your agency has previously undertaken with HUD funds (i.e. CDBG, CDBG-CV, HOME, HOME-ARP, ESG, HOPWA, etc.)

Has your agency previously implemented this activity?

☐ Yes  
☐ No

Has your agency had any audit findings, liens, investigations, lawsuits, claims, settlements, or been placed on probation by any oversight agency in the past five (5) years?

☐ Yes  
☐ No

No save history

Save


Complete & Continue


## 2.8 Activity Budget

## 2.8.1 Navigating to the Activity Budget Section

Click on the "D. Activity Budget" section in the left-hand navigation menu to access the budget form.

Public Services  
Application  
Id: 30094

 View Users (1)

 Print Application

☒ Program Overview

☒ A. Agency Overview

☒ B. Activity Summary

☒ C. Capacity and Compliance

☒ D. Activity Budget\*

☐ E. Required Documents

☐ Submit

### D. ACTIVITY BUDGET

Please provide the anticipated budget for the proposed activity. The CDBG portion of the budget must reflect only those costs of serving CDBG eligible residents

Proposed CDBG Activity Budget

Enter the amount of funds being requested in the 'CDBG Funds Requested' column for each of the corresponding cost categories. If the requested amount is zero, the 'CDBG Funds Requested' column will auto-calculate. In the 'Leveraged Funds' column insert the amount of leveraged funds your agency is requesting in conjunction with CDBG funds to implement the activity. Leveraged funds include, but are not limited to, cash, gifts, in-kind gifts, volunteer labor. These funds are the other non-CDBG funds committed to the activity and immediately available.

| COST CATEGORY                              | CDBG FUNDS REQUESTED                 | LEVERAGED FUNDS      |
|--|--------------------------------------|----------------------|
| Personnel Costs (Salaries and Benefits)    | <input type="text"/>                 | <input type="text"/> |
| Non-Personnel Costs (Supplies/Consultants) | <input type="text"/>                 | <input type="text"/> |
| Beneficiary Assistance (Rent/Daycare etc.) | <input type="text"/>                 | <input type="text"/> |
| Total                                      | <input type="text" value="\$ 0.00"/> | <input type="text"/> |

Sources of Funding

List all the sources of funding your agency anticipates utilizing to implement the proposed activity by source, amount, and status. Click 'Add Funding' to add a new row. CDBG funding your agency is requesting as part of this application in the first row. Add additional rows to indicate all other leveraged funds for the activity. The sum of the 'CDBG Funds Requested' and 'Leveraged Funds' columns in the Proposed CDBG Activity Budget table above.

| SOURCE OF FUNDING | AMOUNT | STATUS |
|-------------------|--------|--------|
|                   |        |        |
|                   |        |        |
|                   |        |        |
|                   |        |        |

## 2.8.2 Completing the Budget Table

Review the instructions carefully before entering budget details.

Fill out the "Proposed CDBG Activity Budget" table by entering costs for each budget category.

Ensure that the amounts entered align with the activity summary and are necessary, reasonable, allowable, and allocable.

### D. ACTIVITY BUDGET

Please provide the anticipated budget for the proposed activity. The CDBG portion of the budget must reflect only those costs of serving CDBG eligible residents

#### Proposed CDBG Activity Budget

Enter the amount of funds being requested in the '**CDBG Funds Requested**' column for each of the corresponding cost categories. If the requested amount is \$0 for any line item, report "\$0." The '**CDBG Funds Requested**' column will auto-calculate. In the '**Leveraged Funds**' column insert the amount of leveraged funds your agency anticipates utilizing to finance the proposed activity. Leveraged funds are not required for activities but will enhance your agency's application. Leveraged funds are the other non-CDBG funds that will be used in conjunction with CDBG funds to implement the activity. Leveraged funds include, but are not limited to, cash, gifts, in-kind gifts, volunteer labor. These funds must be firmly committed to the activity and immediately available.

| COST CATEGORY                              | CDBG FUNDS REQUESTED                 | LEVERAGED FUNDS                      |
|--|--------------------------------------|--------------------------------------|
| Personnel Costs (Salaries and Benefits)    | <input type="text"/>                 | <input type="text"/>                 |
| Non-Personnel Costs (Supplies/Consultants) | <input type="text"/>                 | <input type="text"/>                 |
| Beneficiary Assistance (Rent/Daycare etc.) | <input type="text"/>                 | <input type="text"/>                 |
| Total                                      | <input type="text" value="\$ 0.00"/> | <input type="text" value="\$ 0.00"/> |

#### Sources of Funding

List all the sources of funding your agency anticipates utilizing to implement the proposed activity by source, amount, and status. Click '**Add Funding Source**' and enter the amount of CDBG funding your agency is requesting as part of this application in the first row. Add additional rows to indicate all other leveraged funds for the activity. The total of all sources listed in this table should equal the sum of the '**CDBG Funds Requested**' and '**Leveraged Funds**' columns in the Proposed CDBG Activity Budget table above.

| SOURCE | AMOUNT | STATUS | COMMENTS |
|--------|--------|--------|----------|
|--------|--------|--------|----------|



## 2.8.3 Adding Sources of Funding

Use the "Add Funding Source" button to include details about leveraged funds supporting the activity.

For each funding source, provide the following:

- Funding source name (i.e., CDBG, local grant, private contribution)
- Amount of funding
- Funding status

conjunction with CDBG funds to implement the activity. Leveraged funds include, but are not limited to, cash, gifts, in-kind gifts, volunteer labor. These funds must be firmly committed to the activity and immediately available.

| COST CATEGORY                              | CDBG FUNDS REQUESTED | LEVERAGED FUNDS |
|--|----------------------|-----------------|
| Personnel Costs (Salaries and Benefits)    | \$ 20,000.00         | \$ 50,000.00    |
| Non-Personnel Costs (Supplies/Consultants) | \$ 10,000.00         | \$ 90,000.00    |
| Beneficiary Assistance (Rent/Daycare etc.) | \$ 0.00              | \$ 0.00         |
| Total                                      | \$ 30,000.00         | \$ 140,000.00   |

### Sources of Funding

List all the sources of funding your agency anticipates utilizing to implement the proposed activity by source, amount, and status. Click 'Add Funding Source' and enter the amount of CDBG funding your agency is requesting as part of this application in the first row. Add additional rows to indicate all other leveraged funds for the activity. The total of all sources listed in this table should equal the sum of the 'CDBG Funds Requested' and 'Leveraged Funds' columns in the Proposed CDBG Activity Budget table above.

| SOURCE             | AMOUNT  | STATUS | COMMENTS |
|--------------------|---------|--------|----------|
| Total              | \$ 0.00 |        |          |
| Add Funding Source |         |        |          |

Type of Indirect Cost Rate applicable to this Application

Select from the following:

- "Decline Indirect Cost Rate" if your agency has elected to decline reimbursement for indirect costs during the applicable program year.
- "Federally Accepted De Minimis Rate" if your agency is requesting to charge a flat de minimis indirect cost rate of 15 percent of Modified Total Direct Costs (MTDCs) and does not currently have a negotiated (including provisional) rate and does not receive more than \$35 million in Federal funding.



## 2.8.4 Selecting the Indirect Cost Rate

Select the method your agency will utilize to charge indirect costs by clicking the appropriate radio button.

|                   |               |              |                                     |
|-------------------|---------------|--------------|-------------------------------------|
| 0000              | 7/20/2020     | Not Reopened | City of Rancho Cucamonga            |
| Private donations | \$ 90,000.00  | In-hand      | Donations made to non-profit agency |
| Total             | \$ 170,000.00 |              |                                     |

[Add Funding Source](#)

Type of Indirect Cost Rate applicable to this Application

Select from the following:

- "Decline Indirect Cost Rate" if your agency has elected to decline reimbursement for indirect costs during the applicable program year.
- "Federally Accepted De Minimis Rate" if your agency is requesting to charge a flat de minimis indirect cost rate of 15 percent of Modified Total Direct Costs (MTDCs) and does not currently have a negotiated (including provisional) rate and does not receive more than \$35 million in Federal funding.
- "Federally Negotiated Indirect Cost Rate" if your agency currently has an approved Negotiated Indirect Cost Rate Agreement (NICRA) with a Federal (Cognizant) Agency.

Indirect Cost Rate Selection (choose one):

- ☐ Decline indirect cost rate
- ☐ Federally accepted de-minimis rate
- ☐ Federally Negotiated Indirect Cost Rate

No save history

Save

Complete & Continue

## 2.8.4.1 Federally Negotiated Indirect Cost Rates

If you select the Federally Negotiated Indirect Cost Rate, additional information must be provided:

- Enter your agency's negotiated indirect cost rate in the designated field
- Upload a copy of your agency's Negotiated Indirect Cost Rate Agreement (NICRA) as a PDF file using the required naming convention: **Agency Abbreviation - NICRA**
  - Example: FHF - NICRA

|                   |              |               |                                     |
|-------------------|--------------|---------------|-------------------------------------|
| Private donations | \$ 90,000.00 | In-hand       | Donations made to non-profit agency |
| Total             |              | \$ 170,000.00 |                                     |

[Add Funding Source](#)

Type of Indirect Cost Rate applicable to this Application

Select from the following:

- "Decline Indirect Cost Rate" if your agency has elected to decline reimbursement for indirect costs during the applicable program year.
- "Federally Accepted De Minimis Rate" if your agency is requesting to charge a flat de minimis indirect cost rate of 15 percent of Modified Total Direct Costs (MTDCs) and does not currently have a negotiated (including provisional) rate and does not receive more than \$35 million in Federal funding.
- "Federally Negotiated Indirect Cost Rate" if your agency currently has an approved Negotiated Indirect Cost Rate Agreement (NICRA) with a Federal (Cognizant) Agency.

Indirect Cost Rate Selection (choose one):

☐ Decline indirect cost rate  
☐ Federally accepted de-minimis rate  
☒ Federally Negotiated Indirect Cost Rate

What is the federally negotiated indirect cost rate?

☐ Federally Negotiated Indirect Cost Rate Agreement (NICRA) **\*Required**

[Upload File](#)

No save history

[Save](#)
[Complete & Continue](#)

The Complete button is not active until all required documents have been uploaded.

## 2.9 Required Documents

## 2.9.1 Navigating to the Required Documents Section

Click on the "E. Required Documents" section in the left-hand navigation menu to access the document upload table.

The list of required documents displayed in this section is based on the Agency Type you selected in the "A. Agency Overview" section.

**Tip:** Ensure your agency Type is selected before accessing this section.

The screenshot displays the 'Public Services Application' interface. On the left, a navigation menu lists several sections: 'Program Overview', 'A. Agency Overview', 'B. Activity Summary', 'C. Capacity and Compliance', 'D. Activity Budget', 'E. Required Documents\*', and 'Submit'. A yellow circle highlights the 'E. Required Documents\*' option, with a hand icon pointing to it. Above the menu, there are buttons for 'View Users (1)' and 'Print Application'. The main content area is titled 'E. REQUIRED DOCUMENTS' and contains the instruction 'Please upload the following documentation.' Below this, a message states: 'Review the following guide to ensure all necessary documents are included with your application: [Required Documents](#)'. A dropdown menu for 'Agency Type' is set to 'Non-Profit'. Under the 'Non-Profit' heading, a list of required documents is shown, each with a radio button and the label '\*Required':

- ☐ 00. Cover Letter \*Required
- ☐ 01. Articles of Incorporation \*Required
- ☐ 02. Bylaws \*Required
- ☐ 03. Non-profit Determination \*Required
- ☐ 04. List of Board of Directors \*Required
- ☐ 05. Organizational Chart (Activity-specific) \*Required

## 2.9.2 Reviewing the Required Documents Checklist

Click on the "Required Documents Checklist" hyperlink at the top of the page to access a detailed list of all required files and their descriptions.

Use the checklist to verify that each document is complete, accurate, and ready for upload.

### E. REQUIRED DOCUMENTS

Please upload the following documentation.

Review the following guide to ensure all necessary documents are included with your application: [Required Documents Checklist](#)

Agency Type

Non-Profit

Non-Profit

|  |             |
|--|-------------|
| <input type="radio"/> 00. Cover Letter *Required                             | Upload File |
| <input type="radio"/> 01. Articles of Incorporation *Required                | Upload File |
| <input type="radio"/> 02. Bylaws *Required                                   | Upload File |
| <input type="radio"/> 03. Non-profit Determination *Required                 | Upload File |
| <input type="radio"/> 04. List of Board of Directors *Required               | Upload File |
| <input type="radio"/> 05. Organizational Chart (Activity-specific) *Required | Upload File |
| <input type="radio"/> 05. Organizational Chart (Agency-wide) *Required       | Upload File |
| <input type="radio"/> 06. Résumé of Chief Administration Officer *Required   | Upload File |

Required Documents Checklist.docx

## 2.9.3 Uploading Documents

For each required document, click the "Upload File" button in the corresponding row of the document table.

Ensure all files meet the following criteria:

- Files must be in PDF format
- Files must follow the required naming convention: **Agency Abbrevitation - Document Title**
  - Example: FHF - Articles of Incorporation

If you are unable to upload all required documents at once, click the "Save" button to preserve your progress. You may return to this section at any time before submission to complete the uploads.

**Tip:** Double-check that each uploaded document is labeled correctly and corresponds to the appropriate line item in the document table.

Adhering to this format will help streamline document review and prevent delays in processing your application.

**E. REQUIRED DOCUMENTS**

Please upload the following documentation.

Review the following guide to ensure all necessary documents are included with your application: [Required Documents Checklist](#)

Agency Type  
Non-Profit

Non-Profit

|  |             |
|--|-------------|
| <input type="radio"/> 00. Cover Letter *Required                             | Upload File |
| <input type="radio"/> 01. Articles of Incorporation *Required                | Upload File |
| <input type="radio"/> 02. Bylaws *Required                                   | Upload File |
| <input type="radio"/> 03. Non-profit Determination *Required                 | Upload File |
| <input type="radio"/> 04. List of Board of Directors *Required               | Upload File |
| <input type="radio"/> 05. Organizational Chart (Activity-specific) *Required | Upload File |
| <input type="radio"/> 05. Organizational Chart (Agency-wide) *Required       | Upload File |
| <input type="radio"/> 06. Résumé of Chief Administration Officer *Required   | Upload File |

Documents Checklist.docx

## 2.10 Submit Application

### 2.10.1 Navigating to the Submit Application Section

Click on the "Submit" section in the left-hand navigation menu to begin the final submission process.

Confirm that all sections of the application are marked as complete with a green checkmark in the left-hand navigation menu.

The screenshot displays the 'Public Services Application' interface. On the left, a navigation menu lists sections: Program Overview, A. Agency Overview, B. Activity Summary, C. Capacity and Compliance, D. Activity Budget, E. Required Documents, and Submit\*. The 'Submit\*' item is highlighted with a yellow circle and a hand cursor. The main content area is titled 'SUBMIT THE APPLICATION' and contains a warning: 'Once an application is submitted, it can only be "Re-opened" by an Administrator. After reviewing the enclosed Applicant Agency Acknowledgement Form, your agency's Official Authorized to Execute Contracts must sign at the bottom acknowledge the form.' Below this is the 'AGENCY ACKNOWLEDGMENT FORM' with a list of 18 items, each preceded by an unchecked checkbox. The items are:

- ☐ That, by submission of this application, the Agency agrees that it will become a public document.
- ☐ That, to the best of its knowledge and belief, all information provided is true and correct and all estimates are reasonable.
- ☐ That no revised application may be made in connection with this application once the deadline for applications has passed.
- ☐ That the City may request or require changes in the information submitted which it deems reasonable for any and all information provided.
- ☐ That the Agency will cooperatively assist in the application review process.
- ☐ That, if the activity is recommended and approved by the City Council, the City reserves the right to fund less than the full amount requested to reduce and/or cancel allocation if federal entitlements are cancelled, reduced, or rescinded.
- ☐ That the City reserves the right not to fund any applications received.
- ☐ By submission of this application, the Agency agrees to abide by the federal regulations applicable to this activity.
- ☐ That past program and financial performance will be considered in reviewing this application.
- ☐ That services are to be provided only to eligible City residents at no cost during the grant period.
- ☐ That, if the activity is funded, the City or a designated Agency may conduct an accounting system inspection to review internal controls, including administrative procedures, prior to issuance of payments for program expenditures.
- ☐ That, if the program is funded, the City will perform an environmental review prior to the obligation of funds.
- ☐ That, if the activity is funded, a written agreement will be required that includes, among other matters, a statement of work, records retention requirements, and circumstances that would trigger grant suspensions and terminations.

## 2.10.2 Completing the Agency Acknowledgment Form

Carefully review the Agency Acknowledgment Form to ensure you understand and agree to the terms and conditions.

Check off each acknowledgment item to certify your understanding and agreement.

### SUBMIT THE APPLICATION

Once an application is submitted, it can only be "Re-opened" by an Administrator.

After reviewing the enclosed Applicant Agency Acknowledgement Form, your agency's Official Authorized to Execute Contracts must sign at the bottom acknowledging the receipt and understanding of the form.

#### AGENCY ACKNOWLEDGMENT FORM

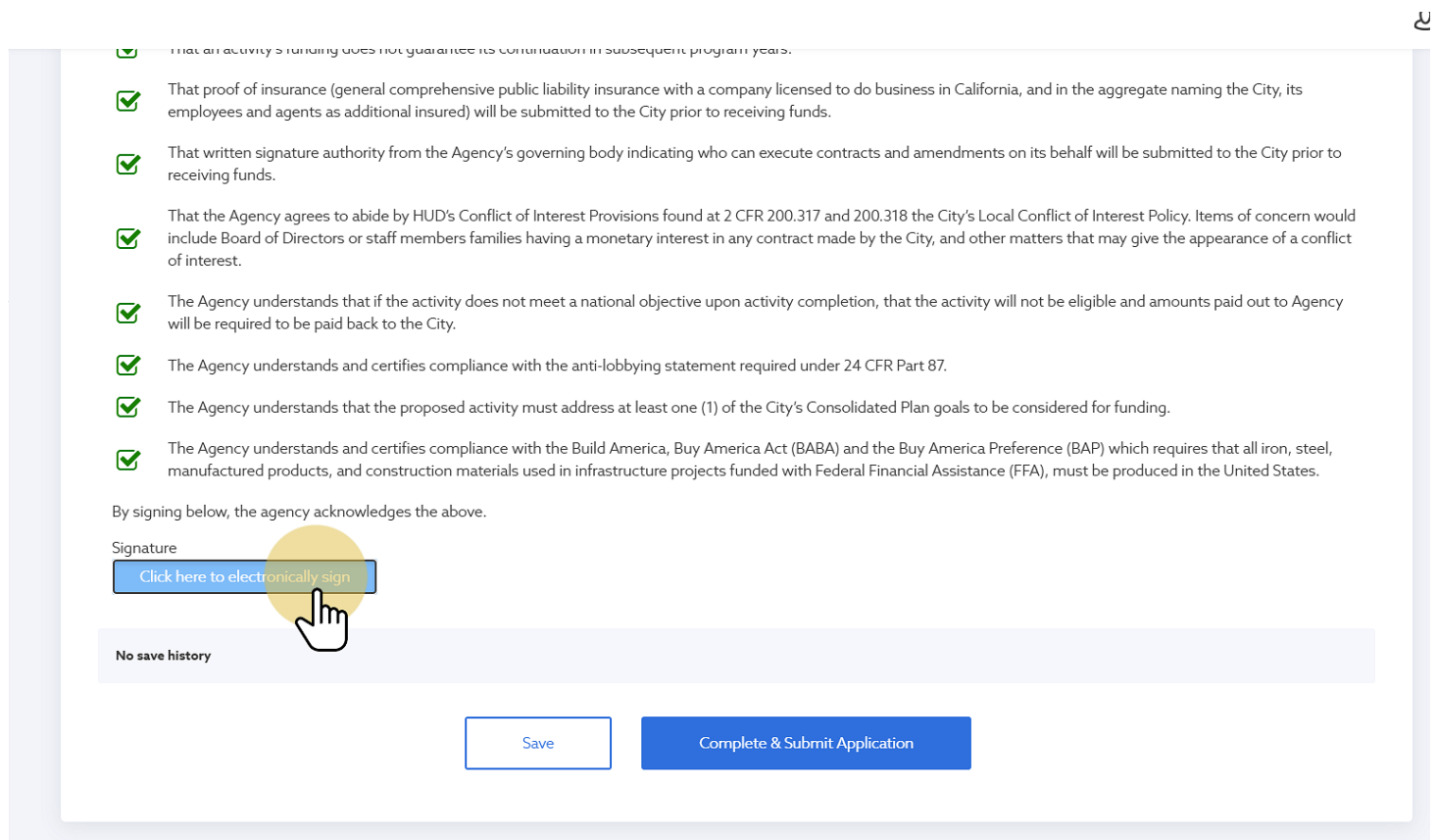
- ☐ That, by submission of this application, the Agency agrees that it will become a public document.
- ☐ That, to the best of its knowledge and belief, all information provided is true and correct and all estimates are reasonable.
- ☐ That no revised application may be made in connection with this application once the deadline for applications has passed.
- ☐ That the City may request or require changes in the information submitted which it deems reasonable for any and all information provided.
- ☐ That the Agency will cooperatively assist in the application review process.
- ☐ That, if the activity is recommended and approved by the City Council, the City reserves the right to fund less than the full amount requested. The City also reserves the right to reduce and/or cancel allocation if federal entitlements are cancelled, reduced, or rescinded.
- ☐ That the City reserves the right not to fund any applications received.
- ☐ By submission of this application, the Agency agrees to abide by the federal regulations applicable to this activity.
- ☐ That past program and financial performance will be considered in reviewing this application.
- ☐ That services are to be provided only to eligible City residents at no cost during the grant period.
- ☐ That, if the activity is funded, the City or a designated Agency may conduct an accounting system inspection to review internal controls, including procurement and uniform administrative procedures, prior to issuance of payments for program expenditures.
- ☐ That, if the program is funded, the City will perform an environmental review prior to the obligation of funds.
- ☐ That, if the activity is funded, a written agreement will be required that includes, among other matters, a statement of work, records retention and reporting, local and federal requirements, and circumstances that would trigger grant suspensions and terminations.

## 2.10.3 Signing the Application

Note: The form must be reviewed and signed by the Official Authorized to Execute Contracts.

If you are the official authorized to execute contracts, click "Sign" to finalize the signature process.

If the official authorized to sign is not the person entering the application, ensure they log in to complete this step. Refer to Section 2.3 for instructions on adding additional users to the application.



The screenshot shows a web application interface for signing. It features a list of eight terms and conditions, each preceded by a green checkmark icon. Below the list, a text prompt states: "By signing below, the agency acknowledges the above." Underneath this, the word "Signature" is displayed above a blue button labeled "Click here to electronically sign". A yellow circular highlight is placed over this button, with a hand cursor icon pointing at it. Below the button, the text "No save history" is visible. At the bottom of the form, there are two buttons: a light blue "Save" button and a dark blue "Complete & Submit Application" button.

That an activity's funding does not guarantee its continuation in subsequent program years.

That proof of insurance (general comprehensive public liability insurance with a company licensed to do business in California, and in the aggregate naming the City, its employees and agents as additional insured) will be submitted to the City prior to receiving funds.

That written signature authority from the Agency's governing body indicating who can execute contracts and amendments on its behalf will be submitted to the City prior to receiving funds.

That the Agency agrees to abide by HUD's Conflict of Interest Provisions found at 2 CFR 200.317 and 200.318 the City's Local Conflict of Interest Policy. Items of concern would include Board of Directors or staff members families having a monetary interest in any contract made by the City, and other matters that may give the appearance of a conflict of interest.

The Agency understands that if the activity does not meet a national objective upon activity completion, that the activity will not be eligible and amounts paid out to Agency will be required to be paid back to the City.

The Agency understands and certifies compliance with the anti-lobbying statement required under 24 CFR Part 87.

The Agency understands that the proposed activity must address at least one (1) of the City's Consolidated Plan goals to be considered for funding.

The Agency understands and certifies compliance with the Build America, Buy America Act (BABA) and the Buy America Preference (BAP) which requires that all iron, steel, manufactured products, and construction materials used in infrastructure projects funded with Federal Financial Assistance (FFA), must be produced in the United States.

By signing below, the agency acknowledges the above.

Signature

[Click here to electronically sign](#)

No save history

[Save](#) [Complete & Submit Application](#)

## 2.10.4 Submitting the Application

Before submitting, double-check all sections and uploaded documents for accuracy. Once the application is submitted, no further changes can be made.

Once the application is signed, click the "Complete & Submit Application" button to finalize the submission.

A confirmation message will appear, indicating that your application has been successfully submitted

☒ That an activity's funding does not guarantee its continuation in subsequent program years.

☒ That proof of insurance (general comprehensive public liability insurance with a company licensed to do business in California, and in the aggregate naming the City, its employees and agents as additional insured) will be submitted to the City prior to receiving funds.

☒ That written signature authority from the Agency's governing body indicating who can execute contracts and amendments on its behalf will be submitted to the City prior to receiving funds.

☒ That the Agency agrees to abide by HUD's Conflict of Interest Provisions found at 2 CFR 200.317 and 200.318 the City's Local Conflict of Interest Policy. Items of concern would include Board of Directors or staff members families having a monetary interest in any contract made by the City, and other matters that may give the appearance of a conflict of interest.

☒ The Agency understands that if the activity does not meet a national objective upon activity completion, that the activity will not be eligible and amounts paid out to Agency will be required to be paid back to the City.

☒ The Agency understands and certifies compliance with the anti-lobbying statement required under 24 CFR Part 87.

☒ The Agency understands that the proposed activity must address at least one (1) of the City's Consolidated Plan goals to be considered for funding.

☒ The Agency understands and certifies compliance with the Build America, Buy America Act (BABA) and the Buy America Preference (BAP) which requires that all iron, steel, manufactured products, and construction materials used in infrastructure projects funded with Federal Financial Assistance (FFA), must be produced in the United States.

By signing below, the agency acknowledges the above.

Signature  
*David Munoz*

Electronically signed by munoz.david@gmail.com on 12/10/2024 10:19 PM

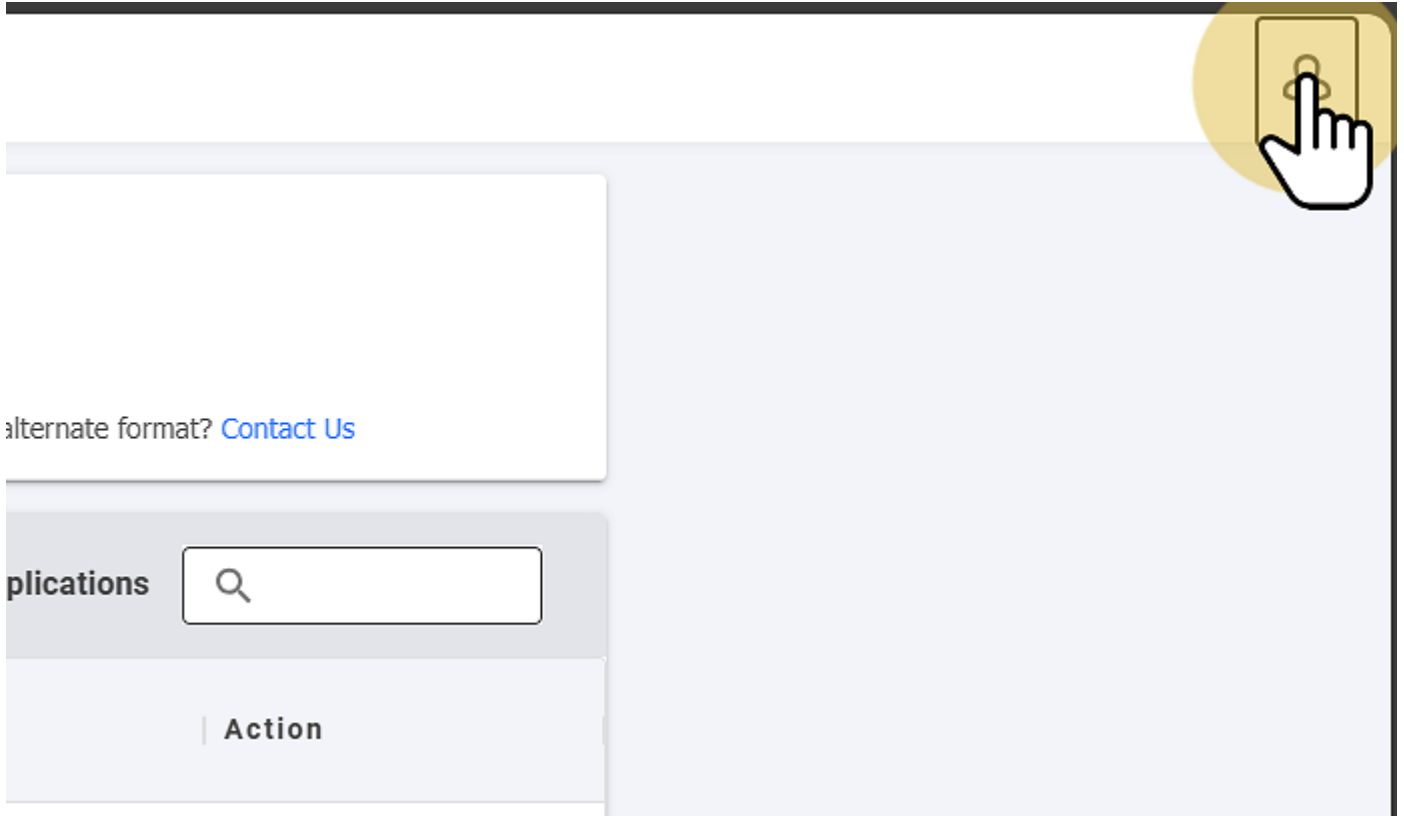
No save history

[Save](#) [Complete & Submit Application](#)

## 3 SIGN OUT

### 3.1 Navigating to the Sign Out Option

Locate and click the "person" icon in the top-right corner of the screen.



## 3.2 Signing Out

Click the "Sign Out" option from the dropdown menu.

Confirm that you have been redirected to the login page, ensuring you have successfully signed out.

**Tip:** Always sign out of your account when using a shared or public computer to protect your personal information and application data.

**Note:** For added security, the system will automatically log you out if you are inactive for more than 1 hour. To continue your work you will need to log back in.

