

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

# Table of Contents

1	GETTING STARTED	4
1.1	New to the System? Create an Account	4
1.1.1	Accessing the Participant Portal	5
1.1.2	Verifying Your Email	6
1.1.2.1	Verifying Your Code	7
1.1.3	Completing the Registration Form	8
1.1.4	Review and Agree to the Terms	9
1.2	Already Registered? Sign in to your Account	9
1.2.1	Signing In	10
1.2.2	Troubleshooting Login Issue	11
2	COMPLETING YOUR APPLICATION	11
2.1	Starting Your Application	11
2.1.1	Locate and Start the Application	12
2.1.2	Name Your Application	13
2.1.3	Begin Your Application	14
2.2	Navigating the Application Sections	14
2.2.1	Understanding the Application Layout	15
2.2.1.1	Tooltips	16
2.2.2	Saving your Progress	17
2.2.3	Completing Sections	18
2.2.3.1	Completed Section Sample	19
2.2.3.1.1	Troubleshooting Tip	20
2.3	Adding Additional Users to Your Application	20
2.3.1	Access the User Management Feature	21
2.3.2	Add New Users	22
2.3.2.1	Enter the new user's information	23
2.4	Program Overview	23
2.4.1	Reviewing the Program Overview Section	24
2.4.1.1	Complete Section	25

2.5 Agency Overview	25
2.5.1 Navigating to the Agency Overview Section	26
2.5.2 Entering Agency Information	27
2.5.3 Providing Agency Contact Information	28
2.6 Activity Summary	28
2.6.1 Navigating to the Activity Summary Section	29
2.6.2 Entering Activity Details	30
2.6.3 Providing a Summary of the Activity	31
2.7 Capacity and Compliance	31
2.7.1 Navigating to the Capacity and Compliance Section	32
2.7.2 Completing the Capacity Assessment	33
2.8 Activity Budget	33
2.8.1 Navigating to the Activity Budget Section	34
2.8.2 Completing the Budget Table	35
2.8.3 Adding Sources of Funding	36
2.8.4 Selecting the Indirect Cost Rate	37
2.8.4.1 Federally Negotiated Indirect Cost Rates	38
2.9 Required Documents	38
2.9.1 Navigating to the Required Documents Section	39
2.9.2 Reviewing the Required Documents Checklist	40
2.9.3 Uploading Documents	41
2.10 Submit Application	42
2.10.1 Navigating to the Submit Application Section	42
2.10.2 Completing the Agency Acknowledgment Form	43
2.10.3 Signing the Application	44
2.10.4 Submitting the Application	45
3 SIGN OUT	45
3.1 Navigating to the Sign Out Option	46
3.2 Signing Out	47

## 1 GETTING STARTED

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

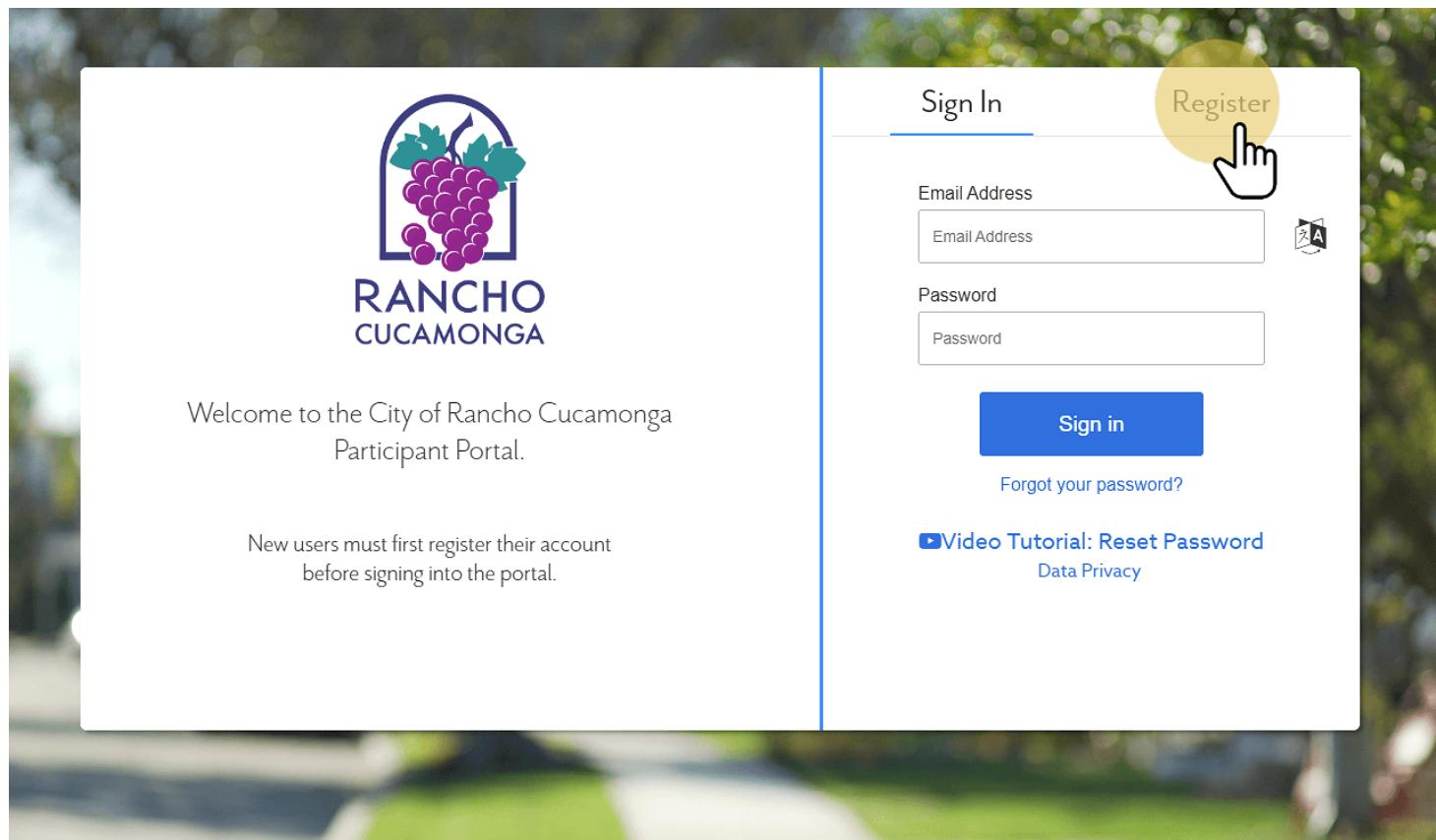
If this is your first time accessing the Neighborly system, you will need to create an account before proceeding.

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.

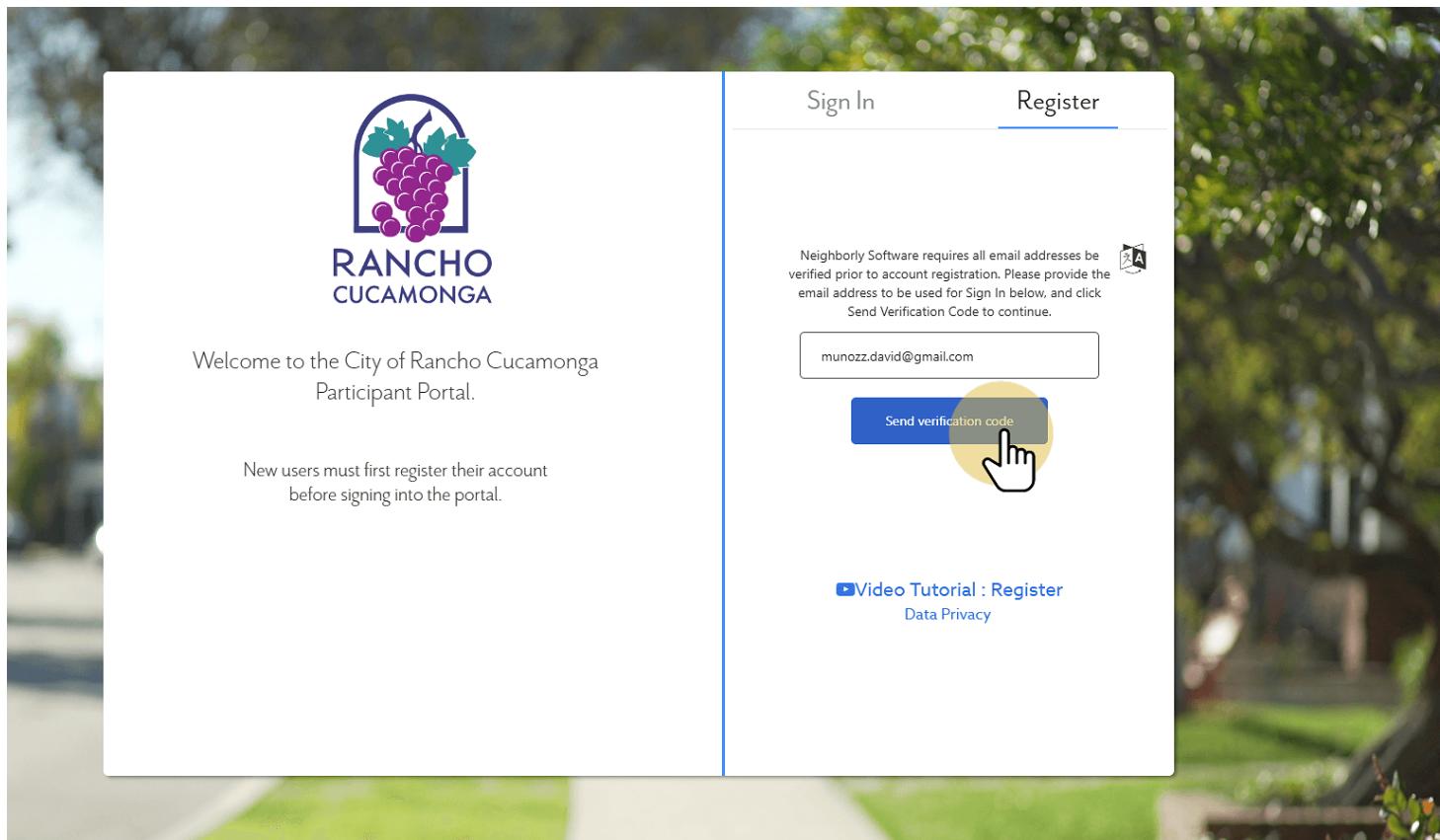


## 1.1.2 Verifying Your Email

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

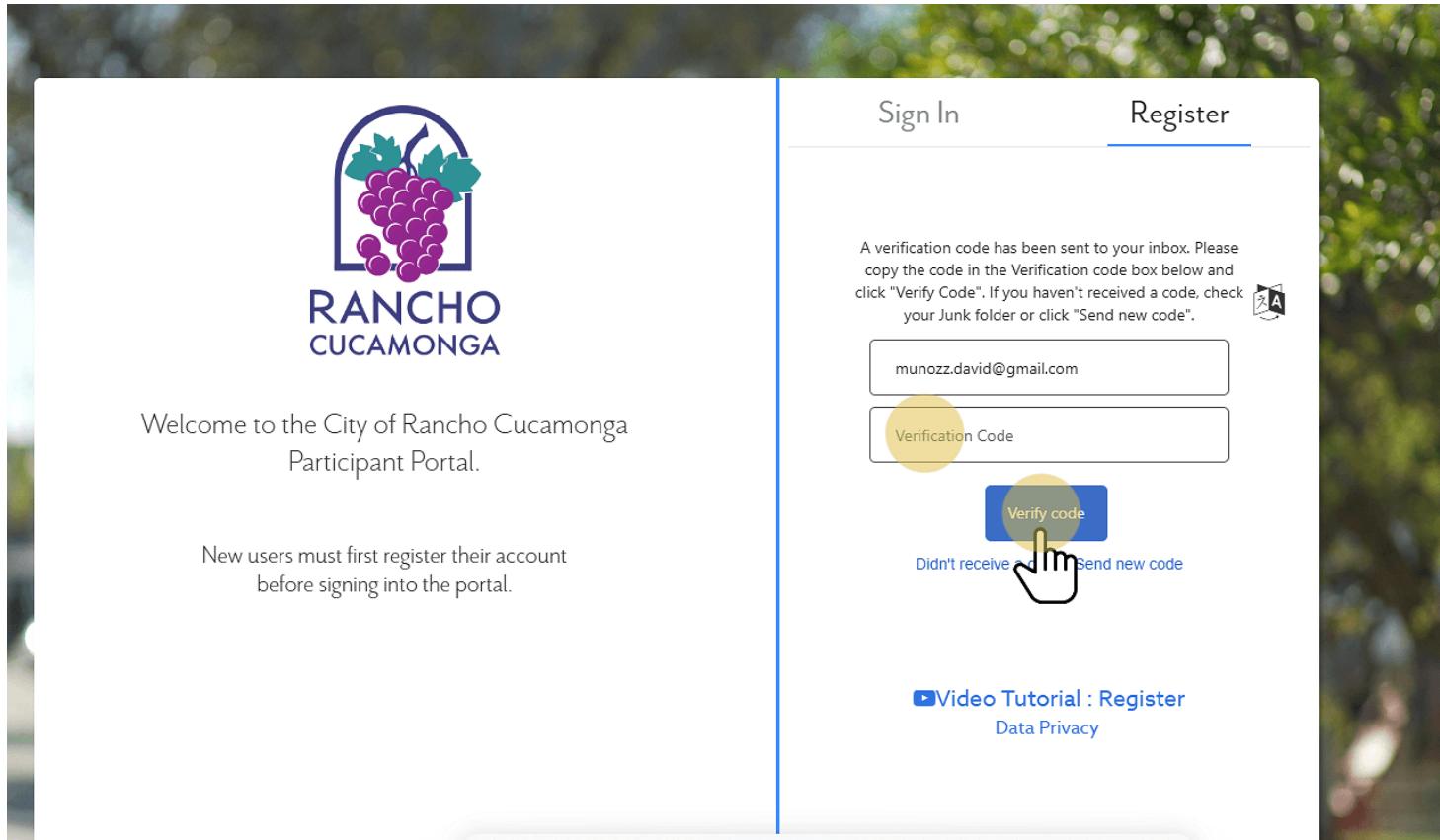
Check your email for the verification code. If you do not see it, check your spam/junk folder.

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



## 1.1.2.1 Verifying Your Code

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



## 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

Sign In Register

E-mail address verified. You can now continue.

munoz.david@gmail.com

David

Munoz

.....

.....

Create

Video Tutorial Register Data Privacy

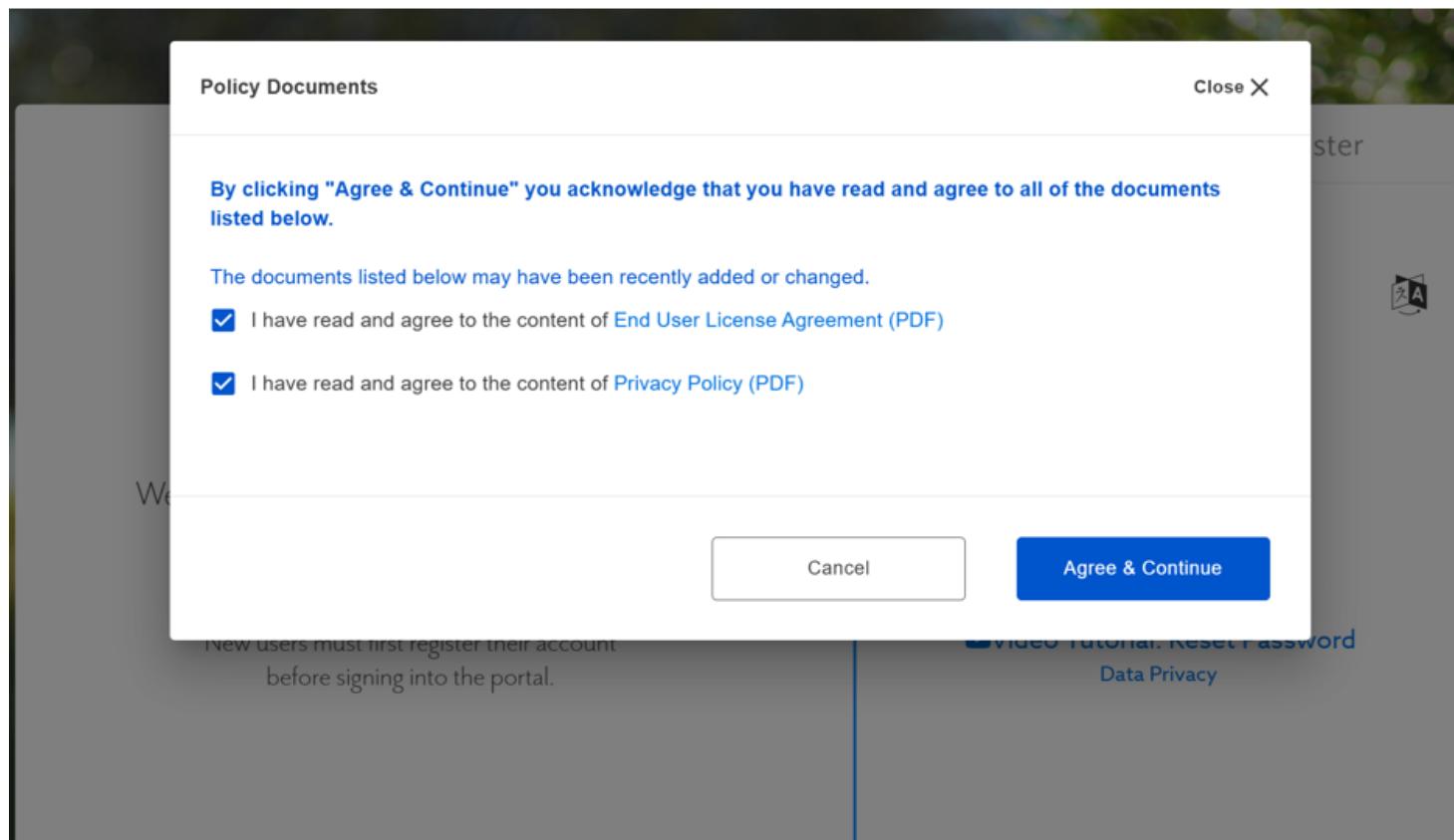
## 1.1.4 Review and Agree to the Terms

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.

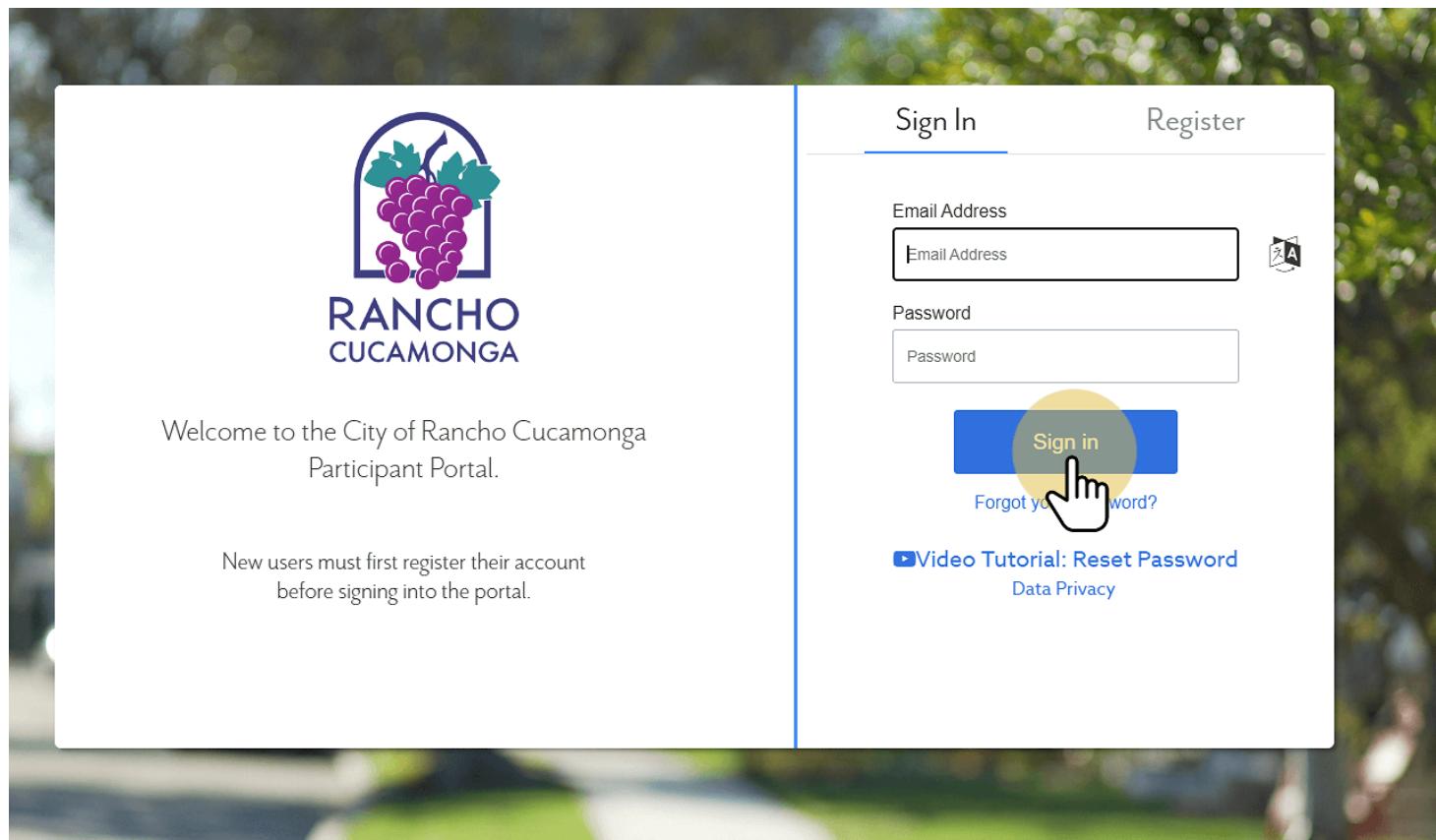
## 1.2.1 Signing In

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.

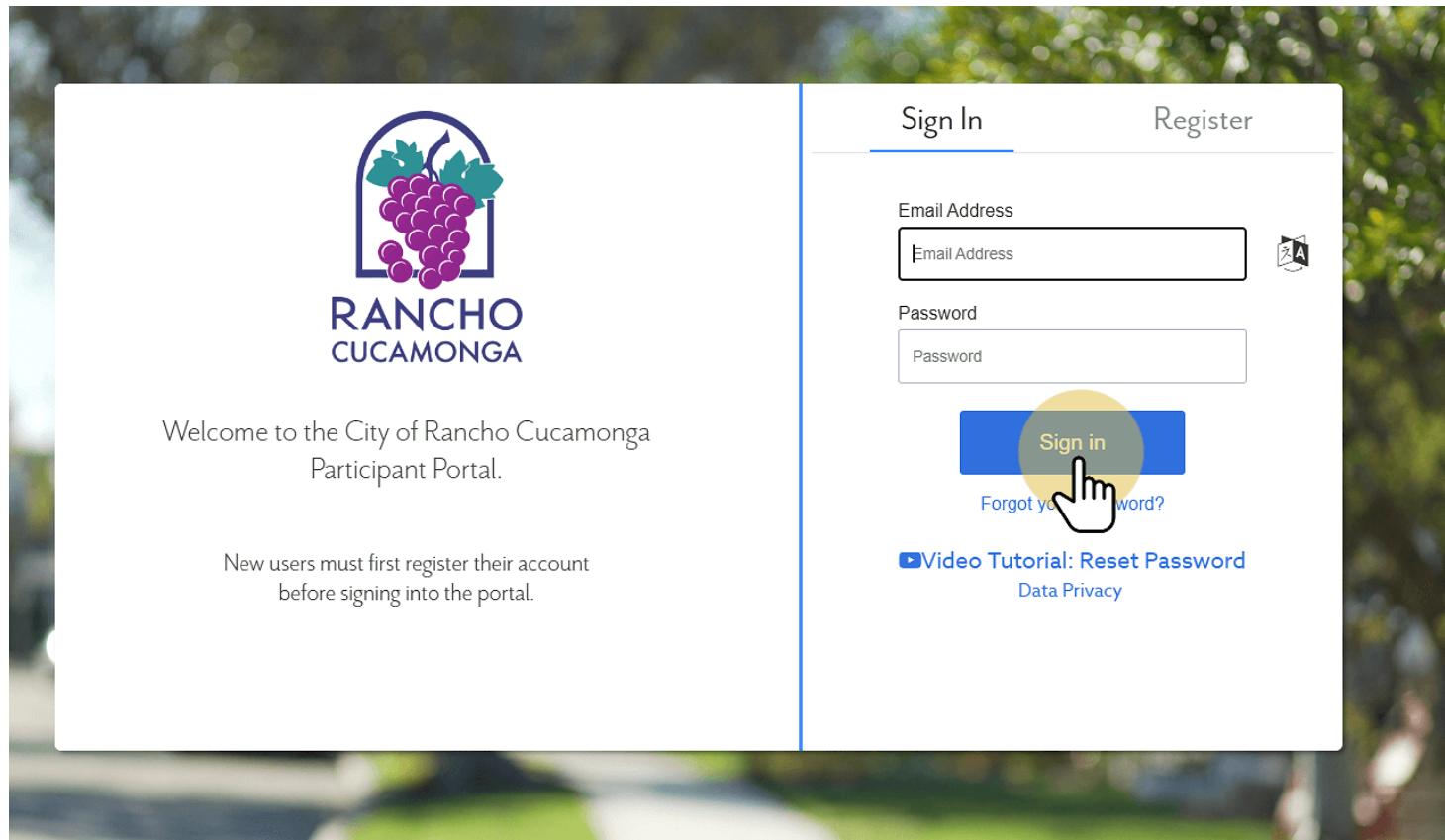


## 1.2.2 Troubleshooting Login Issue

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.



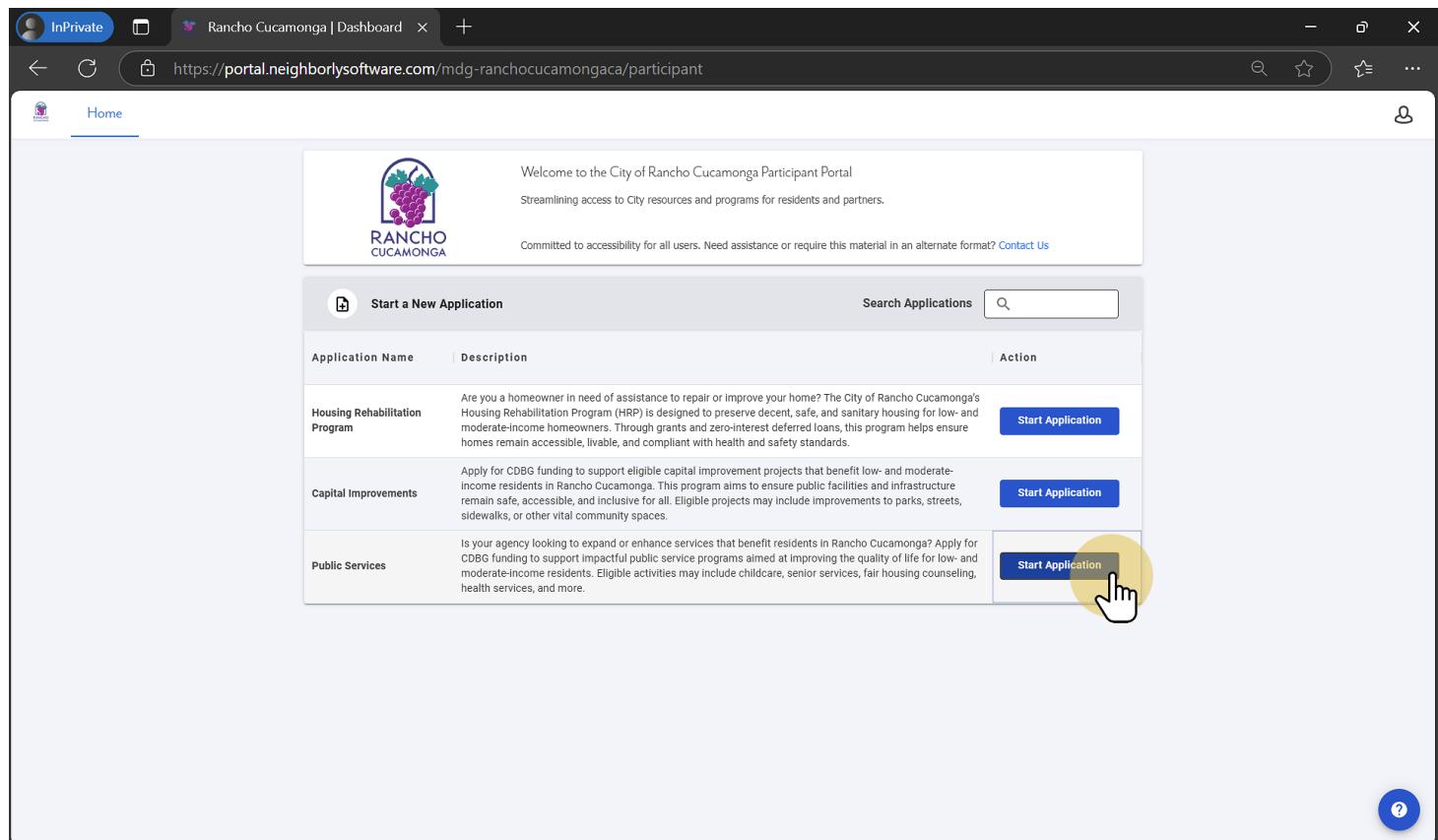
## 2 COMPLETING YOUR APPLICATION

### 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 a web browser window with the URL <https://portal.neighborlysoftware.com/mdg-ranchocucamongaca/participant>. The page is titled "Rancho Cucamonga | Dashboard". The main content area is titled "Welcome to the City of Rancho Cucamonga Participant Portal" and includes a "Start a New Application" button and a search bar. Below this is a table with three rows:

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>

A yellow circle with a hand cursor icon is positioned over the "Start Application" button for the "Public Services" row.

## 2.1.2 Name Your Application

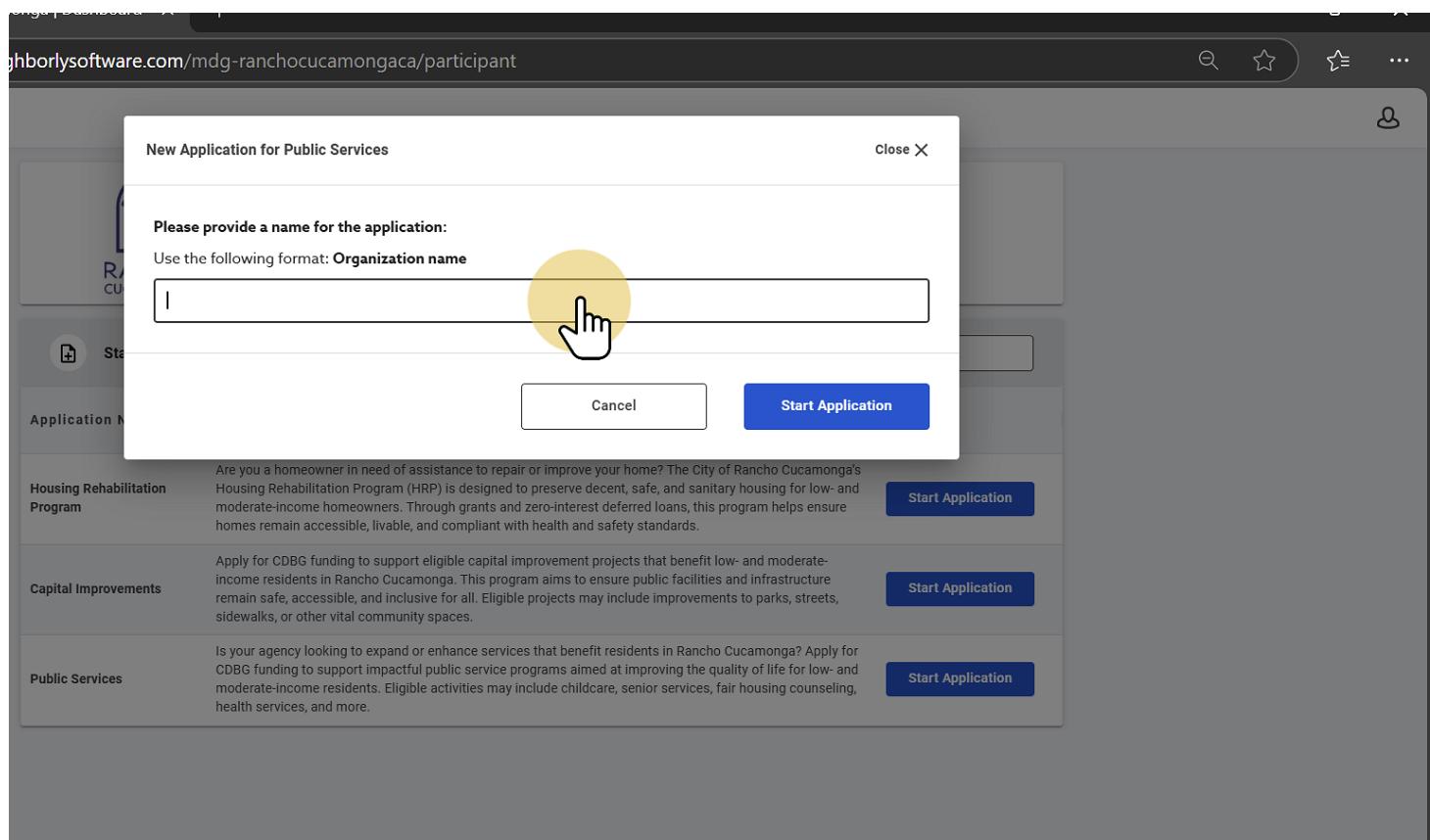
Enter a name for your application using the following naming convention:

**Agency Abbreviation - Activity Name**

Examples:

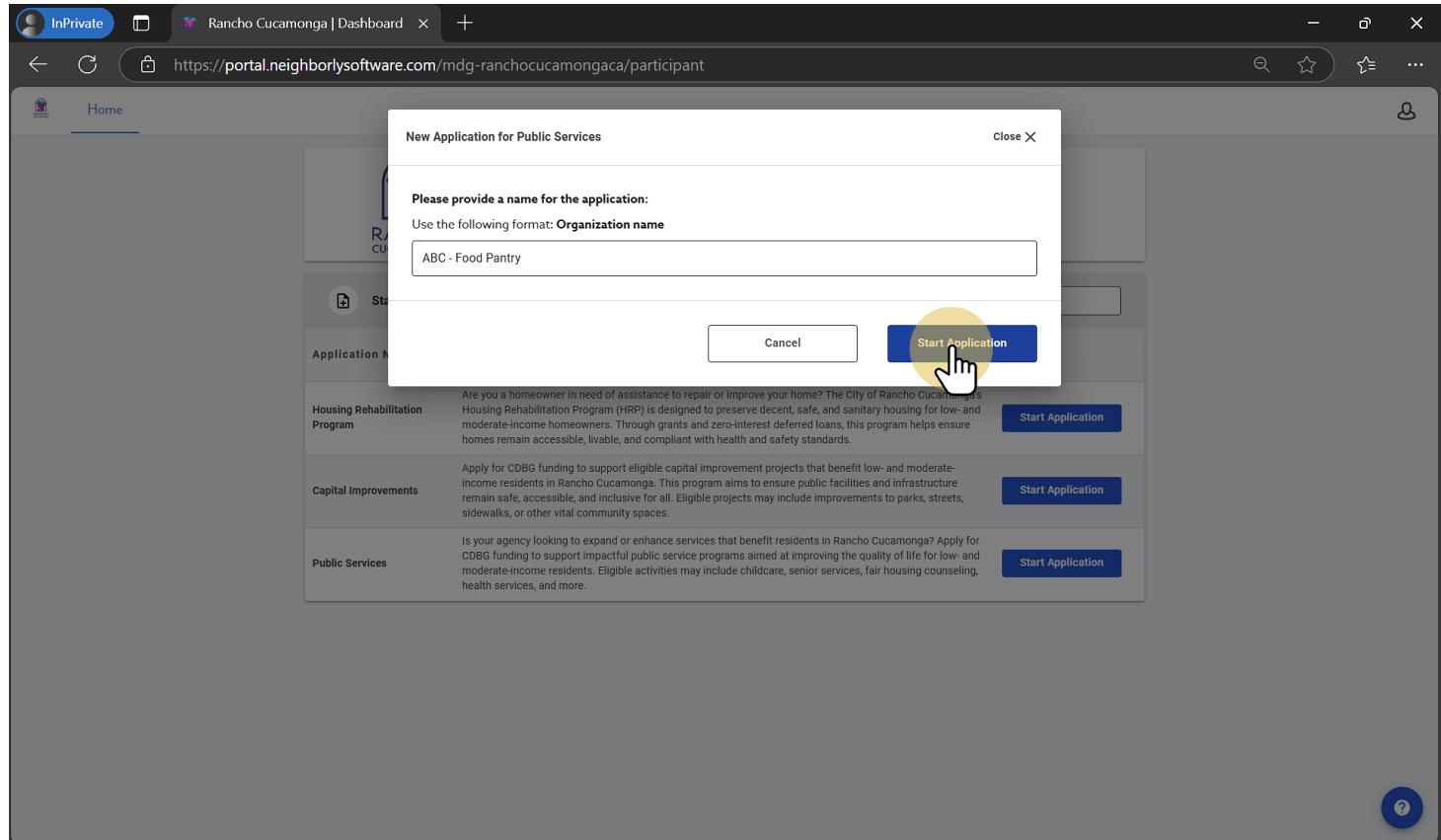
- Fair Housing Foundation - Fair Housing Services should be entered as: **FHF - Fair Housing Services**
- Community Services Department - Senior Services should be entered as: **CSD - Senior Services**

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



## 2.1.3 Begin Your Application

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

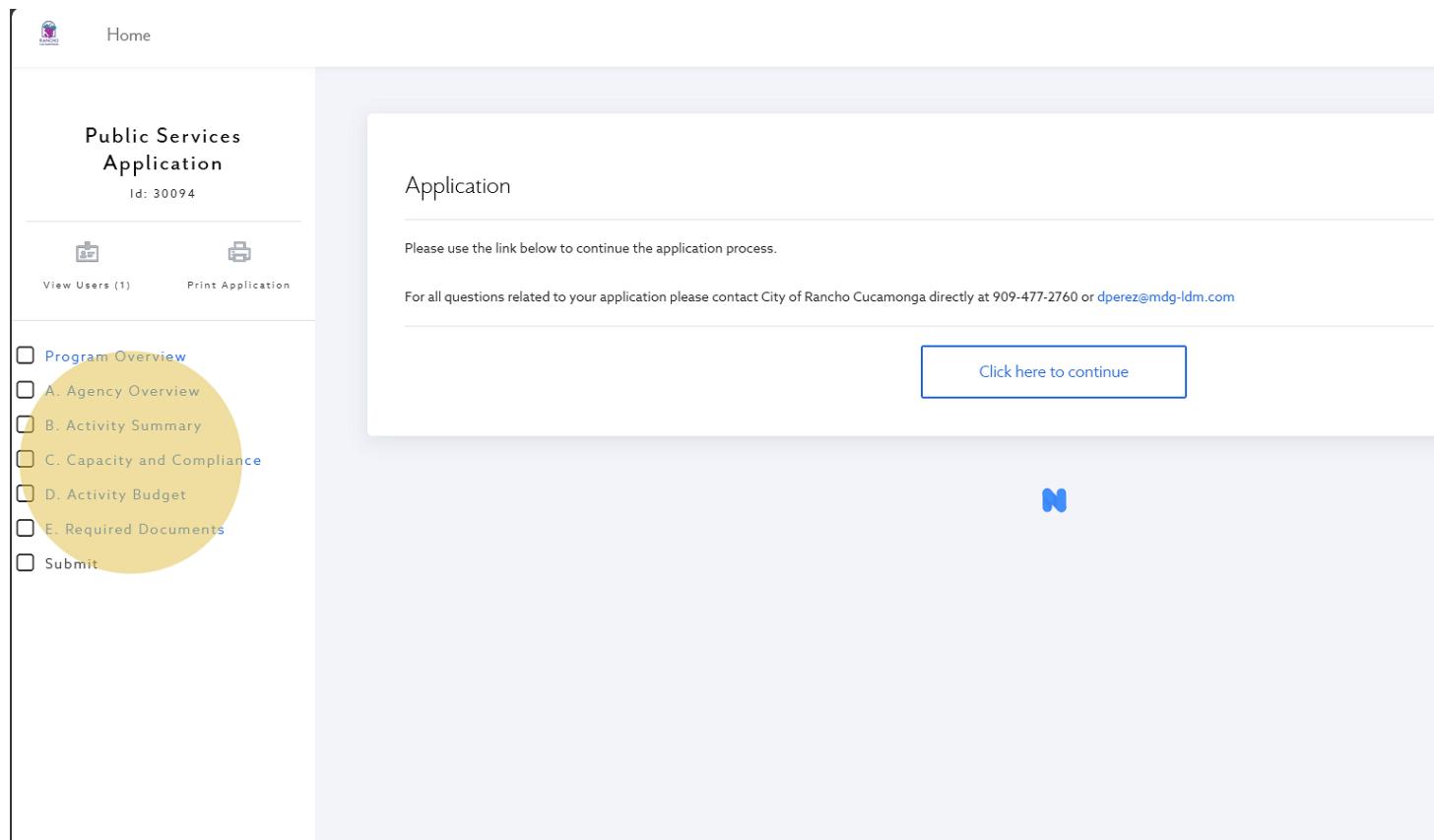


## 2.2 Navigating the Application Sections

## 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.

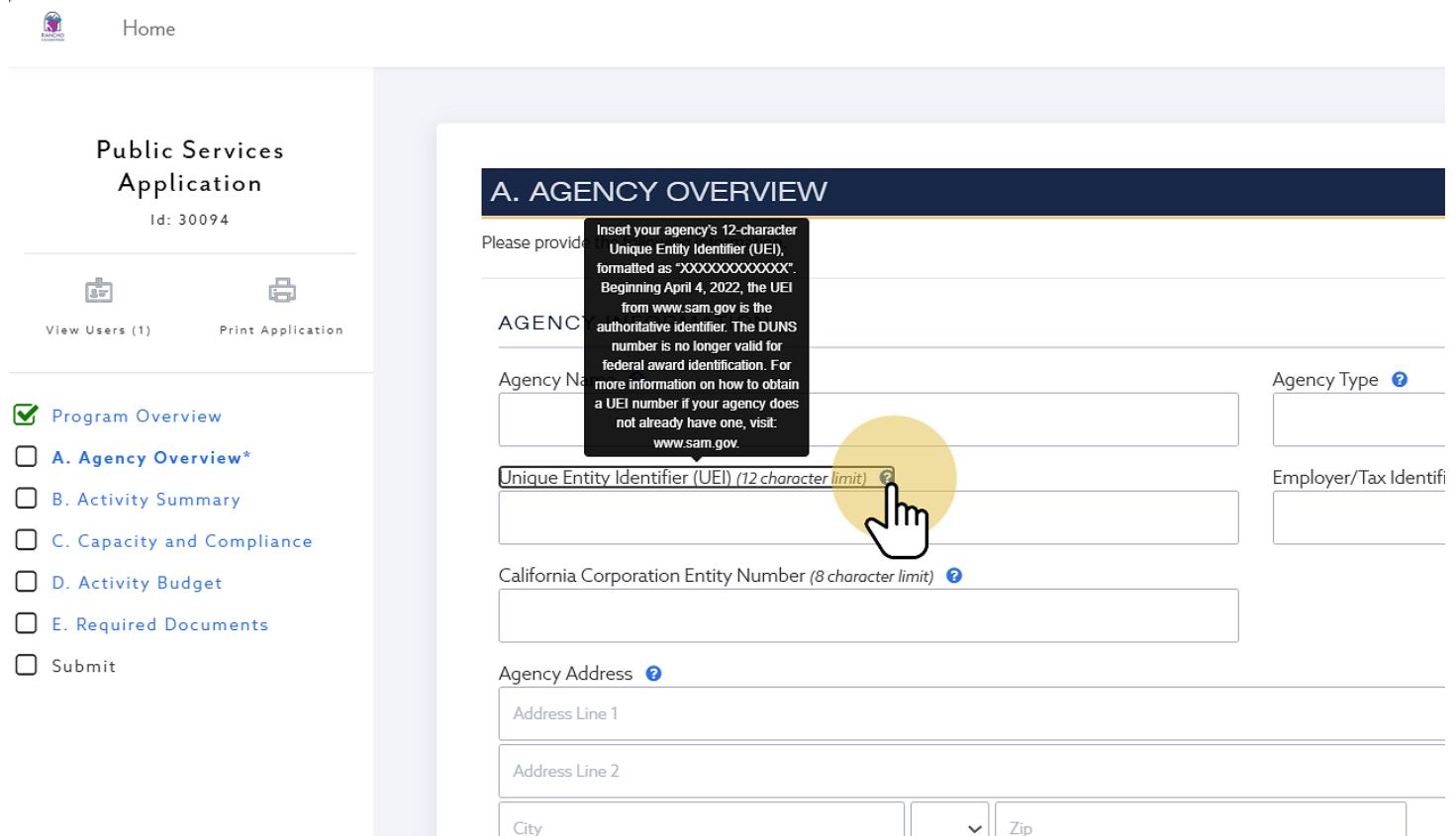
You do not need to complete the sections in order. You can navigate between sections, enter information, and save your progress as any time.



The screenshot shows the 'Public Services Application' interface. On the left, a navigation menu lists sections: 'Program Overview', 'A. Agency Overview' (which is highlighted with a yellow circle), 'B. Activity Summary', 'C. Capacity and Compliance', 'D. Activity Budget', 'E. Required Documents', and 'Submit'. Below the menu are links for 'View Users (1)' and 'Print Application'. The main content area is titled 'Application' and contains instructions: 'Please use the link below to continue the application process.' and 'For all questions related to your application please contact City of Rancho Cucamonga directly at 909-477-2760 or [dperez@mdg-idm.com](mailto:dperez@mdg-idm.com)'. A blue button labeled 'Click here to continue' is visible. The City of Rancho Cucamonga logo is in the top left corner of the content area.

## 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 shows the 'Public Services Application' interface. On the left, a sidebar lists navigation options: 'Program Overview' (checked), 'A. Agency Overview\*', 'B. Activity Summary', 'C. Capacity and Compliance', 'D. Activity Budget', 'E. Required Documents', and 'Submit'. Below these are links for 'View Users (1)' and 'Print Application'. The main content area is titled 'A. AGENCY OVERVIEW'. It contains fields for 'Agency Name' (with a tooltip about UEI), 'Unique Entity Identifier (UEI) (12 character limit)', 'California Corporation Entity Number (8 character limit)', 'Agency Address' (with fields for 'Address Line 1' and 'Address Line 2'), and 'Employer/Tax Identifier'. A tooltip for the 'Unique Entity Identifier (UEI)' field is highlighted with a yellow circle and a hand cursor, providing instructions about UEI format and the transition from DUNS to UEI.

## 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 emergency, energy conservation, welfare (excluding income payments), or recreational needs.

4 12:51:54 AM .

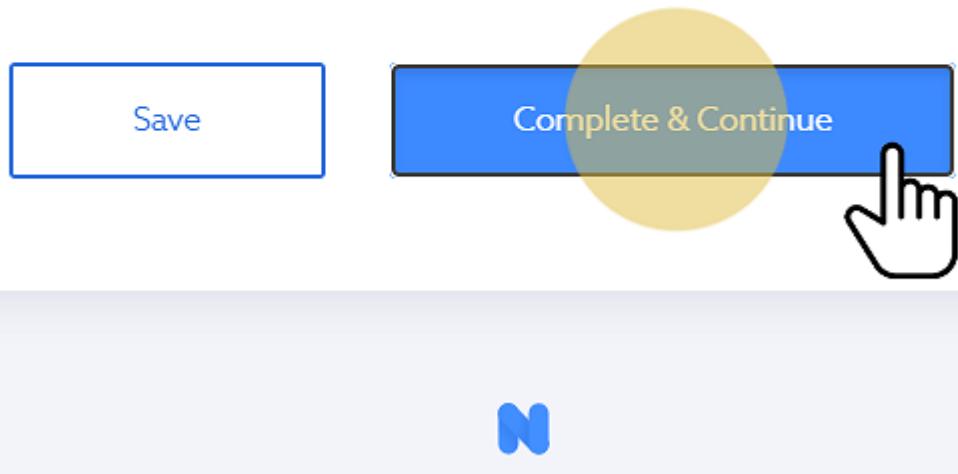


## 2.2.3 Completing Sections

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 em  
eling, energy conservation, welfare (excluding income payments), or recreational needs.

4 12:51:54 AM .



## 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.

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 character limit)*

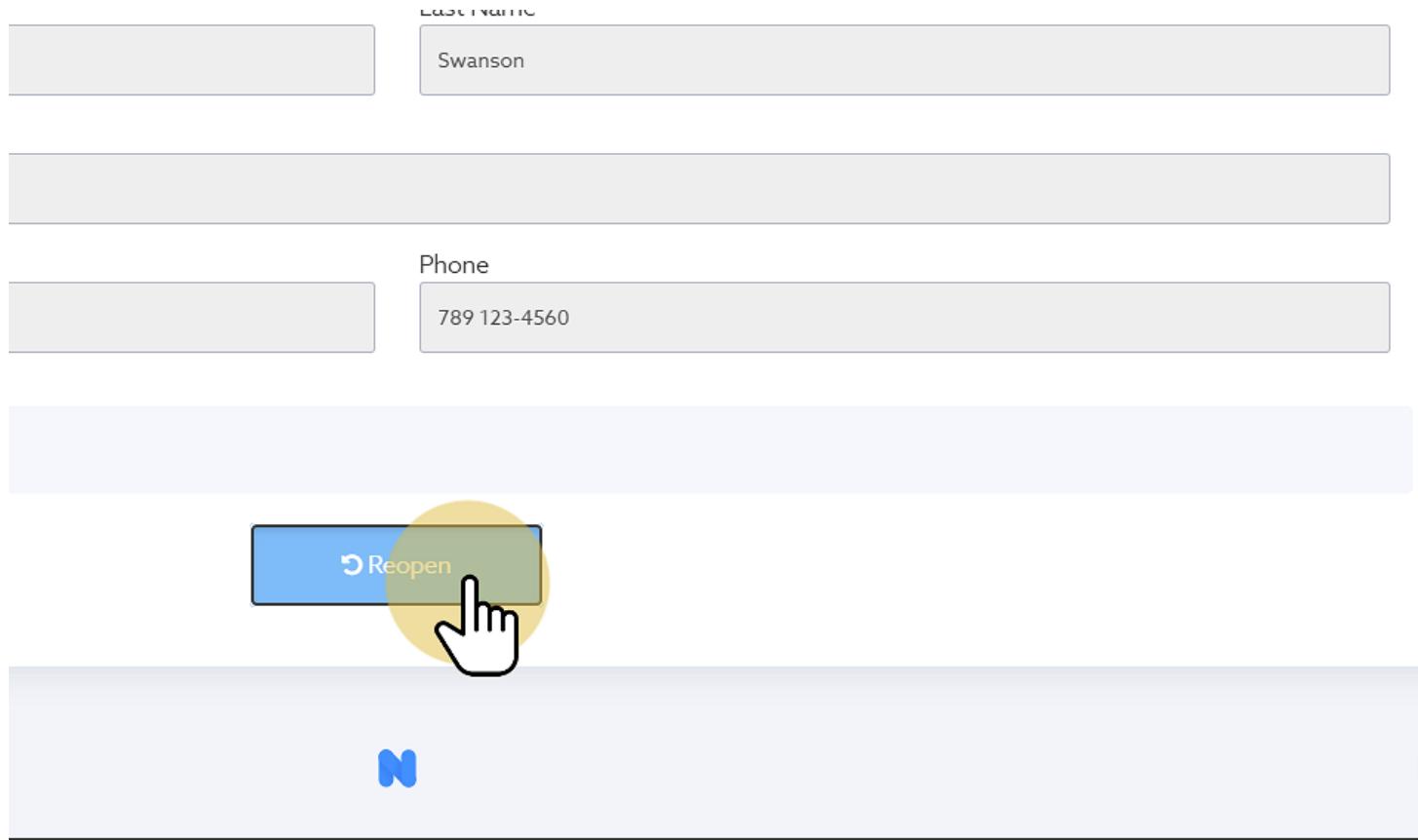
Agency Address [?](#)

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.

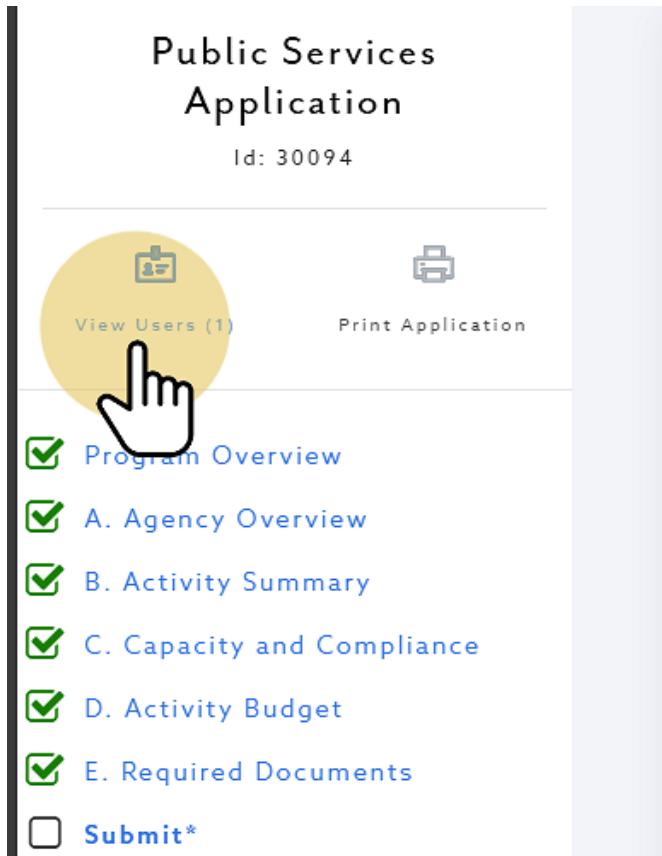


### 2.3 Adding Additional Users to Your Application

## 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 shows the 'Public Services Application' interface. At the top, it displays 'Public Services Application' and 'Id: 30094'. Below this is a navigation menu with several options: 'View Users (1)' (highlighted with a yellow circle and a hand cursor icon), 'Program Overview', 'A. Agency Overview', 'B. Activity Summary', 'C. Capacity and Compliance', 'D. Activity Budget', 'E. Required Documents', and 'Submit\*'. To the right of the menu is a large yellow callout box containing the text 'SUBMIT THE APPLICATION' in a dark blue header. Below this, a red warning message reads: 'Once an application is submitted, it can only be "Re-opened" b After reviewing the enclosed Applicant Agency Acknowledgement the form.' At the bottom right of the callout is a section titled 'AGENCY ACKNOWLEDGMENT FORM' with a list of checkboxes and corresponding statements.

**SUBMIT THE APPLICATION**

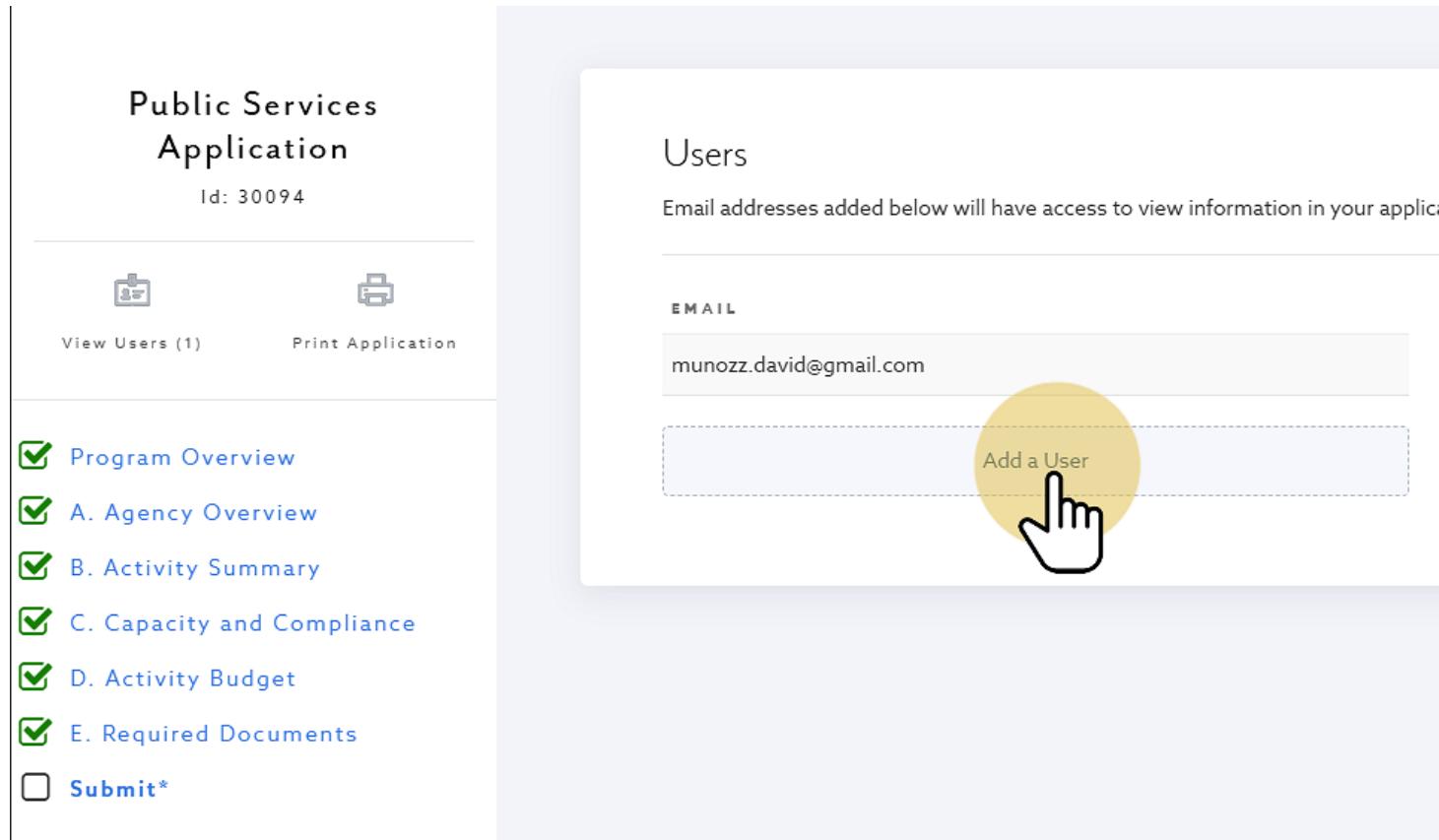
Once an application is submitted, it can only be "Re-opened" b  
After reviewing the enclosed Applicant Agency Acknowledgement  
the form.

**AGENCY ACKNOWLEDGMENT FORM**

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

## 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 application.

**EMAIL**

munozz.david@gmail.com

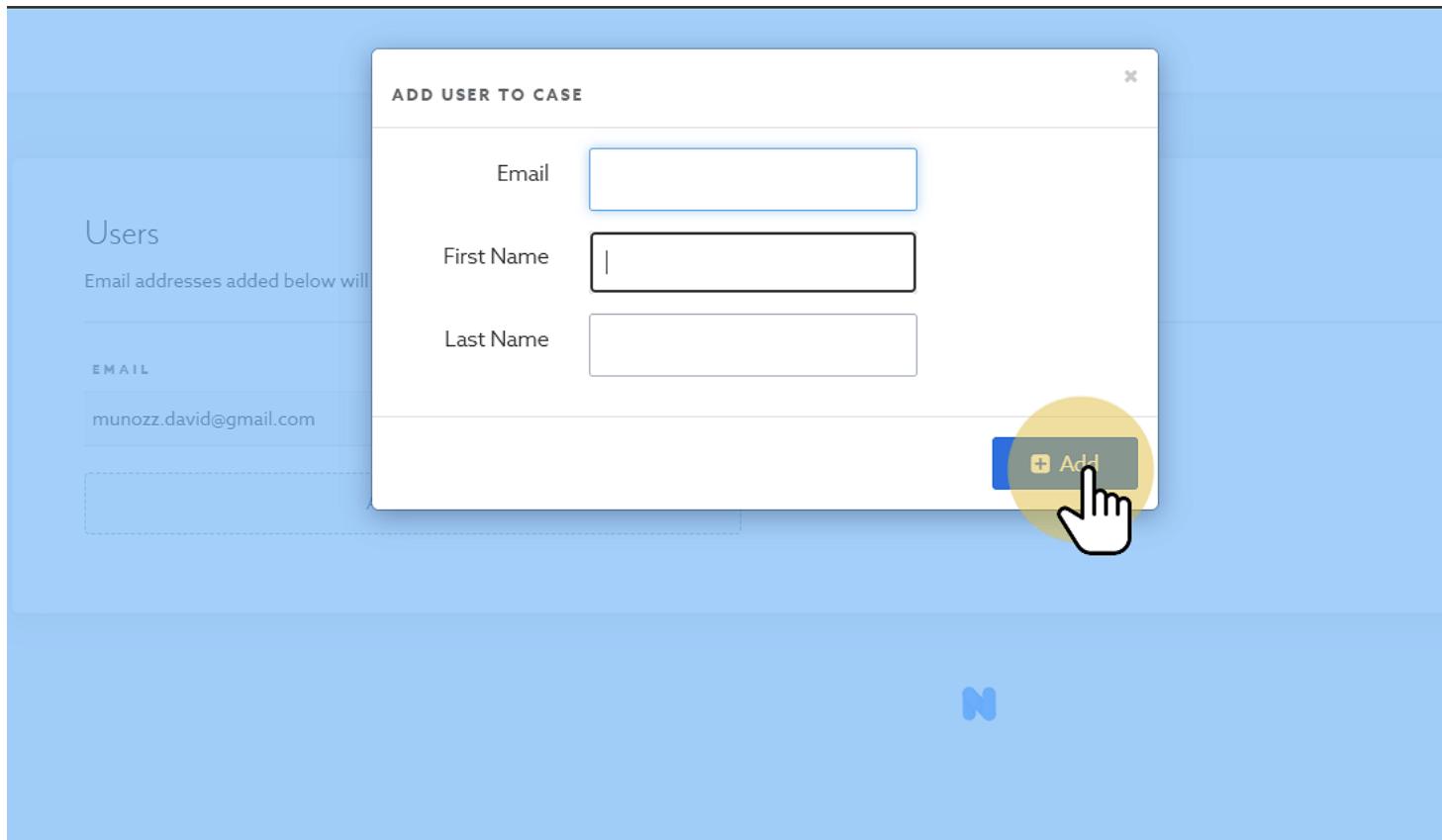
**Add a User**

## 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.



## 2.4 Program Overview

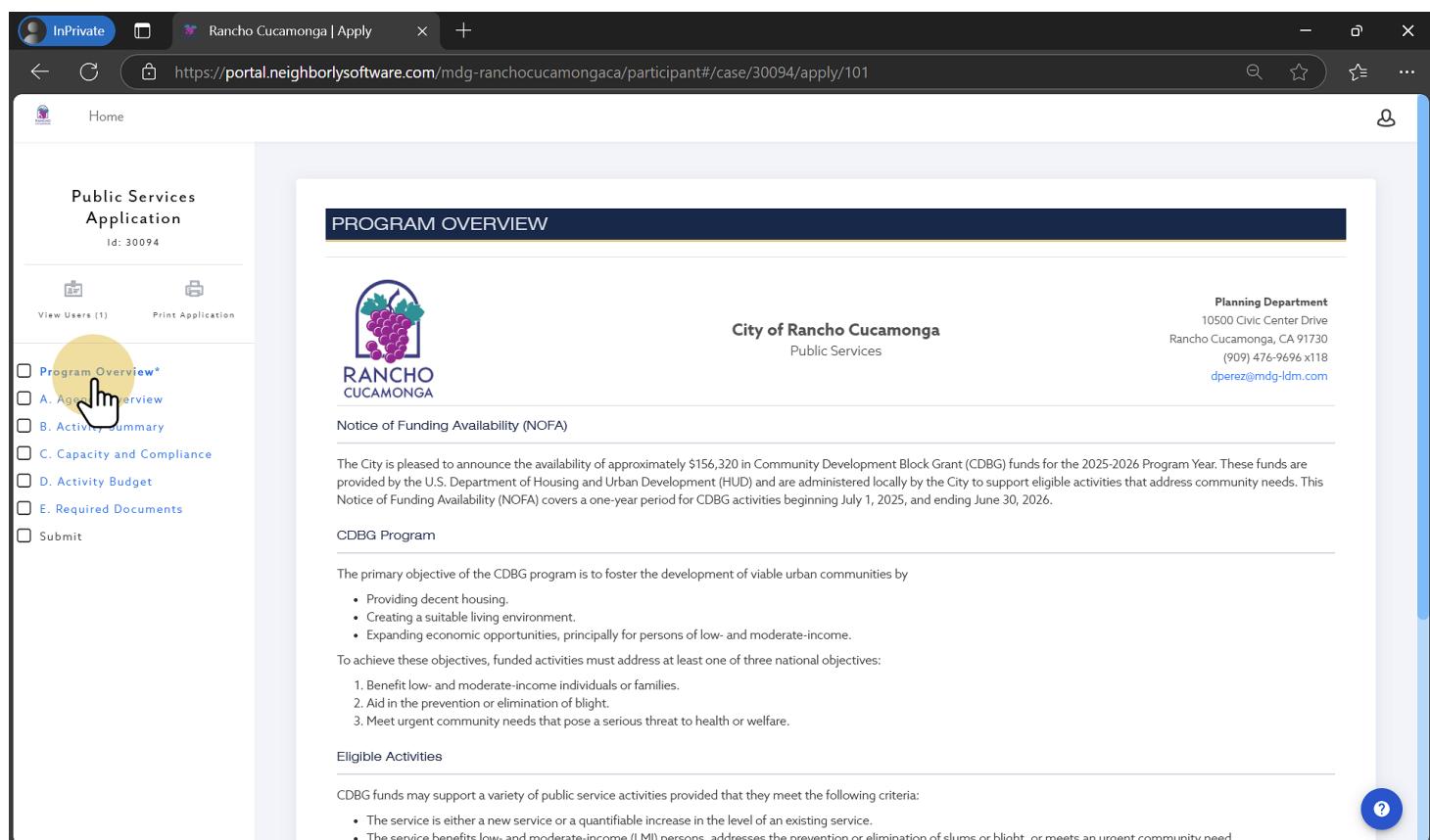
## 2.4.1 Reviewing the Program Overview Section

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 shows a web browser window for the City of Rancho Cucamonga Public Services Application. The URL is <https://portal.neighborlysoftware.com/mdg-ranchocucamongaca/participant#/case/30094/apply/101>. The left sidebar shows a list of application sections: Program Overview (highlighted with a yellow circle and cursor), A. Agency Overview, B. Activity Summary, C. Capacity and Compliance, D. Activity Budget, E. Required Documents, and Submit. The main content area is titled 'PROGRAM OVERVIEW'. It features the City of Rancho Cucamonga logo (a bunch of grapes) and the text 'City of Rancho Cucamonga' and 'Public Services'. To the right, there is contact information for the 'Planning Department' (10500 Civic Center Drive, Rancho Cucamonga, CA 91730, (909) 476-9696 x118, dperez@mdg-ldm.com). Below this, there is a section titled 'Notice of Funding Availability (NOFA)' which states: '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.' There is also a 'CDBG Program' section with a list of objectives and a 'Eligible Activities' section with criteria. A question mark icon is in the bottom right corner of the main content area.

## 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.

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

vision of public services includes but is not limited to those concerned with employment, crime prevention, childcare, health, drug conservation, 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.

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 [?](#)  Agency Type [?](#)

Unique Entity Identifier (UEI) *(12 character limit)* [?](#)  Employer/Tax Identif

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

Agency Address [?](#)

Address Line 1

Address Line 2

City   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	Last Name
Tom	Haverford
Title	
Administrator	
Email	Phone
tom@pawnee.org	123-456-7890 x100

Contact Person for Activity Implementation [?](#)

First Name	Last Name
Leslie	Knope
Title	
Deputy Director	
Email	Phone
leslie@pawnee.org	(456) 789-1234 ext.246

Official Authorized to Execute Contracts [?](#)

First Name	Last Name
Ron	Swanson
Title	
Director	
Email	Phone
ron@pawnee.org	789 123 4560

## 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.

The screenshot shows the 'Public Services Application' interface. On the left, a navigation menu lists sections: Program Overview (checked), A. Agency Overview, B. Activity Summary\* (highlighted with a yellow circle and a hand cursor icon), C. Capacity and Finance, D. Activity Budget, E. Required Documents, and Submit. The 'B. Activity Summary' section is currently selected. The main content area is titled 'B. ACTIVITY SUMMARY' and contains fields for 'Activity Name' (with a note 'Number of Unduplicated Beneficiaries to be Served'), 'Activity Address' (Address Line 1, Address Line 2, City, Zip), and a large text area for 'Activity Description' (4000 characters remaining). A note at the bottom states '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 this template and sample responses may be found at: [Activity Description](#) (4000 characters remaining)'. At the bottom right are 'Save' and 'Complete & Continue' buttons. A status bar at the bottom left shows 'javascript.Participant.Apply.RetrieveHtml\_ByStepId(83038);' and a small blue icon.

## 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 ?

▼

Zip

Address Line 1

Address Line 2

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 last three years?  
 Yes  
 No

No save history

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



```
javascript:Participant.Apply.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

 has your agency previously received HUD or CDBG funds? 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 \$0, the '**CDBG Funds Requested**' column will auto-calculate. In the '**Leveraged Funds**' column, insert the amount of leveraged funds your agency will use for the proposed activity. Leveraged funds are not required for activities but will enhance your agency's application. Leveraged funds are the other non-CC funds 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, and other committed to the activity and immediately available.

COST CATEGORY	CDBG FUNDS REQUESTED	LEVERAGED FUNDS
Personnel Costs (Salaries and Benefits)		
Non-Personnel Costs (Supplies/Consultants)		
Beneficiary Assistance (Rent/Daycare etc.)		
Total	\$ 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**' to add additional rows. 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 amount in this table should equal the sum of the '**CDBG Funds Requested**' and '**Leveraged Funds**' columns in the Proposed CDBG Activity Budget table above.

## 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)		
Non-Personnel Costs (Supplies/Consultants)		
Beneficiary Assistance (Rent/Daycare etc.)		
Total	\$ 0.00	\$ 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		
<a href="#">Add Funding Source</a>			

### 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.

City of Rancho Cucamonga - Public Service Application Guide

Private donations	\$ 90,000.00	In-hand	Donations made to non-profit agency <input checked="" type="checkbox"/>
Total	\$ 170,000.00		
<a href="#">Add Funding Source</a>			

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	<input type="checkbox"/>
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



No save history

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

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



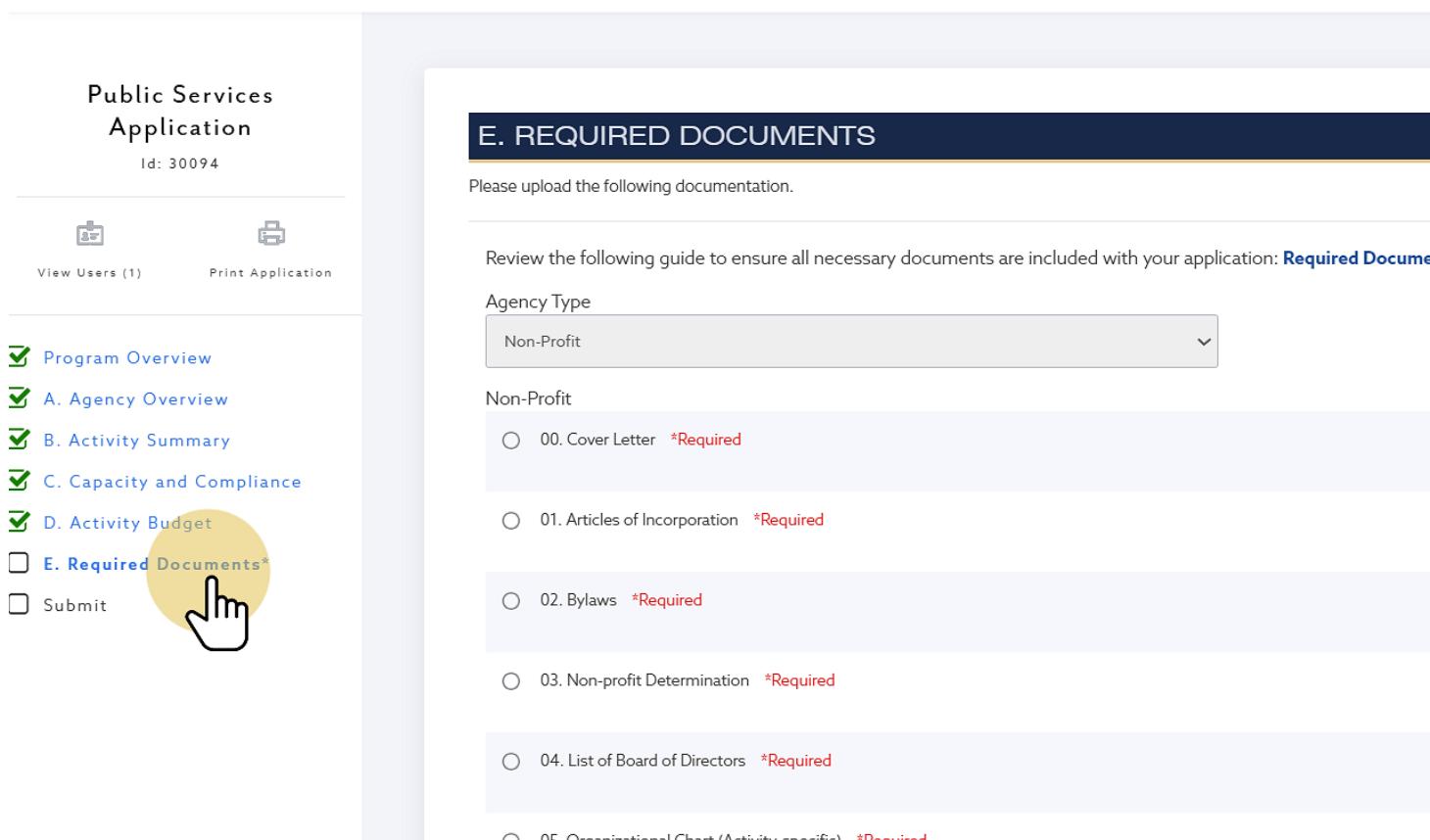
## 2.9 Required Documents

## 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 shows the 'Public Services Application' interface. On the left, a navigation menu lists several sections: 'Program Overview' (checked), 'A. Agency Overview' (checked), 'B. Activity Summary' (checked), 'C. Capacity and Compliance' (checked), 'D. Activity Budget' (checked), 'E. Required Documents\*' (unchecked), and 'Submit'. The 'E. Required Documents\*' section is highlighted with a yellow circle and a hand cursor icon pointing at it. On the right, the 'E. REQUIRED DOCUMENTS' section is displayed. It contains a sub-instruction 'Please upload the following documentation.' and a note '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'. Below this, a list of required documents is shown in a table format:

Document	Description	Status
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

00. Cover Letter **\*Required** Upload File 

01. Articles of Incorporation **\*Required** Upload File 

02. Bylaws **\*Required** Upload File 

03. Non-profit Determination **\*Required** Upload File 

04. List of Board of Directors **\*Required** Upload File 

05. Organizational Chart (Activity-specific) **\*Required** Upload File 

05. Organizational Chart (Agency-wide) **\*Required** Upload File 

06. Résumé of Chief Administration Officer **\*Required** Upload File 

**Required Documents Checklist.docx** Upload File 



## 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 Abbreviation - 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 <span style="color: red;">*Required</span>	<span style="color: blue;">Upload File</span>
<input type="radio"/> 01. Articles of Incorporation <span style="color: red;">*Required</span>	<span style="color: blue;">Upload File</span>
<input type="radio"/> 02. Bylaws <span style="color: red;">*Required</span>	<span style="color: blue;">Upload File</span>
<input type="radio"/> 03. Non-profit Determination <span style="color: red;">*Required</span>	<span style="color: blue;">Upload File</span>
<input type="radio"/> 04. List of Board of Directors <span style="color: red;">*Required</span>	<span style="color: blue;">Upload File</span>
<input type="radio"/> 05. Organizational Chart (Activity-specific) <span style="color: red;">*Required</span>	<span style="color: blue;">Upload File</span>
<input type="radio"/> 05. Organizational Chart (Agency-wide) <span style="color: red;">*Required</span>	<span style="color: blue;">Upload File</span>
<input type="radio"/> 06. Résumé of Chief Administration Officer <span style="color: red;">*Required</span>	<span style="color: blue;">Upload File</span>

Required 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.

**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 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 acknowledge 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 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

City of Rancho Cucamonga - Public Service Application Guide

Page 42

## 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.

That all activity 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

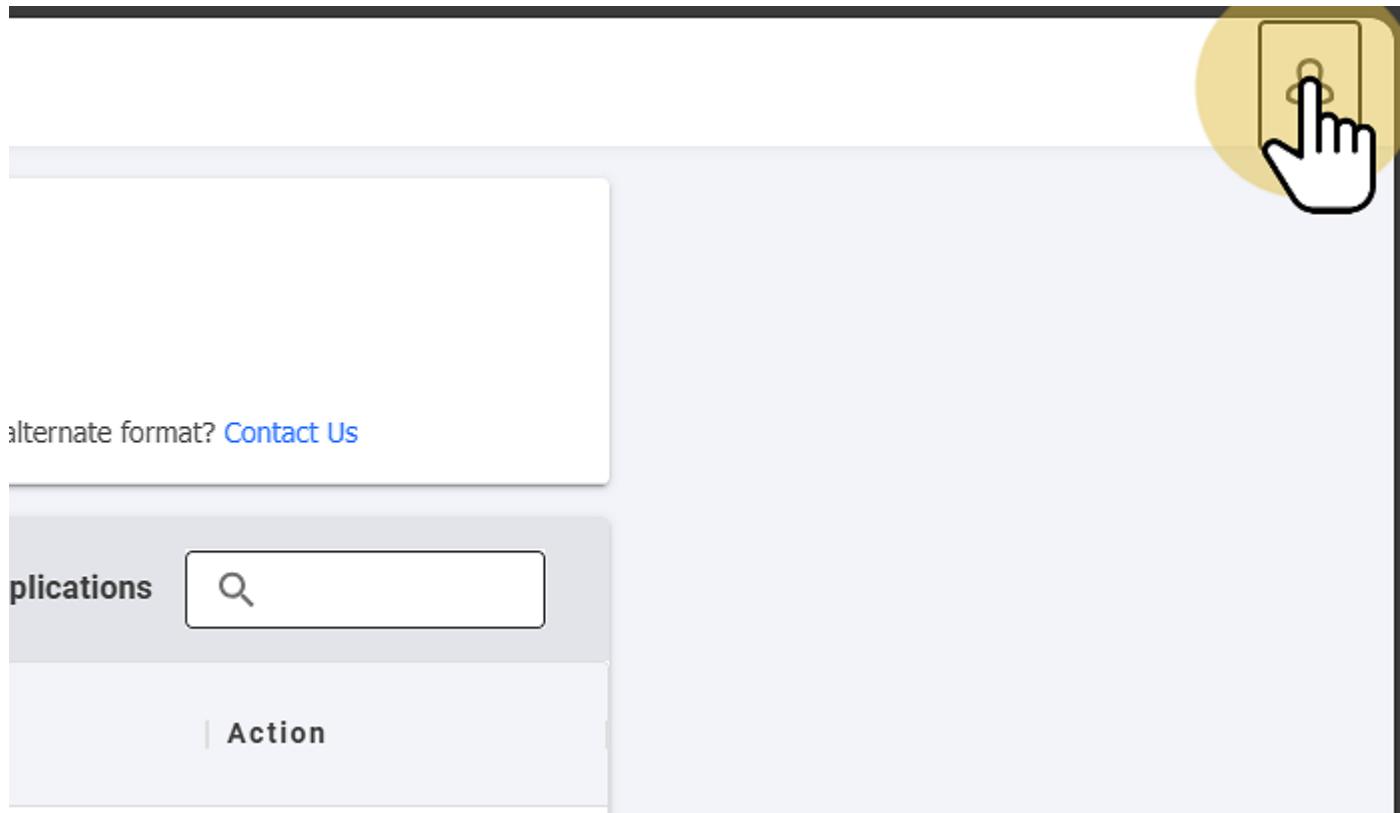
No save history

 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.

