



## 2025 CDBG and HOME Application Guidelines

Housing Solutions Department





Solicitation Title: **FY 2025 Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) Funding Opportunities**

Program Year: **January 1, 2025 to December 31, 2025**

Technical Assistance Webinar: **May 31, 2024, 10:00 am to 11:00 am MST**

Release Date: **June 3, 2024**

Application Deadline: **July 8, 2024**

Estimated Funding Available: **\$820,000 CDBG funding**  
**\$434,000 HOME funding**

Total Awards Anticipated: **CDBG Funding: One or more awards (TBD based on applications received)**  
**HOME Funding: One or more awards (TBD based on applications received)**

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## **Program Mission, Goals, and Objectives**

### **City of Greeley's Housing Solutions Department**

The City of Greeley's (City's) Housing Solutions Department is committed to creating opportunities for residents of Greeley to secure safe, quality, affordable housing choices, regardless of socio-economic status. Greeley is a future-focused city that is innovative, sustainable, healthy, inclusive, and intentionally developed to manage growth and affordability needs.

Housing Solutions is driven by the core values of integrity, collaboration with community partners, and compassion for our most vulnerable citizens. We believe that first and foremost, the solution to homelessness is safe and affordable housing that allows all citizens to build security, health, financial stability, and a sense of connectedness with the community.

The Greeley City Council's 2037 Community Vision plan includes **Housing for All** as one of seven key focus areas that guides the work of Housing Solutions. Included in the **Housing for All** focus area is:

- Aggressively pursuing state and federal grant opportunities to implement the City's housing strategy
- Developing strong partnerships with for-profit and non-profit housing developers
- Establishing expectations and opportunities for a full range of housing types
- Identifying, evaluating, and providing incentive programs to stimulate desired housing in community opportunity areas
- Pursuing a collaborative approach to providing a housing continuum for homeless individuals
- Creating walkable neighborhoods, including retrofitting developments and new developments for site-based improvements

With this solicitation, the City's Housing Solutions Department seeks applications for funding that will further the City's efforts to address affordable housing and community revitalization needs, as well as [national objectives set by the U.S. Department of Housing and Urban Development \(HUD\)](#), which are:

- Benefiting low- and moderate-income persons,
- Preventing or eliminating slums or blight, or
- Meeting other community development needs or having a particular urgency because existing conditions pose a serious or immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

## Housing First Model

The City of Greeley’s approach to homelessness is centered on the evidence-based Housing First model, which is a recovery-oriented approach to ending homelessness that has five core principles:

- 1) **Immediate access to safe, secure, and permanent housing with no housing readiness requirements:** Emphasizes that housing is not conditional on sobriety, treatments for addictions or mental health issues, or any mandatory services.
- 2) **Consumer choice and self-determination:** Emphasizes a client's right to exercise some choice in the location and type of housing they receive, as well as the services they receive, and when to start and stop services.
- 3) **Recovery orientation:** Emphasizes a recovery-oriented focus on individual well-being, ensuring clients have access to a range of social, recreational, educational, occupational, and vocational supports. This also includes creating a "harm reduction" environment for those struggling with addiction, to reduce the risks associated with substance use and addictive behaviors for the individual and community, without requiring abstinence.
- 4) **Individualized and client-driven supports:** Emphasizes the need for a range of voluntary, individualized, culturally-appropriate, and portable supports for clients, which address housing stability, health, mental health needs, and/or life skills.
- 5) **Social and community integration:** Emphasizes the need for opportunities to engage in meaningful activities that connect clients with the community. This includes housing models that are not stigmatized or socially-isolating, as well as opportunities for engagement through employment, vocational, and recreational activities.

All applications related to housing will require the applicant to address how their organization currently follows or plans to follow the City’s recognized Housing First model to address housing and homelessness.

Additional supporting information and resources on Housing First can be located here:

- [National Alliance to End Homelessness](#)
- [United States Interagency Council on Homelessness](#)
- [2024 Housing First Partners Conference website](#)

Applicants are encouraged to apply for funding through the City’s Community Development Block Grant (CDBG) and/or HOME Partnership Investment (HOME) awards, which are described in the following sections.

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## Overview of CDBG and HOME

### Community Development and Block Grant (CDBG) Program

The Community Development Block Grant (CDBG) program provides communities with resources to address a wide variety of community development needs. The U.S. Department of Housing and Urban Development (HUD) provides annual grants on a formula basis to entitled metropolitan cities and urban counties to implement community and economic development activities directed toward revitalization, as well as the provision of improved community facilities and services. CDBG activities are initiated and developed at the local level based on local needs, priorities, and benefits to the community.

The City of Greeley (City) is an entitlement grantee that receives CDBG funding each year, and determines which activities it will fund to ensure that City needs and requirements are met. CDBG funds are awarded to the City for activities that benefit primarily low-to-moderate income persons, or assist in the prevention or elimination of slums or blight. Projects awarded under this solicitation must further one or more of the City's [2020-2024 Consolidated Plan](#)'s goals and priority needs, as well as align with the most recent approved Annual Action Plan.

#### **Award/Funding Breakdown:**

- Public Service Activities - 15% of total allocation
- CDBG Administration - 20% of total allocation
- CDBG Project Activities - 65% of total allocation

*\*FY25 Estimated Total CDBG HUD allocation = \$820,000*

The City will make awards to select, eligible entities whose proposed activities are eligible for CDBG funding and are most aligned with the City's priorities.

Applicants should consider that multiple, competitive applications may be received, reducing the total available funding for any single project.

### HOME Investment Partnership Program (HOME)

HOME funds are awarded to the City by HUD for a wide range of activities that build, buy, and/or rehabilitate affordable housing for rent or ownership, or provide direct rental assistance to low-income individuals.

Eligible HOME activities include:

- Homebuyer assistance, such as down payment assistance programs
- Rehabilitation for owner-occupied homes

- Rental housing acquisition, rehabilitation, and/or construction
- Tenant-based rental assistance (TBRA)

The City will make awards to selected, eligible entities whose proposed activities are eligible for HOME funding and are most aligned with the City’s priorities to address the affordable housing needs of its low-to-moderate income citizens.

Applicants should consider that multiple, competitive applications may be received.

**Award/Funding Breakdown:**

- HOME Administration- 10% of total allocation
- HOME Project Activities- 75% of total allocation
- HOME Project Activities (CHDO)- 15% of total allocation (minimum)

*\*FY25 Estimated Total HOME allocation = \$430,000*

## **Eligible Applicants**

Entities eligible for both CDBG and HOME awards include:

1. Government entities
2. Non-profit organizations with (501)(c)(3) tax-exempt status whose overall service population includes a considerable number of Greeley residents, or delivers a considerable number of service hours to Greeley residents; **and** the non-profit organization has either a physical presence in Greeley or is located within a reasonable proximity to the City of Greeley
3. For-profit business organizations
4. Community Housing Development Organizations (CDHOs)
5. Public Housing Authority
6. Faith-based organizations ([some project restrictions may apply](#))
7. Other entities may be eligible – please contact Housing Solutions for eligibility determination if your entity is not covered in one of the 6 categories listed above

The City’s Housing Solutions Department will consider applications under which two or more entities (project partners) would carry out the award; however, only one entity may be the applicant for the solicitation. Any additional entities must be proposed as subrecipients.

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## Project Eligibility

### All Projects

All projects funded under this solicitation must occur within the City of Greeley and/or directly serve City of Greeley residents.

All proposed projects *must* address one or more of the following HUD national objectives to primarily benefit low- and moderate-income (LMI) individuals (*Activities that primarily benefit low- and moderate-income individuals or households, defined as those with incomes not exceeding 80% of the area median income (AMI)*):

#### 1. Low/Mod

- **Low/Moderate Area Benefit (LMA):** At least 51% of those benefitted by the project's service area are low/moderate income individuals. The service area of an LMA activity is identified by the applicant and does not need to coincide with Census tracts or other officially recognized boundaries.
- **Low/Moderate Income Clientele Benefit (LMC):** At least 51% of the limited clientele who benefit from the project must be low/moderate income individuals. LMC activities provide benefits to a specific group of people, rather than all residents of a particular area (e.g., unhoused population).
- **Low/Moderate Income Housing (LMH):** The housing category of LMI benefit national objective qualifies activities that are undertaken for the purpose of providing or improving permanent residential structures which, upon completion will be occupied by LMI households. Examples include: site improvements on publicly owned land to serve a new apartment structure to be rented to LMI households at affordable rents; Housing Rehabilitation for single family units; conversion of an abandoned warehouse to be reconfigured into new apartments where at least 51% of the units will be occupied by LMI households at affordable rents

#### 2. Aid in the Prevention or Elimination of Slums or Blight: Activities that alleviate conditions of blight, decay, deterioration, or physical decline in designated slum or blighted areas, or prevent these conditions from occurring.

- **Area Basis:** The area in which the activity occurs must be designated as slum or blighted. Contact [Housinginfo@greeleygov.com](mailto:Housinginfo@greeleygov.com) for more information.
- **Spot Basis:** These activities eliminate specific conditions of blight or physical decay on a spot basis and are not located in a slum or blighted area. Activities are limited to acquisition, clearance, relocation, historic preservation, remediation of environmentally contaminated properties, and building rehabilitation activities.



### **3. Urgent Need**

- Use of this category is rare. Existing conditions must pose a serious and immediate threat to the health or welfare of the community. The grantee is unable to finance the activity on its own and other sources of funding are not available.

Projects awarded under this solicitation must further one or more of the City's [2020-2024 Consolidated Plan](#)'s goals and priority needs, which include the support of:

1. Efforts to preserve, maintain, and provide access to affordable housing for homeless, low-moderate-income, underserved, and/or special needs residents
2. Efforts to revitalize neighborhoods within the Redevelopment District
3. Public facilities that serve the homeless, low-moderate-income, underserved, and/or special needs residents OR low-moderate-income neighborhoods
4. Public services that assist homeless, low-moderate-income, underserved, and special needs residents

Applications should clearly identify which City goals and/or priority need(s) will be met through the proposed project.

## **Additional CDBG Eligibility Criteria**

### **Public Service Objectives**

Applicants applying for CDBG funding to complete public service projects (including labor, supplies, materials, and other costs) must propose a project that is either a new service or a quantifiable increase in the level of a service. The amount of CDBG funding the City obligates in a single program to support public service activities may not exceed 15% of the City's total CDBG grant award.

Applicants proposing public service projects are required to include with their requests for reimbursement evidence of hours worked, copies of payrolls/payment, documentation for eligible beneficiaries served, and completion of forms necessary for the CDBG program.

## **Ineligible Projects and Activities**

Applicants may not utilize CDBG or HOME funds for the following activities:

- Political lobbying/activities
- Maintenance or repair expenses
- Activities not described in [24 CFR 570.201\(e\)](#)



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## **Additional Information**

### **City of Greeley Housing Solutions Contact Information**

For assistance with the requirements of this solicitation, contact:

**Ashley Weesner**

Affordable Housing Manager  
Housing Solutions Department  
970-381-7144

[Ashley.Weesner@greeleygov.com](mailto:Ashley.Weesner@greeleygov.com)

M-F, 8:00 am through 5:00 pm

**B.J. Spamer**

Grant Specialist  
Housing Solutions Department  
970-388-4054

[B.J.Spamer@greeleygov.com](mailto:B.J.Spamer@greeleygov.com)

M-F, 8:00 am through 5:00 pm

### **Pre-Application Informational Session**

The City's Housing Solutions Department will conduct a pre-application informational webinar on **Friday, May 31, 2024 from 11:00 am to 12:00 pm MST**. During this online event, staff will provide high-level information about solicitation requirements and conduct a question-and-answer session with interested potential applicants. Click [here](#) for more information and to register for the pre-application informational webinar.

Participation in the pre-application information session is not required to submit an application but is highly encouraged.

To use time most efficiently, the City's Housing Solutions Department recommends that participants review this solicitation in its entirety and submit questions in advance to [HousingInfo@greeleygov.com](mailto:HousingInfo@greeleygov.com). Questions received no later than 2 days prior to the session will be addressed during the webinar.

## Application Instructions and Deadlines

### Important Dates

| June 3, 2024  | July 8, 2024  | July 9-19, 2024   | July 26, 2024  | Aug 2024   | Sept/Oct 2024   |
|---|---|---|--|--|---|
| Window opens to access 2025 CDBG/HOME application through SignNow                 | Deadline to submit final applications through SignNow by 11:59 pm                 | City of Greeley's initial review of all submitted applications                    | Deadline to submit additional information, if requested by the City to complete application review | Projects presented for recommendation and approval                                 | Final recommendations presented to City Council as part of budget process           |
|  |  |  |                   |  |  |

### Submission

Applicants must submit a **full application** which includes all required and optional attachments (see Required Application Materials beginning on page 10).

Beginning June 3, 2024, applicants can [request an application form through SignNow](#). Click [here](#) for instructions to request and complete your application in SignNow.

### Submission Deadline

Applicants must submit a full application, with all required attachments, by **11:59 pm Mountain Time on July 8, 2024** to be considered for an award under this solicitation.

Please be sure to well in advance of the application deadline to address any technical issues that may arise through the electronic portal. Staff will be available to assist with any issues prior to the deadline- all technical related inquiry's need to be submitted to [Housinginfo@greeleygov.com](mailto:Housinginfo@greeleygov.com).

## Required Application Materials

### Content of Application

The following items must be included in the application to meet basic requirements to receive consideration from the City:

- Complete [application package](#) with all required Exhibits and optional Attachments, submitted through SignNow (see “Submission” Section above).
- Detailed Project Budget and Proforma.

## **Application for Funding**

Applicants are required to complete and submit a completed Application for Funding to be considered for a CDBG/HOME award from the City of Greeley. This standardized application form provides the City with information about your organization, any prior activities your organization was funded to complete, and key elements of your proposal. The following sections summarize each section of the application form, with additional instructions where necessary.

### **Part I – Applicant Information**

This section of the Application for Funding requests all information on the applicant business, including the type of agency, identification numbers, annual operating budget, and SAM.gov registration. The City will not consider applications from applicants who are not registered with SAM.gov.

The “applicant” is considered to be the owner or developer of the property. A consultant may submit the application on behalf of an owner or developer, but the information provided on the Application for Funding is to be the owner or developer. *The City will not pay for the cost of consultants for the completion of this application.*

### **Part II – Project and Funding Request Overview**

This section should include a brief Project Abstract (no more than 500 words) describing the proposed project, to include its purpose, location/service area within the City of Greeley, intended beneficiaries, and expected outcomes. The abstract should be in paragraph form without bullets or tables, and should not include any sensitive information (e.g., street address of domestic violence shelter) or personally-identifiable information related to intended beneficiaries, as the City may utilize your summary, in whole or in part, in future funding announcements, reporting, or other communication activities.

Applicants should indicate the total estimated cost of the project (from all anticipated funding sources), as well as the specific CDBG/HOME funds being requested. Applicants should indicate if they are requesting CDBG/HOME funds as an amortized loan, fully-forgivable loan, or grant – if a grant is requested, applicants must explain why a loan is not feasible. A detailed project budget and proforma, if applicable, must be uploaded as separate Exhibits.

Applicants should also list any prior CDBG/HOME funds received in the previous five years.

Applicants requesting HOME funds will be required to provide a \$0.25 match for every \$1 of HOME funds, and should explain how the match will be met.

Applicants should also refer to [HUD HOME Income Limits](#) and [HUD CDBG Income Limits](#), and confirm that their proposed project meets these limits.

### **Part III – Required Project Exhibits**

The following Exhibits are required as part of the Application for Funding:

**Exhibit A: Project Implementation Schedule:** This Exhibit should be a detailed implementation schedule, noting all pertinent dates. The schedule must include dates associated with types of City reviews and approvals, financing, site preparation, construction site and completion, and lease-up. Your Project Implementation Schedule must be in compliance with HUD timeliness requirements found in [24 CFR 570.902](#).

**Exhibit B: Detailed Project Description:** This Exhibit should include location; type of housing; number of buildings and/or units; proposed number of HOME-assisted units (can be no less than the percentage of HOME funds in the project); target population; number of units dedicated to each income level; special amenities and services; proximity to shops, transportation, and services; local support for the project; current and proposed ownership/management structure; other information necessary for a full understanding of the proposed project/program.

**Exhibit C: Site Plans, City Approvals, and Other Related Supporting Documents**

**Exhibit D: Assessor Records of Site Showing Legal Description, Parcel Number, Size of Parcel, etc.**

**Exhibit E: Market Study (Analysis):** This Exhibit should be specific to the proposed project. If not yet available, Exhibit should explain and note the date by which the market study is expected to be complete. HOME funds cannot be committed, obligated, or expended without the market analysis (see Part Five for instructions).

**Exhibit F: Environmental Review (if completed):** If an environmental review is not yet complete, applicant should note the expected completion date.

### **Part IV – Developer (or Owner, if Rehab Requested) Capacity Review**

Applicants should describe their general experience with federal grants and procurement responsibilities related to federal funds/grants. Applicants will be required to affirm the existing of the following policies and procedures, and provide evidence of such prior to a funding commitment by the City:

- Written general/administrative/hiring policies and procedures (including Affirmative Action Plan)
- Written policies and procedures addressing financial management requirements

- Written policies and procedures for maintenance of project records that adhere to federal policy
- Written policies and procedures addressing adherence to Fair Housing/Equal Opportunity laws
- Written policies and procedures for how low-income input on projects will be completed
- Written policies and procedures for bond requirements that adhere to federal policy
- Proof of Worker’s Compensation insurance

## **PART V – REQUIRED AGENCY EXHIBITS**

The following exhibits should be submitted with all Applications for Funding, as applicable:

- Exhibit G: Narrative of agency experience and capacity
- Exhibit H: By-laws
- Exhibit I: Articles of incorporation
- Exhibit J: Non-profit determination letter
- Exhibit K: List of Board of Directors and affiliations
- Exhibit L: Evidence of insurance
- Exhibit M: Bios of key personnel (both agency and project)
- Exhibit N: Narrative of agency experience and capacity
- Exhibit O: Organizational chart of agency and proposed project ownership (two charts)
- Exhibit P: Most recent audit (or, if not available, financial statement)
- Exhibit Q: Agency operating budget
- Exhibit R: Documentation indicating signatory authority to apply for/receive grants and sign for agency
- Exhibit S: Written general/administrative/hiring policies and procedures (including Affirmative Action Plan)
- Exhibit T: Written policies and procedures addressing financial management requirements
- Exhibit U: Written policies and procedures for maintenance of project records that adhere to federal policy
- Exhibit V: Written policies and procedures addressing adherence to Fair Housing/Equal Opportunity laws

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- Exhibit W: Written policies and procedures for how low-income public input on projects will be completed
  - Exhibit X: Written policies and procedures for bond requirements that adhere to federal policy
  - Exhibit Y: Written policies and procedures related to the Americans with Disabilities Act (ADA)/504 Accessibility
  - Exhibit Z: Written policies and procedures for Title VI of the Civil Rights Act of 1964
  - Exhibit AA: Has Worker’s Compensation insurance

If project is housing related, the agency will also be required to provide the following policies and procedures prior to a funding commitment by the City of Greeley:

- Exhibit BB: Written policies and procedures related to a Language Access Plan
- Exhibit CC: Written policies and procedures related to Tenant Selection Plan
- Exhibit DD: Written policies and procedures related to Property Management
- Exhibit EE: Written policies and procedures related to a Housing First Program

## **Project Budget**

Applicants must submit a detailed budget which outlines the proposed project budget. The city recommends that applicants who propose projects to be completed in phases structure their application – including budget detail worksheet and narrative – to clearly define each phase. For projects that will require additional funding beyond the current FY2024 award limits, or that will extend beyond FY2024, applicants should include a discussion of planned gap funding and/or future plans to fund the remainder of their project.

All CDBG-funded activities must be carried out in a timely manner, as defined in [24 CRF 570.902](#). Applicants should familiarize themselves with this timeliness requirement and discuss in the application plans to submit all draw requests to the city in a timely manner. The city needs to ensure no more than 1.5 times the entitlement grant amount is remaining at sixty days prior to the end of the program year.

## **Additional Information**

### **Impact Due to Partial Funding or Lack of Funding**

Applicants should also discuss the impact expected if their project is not funded, or is only partially funded by the City. This discussion should include any contingency funding or gap funding opportunities, as well as the impact to stakeholders if the project cannot proceed due to insufficient funding.



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## Post-Award Considerations

### Environmental Review Process

An environmental review is required for all HUD-assisted projects to ensure that the proposed project does not negatively impact surrounding environment and that the property site itself will not have an adverse environmental or health effect on end users. Not every project is subject to a full environmental review, but every project must be in compliance with the [National Environmental Protection Act \(NEPA\)](#) and other related federal and state environmental laws.

There are five levels of environmental review:

1. **Exempt:** Subject to §58.6 (applies to Part 58 only)
  - Includes planning, services, and administrative costs.
2. **CENST:** Categorically Excluded, **Not** Subject to 24 CFR §58.5 (still subject to 24 CFR §58.6)
  - Includes Continuum of Care Program tenant-based rental assistance, operating costs, and maintenance.
3. **CEST:** Categorically Excluded, Subject to §58.5 (also subject to §58.6)
  - Included Continuum of Care Program leasing, sponsor-based and project-based rental assistance, and minor rehabilitation.
4. **EA:** Environmental Assessment
  - Includes new construction, demolition, and major rehabilitation.
5. **EIS:** Environmental Impact Statement
  - Applies to projects affecting 2,500 or more units or where a Finding of significant Impact was made.

CEST is the only level of review required by the HUD Community Planning and Development (CPD) field office. See [24 CFR 58 \(Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities\)](#) for more information on environmental review requirements.

### Funding Considerations

Applicants who are awarded under this solicitation will be provided with CDBG and/or HOME funds in the form of a reimbursable grant, on a cash basis accounting method. Applicants will be required to submit supporting documentation and a Housing Solutions draw request form to be reimbursed for funds expended on projects awarded under this solicitation.



Funding for projects typically becomes available in September or October, once written approval has been received from HUD.

CDBG projects will require applicants to complete 85% or more of their allocation by April 1, 2026 to meet the required [CDBG timeliness test](#). The remaining balance of the award must be expended by June 30, 2026. There will be no extensions of unexpended CDBG public service funding after June 30, 2026.

## Monitoring Considerations

Receiving CDBG and/or HOME funding opens your operations to additional monitoring by the City, as well as by HUD and the State Auditor. These monitoring and auditing activities are beyond those experienced by organizations who receive general fund grants from the City. Additional exposure to liability and costs (in real dollars and staff time, among other resources) comes with the risk associated with CDBG and HOME funding. As such, we strongly encourage organizations to understand the administrative burden that comes with CDBG and HOME funding, and take that into consideration before applying. Please see the following HUD publication [Playing by the Rules](#) for detailed information related to CDBG funding requirements.

Applicants who are awarded funding under this solicitation are subject to monitoring by the City which may include, but is not limited to:

- Monitoring and addressing any timeliness issues related to funding draw requests
- Reviewing expenditures for compliance with all City and HUD requirements related to allowable expenses
- Project site visits by City staff to ensure timely completion of proposed project activities
- Interviews of project leadership and staff to ensure compliance with all City and HUD regulations

It is critical for applicants awarded under this solicitation to meet timeliness requirements and comply with all Housing Solutions monitoring requests in order to ensure allowable and approved expenses are reimbursed. Failure to comply with monitoring requests, or failure to meet timeliness requirements, could result in the discontinuation of funding and/or approvals for projects.

## Application Review Process

### Review Criteria

The City screens applications to ensure they meet the basic requirements, which include:

- Submission by an eligible applicant
- Requested funding within any stated programmatic limits or boundaries

- 
- Application that is responsive to the scope and goals of the solicitation
  - Application that includes all items noted in the “Application and Submission Information” section beginning on page 11.

## **Review Period and Additional Information Requests**

Applications will be reviewed from July 9, 2024 through July 19, 2024. During this time, applicants may be contacted if additional information or clarification is required to complete the City’s review. Applicants will receive official correspondence from the City’s Housing Solutions Department which outlines any additional information or materials required to complete review of their application. If applicants do not respond by July 26, 2024 with the additional information or materials requested, their application may be deemed incomplete with no further consideration of award.

## **Applicants Not Selected**

Applications that are not selected for further consideration will be notified by the City’s Housing Solutions Department on or before August 1, 2024.

## **Applications Selected for Final Review**

### **Projects Presented for Recommendation and Approval**

Applications selected for final review will be provided an opportunity to present a brief overview of their proposal in August 2024. Presentations will be limited to 15-minutes per application, and presentations can be conducted in-person or remotely via video conference. Invited applicants are strongly encouraged, but are not required, to present their proposal, which provides an opportunity for City staff to ask any clarifying questions prior to final award decisions being made.

### **Presentation to City Council**

Final award recommendations will be presented to City Council by Housing Solutions staff at the October 2024 Council meeting. Invited applicants are also strongly encouraged, but are not required, to attend. City Council meetings are held in the **City Council Chambers located at City Center South, 1001 11<sup>th</sup> Avenue, Greeley, CO 80631.**

## **Other Considerations**

The City may elect to fund applications submitted under this FY2024 solicitation in future fiscal years, or with funding sources other than CDBG and HOME grants, dependent on, among other considerations, the merit of the application and the availability of current and future City funding.



## Appendix A: Application Scoring Matrix

The City of Greeley will utilize the “Evaluation of Proposal” scorecard shown below to evaluate each application for CDBG/HOME funding received. Each application will be independently reviewed and ranked by multiple City of Greeley staff members.

### EVALUATION OF PROPOSAL: APPLICATION FOR 2025 CDBG/HOME FUNDING

Applicant Agency:  
 Name of Reviewer:  
 Date Reviewed:

|                          |            |
|--------------------------|------------|
| MAXIMUM SCORE POSSIBLE:  | <b>120</b> |
| APPLICANT'S TOTAL SCORE: | <b>0</b>   |
| APPLICANT'S % SCORE:     | <b>0%</b>  |

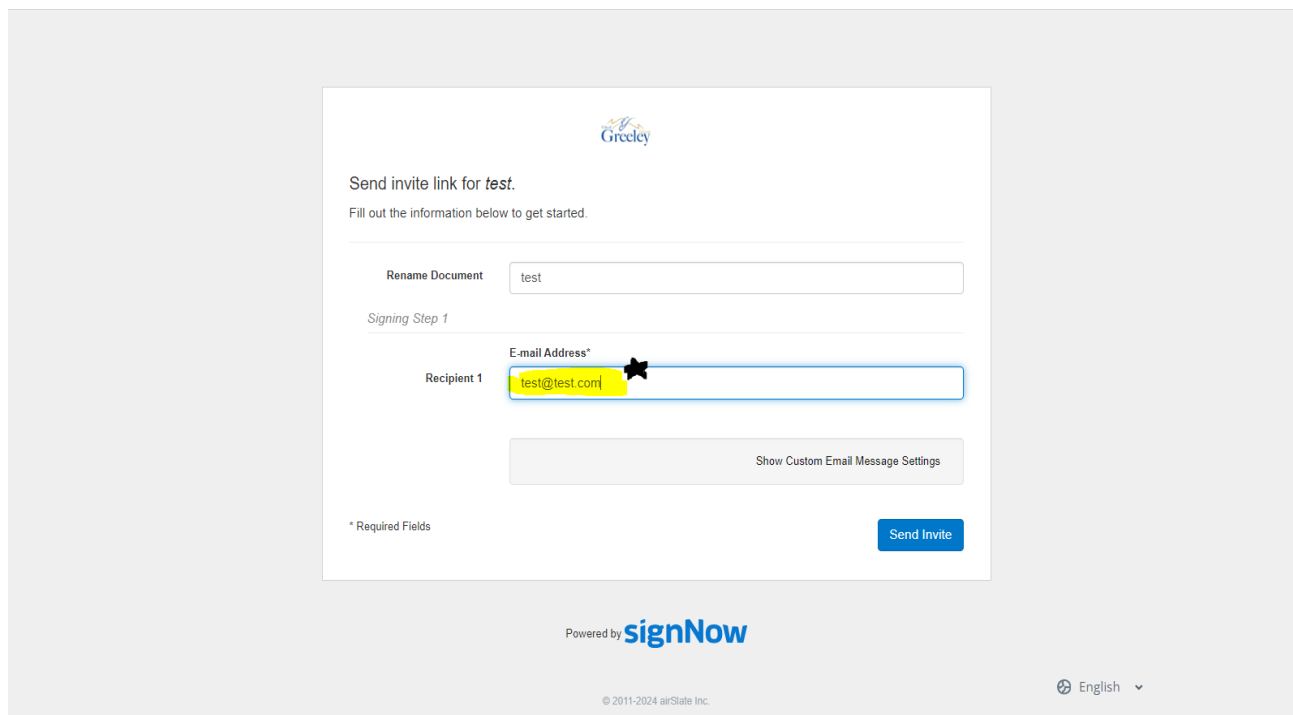
| CATEGORY            | Community Impact  | Alignment with City's Consolidated Plan and Annual Action Plan  | Capacity of Applicant Organization   | Financial Viability  | Innovation and Creativity   | Project Readiness   | Evaluation and Performance Measurement  | Bonus Points   |
|---------------------|---|---|--|--|---|---|---|--|
| MAXIMUM SCORE       | 25  | 20  | 20   | 15   | 10  | 10  | 10  | 10   |
| REVIEWER'S SCORE    |   |   |  |  |   |   |   |  |
| EVALUATION CRITERIA | Demonstrated impact on low-to moderate-income individuals or neighborhoods<br><br>Potential to improve quality of life for residents<br><br>Evidence of community support or involvement in the project | Clear description of proposed project<br><br>Alignment with goals and priorities of CDBG/HOME<br><br>Explanation of how project addresses community development needs | Experience and track record of applicant in implementing similar projects<br><br>Qualified staff and resources to carry out the proposed activities<br><br>Partnerships or collaborations that enhance project effectiveness | Realistic budget that aligns with proposed activities<br><br>Evidence of financial sustainability beyond CDBG funding<br><br>Cost-effectiveness and efficient use of resources | Innovative approaches or strategies to address community needs<br><br>Creative solutions to challenges or barriers<br><br>Potential for replication or scalability in other communities | Feasibility of project timeline and milestones<br><br>Evidence of necessary permits, approvals, or agreements<br><br>Preparedness to start implementation upon funding approval | Clearly defined outcomes and performance measures<br><br>Plan for monitoring and evaluating project progress<br><br>Commitment to reporting requirements and accountability | Collaboration with other organizations or agencies<br><br>Integration of environmental sustainability or resilience principles<br><br>Demonstrated efforts to promote equity and inclusion |

## Appendix B: SignNow Instructions

### How To Enable “Save Later” Option for Application

1. Click the following link to access the application:  
<https://signnow.com/s/NXiUJIC8>
2. Please fill in your email address so that you can send this application to yourself to fill it out at your convenience.
  - a. Fill in your email in “Recipient 1” field
  - b. Click “Send Invite”

signNow



City of Greeley

Send invite link for *test*.  
Fill out the information below to get started.

Rename Document

Signing Step 1

E-mail Address\*  
Recipient 1

Show Custom Email Message Settings

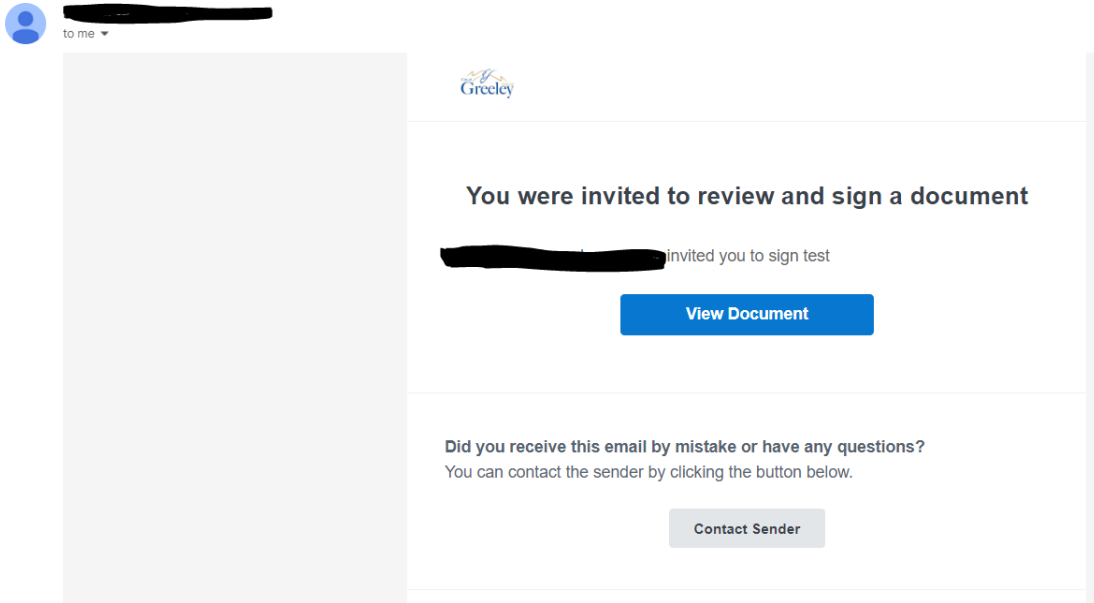
\* Required Fields

Powered by **signNow**

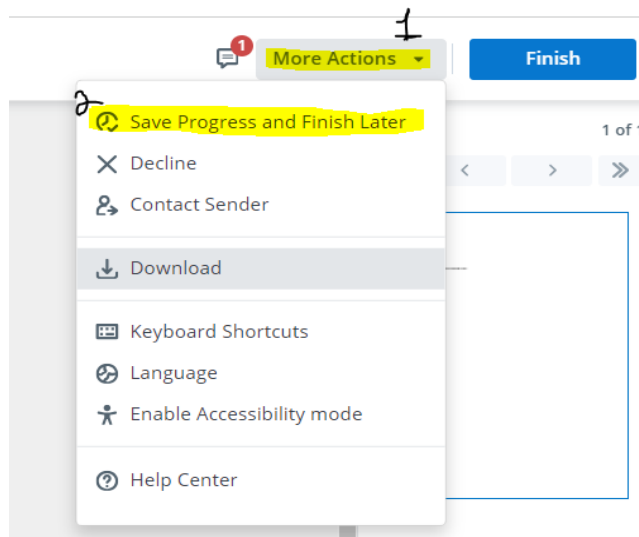
© 2011-2024 airSlate Inc. English

3. Go to your email inbox (Yahoo, Gmail, Outlook, etc.)
  - a. Find the SignNow email that allows you to “view the document”

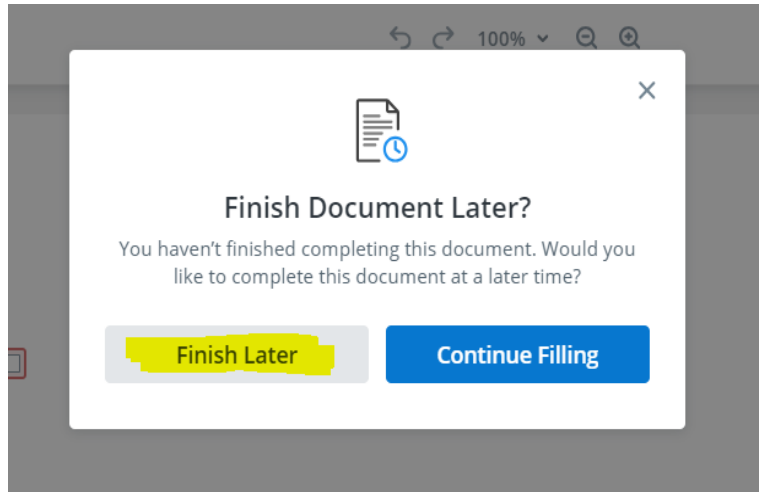
test: Signature Request from [redacted] > Inbox x



4. Once you open the document, begin filling out the application. If you need to stop at some point and back at a later date:
  - a. Click the “More actions” tab in the top right corner of the screen
  - b. Click the “Save Progress and Finish Later” button

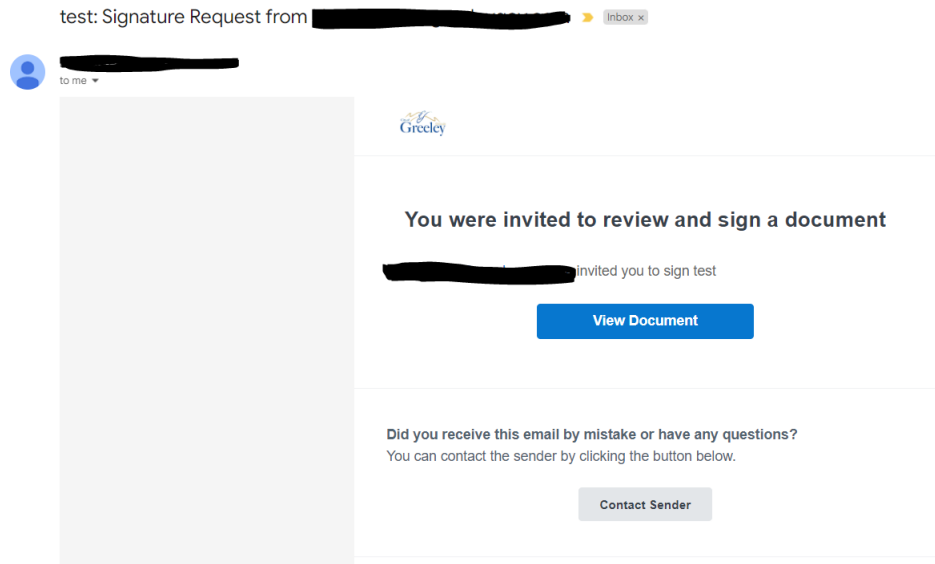


5. Click “Finish Later”



6. You can exit out of the screen.

7. You will be able to access your document again by going to the same email that contains the “View document” button and all of your progress will be saved from the last time.





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## Appendix C: Application Questions

2025 Community Development Block Grant (CDBG) and  
HOME Investment Partnership (HOME) Funding Opportunities

**APPLICATION FOR FUNDING**  
**CITY OF GREELEY, HOUSING SOLUTIONS DEPARTMENT**



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Prior to completing this application for funding, applicants should review the City of Greeley's  
FY2025 CDBG and HOME Application Guidelines publication.

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### SECTION I – APPLICANT INFORMATION

*Please note: The "applicant" is considered to be the owner or developer of the property. A consultant may submit the application on behalf of an owner or developer, but the information provided is to be for the owner or developer. The City will not pay for the cost of consultants with federal funds.*

1. Project Name:
2. Applicant/Agency Name:
3. Street Address:
4. City:
5. State:
6. Zip:
7. Applicant website:
8. Agency's Mission Statement:

9. Contact Person:
10. Title:
11. Phone Number:
12. Email:

**If different from above**, please enter information for the person authorized to receive funds below:

13. Contact Person:
14. Title:
15. Phone Number:
16. Email:

17. Agency type (please select all that apply):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Government  | <input type="checkbox"/> Non-profit 501(c)(3)     | <input type="checkbox"/> For-profit business/organization  |
| <input type="checkbox"/> Faith-based organization                          | <input type="checkbox"/> Public Housing Authority | <input type="checkbox"/> Minority- or Women Owned Business |
| <input type="checkbox"/> Community Housing Development Organization (CHDO) | <input type="checkbox"/> Other (specify):         |  |

18. Date of incorporation:
19. Agency tax ID number:
20. [UFI number](#):
21. Authorized signatory:
22. [SAM.gov](#) registered?  Yes  No (*application will not be reviewed without SAM.gov registration*)
23. Agency operating budget:
24. Number of paid staff:
25. Number of volunteers yearly:







City of Greeley 2025 CDBG and HOME Funding Opportunities



**APPLICATION FOR FUNDING**

6. If requesting HOME funds, application is for (check all that apply):  
 HOME funds     CHDO funds     Combination HOME and CHDO funds     Pre-development loan
7. Will the project generate program income?     Yes     No
8. If yes and requesting retention, describe how it will be used to continue to meet a HOME eligible activity:

9. Will the project generate CHDO proceeds?     Yes     No

10. If yes and requesting retention, describe how it will be used to continue to meet a CHDO eligible activity:

11. Detailed project budget and proforma

Attach a detailed project budget and proforma, including secure and unsecure funding, as **Exhibit G**. Ensure your document details sources and use of funds.

12. Is all other financing firmly committed to the project (see instructions below)?     Yes     No

*If yes, attached letters/documentation of committed sources. If no, note dates on the implementation schedule of when different financing sources are expected to be committed. The City will not enter into a CDBG or HOME agreement until all financing is committed.*

13. Discuss committed/uncommitted funding.

14. Identify projects receiving HOME and/or CDBG funds during the past five years and the use of those funds:

| Project | Year received | Amount | Type of project/use of funds | Date funds fully expended |
|---------|---------------|--------|------------------------------|---------------------------|
|         |               |        |                              |                           |
|         |               |        |                              |                           |
|         |               |        |                              |                           |
|         |               |        |                              |                           |
|         |               |        |                              |                           |
|         |               |        |                              |                           |



City of Greeley 2025 CDBG and HOME Funding Opportunities



**APPLICATION FOR FUNDING**

15. **For every \$1 of HOME funds in a project, the applicant must provide a \$0.25 match of non-federal funds.** Please note the match to be provided for this project (i.e., donations, in-kind, volunteer hours, agency funds, etc.). Explain how the match will be met.

16. **Additional financial:** Describe how the owner/developer’s fiscal management structure (i.e., who administers the bookkeeping or accounting services, financial reporting, record keeping, accounting systems, payroll procedures, and audits performed). What financial oversight is provided by the Board of Directors? Identify and describe any audit findings, liens, investigations, or probation by any oversight agency during the past five years. Also discuss who will request draws of funds.

17. Enter # of housing units proposed and population to be served below, or check  if housing does not apply.

| Population Served, by Income | # of Units Constructed | # of Units Rehab | # of Units for Sale | # of Units for Rent | # of Units Occupied | # of Units Vacant |
|------------------------------|------------------------|------------------|---------------------|---------------------|---------------------|-------------------|
| 0% - 30% AMI                 |                        |                  |                     |                     |                     |                   |
| 30.1% - 50% AMI              |                        |                  |                     |                     |                     |                   |
| 50.1% - 80% AMI              |                        |                  |                     |                     |                     |                   |
| Over 80% AMI                 |                        |                  |                     |                     |                     |                   |
| Totals                       |                        |                  |                     |                     |                     |                   |

Totals above **MUST** equal total number of units in project.

18.  **By checking this box, applicant confirms that the proposed project meets HUD income guidelines.**

19. How is applicant intending to use funds applied for:

- Acquisition only for new multi-family units
- Conversion (other use to housing)
- Reconstruction
- New construction (land is already owned)
- Acquisition for, or acquisition and construction of, single family housing
- Multi-family rehab (existing units)
- Acquisition/new construction
- Acquisition/rehabilitation
- Other (specify):



City of Greeley 2025 CDBG and HOME Funding Opportunities

**APPLICATION FOR FUNDING**



20. Will any of the following activities be undertaken as part of this project (check all that apply):

- Structure relocation
- Site improvements
- Acquisition/rehabilitation
- Architectural and/or engineering (paid for with federal funds)
- Acquisition for, or acquisition and construction of, single family housing
- Expansion of existing structure; no additional units added
- Acquisition of existing structure for new affordable housing
- Acquisition of vacant land for new affordable housing
- On-site infrastructure and off-site utility connections essential to the project
- Relocation required (property/building/unit is currently occupied)
- No relocation required (property/building/unit is **not** currently occupied)
- Reconstruction of like units
- Demolition
- Conversion of existing structure to residential

21. Has site control been obtained?  Yes  No

22. If yes, how is site control held? **Include documentation of site control as an Attachment.**

23. Age of existing units, if applicable (i.e., units to be rehabbed):

If existing units were constructed prior to 1978, please refer to [HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing](#).

24. Describe the income levels targeted by the proposed project (**must serve income population at or below 80% AMI**).

25. If housing proposed will be **single family**, request is for:

- Developer subsidy
- Direct subsidy to homebuyer
- Both developer and direct homebuyer subsidy

If housing is proposed will be **multi-family**, owner developer receives a direct subsidy and is responsible for the development throughout the period of affordability. Further, if property does not remain a viable affordable housing development as defined by HUD, the owner/developer is subject to repayment of the HOME and/or CDBG funds.

26. Describe the benefit of investing CDBG/HOME funds in this project to the neighborhood or clientele served. What would be the impact of not receiving the funds? Limit the description to the space provided, or provide the entire description as an **Attachment** and note here.



City of Greeley 2025 CDBG and HOME Funding Opportunities

**APPLICATION FOR FUNDING**



**SECTION III – REQUIRED PROJECT EXHIBITS**

The following **Exhibits** should be submitted with your application, as applicable. Please check to indicate which documents you are providing with your application:

- Exhibit A: Project Implementation Schedule (REQUIRED)**  
Attach detailed implementation schedule, noting all dates pertinent to this, and answer the questions below. The schedule must include dates associated with types of City reviews and approvals, financing, site preparation, construction site and completion, and lease-up. Your Project Implementation Schedule must be in compliance with HUD timeliness requirements found in [24.CFR.570.902](#).
- Exhibit B: Detailed Project Description (REQUIRED)**  
The detailed description should include location; type of housing; number of buildings and/or units; proposed number of HOME-assisted units (can be no less than the percentage of HOME funds in the project); target population; number of units dedicated to each income level; special amenities and services; proximity to shops, transportation, and services; local support for the project; current and proposed ownership/management structure; other information necessary for a full understanding of the proposed project/program.
- Exhibit C: Site Plans, City Approvals, and Other Related Supporting Documents (AS APPLICABLE)**
- Exhibit D: Assessor Records of Site Showing Legal Description, Parcel Number, Size of Parcel, etc. (AS APPLICABLE)**
- Exhibit E: Market Study/Analysis (AS APPLICABLE)**  
Market study should be specific to the proposed project. If not yet available, Exhibit should explain and note the date by which the market study is expected to be complete. HOME funds cannot be committed, obligated, or expended without the market analysis (see Part Five for instructions).
- Exhibit F: Environmental Review (AS APPLICABLE)**  
Attach any review available.
  - Environmental review is being conducted by another jurisdiction (state, other city, etc.)  
Is other jurisdiction willing to provide review and back-up to Greeley?  Yes  No
  - Environmental review is underway – expected completion date:
  - Environmental review is complete – date completed:
- Exhibit G: Detailed Project Budget and Proforma (REQUIRED)**



City of Greeley 2025 CDBG and HOME Funding Opportunities

**APPLICATION FOR FUNDING**



**SECTION IV – DEVELOPER (OR OWNER, IF REHAB REQUESTED) CAPACITY REVIEW**

1. Applicant is (check all that apply)  
 Owner       Developer       CHDO       Other (specify):
2. **If a Non-Profit Agency:** Year non-profit status obtained:       Not a 501(c)(3)
3. Experience with federal grants, in general:  
 None       Minimal       Average       Significant/highly experienced
4. Describe your general experience with federal grants
  
5. Experience with federal procurement:  
 None       Minimal       Average       Significant/highly experienced
6. Describe your general experience with procurement responsibilities for federal funds/grants
  
7. Agency has the following policies and procedures (checking a box is an affirmative response), **which will be required prior to a funding commitment by the City of Greeley:**  
 Written general/administrative/hiring policies and procedures (including Affirmative Action Plan)  
 Written policies and procedures addressing financial management requirements  
 Written policies and procedures for maintenance of project records that adhere to federal policy  
 Written policies and procedures addressing adherence to Fair Housing/Equal Opportunity laws  
 Written policies and procedures for how low-income public input on projects will be completed  
 Written policies and procedures for bond requirements that adhere to federal policy  
 Written policies and procedures related to the Americans with Disabilities Act (ADA)/504 Accessibility  
 Written policies and procedures for Title VI of the Civil Rights Act of 1964  
 Has Worker's Compensation insurance
8. **If project is housing related,** agency has the following (checking box is an affirmative response) additional policies and procedures, which are required prior to a funding commitment by the City of Greeley:  
 Written policies and procedures related to a Language Access Plan  
 Written policies and procedures related to Tenant Selection Plan  
 Written policies and procedures related to Property Management  
 Written policies and procedures related to a Housing First Program



City of Greeley 2025 CDBG and HOME Funding Opportunities



**APPLICATION FOR FUNDING**

9. Provide the name and contact information for the person who will be responsible for each of the following tasks (leave any section blank that is not applicable). If any are to be paid with CDBG/HOME funds, that person/agency must be selected through the procurement process identified in [2 CFR 200.320](#). Information may be attached as an Exhibit, in lieu of completing the section below.

**A. Application questions, general oversight of project, and project management**

|         |                 |
|---------|-----------------|
| Agency: | Contact Person: |
| Phone:  | Email:          |
|         | Website:        |

**B. General project contractor**

|         |                 |
|---------|-----------------|
| Agency: | Contact Person: |
| Phone:  | Email:          |
|         | Website:        |

**C. Architect**

|         |                 |
|---------|-----------------|
| Agency: | Contact Person: |
| Phone:  | Email:          |
|         | Website:        |

**D. Engineer**

|         |                 |
|---------|-----------------|
| Agency: | Contact Person: |
| Phone:  | Email:          |
|         | Website:        |

**E. Labor standards/Davis-Bacon requirements**

|         |                 |
|---------|-----------------|
| Agency: | Contact Person: |
| Phone:  | Email:          |
|         | Website:        |

**F. Section 3 Requirements**

|         |                 |
|---------|-----------------|
| Agency: | Contact Person: |
| Phone:  | Email:          |
|         | Website:        |

**G. Other responsible party (i.e., environmental reviews, reports, draws, post-completion PM)**

|         |                 |
|---------|-----------------|
| Agency: | Contact Person: |
| Phone:  | Email:          |
|         | Website:        |

**H. Other responsible party (i.e., environmental reviews, reports, draws, post-completion PM)**

|         |                 |
|---------|-----------------|
| Agency: | Contact Person: |
| Phone:  | Email:          |
|         | Website:        |

10. Have any of the above-named agencies/companies/parties ever been disbarred from federal contracts?

No  Yes (describe party and situation below)

11. Use the space below if there is any additional information regarding capacity that you would like to share. Include any audit findings within the past five years, fiscal year, etc.



City of Greeley 2025 CDBG and HOME Funding Opportunities

**APPLICATION FOR FUNDING**



**PART V – REQUIRED AGENCY EXHIBITS**

The following exhibits should be submitted with your application, as applicable. Please check to indicate which documents you are providing with your application:

- Exhibit G: Narrative of agency experience and capacity
- Exhibit H: By-laws
- Exhibit I: Articles of incorporation
- Exhibit J: Non-profit determination letter
- Exhibit K: List of Board of Directors and affiliations
- Exhibit L: Evidence of insurance
- Exhibit M: Bios of key personnel (both agency and project)
- Exhibit N: Narrative of agency experience and capacity
- Exhibit O: Organizational chart of agency and proposed project ownership (two charts)
- Exhibit P: Most recent audit (or, if not available, financial statement)
- Exhibit Q: Agency operating budget
- Exhibit R: Documentation indicating signatory authority to apply for/receive grants and sign for agency
- Exhibit S: Written general/administrative/hiring policies and procedures (including Affirmative Action Plan)
- Exhibit T: Written policies and procedures addressing financial management requirements
- Exhibit U: Written policies and procedures for maintenance of project records that adhere to federal policy
- Exhibit V: Written policies and procedures addressing adherence to Fair Housing/Equal Opportunity laws
- Exhibit W: Written policies and procedures for how low-income public input on projects will be completed
- Exhibit X: Written policies and procedures for bond requirements that adhere to federal policy
- Exhibit Y: Written policies/procedures related to the Americans with Disabilities Act (ADA)/504 Accessibility
- Exhibit Z: Written policies and procedures for Title VI of the Civil Rights Act of 1964
- Exhibit AA: Has Worker's Compensation insurance

If project is housing related, agency has the following (checking box is an affirmative response) additional policies and procedures, which are required prior to a funding commitment by the City of Greeley:

- Exhibit BB: Written policies and procedures related to a Language Access Plan
- Exhibit CC: Written policies and procedures related to Tenant Selection Plan
- Exhibit DD: Written policies and procedures related to Property Management
- Exhibit EE: Written policies and procedures related to a Housing First Program



City of Greeley 2025 CDBG and HOME Funding Opportunities

**APPLICATION FOR FUNDING**



**PART VI – CERTIFICATIONS AND SIGNATURE PAGE**

Signature certifies to the acceptance of the following statements:

1. That, to the best of my knowledge, all factual information is true and correct, and all estimates are justifiable.
2. I understand and will comply with all applicable cross-cutting laws and other requirements, as noted below:
  - a. Fair Housing Act (42 U.S.C. 360-19) and implementing; Executive Order 11063 (Equal Opportunity in Housing) regulations at 24 CFR Part 100, 109, and 110; Executive Order 11068 (Equal Opportunity in Housing) and implementing regulations at 24 CFR Part 107; and Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000d) (Non-discrimination in Federally Assisted Programs) and implementing regulations issued at 24 CFR Part 1. Project with five or more HOME units will be Affirmatively Marketed, and the agency has written policies and with regard to Affirmative Marketing.
  - b. Age Discrimination Act of 1975 (42 U.S.C 6101-07) and implementing regulations at 24 CFR Part 146, which prohibits discrimination because of age in programs and activities receiving Federal financial assistance.
  - c. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and with implementing regulations at 24 CFR Part 8, which prohibit discrimination based on disability in Federally-assisted and conducted programs and activities. Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Employment Opportunities for Lower Income Persons in Connection with Assisted Projects) and with implementing regulations at 24 CFR 135.
  - d. Requirements of Executive Order 11625, 12432, and 12138, which state that program participants shall take affirmative action to encourage participation by minority- and women-owned business enterprises.
  - e. Requirements of Executive Order 11246 (Equal Opportunity) and the regulations issued under the Order at 41 CFR Chapter 60.
  - f. Policies, guidelines, and requirements of 2 CFR Part 200 (Cost Principles Applicable to Grants, Contracts, and Other Agreements with State and Local Governments), A-110 (Grants and Cooperative Agreements with Institutions of Higher Education and Other Nonprofit Organizations, A-122 (Cost Principles Applicable to Grants, Contracts, and Other Agreements with Nonprofit Institutions), and audit requirements described in OMB Circular A-128 implemented at 24 CFR Part 44 and OMB Circular A-133 (Audits of Institutions of Higher Learning and Other Nonprofit Institutions).
  - g. Environmental laws and authorities at 24 CFR 58 and requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001-4123). Applicant agree to provide the City with information necessary for GURA staff to complete the environmental review. Applicant will not engage in any choice limiting actions (including acquisition) prior to completion of the environmental review and, as necessary, Release of Funds from HUD. Applicant agrees to carry out any mitigating measures required as a result of the environmental review or select an alternate eligible property.
  - h. The applicant will provide a drug-free workplace in accordance with the Drug Free Workplace Act of 19088 and HUD's implementing regulations at 24 CFR Part 24, Subpart F.
  - i. The applicant will comply with the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821, at sec.) and implementing regulations at 24 CFR Part 35.
  - j. The applicant will ensure that no person has been or will be displaced from his or her dwelling as a direct result of the project described in this application.
  - k. The applicant will ensure that no Federally appropriated funds have been paid, or will be paid by or on behalf of the undersigned, for lobbying the Executive or Legislative Branches of the Federal Government.





City of Greeley 2025 CDBG and HOME Funding Opportunities

**APPLICATION FOR FUNDING**



(Refer to the government-wide common rule governing the restriction on lobbying, published as an interim rule on February 26, 1990 (55 FR 6736) and supplemented by a Notice published June 15, 1990 (55 FR 24540). The interim rule for HUD is codified at 24 CFR Part 87.

- L. The applicant and its principals (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or involuntarily excluded from covered transactions (see 24 CFR 24.110) by any Federal department or agency; (b) have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement or receiving stolen property; (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in (b) of this certification; and (d) have not within a three-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause of default. Where the applicant is unable to certify to any of the statements in this certification, such applicant shall attach explanation behind this page.
  
- m. The applicant will comply with the requirements of the Davis Bacon Act (40 U.S.C 3141 et seq), as applicable to the proposed project, as well as the HUD implementing regulations at 24 CFR Part 5.

Signature:

Date:

Printed Name:

Title:

Agency:

Project Title:

---

**PENALTY FOR FALSE OR FAUDULENT STATEMENTS**

U.S. Code Title 18, Section 1001, provides that a fine of up to \$10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious statements, knowing same to be false.