



APPLICATION INSTRUCTIONS COMMUNITY DEVELOPMENT BLOCK GRANT

Fiscal Year 2018-2019

The following instructions are intended to be used for the City of Oxnard CDBG program for Fiscal Year 2018-2019.

- An application must be submitted for each project for funding consideration.
- The application form is concise by design and must not exceed 12 pages (excluding the required attachments which are part of the application packet).
- Submit **one** original (no hole punch nor staple) and **twelve** copies of the applications (two-sided, 3 hole punch and paper clipped)
- Please read the instructions carefully.
- Please answer all the questions completely. Depending on your project, you may not be required to complete certain questions. Then indicate a N/A as a response.
- The application must be submitted to:

Housing Department-Grants Management
435 South "D" Street,
Oxnard CA 93033
Attention: Denise Ledesma

The following information may be needed and are served as guidance, reference material and helping tools for you to complete the application

Part A–Proposed Program Information

DUNS Number: Having a **DUNS** number is now a requirement for any business that received federal assistance. If your organization does not have a DUNS number, call the dedicated toll-free DUNS number request line at 1.866.705.5711 to obtain a number. The process is free and takes an average of ten minutes. Additional information can be obtained at: https://www.irs.gov/pub/irs-utl/duns_num_guide.pdf

Federal Identification Number: Enter the number provided to nonprofit organizations provided by the Internal Revenue Service.

Income Eligibility: Client income information and documentation is required by HUD for all programs that serve low-income beneficiaries. HUD defines the upper limits annually and issues the data early in the calendar year. Low-and moderate income determination: refer to the Income Limit Table posted on 4.2.1



Part B-Budget Information

If your organization is a non-profit, compliance with certain OMB Circulars is required. For additional information, go to: www.whitehouse.gov/omb/circulars

If your organization is a governmental entity or a for-profit organization, discuss financial management requirements with City staff.

Part C-Applicant Background Information

Required Attachments

Fiscal Year and Audit Reports

Complete this section based on your organizations most recent completed audit. If there are any outstanding audit findings, please attach a copy of those findings with an explanation of the resolution or planned action.

Insurance Documentation

If you are awarded grants funds, you must submit current Certificate of Insurance indicating your general liability, automobile, and worker's compensation coverage. If your organization is self-insured please indicate.

Part D-Certification of Application

This certificate needs to be complete, signed and dated.

Application Package

The application package will include:

- Application (1 Original, 12 copies)
- Application Attachments (1 set)
- Project Overview and Information (signed and dated)