



**\*\*AMENDED\*\***

## **CITY COUNCIL SPECIAL MEETING**

**Clearlake City Hall Council Chambers**

**14050 Olympic Dr, Clearlake, CA**

**Thursday, February 29, 2024**

**Special Meeting 3:30 PM**

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The City Council meetings are viewable in person in the Council Chambers, via livestreaming on the City's YouTube Channel ([https://www.youtube.com/channel/UCTyifT\\_nKS-3woxEu1ilBXA](https://www.youtube.com/channel/UCTyifT_nKS-3woxEu1ilBXA)) or "Lake County PEG TV Live Stream" at <https://www.youtube.com/user/LakeCountyPegTV/featured> and the public may participate through Zoom at the link listed below. The public can submit comments and questions in writing for City Council consideration by commenting via the Q&A function in the Zoom platform or by sending comments to the Administrative Services Director/City Clerk at [mswanson@clearlake.ca.us](mailto:mswanson@clearlake.ca.us). To give the City Council adequate time to review your questions and comments, you must submit your written emailed comments prior to 4:00 p.m. on the day of the meeting.

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## **AGENDA**

**MEETING PROCEDURES:** *All items on agenda will be open for public comments before final action is taken. Citizens wishing to introduce written material into the record at the public meeting on any item are requested to provide a copy of the written material to the Administrative Services Director/City Clerk prior to the meeting date so that the material may be distributed to the City Council prior to the meeting. Speakers must restrict comments to the item as it appears on the agenda and stay within a three minutes time limit. The Mayor has the discretion of limiting the total discussion time for an item.*

*Pursuant to Senate Bill 1100 and the City Council Norms and Procedures, any member of the public making personal, impertinent, and/or slanderous or profane remarks, or who becomes boisterous or belligerent while addressing the City Council, staff or general public, or while attending the City Council meeting and refuses to come to order at the direction of the Mayor/Presiding Officer, shall be removed from the Council Chambers or the Zoom by the sergeant-at-arms or the City Clerk and may be barred from further attendance before the Council during that meeting. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted by the Mayor/Presiding Officer. The Mayor/Presiding Officer may direct the sergeant-at-arms to remove such offenders from the room.*

### **AMERICANS WITH DISABILITY ACT (ADA) REQUESTS**

If you need disability related modification, including auxiliary aids or services, to participate in this meeting, please contact Melissa Swanson, Administrative Services Director/City Clerk at the Clearlake City Hall, 14050 Olympic Drive, Clearlake, California 95422, phone (707) 994-8201, ext 106, or via email at [mswanson@clearlake.ca.us](mailto:mswanson@clearlake.ca.us) at least 72 hours prior to the meeting, to allow time to provide for special accommodations.

### **AGENDA REPORTS**

Staff reports for each agenda item are available for review at [www.clearlake.ca.us](http://www.clearlake.ca.us). Any writings or documents pertaining to an open session item provided to a majority of the City Council less than 72 hours prior to the meeting, shall be made available for public inspection on the City's website at [www.clearlake.ca.us](http://www.clearlake.ca.us).

**Zoom Link:** [https://clearlakeca.zoom.us/webinar/register/WN\\_GxmAufA1ThiKJWQDNi0E0A](https://clearlakeca.zoom.us/webinar/register/WN_GxmAufA1ThiKJWQDNi0E0A)

Passcode: 524710

Or One tap mobile:

+16694449171,,84805747044# US

+12532158782,,84805747044# US (Tacoma)

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 444 9171 or +1 253 215 8782 or +1 346 248 7799 or +1 719 359 4580 or +1 720 707 2699 or +1 253 205 0468 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 646 558 8656 or +1 646 931 3860 or +1 689 278 1000 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799

Webinar ID: 848 0574 7044

International numbers available: <https://clearlakeca.zoom.us/j/kb6JMgEk4s>

#### **A. ROLL CALL**

#### **B. PLEDGE OF ALLEGIANCE**

#### **C. BUSINESS**

1. Consideration of Resolution 2024-08 Approving an Application for Funding and the Execution of a Grant Agreement from the 2023-2024 CDBG Mitigation (CDBG-MIT) Resilient Planning and Public Services (MIT-PPS) Program in the Amount of \$1.5 million for Code Enforcement Services.  
Recommended Action: Approve Resolution 2024-08
2. Consideration of Resolution 2024-09 Approving an Application for Funding and the Execution of a Grant Agreement from the 2023-2024 CDBG Mitigation (CDBG-RIP) Resilient Planning and Public Services Program in the Amount of \$400,000 for Water Infrastructure Planning.  
Recommended Action: Approve Resolution 2024-09

#### **D. ADJOURNMENT**

POSTED: February 27, 2024

BY:

A handwritten signature in blue ink that reads "Melissa Swanson". The signature is fluid and cursive, with the first name "Melissa" and last name "Swanson" clearly distinguishable.

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Melissa Swanson, Administrative Services Director/City Clerk



# CITY OF CLEARLAKE

## City Council

### STAFF REPORT

**SUBJECT:** Consideration of Resolution 2024-08 Approving an Application for Funding and the Execution of a Grant Agreement from the 2023-2024 CDBG Mitigation (CDBG-MIT) Resilient Planning and Public Services (MIT-PPS) Program in the Amount of \$1.5 million for Code Enforcement Services.

**MEETING DATE:** Feb. 29, 2024

**SUBMITTED BY:** Alan D. Flora, City Manager

**PURPOSE OF REPORT:** ☐ Information only ☒ Discussion ☒ Action Item

#### WHAT IS BEING ASKED OF THE CITY COUNCIL:

The City Council is being asked to consider approving an application for \$1.5 million to continue the Code Enforcement Program.

#### BACKGROUND/DISCUSSION:

In 2018 the City received \$500,000 in Community Development Block Grant Funds (CDBG) to develop a more robust Code Enforcement Program. Since that time the City has utilized CDBG funds to grow the department in a way that has begun to have a measurable impact on the blight in the community. Currently a portion of the Code Enforcement program is funded through the CDBG-MIT-PPS program. This Mitigation Planning and Public Services program is funded through disaster recovery funds as a result of wildfires impacting Clearlake and Lake County in 2017 and 2018. This round of funding is to disperse currently unspent funds in the program. The City is eligible for up to \$1.5 million for a single application. While the application is competitive, only a small number of jurisdictions in the state are eligible for this specific program. The 2017 PPS program has \$9,987,941 available of which the following jurisdictions are eligible: Sonoma County, Ventura County, zip code 95470 (Mendocino County), zip code 95901 (Yuba County), zip code 94558 (Napa County), zip code 93108 (City of Montecito), and zip code 95422 (City of Clearlake). The funds would be utilized to continue existing services to the community over another three year period.

#### OPTIONS:

1. Approve Resolution 2024-08.
2. Provide alternative direction to staff.

#### FISCAL IMPACT:

☒ None ☐ \$ Budgeted Item? ☐ Yes ☒ No

Budget Adjustment Needed? ☐ Yes ☒ No If yes, amount of appropriation increase: \$

Affected fund(s): ☐ General Fund ☐ Measure P Fund ☐ Measure V Fund ☐ Other:

Comments:

**STRATEGIC PLAN IMPACT:**

- ☒ Goal #1: Make Clearlake a Visibly Cleaner City
- ☒ Goal #2: Make Clearlake a Statistically Safer City
- ☐ Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- ☒ Goal #4: Improve the Image of Clearlake
- ☒ Goal #5: Ensure Fiscal Sustainability of City
- ☒ Goal #6: Update Policies and Procedures to Current Government Standards
- ☒ Goal #7: Support Economic Development

☒ **Attachments:**

1. CDBG-MIT PPS Summary
2. Resolution 2024-08



APPENDIX D

Resolution of the Governing Body

Applicants are required to use this Resolution in content and form.

RESOLUTION NO. 2024-08

A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2023-2024 FUNDING YEAR OF THE STATE CDBG MITIGATION (CDBG-MIT) RESILIENT PLANNING AND PUBLIC SERVICES (MIT-PPS) PROGRAM

BE IT RESOLVED by the City Council of the City of [ENTER JURISDICTION NAME] Clearlake as follows:

SECTION 1:

The City Council has reviewed and hereby approves the submission to the State of California of one or more application(s) in the aggregate amount, not to exceed, of \$1500000.00 for the following CDBG-MIT activities, pursuant to the 2017/2018 CDBG MIT-PPS, and MIT-RIP NOFA:

List activities and amounts (activity totals should include Activity Delivery dollars and General Administration associated with the activity)

Activity (i.e. Public Services, Planning)	Dollar Amount Being Requested for the Activity
Code Enforcement Services	\$1,500,000
	\$
	\$
	\$

SECTION 2:

The City acknowledges compliance with all state and federal public participation requirements in the development of its application(s).



## APPENDIX D

### **SECTION 3:**

The City \_\_\_\_\_ hereby authorizes and directs the (*ENTER TITLE OF DESIGNATED OFFICIAL*) City Manager \_\_\_\_\_, or designee\*, to execute and deliver all applications and act on the City \_\_\_\_\_'s behalf in all matters pertaining to all such applications.

### **SECTION 4:**

If an application is approved, the City Manager \_\_\_\_\_, or designee\*, is authorized to enter into, execute and deliver the grant agreement (*i.e.*, Standard Agreement) and any and all subsequent amendments thereto with the State of California for the purposes of the grant.

### **SECTION 5:**

If an application is approved, the City Manager \_\_\_\_\_, or designee, is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with the grant.

*\* **Important Note:** If the designee is signing any application, agreement, or any other document on behalf of the designated official of the City/County, written proof of designee authority to sign on behalf of such designated official must be included with the Resolution, otherwise the Resolution will be deemed deficient and rejected. Additionally, do not add limitations or conditions on the ability of the signatory or signatories to sign documents, or the Resolution may not be accepted. If more than one party's approval is required, list them as a signatory. The only exception is for county counsel or city attorney to approve as to form or legality or both, IF such approval is already part of the standard city/county signature block as evidenced by the signed Resolution itself. Inclusions of additional limitations or conditions on the authority of the signer will result in the Resolution being rejected and will require your entity to issue a corrected Resolution prior to the Department issuing a Standard Agreement.*



**APPENDIX D**

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Clearlake held on 2/29/2024 by the following vote:

*Instruction: Fill in all four vote-count fields below. If none, indicate “0” for that field.*

AYES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

NOES: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Signature and Title  
[ENTER GOVERNING BODY TYPE]

**STATE OF CALIFORNIA**  
City/County of \_\_\_\_\_

I, \_\_\_\_\_, City/County Clerk of the City/County of \_\_\_\_\_, State of California, do hereby attest and certify the foregoing Resolution to be a full, true and correct copy of a resolution duly passed and adopted on the date stated thereon and that said Resolution has not been amended, modified, repealed, or rescinded since the date of adoption and is in full force and effect as of this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Name, City/County Clerk of the City/County of \_\_\_\_\_, State of California

By: \_\_\_\_\_  
Signature and Title

*Note: The attesting officer cannot be the person identified in the Resolution as the authorized signer.*





# **2017/2018 CDBG-MIT Planning & Public Services (MIT-PPS) and 2018 Resilient Infrastructure Program (MIT-RIP) NOFA Workshop**

November 30, 2023  
CALIFORNIA DEPARTMENT OF  
HOUSING AND COMMUNITY DEVELOPMENT





# Welcome

## HCD Representatives

- Deonna Jennings, MIT-RIP
- Julian Garcia, MIT-RIP
- Matt Devine, MIT-PPS
- Robyn Shem, MIT-PPS

## HCD Management

- Julie Axt, MIT-RIP Manager
- Jennifer Ourique, MIT-PPS Manager
- Patrice Clemons, Section Manager



# Housekeeping

- All participant lines have been muted upon entry
- Use the Q&A feature to submit questions
- An FAQ Sheet will be released following the presentation

Visit [Planning & Public Services](#) and [Resilient Infrastructure Program](#)  
for more information:

- MIT-PPS inquiries: [MIT-PPS@hcd.ca.gov](mailto:MIT-PPS@hcd.ca.gov)
- MIT-RIP inquiries: [MIT-RIP@hcd.ca.gov](mailto:MIT-RIP@hcd.ca.gov)



# Agenda

1. CDBG-MIT Overview
2. MIT-PPS Program Overview
3. MIT-RIP Program Overview
4. Application Resources
5. Award Process
6. Conclusion



# CDBG Mitigation Overview (CDBG-MIT)





# MIT-PPS/MIT-RIP Project Requirements

## **All Projects Must:**

1. Meet HUD definition of Mitigation
2. Benefit the Most Impacted Distressed Areas (MID)
3. Include only CDBG-MIT-eligible activities
4. Meet a National Objective
5. Satisfy at least one HCD Program Threshold



# CDBG-MIT Grant Allocations

CDBG Program	Available Funds
MIT-PPS: 2017, Round 2	\$9,987,941
MIT-PPS: 2018	\$10,010,917
MIT-RIP: 2018	\$40,131,868
<b>TOTAL:</b>	<b>\$60,130,726</b>



# How We Define “Mitigation”

## HUD defines Mitigation as:

- “Activities that increase resilience to disasters and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, suffering, and hardship, by lessening the impact of future disasters.”

*Please Note: All projects that receive CDBG-MIT funds must meet the HUD definition of mitigation.*





# Eligible Applicants

## MIT-PPS

- Jurisdictions, Tribal Entities, and Nonprofit Organizations
- MID Areas:
  - 2017: Round 2: DR-4344 and DR-4353
  - 2018: DR-4407 and DR-4382

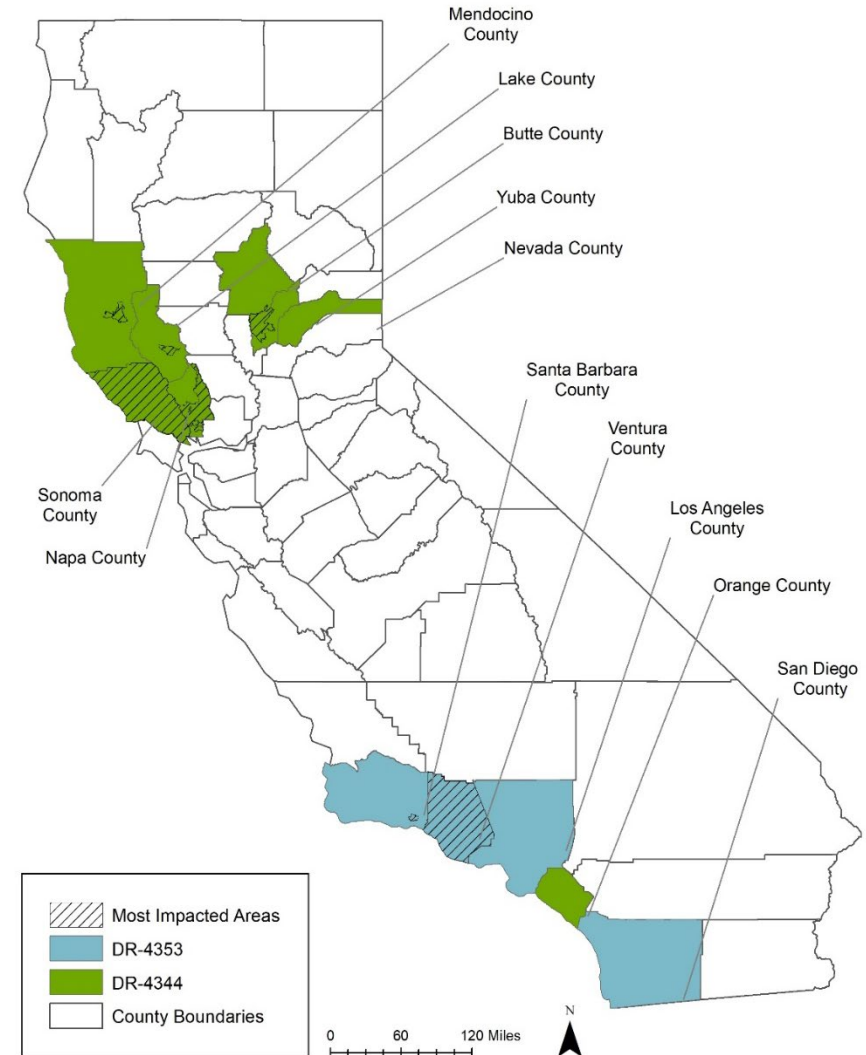
## MIT-RIP

- Eligible Jurisdictions and Tribal Entities
- MID Areas:
  - 2018: DR-4407 and DR-4382



# 2017 Most Impacted and Distressed Areas

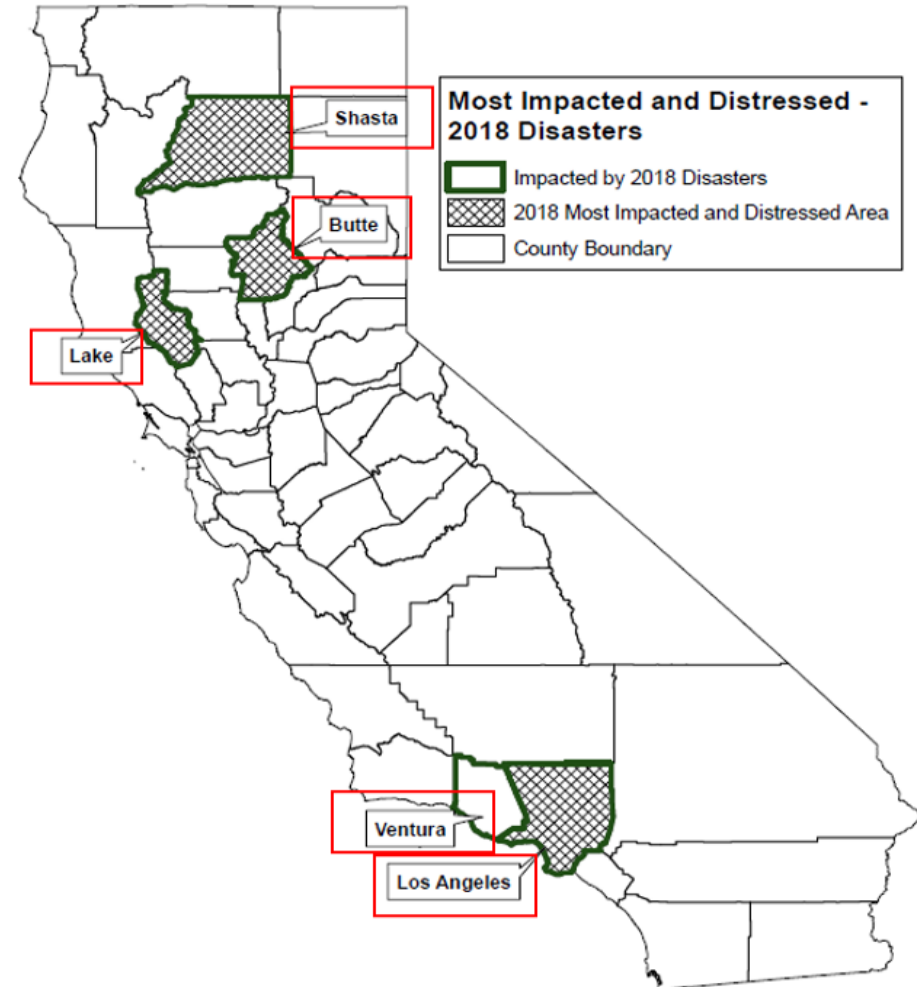
- Most Impacted and Distressed (MID) Counties & Zip Codes
  - Sonoma County
  - Ventura County
  - 95470 – Mendocino County
  - 95901 – Predominantly Yuba County
  - 94558 – Predominantly Napa County
  - 95422 – Predominantly the City of Clearlake in Lake County
  - 93108 – City of Montecito, located in Santa Barbara County





# 2018 Most Impacted and Distressed Areas

- Most Impacted and Distressed (MID) Counties
  - Butte County
  - Lake County
  - Shasta County
  - Ventura County
  - Los Angeles County





# Application Requirement: National Objectives

## Low and Moderate Income (LMI)

- Project application requires LMI documentation

## Urgent Need Mitigation (UNM)

- Project addresses current and future risks
- Result in measurable and verifiable reduction in risk and life of property

**\*MIT-PPS *Planning* projects do not need to meet a National Objective**



# Application Requirement: Threshold Definitions

PROGRAM	THRESHOLD
<b>MIT-PPS &amp; MIT-RIP</b>	Benefit low-income communities
	Benefit senior citizens
	Benefit persons with disabilities
	Benefit tribal lands or people
	Benefit low resource communities
<b>MIT-PPS Only</b>	Benefit households that live in affordable housing
	Benefit remote communities
	Benefit non-English-speaking populations
<b>MIT-RIP Only</b>	Leverage CalOES, CalFire, or other funding opportunity

**NOTE:** Each project must meet at least one of the threshold criteria based on its program



# **CDBG MIT-PPS**

## **Planning & Public Services Program**





# CDBG MIT-PPS Program Objectives

## What is the goal of the MIT-PPS Program?

- Reduce risks (wildfire, flooding, and earthquake)
- Address risks and support health and safety
- Actionable and impactful
- Planning projects reduce risk and increase resilience
- Public Service projects align with local or regional planning documents, i.e. Local Hazard Mitigation Plan



# MIT-PPS Eligible Activities: Planning

- Creation of new or update to existing plan
- Can include:
  - Data Gathering, Studies, Analysis, or Preparation of Plans
- Eligible for FEMA HMGP match projects
- Does NOT include:
  - Engineering, architectural and design costs related to a specific project
  - Other costs of implementing plans





## MIT-PPS Eligible Activities: Public Services

- Can be used to:
  - Inform the public on resilience focused activities
  - Code Enforcement
  - Outreach and education campaigns regarding preparedness, evacuation, and risk reduction
- Must be either:
  - A new service, OR
  - A quantifiable increase in the level of an existing service



# CDBG MIT-PPS – Available Funding

	17 MIT-PPS (Rd. 2)	18 MIT-PPS
Planning	\$5,711,260	\$4,507,336
Public Service	\$4,276,681	\$5,503,580
<b>TOTAL:</b>	<b>\$9,987,941</b>	<b>\$10,010,917</b>



# CDBG MIT-PPS – Funding Summary

- Application type: Over-the-Counter
- Minimum Project Award: Per project is set at \$125,000
  - Exceptions to the minimum award amount will be considered for:
    - Eligible FEMA HMGP match projects
    - Eligible applications for related MIT-PPS projects that count towards the minimum award amount
- Applicant Award Cap: \$1,500,000
- Grant term: 36 months



# CDBG MIT-PPS – Geographic Eligibility

2017 MID Counties
• Sonoma
• Ventura
2017 MID Zip Codes
• 95470 – Mendocino County
• 95901 – Predominantly Yuba County
• 94558 – Prominently Napa County
• 95422 – Prominently the City of Clearlake
• 93108 – City of Montecito

2018 MID Counties
• Shasta
• Lake
• Butte
• Los Angeles



# MIT-PPS Threshold Definitions

HCD Program Threshold	Definition
Benefit Low-Income Communities	Project must meet the HUD Benefit to LMI Persons national objective.
Benefit Low Resource Communities	Project must be in a census tract with: <ul style="list-style-type: none"><li>• A Social Vulnerability Index (SVI) of greater than 0.5 or a Local to State median income ratio of less than 0.8; <b>AND</b></li><li>• A total hazard risk percentile greater than 0.6 OR a single hazard percentile greater than 0.8.</li></ul>
Benefit Senior Citizens	51 percent or more of Project beneficiaries must be elderly households (62+)
Benefit Persons with Disabilities	<ul style="list-style-type: none"><li>• 51 percent or more of Project beneficiaries must meet HUD definition of disabled, <b>OR</b></li><li>• 51 percent or more of Project beneficiaries must be households with a disabled person.</li></ul>
Benefit Tribal Lands or Persons	<ul style="list-style-type: none"><li>• 51 percent or more of persons benefitting from the Project are tribal persons as defined by HCD, <b>OR</b></li><li>• The Project is located on a tribal land census tract and designed to serve tribal persons.</li></ul>



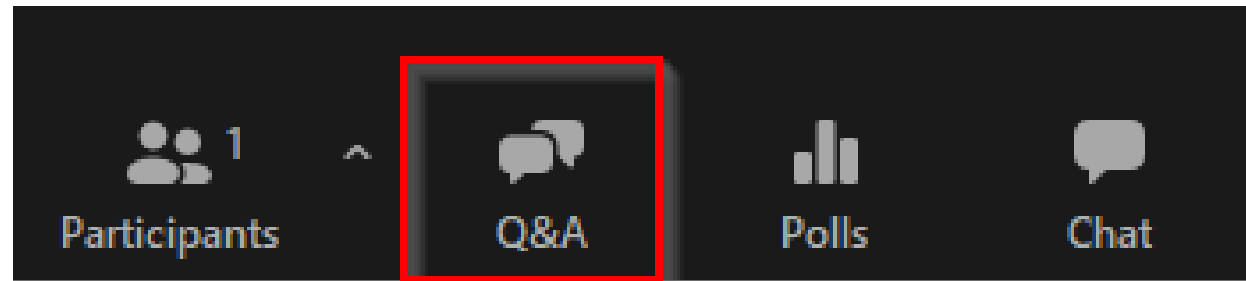
# MIT-PPS Threshold Definitions (Continued)

HCD Program Threshold	Definition
<b>Benefit Households that Live in Affordable Housing</b>	At least 51 percent of Project beneficiaries must be residents of an affordable housing community with units designated for affordability.
<b>Benefit Remote Community</b>	The Project must be in or benefit one or more of the frontier and remote (FAR) area zip codes.
<b>Benefit Non-English-Speaking Populations</b>	At least 51 percent of Project beneficiaries are persons who are limited in their English proficiency (LEP). The Project must be in alignment with the Four-Factor Analysis for Limited English Proficiency if qualifying under this threshold.



# Questions?

Please use the Q&A feature to submit questions





# **CDBG MIT-RIP**

## **Resilient Infrastructure Program**







# CDBG-MIT Resilient Infrastructure Program (MIT-RIP)

## What is the goal of the MIT-RIP?

- Assist local Jurisdictions and Tribal Entities with mitigation-related infrastructure needs to support risk reduction from the wildfire, flooding, and earthquakes
- Prioritize projects that benefit vulnerable and LMI populations



## CDBG MIT-RIP Program – Available Funding

- Application type: Allocations and over the counter set aside
- Total funds: **\$40,131,868.00**
- Project award cap: **\$2.5 million**
- Funds are for Infrastructure Mitigation & Resilience needs



# MIT-RIP Eligible Applicants

## Eligible Allocations

Jurisdiction	Allocation
Butte County	\$6,109,510.13
Lake County	\$2,346,659.90
Los Angeles County	\$3,998,793.56
Malibu	\$588,934.12
Paradise	\$10,273,223.81
Redding	\$357,150.53
Shasta County	\$8,431,222.35
20% Set Aside	\$8,026,373.60
<b>TOTAL:</b>	<b>\$40,131,868.00</b>

## Eligible 20 Percent Set-Aside Applicants

- City of Agoura Hills
- City of Anderson
- City of Chico
- City of Westlake Village
- City of Calabasas
- City of Gridley
- City of Lakeport
- City of Los Angeles
- City of Oroville
- City of Shasta Lake
- Tribal entities located within the MID



# CDBG-MIT-RIP – Eligibility Activities & Types

## Eligible Activities:

- The acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements

## Eligible Project Types:

- Stand-Alone Infrastructure
- FEMA HMGP Match
- Other Non-Federal Match

## Sample Projects for Consideration\*

- Hardening of critical infrastructure
- Flood protection
- Fuels reduction
- Community Resilience Centers
- HMGP match projects

\*this list does not capture all eligible project options, projects must also meet all program requirements



# MIT-RIP Program Threshold Definitions

HCD Program Threshold	Definition
Benefit Low-Income Communities	Project must meet the HUD Benefit to LMI Persons national objective.
Benefit Low Resource Communities	Project must be in a census tract with: <ul style="list-style-type: none"><li>• A Social Vulnerability Index (SVI) of greater than 0.5 or a Local to State median income ratio of less than 0.8; <b>AND</b></li><li>• A total hazard risk percentile greater than 0.6 OR a single hazard percentile greater than 0.8.</li></ul>
Benefit Senior Citizens	51 percent or more of Project beneficiaries must be elderly households (62+)
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Benefit Tribal Lands or Persons	<ul style="list-style-type: none"><li>• 51 percent or more of persons benefitting from the Project are tribal persons as defined by HCD, <b>OR</b></li><li>• The Project is located on a tribal land census tract and designed to serve tribal persons.</li></ul>



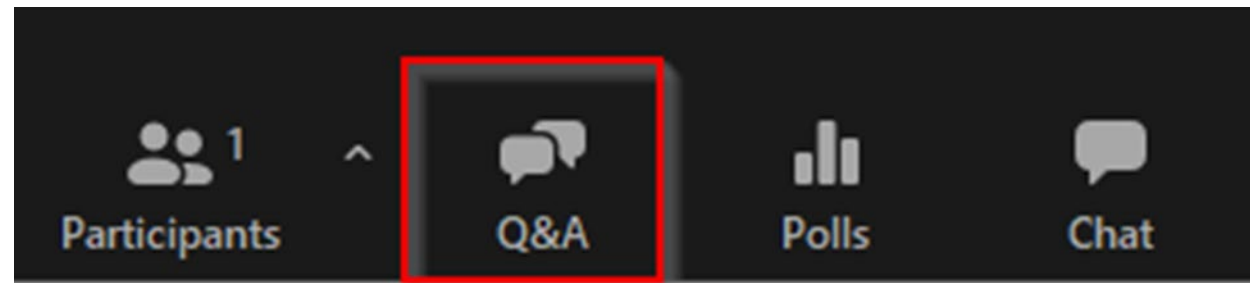
# CDBG MIT-RIP Leverage Threshold

HCD Program Threshold	Definition
<b>Leverage CalOES, CalFire, or other funding source</b>	<p>Overall Project budget must include 10% committed funding from a non-MIT-RIP source. FEMA HMGP Match Projects qualify under this threshold. Applicants will be required to submit confirmation of non-MIT-RIP funds by uploading one of the following with the Project Application:</p> <ul style="list-style-type: none"><li>• Funding award letter</li><li>• Loan documents</li><li>• Board resolution to commit general budget funds</li></ul>



# Questions?

Please use the Q&A feature to submit questions





# CDBG MIT-PPS and MIT-RIP Application Preparation







# Application Schedule

- **Applications Opened:**  
November 14, 2023
- **Applications Close:**  
March 29, 2024, 11:59 p.m. PST



# Over-the-Counter NOFA

- Applicants are strongly encouraged to begin the application process
- MIT-PPS and MIT-RIP Set Aside
  - Over-the-Counter Reviews and Awards
  - Completed on a first come, first serve basis
- MIT-RIP Allocations
  - Solicitation space open until 3/29/2024



# Over-the-Counter NOFA

- Please follow all instructions located in:
  - Policies and Procedures: refer to application review section
  - NOFA
- All applications must meet requirements and be complete
- HCD staff may request clarifying information
  - Applicant will have 10 days to address without losing place in review line
- If new documentation is needed to complete application it will be returned, place in line will be lost



# MIT-RIP Technical Assistance

- **Technical Assistance Available Hours:**
  - Tuesdays 3:00pm - 4:00pm
  - Thursdays 10:00am - 11:00am
- **Submit TA Request Form**
  - Limited Capacity, First Come, First Serve
- **TA Requests and Questions:**
  - [MIT-RIP@hca.ca.gov](mailto:MIT-RIP@hca.ca.gov)



# MIT-PPS Technical Assistance

- **Technical Assistance Available Hours:**
  - Mondays 1:00pm - 2:00pm
  - Wednesdays 2:00pm - 3:00pm
- **Submit TA Request Form**
  - Limited Capacity, First Come, First Serve
- TA Requests and Questions:
  - [MIT-PPS@hcd.ca.gov](mailto:MIT-PPS@hcd.ca.gov)



# Solicitation Files

✓ Apply

Overview Eligibility Financial Contact **Files**

**Files:**

A. eCivis User Guide:	App A_ eCivis Grants Network_External User Guide (16.3 Mb)
B. MIT NOFA:	App B_2017_2018 MIT NOFA (367.3 Kb)
C. MIT-RIP Policies and Procedures :	App C_18-mit-rip-policies-and-procedures (2.0 Mb)
D. TA Request Form:	App D_TA Request Form (412.2 Kb)
E. HUD Playing by the Rules Handbook:	App E_HUD_Playing-By-the-Rules-a-Handbook-for-Subr... (1.0 Mb)
G1. Authorizing Resolution-Jurisdiction:	App G1_RIP_authorizing-resolution-jurisdiction (193.0 Kb)
G2. Authorizing Resolution Tribal:	App G2_18RIP_authorizing-resolution-form-tribal (210.1 Kb)
H. Certs and Statement of Assurances :	App H_certifications-and-statement of assurances (180.5 Kb)
I. FISCal TIN Verification Form:	App I_FISCal TIN Verification Form (101.3 Kb)
J. STD 204 Payee Data Form:	App J_STD 204_Payee Data Form (1.7 Mb)

**File Notes:**

This section contains all the MIT-RIP solicitation documents. Please review the documents and download all applicable documents for your application as you prepare your application submission.

These files may be updated and/or additional files may be added as applicable to the program. HCD recommends you check the files tab regularly to make sure you have the most current version. If you have not signed up to be added to the MIT-RIP contact list, please send an email to [MIT-RIP@hcd.ca.gov](mailto:MIT-RIP@hcd.ca.gov) requesting to be added to the MIT-RIP contact list to ensure you receive notifications as solicitation files are updated.


**Valuable Resources & Documents Found Here**

Access Solicitation Files in Grants Network,  
via the “Files” tab, indicated by the arrow above.



# MIT-PPS & MIT-RIP Authorizing Resolution

- This is a fillable form
  - found in Solicitation Files and HCD website
- MIT-RIP
  - Jurisdiction template
  - Organizational template
- MIT-PPS
  - Jurisdiction template
  - Organizational template
  - Tribal Entity Partner template
- Complete applicable form ASAP
  - signature/approval required to submit application



APPENDIX D  
Resolution of the Governing Body

Applicants are required to use this Resolution in content and form.

RESOLUTION NO.

A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2023-2024 FUNDING YEAR OF THE STATE CDBG MITIGATION RESILIENCE INFRASTRUCTURE (MIT-RIP) PROGRAM

BE IT RESOLVED by the  of the  of [ENTER JURISDICTION NAME]  as follows:

**SECTION 1:**

The  has reviewed and hereby approves the submission to the State of California of one or more application(s) in the aggregate amount, not to exceed, of \$  for the following CDBG-MIT activities, pursuant to the 2017/2018 CDBG MIT-PPS, and MIT-RIP NOFA:

List activities and amounts (activity totals should include Activity Delivery dollars and General Administration associated with the activity)

Activity (Infrastructure Project)	Dollar Amount Being Requested for the Activity
	\$
	\$
	\$
	\$

**SECTION 2:**

The  acknowledges compliance with all state and federal public participation requirements in the development of its application(s).

**SECTION 3:**

The  hereby authorizes and directs the (ENTER TITLE OF DESIGNATED OFFICIAL)  or designee\*, to execute and deliver all applications and act on the behalf in all matters pertaining to all such applications.

Department of Housing and Community Development  
Revised 02/03/23 2017/2018 CDBG MIT-PPS and MIT-RIP NOFA



# Prepare Payee Tax Forms

## Jurisdictions

## Organizations

State of California  
Financial Information System for California (FI\$Cal)  
**GOVERNMENT AGENCY TAXPAYER ID FORM**  
2000 Evergreen Street, Suite 215  
Sacramento, CA 95815  
www.fiscal.ca.gov  
1-855-347-2250

**FI\$Cal**  
Financial Information System for California

The principal purpose of the information provided is to establish the unique identification of the government entity.

**Instructions:** You may submit one form for the principal government agency and all subsidiaries sharing the same TIN. Subsidiaries with a different TIN must submit a separate form. Fields marked with an asterisk (\*) are required. Hover over fields to view help information. Please print the form to sign prior to submit. You may email the form to: vendors@fiscal.ca.gov, or fax it to (916) 578-5200, or mail it to the address above.

Principal Government Agency Name\*

Remit-To Address (Street or PO Box)\*

City\*  State\*  Zip Code\*+4

Government Type: ☐ City ☐ County ☐ Special District ☐ Federal ☐ Other (Specify)  Federal Employer Identification Number (FEIN)\*

List other subsidiary Departments, Divisions or Units under your principal agency's jurisdiction who share the same FEIN and receives payment from the State of California.

Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>
Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>
Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>
Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>

Contact Person\*  Title

Phone number\*  E-mail address

Signature\*  Date

Print Form Reset Form

STATE OF CALIFORNIA - DEPARTMENT OF FINANCE  
**PAYEE DATA RECORD**  
(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)  
STD 204 (Rev. 03/2021)

**Section 1 - Payee Information**

NAME (This is required. Do not leave this line blank. Must match the payee's federal tax return)

BUSINESS NAME, DBA NAME or DISREGARDED SINGLE MEMBER LLC NAME (if different from above)

MAILING ADDRESS (number, street, apt. or suite no.) (See instructions on Page 2)

CITY, STATE, ZIP CODE  E-MAIL ADDRESS

**Section 2 - Entity Type**

Check one (1) box only that matches the entity type of the Payee listed in Section 1 above. (See instructions on page 2)

☐ SOLE PROPRIETOR / INDIVIDUAL ☐ CORPORATION (see instructions on page 2)  
☐ SINGLE MEMBER LLC Disregarded Entity owned by an individual ☐ MEDICAL (e.g., dentistry, chiropractic, etc.)  
☐ PARTNERSHIP ☐ LEGAL (e.g., attorney services)  
☐ ESTATE OR TRUST ☐ EXEMPT (e.g., nonprofit)  
☐ ALL OTHERS

**Section 3 - Tax Identification Number**

Enter your Tax Identification Number (TIN) in the appropriate box. The TIN must match the name given in Section 1 of this form. Do not provide more than one (1) TIN. The TIN is a 9-digit number. **Note:** Payment will not be processed without a TIN.

• For Individuals, enter SSN.  
• If you are a Resident Alien, and you do not have and are not eligible to get an SSN, enter your ITIN.  
• Grantor Trusts (such as a Revocable Living Trust while the grantors are alive) may not have a separate FEIN. Those trusts must enter the individual grantor's SSN.  
• For Sole Proprietor or Single Member LLC (disregarded entity), in which the sole member is an individual, enter SSN (if applicable) or FEIN (if the member prefers SSN).  
• For Single Member LLC (disregarded entity), in which the sole member is a business entity, enter the owner entity's FEIN. Do not use the disregarded entity's FEIN.  
• For all other entities including LLC that is taxed as a corporation or partnership, estates/trusts (with FEINs), enter the entity's FEIN.

Social Security Number (SSN) or Individual Tax Identification Number (ITIN)

OR  
Federal Employer Identification Number (FEIN)

**Section 4 - Payee Residency Status (See instructions)**

☐ CALIFORNIA RESIDENT - Qualified to do business in California or maintains a permanent place of business in California.  
☐ CALIFORNIA NONRESIDENT - Payments to nonresidents for services may be subject to state income tax withholding.  
☐ No services performed in California  
☐ Copy of Franchise Tax Board waiver of state withholding is attached.

**Section 5 - Certification**

I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the state agency below.

NAME OF AUTHORIZED PAYEE REPRESENTATIVE  TITLE  E-MAIL ADDRESS

SIGNATURE  DATE  TELEPHONE (include area code)

**Section 6 - Paying State Agency**

Please return completed form to:

STATE AGENCY/DEPARTMENT OFFICE  UNIT/SECTION

MAILING ADDRESS  FAX  TELEPHONE (include area code)

CITY  STATE  ZIP CODE  E-MAIL ADDRESS





# Certifications and Assurances

STATE OF CALIFORNIA - BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY  
**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**  
**DIVISION OF STATE / FEDERAL FINANCIAL ASSISTANCE**  
2020 W. El Camino Avenue, Suite 670 / 200, 95833  
P. O. Box 952054  
Sacramento, CA 94252-2054  
(916) 263-2771  
[www.hcd.ca.gov](http://www.hcd.ca.gov)

GAVIN NEWSOM, *Governor*



## 2017/2018 CDBG-MIT Application Certifications and Statement of Assurances

- Document located in solicitation files
- Authorized Representative must review & initial pages 2-6, and sign & date page 7



# Policies and Procedures Requirements

- **All Projects:**
  - Procurement
  - Financial Management
  - Record Keeping
- **Additional for Rehab/Improvements:**
  - Section 3
  - Labor Standards
- **Additional for Acquisition or Relocation:**
  - URA



# Subrecipient Grantee

- **A Subrecipient Grantee** is a local government, special district, Tribal Entity, or other similar entity
- Eligible applicants may submit projects on behalf of a subrecipient grantee
  - Written monitoring plan and agreement required
  - Applicant will be responsible for project reporting



## MIT-PPS Only: Tribal Partner Documentation

**If the Partner is a Tribal Entity, the Applicant must provide:**

- Tribal Entity Authorizing Resolution
- Copy of Tribal Bylaws
- Partnership Agreement



# MIT-PPS and MIT-RIP Application Overview





# Application Portals

## Three Program specific portals:

1. MIT-PPS (2017 Round 2 & 2018)
  - <https://webportalapp.com/sp/wtnn0mhq8h>
2. MIT-RIP Allocation
  - <https://webportalapp.com/sp/j1kg26mmyph>
3. MIT-RIP Set – Aside
  - <https://webportalapp.com/sp/xf1mwqph8>



# Application Overview

## What needs to be completed for Application?

1. Profile Form
2. Application with Required Attachments
3. Application Budget and Narrative
4. Legislative Form
5. Equity Survey
6. Due Diligence



# Application Sections: General Information

- Project Title
- Project location
- Applicant Organization Information
- Partner Information
  - Role
  - Agreement
- Subrecipient Grantee Information
  - Monitoring plan
  - Agreement





# Application Sections: Eligibility Requirements

- Eligible Activity
  - HMGP Match, if applicable
- Geographic Eligibility (MID)
- National Objective
  - LMI
  - Urgent Need Mitigation
- HCD Program Thresholds



# Application Sections: Project Information

- Scope of Work
- Mitigation Eligibility
- Project Milestones
  - Number of days/months to meet a milestone
- Project Performance Measures
- Supplemental Information



# Application Budgets

## 1. Total Project Budget (Excel template)

- Budget for full project, includes all funding sources and pertinent phases

## 2. CDBG-MIT Budget (Grants Network Budget)

- CDBG-MIT cost-specific budget that includes only the portion of the project that is being requested to be CDBG-MIT funded
- The **Grants Network Budget Narrative** must also be completed



# Total Project Budget Template

## BUDGET TEMPLATE

**AGENCY:** Enter Name of Agency Completing Budget Here  
**PROGRAM:**  
**STAGE:** Application  
**REPORT DATE:** Enter Date Completed Here  
**REQUESTED BY:** HCD

ACTIVITY COSTS							
Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	Funding Source
SAMPLE : Site Work Construction	Site Work Construction - fuel system, generator	2	\$3.00	\$6.00	\$3.00	\$4.00	
				\$0.00	\$0.00	\$0.00	
				\$0.00	\$0.00	\$0.00	
ACTIVITY COST TOTALS:				\$6.00	\$3.00	\$4.00	

ACTIVITY DELIVERY COSTS							
Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	Funding Source
SAMPLE: Project Management	Vendor management, meetings, reporting, RFP announcement, vendor selection, contracting, project timeline meetings	2	4	8	2	3	
				0			
				0			
				0			



# Accessing the Grants Network Budget

A screenshot of a web application interface for managing budgets. At the top, a header bar contains the text "Applications Budget and Goals", which is circled in red. Below this, there is a "Show" dropdown menu set to "10" and a "Search:" input field. A table with columns "Project Title", "Create Date", "Status", "Total Requested", and "Actions" is displayed. The "Actions" column for a specific row is expanded, showing a menu with two options: "Edit Budget >" and "Edit Goals >". Both the menu icon (three horizontal bars) and the "Edit Budget >" option are circled in red.

- **Edit Budget**
  - Under “Actions” segment
  - Click 3 bars to the right of Budget
- **For those completing CDBG-MIT Budgets:**
  - Enter both Activity Costs *and* Activity Delivery Costs



# Grants Network Budget: Budget Summary

[Return to Application](#)

Budget Stage: Pre-Award

Actions



Budget Summary

\$0.00	Total Direct Costs	\$0.00	Match / Cost Share
\$0.00	Total Indirect Costs	\$0.00	Program Income
\$0.00	Total Amount (Direct + Indirect)		

- Note that the header section will populate automatically.
- Utilize the 3 buttons at the top to:
  - Save Changes (blue button)
  - Discard Changes (red button)
  - Export Budget to Excel (green button)



# Grants Network Budget: Budget Items

- Enter the CDBG-MIT requested costs using:

- Activity
- Activity Delivery

Budget Items				
	Ext Cost	Direct Cost	Ind Cost	Cost Share
1. Activity	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
2. General Administration	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
3. Activity Delivery	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

- Do not use:
  - General Administration
  - Other
  - Program Income



# Grants Network Budget: Add a Table

- Create a budget line item by clicking on the following:
  - Blue budget category
  - Gears symbol
  - Add Table

Budget Items

1. Activity

	<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>	<u>Cost Share</u>
Activity Totals:	\$0.00	\$0.00	\$0.00	\$0.00

+ Add Subcategory for Activity

Add Table





# Grants Network Budget: Add Costs

1. Activity

					<u>Ext Cost</u>	<u>Direct Cost</u>
Activity Totals:					\$0.00	\$10,000.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Activity Costs	Description	0.00	\$0.00	\$0.00	\$10,000.00		Direct Cost

- Use a single line item to provide a total for Activity and/or Activity Delivery Costs (example shown here)
- Use “Cost” column to enter cost amount
- Enter all costs as Direct Costs
  - If requesting Indirect Costs, provide cost detail in the Total Project Budget (see Excel template) and upload the supporting documents



# Grants Network Budget Narrative

Budget Narrative

Enter your budget narrative below.

</> H1 H2 H3 B I U

Save Narrative

8000 characters remaining

- Complete the Budget Narrative at the bottom of the budget page, which:
  - Allows for 8,000 characters
  - Must be saved independently of the budget



# Due Diligence Form

- Requirements include:
  - Staff Capacity and Experience
  - Authorizing Resolutions
  - Non-Debarment Verification
  - Policies and Procedures
  - Duplication of Benefits
  - NEPA
- Applicants will have 10 business days to respond to requests for additional due diligence information



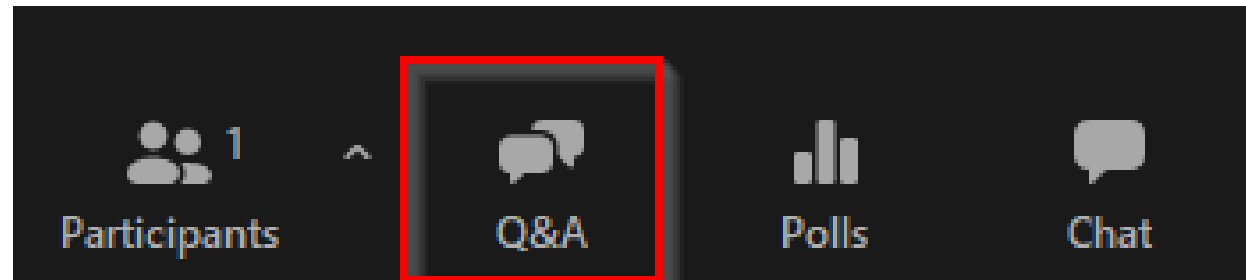
# Certification Statement

- At the time of application submission, all applications must comply with and provide documentation of HUD's federal cross cutting requirements found at 24 CFR 570.600, et seq, and summarized in section VII federal program requirements of this NOFA, and state overlays. Failure to comply with these requirements may result in disqualification of the application.
- Applicants must certify upon submission that their application is true and correct to the best of their knowledge. The required application input fields, attachment uploads and budgets. Selecting an input or uploading a blank document to circumvent the application requirements invalidates the application certification and will result in immediate disqualification, without exception or appeal. Applicants that intentionally input false information or that intentionally upload blank documents will have their good standing with the department revoked and may be determined to be ineligible for other department funding. Intentionally providing false information is fraud. Applicants that rely on consultants or grant writers to prepare the CDBG-MIT application are strongly encouraged to review the application for completeness and correctness prior to submittal.
- It is also strongly encouraged to give plenty of time for submitting prior to the cutoff date and at the least several hours prior to the cutoff time. If an input field, upload requirement, or application component is not functioning correctly, or if there are system outages or other system failures prior to submittal, please contact HCD as soon as possible prior to the cutoff time to document the issue so that applications are not disqualified due to technical difficulties. Failure to contact the Department with system issues will not exempt applicants from application verification requirements.



# Questions?

Please use the Q&A feature to submit questions





# Application Submission and Award Process





# Draft Application

## Application Submissions

Applications ▾

Save Draft

Mark Complete

Close

When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.

- You can save this form as a draft at any time by clicking "Save Draft" at the bottom of the page.
- When you have completed all required items, please click the "Mark Complete" button at the bottom of the page.

NOTE: When you have completed all required steps, be sure to click "Submit" on the next page.

Use **"Save Draft"** while drafting application.

**\*\*\*SAVE OFTEN\*\*\***



# Submit Application

## Application Submissions

When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.

### Application Submission

Below you will find a section for each step that needs to be completed for this for you to submit your information. If action is required, click "Open" to complete the section. IMPORTANT: Once you have completed all required items for this step, be sure to click "Submit". Before submitting, you will be able to edit any section. Once you've submitted, you will be unable to make any changes.

There are 10 days remaining to submit this.

Submit

### Application Submission

Success! Your submission is under review. Be on the lookout for an email from your Program Administrator regarding next steps. You can always login to your portal to check the status and any required actions.

This has been submitted.

All applications must be submitted for review by  
**March 29, 2024, 11:59 PST**





# Award Process

**Rolling Project Awards**

**Notified by Award Letter**

**Standard Agreement**



# MIT-PPS and MIT RIP Program Resources





# Program Resources

- MIT-PPS
  - [2017 MIT-PPS Policies and Procedures](#)
  - [2018 MIT-PPS Policies and Procedures](#)
  - [Solicitation](#)
- MIT-RIP
  - [2018 MIT-RIP Policies and Procedures](#)
  - [Allocation Solicitation](#)
  - [Set Aside Solicitation](#)



# Program Resources

- Additional HCD Resources
  - State CDBG-MIT Action Plan for 2017 and 2018
  - Grants Administration Manual (GAM)
- HUD Resources
  - HUD Exchange Trainings & Resources
  - HCD Grant Administration & Reporting



# Solicitation Files

✓ Apply

Overview Eligibility Financial Contact **Files**

**Files:**

A. eCivis User Guide:	App A_eCivis Grants Network_External User Guide (16.3 Mb)
B. MIT NOFA:	App B_2017_2018 MIT NOFA (367.3 Kb)
C. MIT-RIP Policies and Procedures :	App C_18-mit-rip-policies-and-procedures (2.0 Mb)
D. TA Request Form:	App D_TA Request Form (412.2 Kb)
E. HUD Playing by the Rules Handbook:	App E_HUD_Playing-By-the-Rules-a-Handbook-for-Subr... (1.0 Mb)
G1. Authorizing Resolution-Jurisdiction:	App G1_RIP_authorizing-resolution-jurisdiction (193.0 Kb)
G2. Authorizing Resolution Tribal:	App G2_18RIP_authorizing-resolution-form-tribal (210.1 Kb)
H. Certs and Statement of Assurances :	App H_certifications-and-statement of assurances (180.5 Kb)
I. FISCal TIN Verification Form:	App I_FISCal TIN Verification Form (101.3 Kb)
J. STD 204 Payee Data Form:	App J_STD 204_Payee Data Form (1.7 Mb)

**File Notes:**

This section contains all the MIT-RIP solicitation documents. Please review the documents and download all applicable documents for your application as you prepare your application submission.

These files may be updated and/or additional files may be added as applicable to the program. HCD recommends you check the files tab regularly to make sure you have the most current version. If you have not signed up to be added to the MIT-RIP contact list, please send an email to [MIT-RIP@hcd.ca.gov](mailto:MIT-RIP@hcd.ca.gov) requesting to be added to the MIT-RIP contact list to ensure you receive notifications as solicitation files are updated.

**Valuable Resources & Documents Found Here**

Access Solicitation Files in Grants Network,  
via the “Files” tab, indicated by the arrow above.



# Technical Assistance

- **1:1 Technical Assistance** (appointment required)
  - Email Questions and/or Appointment Requests:
    - MIT-PPS: [MIT-PPS@hcd.ca.gov](mailto:MIT-PPS@hcd.ca.gov)
    - MIT-RIP: [MIT-RIP@hcd.ca.gov](mailto:MIT-RIP@hcd.ca.gov)
- **NOFA Webinar Resources**
  - These will be available on program webpages in approximately 10 business days



# Grants Network User Resources



GRANTS NETWORK  
EXTERNAL USER GUIDE

- [eCivis Grants Management System Webinar](#)
- [Grants Network Manual](#)
- [eCivis Training Library](#)

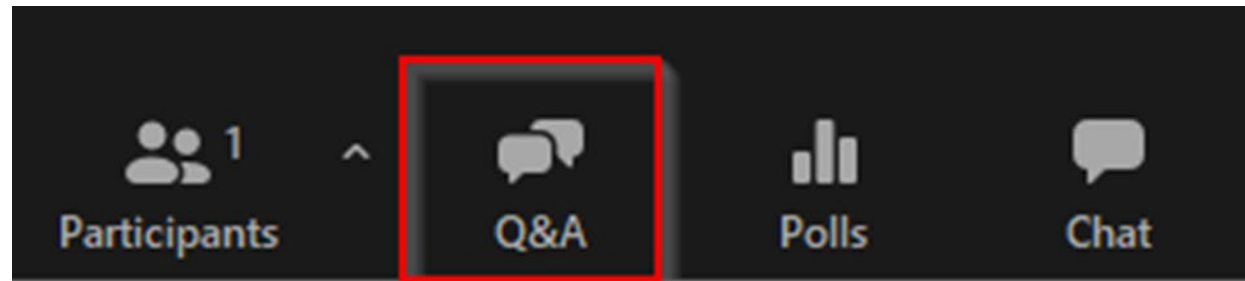
**Grants Network Support:**

[support@ecivis.com](mailto:support@ecivis.com) 877-2-ECIVIS (877-232-4847)



# Questions?

Please use the Q&A feature to submit questions







# Thank You!

Please send any follow-up questions from today's webinar to:

- PPS Email: [MIT-PPS@hcd.ca.gov](mailto:MIT-PPS@hcd.ca.gov)
- RIP Email: [MIT-RIP@hcd.ca.gov](mailto:MIT-RIP@hcd.ca.gov)

[CDBG-DR Listserv: Email Signup | California Department of Housing and Community Development](#)



# CITY OF CLEARLAKE

## City Council

### STAFF REPORT

**SUBJECT:** Consideration of Resolution 2024-09 Approving an Application for Funding and the Execution of a Grant Agreement from the 2023-2024 CDBG Mitigation (CDBG-RIP) Resilient Planning and Public Services Program in the Amount of \$400,000 for Water Infrastructure Planning.

**MEETING DATE:** Feb. 29, 2024

**SUBMITTED BY:** Alan D. Flora, City Manager

**PURPOSE OF REPORT:** ☐ Information only ☒ Discussion ☒ Action Item

#### WHAT IS BEING ASKED OF THE CITY COUNCIL:

The City Council is being asked to consider approving an application for \$400,000 to conduct water infrastructure planning services.

#### BACKGROUND/DISCUSSION:

As a result of the 2017 disaster recovery from the Sulphur Fire, the City has been eligible for various buckets of CDBG funding. The City received an allocation of over \$13 million for infrastructure, \$6.5 million for housing, etc. The state is trying to disburse some remaining funds from the program. The City is eligible to apply for funding for projects that reduce risks of wildfire, flooding, and earthquakes and support health and safety. With the challenges in the City resulting from three separate water districts covering portions but not all of the city and various areas of inadequate infrastructure to support fire protection is recommended. The City is eligible for up to \$400,000 for planning activities around this issue.

#### OPTIONS:

1. Approve Resolution 2024-09.
2. Provide alternative direction to staff.

#### FISCAL IMPACT:

☒ None ☐ \$ Budgeted Item? ☐ Yes ☒ No

Budget Adjustment Needed? ☐ Yes ☒ No If yes, amount of appropriation increase: \$

Affected fund(s): ☐ General Fund ☐ Measure P Fund ☐ Measure V Fund ☐ Other:

Comments:

#### STRATEGIC PLAN IMPACT:

☒ Goal #1: Make Clearlake a Visibly Cleaner City

- ☒ Goal #2: Make Clearlake a Statistically Safer City
- ☒ Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- ☒ Goal #4: Improve the Image of Clearlake
- ☒ Goal #5: Ensure Fiscal Sustainability of City
- ☒ Goal #6: Update Policies and Procedures to Current Government Standards
- ☒ Goal #7: Support Economic Development

☒ **Attachments:**

- 1. CDBG-MIT PPS Background**
- 2. Resolution 2024-09**



APPENDIX D

Resolution of the Governing Body

Applicants are required to use this Resolution in content and form.

RESOLUTION NO. 2024-09

A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2023-2024 FUNDING YEAR OF THE STATE CDBG MITIGATION (CDBG-MIT) RESILIENT PLANNING AND PUBLIC SERVICES (MIT-PPS) PROGRAM

BE IT RESOLVED by the City Council of the City of [ENTER JURISDICTION NAME] Clearlake as follows:

SECTION 1:

The City Council has reviewed and hereby approves the submission to the State of California of one or more application(s) in the aggregate amount, not to exceed, of \$400000 for the following CDBG-MIT activities, pursuant to the 2017/2018 CDBG MIT-PPS, and MIT-RIP NOFA:

List activities and amounts (activity totals should include Activity Delivery dollars and General Administration associated with the activity)

Activity (i.e. Public Services, Planning)	Dollar Amount Being Requested for the Activity
Water Planning	\$400,000.00
	\$
	\$
	\$

SECTION 2:

The City acknowledges compliance with all state and federal public participation requirements in the development of its application(s).



## APPENDIX D

### **SECTION 3:**

The City \_\_\_\_\_ hereby authorizes and directs the (*ENTER TITLE OF DESIGNATED OFFICIAL*) City Manager \_\_\_\_\_, or designee\*, to execute and deliver all applications and act on the City \_\_\_\_\_'s behalf in all matters pertaining to all such applications.

### **SECTION 4:**

If an application is approved, the City Manager \_\_\_\_\_, or designee\*, is authorized to enter into, execute and deliver the grant agreement (*i.e.*, Standard Agreement) and any and all subsequent amendments thereto with the State of California for the purposes of the grant.

### **SECTION 5:**

If an application is approved, the City Manager \_\_\_\_\_, or designee, is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with the grant.

*\* **Important Note:** If the designee is signing any application, agreement, or any other document on behalf of the designated official of the City/County, written proof of designee authority to sign on behalf of such designated official must be included with the Resolution, otherwise the Resolution will be deemed deficient and rejected. Additionally, do not add limitations or conditions on the ability of the signatory or signatories to sign documents, or the Resolution may not be accepted. If more than one party's approval is required, list them as a signatory. The only exception is for county counsel or city attorney to approve as to form or legality or both, IF such approval is already part of the standard city/county signature block as evidenced by the signed Resolution itself. Inclusions of additional limitations or conditions on the authority of the signer will result in the Resolution being rejected and will require your entity to issue a corrected Resolution prior to the Department issuing a Standard Agreement.*



**APPENDIX D**

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Clearlake held on \_\_\_\_\_ by the following vote:

*Instruction: Fill in all four vote-count fields below. If none, indicate “0” for that field.*

AYES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

NOES: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Signature and Title  
[ENTER GOVERNING BODY TYPE]

**STATE OF CALIFORNIA**  
City/County of \_\_\_\_\_

I, \_\_\_\_\_, City/County Clerk of the City/County of \_\_\_\_\_, State of California, do hereby attest and certify the foregoing Resolution to be a full, true and correct copy of a resolution duly passed and adopted on the date stated thereon and that said Resolution has not been amended, modified, repealed, or rescinded since the date of adoption and is in full force and effect as of this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Name, City/County Clerk of the City/County of \_\_\_\_\_, State of California

By: \_\_\_\_\_  
Signature and Title

*Note: The attesting officer cannot be the person identified in the Resolution as the authorized signer.*



# **2017/2018 CDBG-MIT Planning & Public Services (MIT-PPS) and 2018 Resilient Infrastructure Program (MIT-RIP) NOFA Workshop**

November 30, 2023  
CALIFORNIA DEPARTMENT OF  
HOUSING AND COMMUNITY DEVELOPMENT





# Welcome

## HCD Representatives

- Deonna Jennings, MIT-RIP
- Julian Garcia, MIT-RIP
- Matt Devine, MIT-PPS
- Robyn Shem, MIT-PPS

## HCD Management

- Julie Axt, MIT-RIP Manager
- Jennifer Ourique, MIT-PPS Manager
- Patrice Clemons, Section Manager





# Housekeeping

- All participant lines have been muted upon entry
- Use the Q&A feature to submit questions
- An FAQ Sheet will be released following the presentation

Visit [Planning & Public Services](#) and [Resilient Infrastructure Program](#)  
for more information:

- MIT-PPS inquiries: [MIT-PPS@hcd.ca.gov](mailto:MIT-PPS@hcd.ca.gov)
- MIT-RIP inquiries: [MIT-RIP@hcd.ca.gov](mailto:MIT-RIP@hcd.ca.gov)



# Agenda

1. CDBG-MIT Overview
2. MIT-PPS Program Overview
3. MIT-RIP Program Overview
4. Application Resources
5. Award Process
6. Conclusion



# CDBG Mitigation Overview (CDBG-MIT)





# MIT-PPS/MIT-RIP Project Requirements

## **All Projects Must:**

1. Meet HUD definition of Mitigation
2. Benefit the Most Impacted Distressed Areas (MID)
3. Include only CDBG-MIT-eligible activities
4. Meet a National Objective
5. Satisfy at least one HCD Program Threshold



# CDBG-MIT Grant Allocations

CDBG Program	Available Funds
MIT-PPS: 2017, Round 2	\$9,987,941
MIT-PPS: 2018	\$10,010,917
MIT-RIP: 2018	\$40,131,868
<b>TOTAL:</b>	<b>\$60,130,726</b>



# How We Define “Mitigation”

## HUD defines Mitigation as:

- “Activities that increase resilience to disasters and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, suffering, and hardship, by lessening the impact of future disasters.”

*Please Note: All projects that receive CDBG-MIT funds must meet the HUD definition of mitigation.*



# Eligible Applicants

## MIT-PPS

- Jurisdictions, Tribal Entities, and Nonprofit Organizations
- MID Areas:
  - 2017: Round 2: DR-4344 and DR-4353
  - 2018: DR-4407 and DR-4382

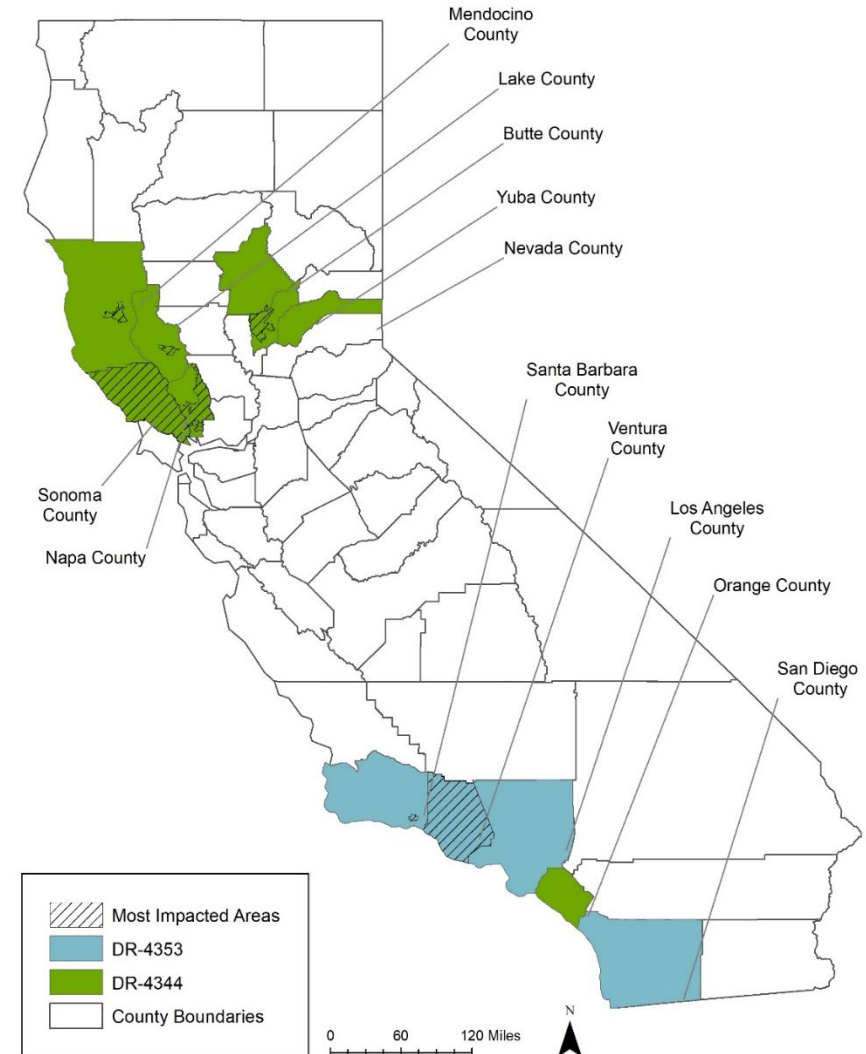
## MIT-RIP

- Eligible Jurisdictions and Tribal Entities
- MID Areas:
  - 2018: DR-4407 and DR-4382



# 2017 Most Impacted and Distressed Areas

- Most Impacted and Distressed (MID) Counties & Zip Codes
  - Sonoma County
  - Ventura County
  - 95470 – Mendocino County
  - 95901 – Predominantly Yuba County
  - 94558 – Predominantly Napa County
  - 95422 – Predominantly the City of Clearlake in Lake County
  - 93108 – City of Montecito, located in Santa Barbara County

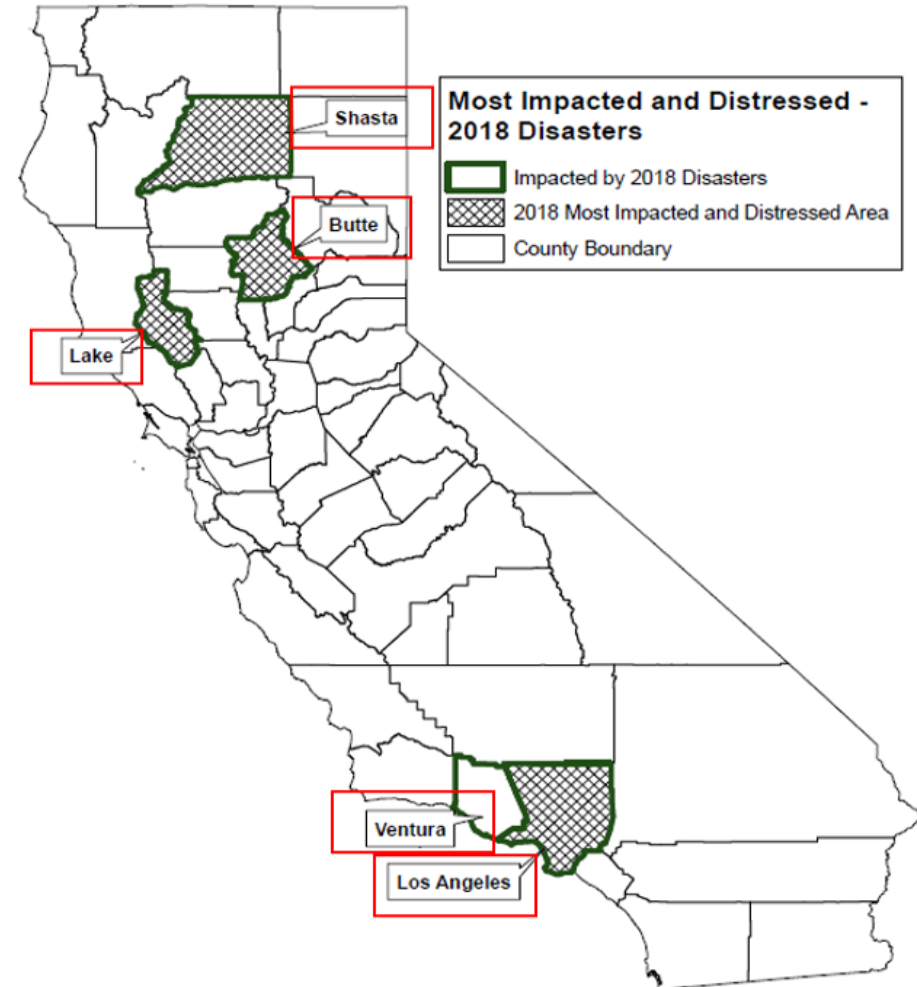






# 2018 Most Impacted and Distressed Areas

- Most Impacted and Distressed (MID) Counties
  - Butte County
  - Lake County
  - Shasta County
  - Ventura County
  - Los Angeles County





# Application Requirement: National Objectives

## Low and Moderate Income (LMI)

- Project application requires LMI documentation

## Urgent Need Mitigation (UNM)

- Project addresses current and future risks
- Result in measurable and verifiable reduction in risk and life of property

**\*MIT-PPS *Planning* projects do not need to meet a National Objective**



# Application Requirement: Threshold Definitions

PROGRAM	THRESHOLD
<b>MIT-PPS &amp; MIT-RIP</b>	Benefit low-income communities
	Benefit senior citizens
	Benefit persons with disabilities
	Benefit tribal lands or people
	Benefit low resource communities
<b>MIT-PPS Only</b>	Benefit households that live in affordable housing
	Benefit remote communities
	Benefit non-English-speaking populations
<b>MIT-RIP Only</b>	Leverage CalOES, CalFire, or other funding opportunity

**NOTE:** Each project must meet at least one of the threshold criteria based on its program



# **CDBG MIT-PPS**

## **Planning & Public Services Program**





# CDBG MIT-PPS Program Objectives

## What is the goal of the MIT-PPS Program?

- Reduce risks (wildfire, flooding, and earthquake)
- Address risks and support health and safety
- Actionable and impactful
- Planning projects reduce risk and increase resilience
- Public Service projects align with local or regional planning documents, i.e. Local Hazard Mitigation Plan



# MIT-PPS Eligible Activities: Planning

- Creation of new or update to existing plan
- Can include:
  - Data Gathering, Studies, Analysis, or Preparation of Plans
- Eligible for FEMA HMGP match projects
- Does NOT include:
  - Engineering, architectural and design costs related to a specific project
  - Other costs of implementing plans



## MIT-PPS Eligible Activities: Public Services

- Can be used to:
  - Inform the public on resilience focused activities
  - Code Enforcement
  - Outreach and education campaigns regarding preparedness, evacuation, and risk reduction
- Must be either:
  - A new service, OR
  - A quantifiable increase in the level of an existing service



## CDBG MIT-PPS – Available Funding

	17 MIT-PPS (Rd. 2)	18 MIT-PPS
Planning	\$5,711,260	\$4,507,336
Public Service	\$4,276,681	\$5,503,580
<b>TOTAL:</b>	<b>\$9,987,941</b>	<b>\$10,010,917</b>





# CDBG MIT-PPS – Funding Summary

- Application type: Over-the-Counter
- Minimum Project Award: Per project is set at \$125,000
  - Exceptions to the minimum award amount will be considered for:
    - Eligible FEMA HMGP match projects
    - Eligible applications for related MIT-PPS projects that count towards the minimum award amount
- Applicant Award Cap: \$1,500,000
- Grant term: 36 months



# CDBG MIT-PPS – Geographic Eligibility

## 2017 MID Counties

- Sonoma
- Ventura

## 2017 MID Zip Codes

- 95470 – Mendocino County
- 95901 – Predominantly Yuba County
- 94558 – Prominently Napa County
- 95422 – Prominently the City of Clearlake
- 93108 – City of Montecito

## 2018 MID Counties

- Shasta
- Lake
- Butte
- Los Angeles



# MIT-PPS Threshold Definitions

HCD Program Threshold	Definition
Benefit Low-Income Communities	Project must meet the HUD Benefit to LMI Persons national objective.
Benefit Low Resource Communities	Project must be in a census tract with: <ul style="list-style-type: none"><li>• A Social Vulnerability Index (SVI) of greater than 0.5 or a Local to State median income ratio of less than 0.8; <b>AND</b></li><li>• A total hazard risk percentile greater than 0.6 OR a single hazard percentile greater than 0.8.</li></ul>
Benefit Senior Citizens	51 percent or more of Project beneficiaries must be elderly households (62+)
Benefit Persons with Disabilities	<ul style="list-style-type: none"><li>• 51 percent or more of Project beneficiaries must meet HUD definition of disabled, <b>OR</b></li><li>• 51 percent or more of Project beneficiaries must be households with a disabled person.</li></ul>
Benefit Tribal Lands or Persons	<ul style="list-style-type: none"><li>• 51 percent or more of persons benefitting from the Project are tribal persons as defined by HCD, <b>OR</b></li><li>• The Project is located on a tribal land census tract and designed to serve tribal persons.</li></ul>



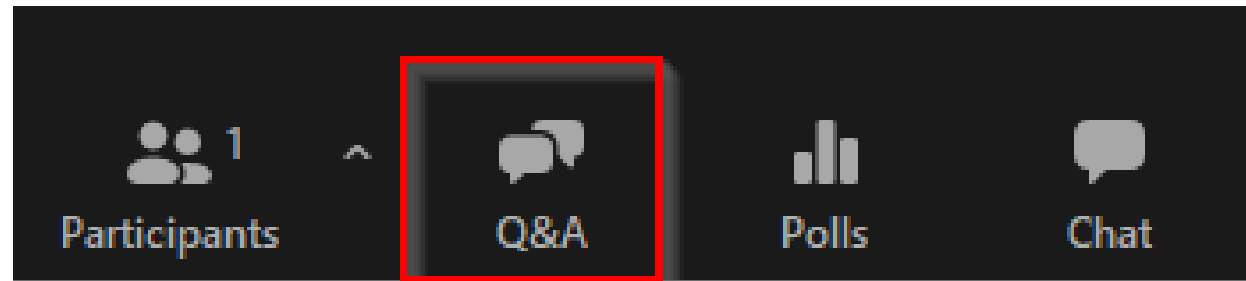
# MIT-PPS Threshold Definitions (Continued)

HCD Program Threshold	Definition
<b>Benefit Households that Live in Affordable Housing</b>	At least 51 percent of Project beneficiaries must be residents of an affordable housing community with units designated for affordability.
<b>Benefit Remote Community</b>	The Project must be in or benefit one or more of the frontier and remote (FAR) area zip codes.
<b>Benefit Non-English-Speaking Populations</b>	At least 51 percent of Project beneficiaries are persons who are limited in their English proficiency (LEP). The Project must be in alignment with the Four-Factor Analysis for Limited English Proficiency if qualifying under this threshold.



# Questions?

Please use the Q&A feature to submit questions





# **CDBG MIT-RIP**

## **Resilient Infrastructure Program**





# CDBG-MIT Resilient Infrastructure Program (MIT-RIP)

## What is the goal of the MIT-RIP?

- Assist local Jurisdictions and Tribal Entities with mitigation-related infrastructure needs to support risk reduction from the wildfire, flooding, and earthquakes
- Prioritize projects that benefit vulnerable and LMI populations



## CDBG MIT-RIP Program – Available Funding

- Application type: Allocations and over the counter set aside
- Total funds: **\$40,131,868.00**
- Project award cap: **\$2.5 million**
- Funds are for Infrastructure Mitigation & Resilience needs





# MIT-RIP Eligible Applicants

## Eligible Allocations

Jurisdiction	Allocation
Butte County	\$6,109,510.13
Lake County	\$2,346,659.90
Los Angeles County	\$3,998,793.56
Malibu	\$588,934.12
Paradise	\$10,273,223.81
Redding	\$357,150.53
Shasta County	\$8,431,222.35
20% Set Aside	\$8,026,373.60
<b>TOTAL:</b>	<b>\$40,131,868.00</b>

## Eligible 20 Percent Set-Aside Applicants

- City of Agoura Hills
- City of Anderson
- City of Chico
- City of Westlake Village
- City of Calabasas
- City of Gridley
- City of Lakeport
- City of Los Angeles
- City of Oroville
- City of Shasta Lake
- Tribal entities located within the MID



# CDBG-MIT-RIP – Eligibility Activities & Types

## Eligible Activities:

- The acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements

## Eligible Project Types:

- Stand-Alone Infrastructure
- FEMA HMGP Match
- Other Non-Federal Match

## Sample Projects for Consideration\*

- Hardening of critical infrastructure
- Flood protection
- Fuels reduction
- Community Resilience Centers
- HMGP match projects

\*this list does not capture all eligible project options, projects must also meet all program requirements



# MIT-RIP Program Threshold Definitions

HCD Program Threshold	Definition
Benefit Low-Income Communities	Project must meet the HUD Benefit to LMI Persons national objective.
Benefit Low Resource Communities	Project must be in a census tract with: <ul style="list-style-type: none"><li>• A Social Vulnerability Index (SVI) of greater than 0.5 or a Local to State median income ratio of less than 0.8; <b>AND</b></li><li>• A total hazard risk percentile greater than 0.6 OR a single hazard percentile greater than 0.8.</li></ul>
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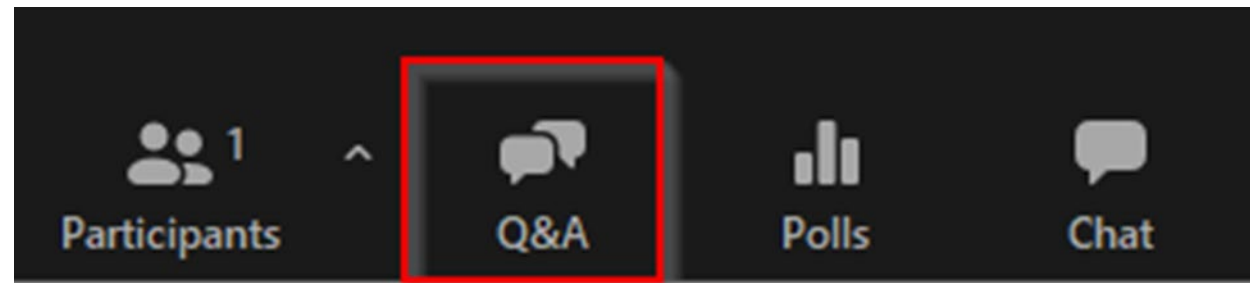
# CDBG MIT-RIP Leverage Threshold

HCD Program Threshold	Definition
<b>Leverage CalOES, CalFire, or other funding source</b>	<p>Overall Project budget must include 10% committed funding from a non-MIT-RIP source. FEMA HMGP Match Projects qualify under this threshold. Applicants will be required to submit confirmation of non-MIT-RIP funds by uploading one of the following with the Project Application:</p> <ul style="list-style-type: none"><li>• Funding award letter</li><li>• Loan documents</li><li>• Board resolution to commit general budget funds</li></ul>



# Questions?

Please use the Q&A feature to submit questions





# CDBG MIT-PPS and MIT-RIP Application Preparation





# Application Schedule

- **Applications Opened:**  
November 14, 2023
- **Applications Close:**  
March 29, 2024, 11:59 p.m. PST



# Over-the-Counter NOFA

- Applicants are strongly encouraged to begin the application process
- MIT-PPS and MIT-RIP Set Aside
  - Over-the-Counter Reviews and Awards
  - Completed on a first come, first serve basis
- MIT-RIP Allocations
  - Solicitation space open until 3/29/2024





## Over-the-Counter NOFA

- Please follow all instructions located in:
  - Policies and Procedures: refer to application review section
  - NOFA
- All applications must meet requirements and be complete
- HCD staff may request clarifying information
  - Applicant will have 10 days to address without losing place in review line
- If new documentation is needed to complete application it will be returned, place in line will be lost



# MIT-RIP Technical Assistance

- **Technical Assistance Available Hours:**
  - Tuesdays 3:00pm - 4:00pm
  - Thursdays 10:00am - 11:00am
- **Submit [TA Request Form](#)**
  - Limited Capacity, First Come, First Serve
- **TA Requests and Questions:**
  - [MIT-RIP@hca.ca.gov](mailto:MIT-RIP@hca.ca.gov)



# MIT-PPS Technical Assistance

- **Technical Assistance Available Hours:**
  - Mondays 1:00pm - 2:00pm
  - Wednesdays 2:00pm - 3:00pm
- **Submit TA Request Form**
  - Limited Capacity, First Come, First Serve
- TA Requests and Questions:
  - [MIT-PPS@hcd.ca.gov](mailto:MIT-PPS@hcd.ca.gov)



# Solicitation Files

☒ Apply

Overview

Eligibility

Financial

Contact

Files

**Files:**

A. eCivis User Guide:

App A\_ eCivis Grants Network\_External User Guide (16.3 Mb)

B. MIT NOFA:

App B\_2017\_2018 MIT NOFA (367.3 Kb)

C. MIT-RIP Policies and Procedures :

App C\_18-mit-rip-policies-and-procedures (2.0 Mb)

D. TA Request Form:

App D\_TA Request Form (412.2 Kb)

E. HUD Playing by the Rules Handbook:

App E\_HUD\_Playing-By-the-Rules-a-Handbook-for-Subr... (1.0 Mb)

G1. Authorizing Resolution-Jurisdiction:

App G1\_RIP\_authorizing-resolution-jurisdiction (193.0 Kb)

G2. Authorizing Resolution Tribal:

App G2\_18RIP\_authorizing-resolution-form-tribal (210.1 Kb)

H. Certs and Statement of Assurances :

App H\_certifications-and-statement of assurances (180.5 Kb)

I. FISCal TIN Verification Form:

App I\_FISCal TIN Verification Form (101.3 Kb)

J. STD 204 Payee Data Form:

App J\_STD 204\_Payee Data Form (1.7 Mb)

**File Notes:**

This section contains all the MIT-RIP solicitation documents. Please review the documents and download all applicable documents for your application as you prepare your application submission.

These files may be updated and/or additional files may be added as applicable to the program. HCD recommends you check the files tab regularly to make sure you have the most current version. If you have not signed up to be added to the MIT-RIP contact list, please send an email to [MIT-RIP@hcd.ca.gov](mailto:MIT-RIP@hcd.ca.gov) requesting to be added to the MIT-RIP contact list to ensure you receive notifications as solicitation files are updated.


**Valuable Resources & Documents Found Here**

Access Solicitation Files in Grants Network,  
via the “Files” tab, indicated by the arrow above.



# MIT-PPS & MIT-RIP Authorizing Resolution

- This is a fillable form
  - found in Solicitation Files and HCD website
- MIT-RIP
  - Jurisdiction template
  - Organizational template
- MIT-PPS
  - Jurisdiction template
  - Organizational template
  - Tribal Entity Partner template
- Complete applicable form ASAP
  - signature/approval required to submit application



APPENDIX D  
Resolution of the Governing Body

Applicants are required to use this Resolution in content and form.

RESOLUTION NO.

A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2023-2024 FUNDING YEAR OF THE STATE CDBG MITIGATION RESILIENCE INFRASTRUCTURE (MIT-RIP) PROGRAM

BE IT RESOLVED by the  of the  of [ENTER JURISDICTION NAME]  as follows:

**SECTION 1:**

The  has reviewed and hereby approves the submission to the State of California of one or more application(s) in the aggregate amount, not to exceed, of \$  for the following CDBG-MIT activities, pursuant to the 2017/2018 CDBG MIT-PPS, and MIT-RIP NOFA:

List activities and amounts (activity totals should include Activity Delivery dollars and General Administration associated with the activity)

Activity (Infrastructure Project)	Dollar Amount Being Requested for the Activity
	\$
	\$
	\$
	\$

**SECTION 2:**

The  acknowledges compliance with all state and federal public participation requirements in the development of its application(s).

**SECTION 3:**

The  hereby authorizes and directs the (ENTER TITLE OF DESIGNATED OFFICIAL)  or designee\*, to execute and deliver all applications and act on the behalf in all matters pertaining to all such applications.

Department of Housing and Community Development  
Revised 02/03/23 2017/2018 CDBG MIT-PPS and MIT-RIP NOFA



# Prepare Payee Tax Forms

## Jurisdictions

## Organizations

State of California  
Financial Information System for California (FI\$Cal)  
**GOVERNMENT AGENCY TAXPAYER ID FORM**  
2000 Evergreen Street, Suite 215  
Sacramento, CA 95815  
www.fiscal.ca.gov  
1-855-347-2250

**FI\$Cal**  
Financial Information System for California

The principal purpose of the information provided is to establish the unique identification of the government entity.

**Instructions:** You may submit one form for the principal government agency and all subsidiaries sharing the same TIN. Subsidiaries with a different TIN must submit a separate form. Fields marked with an asterisk (\*) are required. Hover over fields to view help information. Please print the form to sign prior to submitting. You may email the form to: vendors@fiscal.ca.gov, or fax it to (916) 578-5200, or mail it to the address above.

Principal Government Agency Name\*

Remit-To Address (Street or PO Box)\*

City\*  State\*  Zip Code\*+4

Government Type: ☐ City ☐ County ☐ Special District ☐ Federal ☐ Other (Specify)

Federal Employer Identification Number (FEIN)\*

List other subsidiary Departments, Divisions or Units under your principal agency's jurisdiction who share the same FEIN and receives payment from the State of California.

Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>
Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>
Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>
Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>

Contact Person\*  Title

Phone number\*  E-mail address

Signature\*  Date

Print Form Reset Form

STATE OF CALIFORNIA - DEPARTMENT OF FINANCE  
**PAYEE DATA RECORD**  
(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)  
STD 204 (Rev. 03/2021)

**Section 1 - Payee Information**

NAME (This is required. Do not leave this line blank. Must match the payee's federal tax return)

BUSINESS NAME, DBA NAME or DISREGARDED SINGLE MEMBER LLC NAME (If different from above)

MAILING ADDRESS (number, street, apt. or suite no.) (See instructions on Page 2)

CITY, STATE, ZIP CODE  E-MAIL ADDRESS

**Section 2 - Entity Type**

Check one (1) box only that matches the entity type of the Payee listed in Section 1 above. (See instructions on page 2)

☐ SOLE PROPRIETOR / INDIVIDUAL ☐ CORPORATION (see instructions on page 2)  
☐ SINGLE MEMBER LLC Disregarded Entity owned by an individual ☐ MEDICAL (e.g., dentistry, chiropractic, etc.)  
☐ PARTNERSHIP ☐ LEGAL (e.g., attorney services)  
☐ ESTATE OR TRUST ☐ EXEMPT (e.g., nonprofit)  
☐ ALL OTHERS

**Section 3 - Tax Identification Number**

Enter your Tax Identification Number (TIN) in the appropriate box. The TIN must match the name given in Section 1 of this form. Do not provide more than one (1) TIN. The TIN is a 9-digit number. Note: Payment will not be processed without a TIN.

• For Individuals, enter SSN.  
• If you are a Resident Alien, and you do not have and are not eligible to get an SSN, enter your ITIN.  
• Grantor Trusts (such as a Revocable Living Trust while the grantors are alive) may not have a separate FEIN. Those trusts must enter the individual grantor's SSN.  
• For Sole Proprietor or Single Member LLC (disregarded entity), in which the sole member is an individual, enter SSN (ITIN if applicable) or FEIN (FTB prefers SSN).  
• For Single Member LLC (disregarded entity), in which the sole member is a business entity, enter the owner entity's FEIN. Do not use the disregarded entity's FEIN.  
• For all other entities including LLC that is taxed as a corporation or partnership, estates/trusts (with FEINs), enter the entity's FEIN.

Social Security Number (SSN) or Individual Tax Identification Number (ITIN)

OR  
Federal Employer Identification Number (FEIN)

**Section 4 - Payee Residency Status (See instructions)**

☐ CALIFORNIA RESIDENT - Qualified to do business in California or maintains a permanent place of business in California.  
☐ CALIFORNIA NONRESIDENT - Payments to nonresidents for services may be subject to state income tax withholding.  
☐ No services performed in California  
☐ Copy of Franchise Tax Board waiver of state withholding is attached.

**Section 5 - Certification**

I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the state agency below.

NAME OF AUTHORIZED PAYEE REPRESENTATIVE  TITLE  E-MAIL ADDRESS

SIGNATURE  DATE  TELEPHONE (include area code)

**Section 6 - Paying State Agency**

Please return completed form to:

STATE AGENCY/DEPARTMENT OFFICE  UNIT/SECTION

MAILING ADDRESS  FAX  TELEPHONE (include area code)

CITY  STATE  ZIP CODE  E-MAIL ADDRESS



# Certifications and Assurances

STATE OF CALIFORNIA - BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY  
**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**  
**DIVISION OF STATE / FEDERAL FINANCIAL ASSISTANCE**  
2020 W. El Camino Avenue, Suite 670 / 200, 95833  
P. O. Box 952054  
Sacramento, CA 94252-2054  
(916) 263-2771  
[www.hcd.ca.gov](http://www.hcd.ca.gov)

GAVIN NEWSOM, Governor



## 2017/2018 CDBG-MIT Application Certifications and Statement of Assurances

- Document located in solicitation files
- Authorized Representative must review & initial pages 2-6, and sign & date page 7



# Policies and Procedures Requirements

- **All Projects:**
  - Procurement
  - Financial Management
  - Record Keeping
- **Additional for Rehab/Improvements:**
  - Section 3
  - Labor Standards
- **Additional for Acquisition or Relocation:**
  - URA





## Subrecipient Grantee

- **A Subrecipient Grantee** is a local government, special district, Tribal Entity, or other similar entity
- Eligible applicants may submit projects on behalf of a subrecipient grantee
  - Written monitoring plan and agreement required
  - Applicant will be responsible for project reporting



## MIT-PPS Only: Tribal Partner Documentation

**If the Partner is a Tribal Entity, the Applicant must provide:**

- Tribal Entity Authorizing Resolution
- Copy of Tribal Bylaws
- Partnership Agreement



# MIT-PPS and MIT-RIP Application Overview





# Application Portals

## Three Program specific portals:

1. MIT-PPS (2017 Round 2 & 2018)
  - <https://webportalapp.com/sp/wtnn0mhq8h>
2. MIT-RIP Allocation
  - <https://webportalapp.com/sp/j1kg26mmyph>
3. MIT-RIP Set – Aside
  - <https://webportalapp.com/sp/xf1mwqph8>



# Application Overview

## What needs to be completed for Application?

1. Profile Form
2. Application with Required Attachments
3. Application Budget and Narrative
4. Legislative Form
5. Equity Survey
6. Due Diligence



# Application Sections: General Information

- Project Title
- Project location
- Applicant Organization Information
- Partner Information
  - Role
  - Agreement
- Subrecipient Grantee Information
  - Monitoring plan
  - Agreement



# Application Sections: Eligibility Requirements

- Eligible Activity
  - HMGP Match, if applicable
- Geographic Eligibility (MID)
- National Objective
  - LMI
  - Urgent Need Mitigation
- HCD Program Thresholds



# Application Sections: Project Information

- Scope of Work
- Mitigation Eligibility
- Project Milestones
  - Number of days/months to meet a milestone
- Project Performance Measures
- Supplemental Information





# Application Budgets

## 1. Total Project Budget (Excel template)

- Budget for full project, includes all funding sources and pertinent phases

## 2. CDBG-MIT Budget (Grants Network Budget)

- CDBG-MIT cost-specific budget that includes only the portion of the project that is being requested to be CDBG-MIT funded
- The **Grants Network Budget Narrative** must also be completed



# Total Project Budget Template

## BUDGET TEMPLATE

**AGENCY:** Enter Name of Agency Completing Budget Here  
**PROGRAM:**  
**STAGE:** Application  
**REPORT DATE:** Enter Date Completed Here  
**REQUESTED BY:** HCD

ACTIVITY COSTS							
Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	Funding Source
SAMPLE : Site Work Construction	Site Work Construction - fuel system, generator	2	\$3.00	\$6.00	\$3.00	\$4.00	
				\$0.00	\$0.00	\$0.00	
				\$0.00	\$0.00	\$0.00	
ACTIVITY COST TOTALS:				\$6.00	\$3.00	\$4.00	

ACTIVITY DELIVERY COSTS							
Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	Funding Source
SAMPLE: Project Management	Vendor management, meetings, reporting, RFP announcement, vendor selection, contracting, project timeline meetings	2	4	8	2	3	
				0			
				0			
				0			



# Accessing the Grants Network Budget

- **Edit Budget**
  - Under “Actions” segment
  - Click 3 bars to the right of Budget
- **For those completing CDBG-MIT Budgets:**
  - Enter both Activity Costs *and* Activity Delivery Costs



# Grants Network Budget: Budget Summary

[Return to Application](#)

Budget Stage: Pre-Award

Actions



Budget Summary

\$0.00	Total Direct Costs	\$0.00	Match / Cost Share
\$0.00	Total Indirect Costs	\$0.00	Program Income
\$0.00	Total Amount (Direct + Indirect)		

- Note that the header section will populate automatically.
- Utilize the 3 buttons at the top to:
  - Save Changes (blue button)
  - Discard Changes (red button)
  - Export Budget to Excel (green button)



# Grants Network Budget: Budget Items

- Enter the CDBG-MIT requested costs using:

- Activity
- Activity Delivery

Budget Items				
	Ext Cost	Direct Cost	Ind Cost	Cost Share
1. Activity	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
2. General Administration	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
3. Activity Delivery	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

- Do not use:

- General Administration
- Other
- Program Income



# Grants Network Budget: Add a Table

- Create a budget line item by clicking on the following:
  - Blue budget category
  - Gears symbol
  - Add Table

Budget Items

1. Activity

	<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>	<u>Cost Share</u>
Activity Totals:	\$0.00	\$0.00	\$0.00	\$0.00

+ Add Subcategory for Activity

Add Table



# Grants Network Budget: Add Costs

1. Activity

					<u>Ext Cost</u>	<u>Direct Cost</u>
Activity Totals:					\$0.00	\$10,000.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Activity Costs	Description	0.00	\$0.00	\$0.00	\$10,000.00		Direct Cost





- Use a single line item to provide a total for Activity and/or Activity Delivery Costs (example shown here)
- Use “Cost” column to enter cost amount
- Enter all costs as Direct Costs
  - If requesting Indirect Costs, provide cost detail in the Total Project Budget (see Excel template) and upload the supporting documents




# Grants Network Budget Narrative

Budget Narrative

Enter your budget narrative below.

</> H1 H2 H3 B I U    

Save Narrative 

8000 characters remaining

- Complete the Budget Narrative at the bottom of the budget page, which:
  - Allows for 8,000 characters
  - Must be saved independently of the budget





# Due Diligence Form

- Requirements include:
  - Staff Capacity and Experience
  - Authorizing Resolutions
  - Non-Debarment Verification
  - Policies and Procedures
  - Duplication of Benefits
  - NEPA
- Applicants will have 10 business days to respond to requests for additional due diligence information



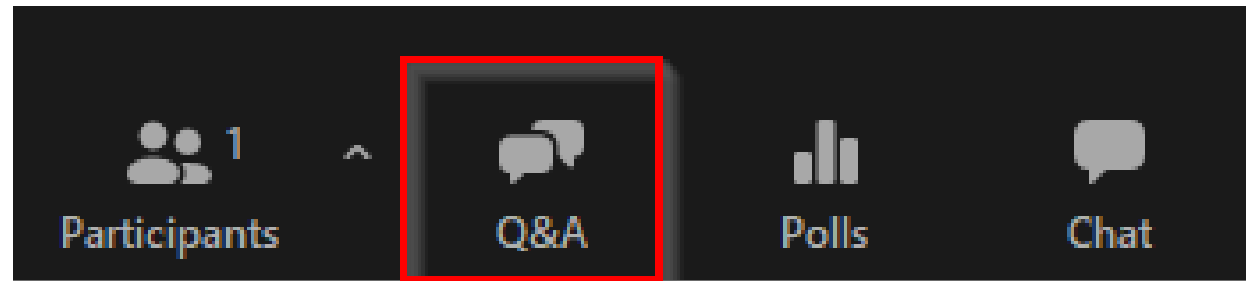
# Certification Statement

- At the time of application submission, all applications must comply with and provide documentation of HUD's federal cross cutting requirements found at 24 CFR 570.600, et seq, and summarized in section VII federal program requirements of this NOFA, and state overlays. Failure to comply with these requirements may result in disqualification of the application.
- Applicants must certify upon submission that their application is true and correct to the best of their knowledge. The required application input fields, attachment uploads and budgets. Selecting an input or uploading a blank document to circumvent the application requirements invalidates the application certification and will result in immediate disqualification, without exception or appeal. Applicants that intentionally input false information or that intentionally upload blank documents will have their good standing with the department revoked and may be determined to be ineligible for other department funding. Intentionally providing false information is fraud. Applicants that rely on consultants or grant writers to prepare the CDBG-MIT application are strongly encouraged to review the application for completeness and correctness prior to submittal.
- It is also strongly encouraged to give plenty of time for submitting prior to the cutoff date and at the least several hours prior to the cutoff time. If an input field, upload requirement, or application component is not functioning correctly, or if there are system outages or other system failures prior to submittal, please contact HCD as soon as possible prior to the cutoff time to document the issue so that applications are not disqualified due to technical difficulties. Failure to contact the Department with system issues will not exempt applicants from application verification requirements.



# Questions?

Please use the Q&A feature to submit questions





# Application Submission and Award Process





# Draft Application

## Application Submissions

Applications ▾

Save Draft

Mark Complete

Close

When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.

- You can save this form as a draft at any time by clicking "Save Draft" at the bottom of the page.
- When you have completed all required items, please click the "Mark Complete" button at the bottom of the page.

NOTE: When you have completed all required steps, be sure to click "Submit" on the next page.

Use **"Save Draft"** while drafting application.

**\*\*\*SAVE OFTEN\*\*\***



# Submit Application

## Application Submissions

When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.

### Application Submission

Below you will find a section for each step that needs to be completed for this for you to submit your information. If action is required, click "Open" to complete the section. IMPORTANT: Once you have completed all required items for this step, be sure to click "Submit". Before submitting, you will be able to edit any section. Once you've submitted, you will be unable to make any changes.

There are 10 days remaining to submit this.

Submit

### Application Submission

Success! Your submission is under review. Be on the lookout for an email from your Program Administrator regarding next steps. You can always login to your portal to check the status and any required actions.

This has been submitted.

All applications must be submitted for review by  
**March 29, 2024, 11:59 PST**



# Award Process

**Rolling Project Awards**

**Notified by Award Letter**

**Standard Agreement**



# MIT-PPS and MIT RIP Program Resources







# Program Resources

- MIT-PPS
  - [2017 MIT-PPS Policies and Procedures](#)
  - [2018 MIT-PPS Policies and Procedures](#)
  - [Solicitation](#)
- MIT-RIP
  - [2018 MIT-RIP Policies and Procedures](#)
  - [Allocation Solicitation](#)
  - [Set Aside Solicitation](#)



# Program Resources

- Additional HCD Resources
  - State CDBG-MIT Action Plan for 2017 and 2018
  - Grants Administration Manual (GAM)
- HUD Resources
  - HUD Exchange Trainings & Resources
  - HCD Grant Administration & Reporting



# Solicitation Files

✓ Apply

Overview Eligibility Financial Contact **Files**

**Files:**

A. eCivis User Guide:	App A_eCivis Grants Network_External User Guide (16.3 Mb)
B. MIT NOFA:	App B_2017_2018 MIT NOFA (367.3 Kb)
C. MIT-RIP Policies and Procedures :	App C_18-mit-rip-policies-and-procedures (2.0 Mb)
D. TA Request Form:	App D_TA Request Form (412.2 Kb)
E. HUD Playing by the Rules Handbook:	App E_HUD_Playing-By-the-Rules-a-Handbook-for-Subr... (1.0 Mb)
G1. Authorizing Resolution-Jurisdiction:	App G1_RIP_authorizing-resolution-jurisdiction (193.0 Kb)
G2. Authorizing Resolution Tribal:	App G2_18RIP_authorizing-resolution-form-tribal (210.1 Kb)
H. Certs and Statement of Assurances :	App H_certifications-and-statement of assurances (180.5 Kb)
I. FISCal TIN Verification Form:	App I_FISCal TIN Verification Form (101.3 Kb)
J. STD 204 Payee Data Form:	App J_STD 204_Payee Data Form (1.7 Mb)

**File Notes:**

This section contains all the MIT-RIP solicitation documents. Please review the documents and download all applicable documents for your application as you prepare your application submission.

These files may be updated and/or additional files may be added as applicable to the program. HCD recommends you check the files tab regularly to make sure you have the most current version. If you have not signed up to be added to the MIT-RIP contact list, please send an email to [MIT-RIP@hcd.ca.gov](mailto:MIT-RIP@hcd.ca.gov) requesting to be added to the MIT-RIP contact list to ensure you receive notifications as solicitation files are updated.

**Valuable Resources & Documents Found Here**

Access Solicitation Files in Grants Network,  
via the “Files” tab, indicated by the arrow above.



# Technical Assistance

- **1:1 Technical Assistance** (appointment required)
  - Email Questions and/or Appointment Requests:
    - MIT-PPS: [MIT-PPS@hcd.ca.gov](mailto:MIT-PPS@hcd.ca.gov)
    - MIT-RIP: [MIT-RIP@hcd.ca.gov](mailto:MIT-RIP@hcd.ca.gov)
- **NOFA Webinar Resources**
  - These will be available on program webpages in approximately 10 business days



# Grants Network User Resources



GRANTS NETWORK  
EXTERNAL USER GUIDE

- [eCivis Grants Management System Webinar](#)
- [Grants Network Manual](#)
- [eCivis Training Library](#)

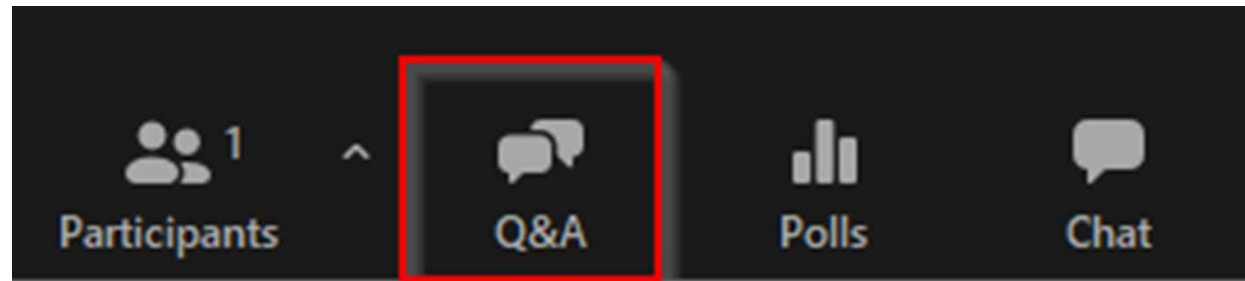
**Grants Network Support:**

[support@ecivis.com](mailto:support@ecivis.com) 877-2-ECIVIS (877-232-4847)



# Questions?

Please use the Q&A feature to submit questions





# Thank You!

Please send any follow-up questions from today's webinar to:

- PPS Email: [MIT-PPS@hcd.ca.gov](mailto:MIT-PPS@hcd.ca.gov)
- RIP Email: [MIT-RIP@hcd.ca.gov](mailto:MIT-RIP@hcd.ca.gov)

[CDBG-DR Listserv: Email Signup | California Department of Housing and Community Development](#)