



## APPLICATION INSTRUCTIONS HOME INVESTMENT PARTNERSHIPS GRANT

Fiscal Year 2018-2019

The following instructions are intended to be used for the City of Oxnard HOME 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 **ten** 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 93010  
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](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](http://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.