



County of San Diego
Health and Human Services Agency
Housing and Community Development Services

Community Development Block Grant Fiscal Year 2027-2028

Proposals Due: 3:00 PM, Friday, October 30, 2026

Application Guide



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CDBG BACKGROUND

The purpose of this guide is to provide detailed instructions for applicants interested in the County of San Diego's Community Development Block Grant (CDBG) Notice of Funding Availability (NOFA) for FY 2027-2028. The guide provides a general overview of the NOFA process, applicable requirements, and practical tips for applying. The guide is intended for informational purposes only and is not a full disclosure of all applicable federal, state, and/or local rules and requirements.

The Community Development Block Grant (CDBG) program provides annual grants on a formula-basis to entitlement cities and counties to develop viable urban communities. The program seeks to provide decent housing, create a suitable living environment, and expand economic opportunities, primarily for low and moderate-income persons. The CDBG program is authorized under Title I of the Housing and Community Development Act of 1974.

The County of San Diego is an entitlement jurisdiction that receives CDBG funding from the U.S. Department of Housing and Urban Development (HUD). The program is managed by the Housing & Community Development Services (HCDS) within the Health and Human Services Agency (HHSa).

The County's CDBG program serves the San Diego Urban County, which includes the unincorporated areas of the County and six participating cities: Coronado, Del Mar, Imperial Beach, Lemon Grove, Poway, and Solana Beach. **Each participating city allocates its funding through its own award process.**

CDBG funds may be used for a wide range of activities that support low- and moderate- income communities. Eligible uses include, but are not limited to:

- Acquisition of property,
- Construction or rehabilitation of public facilities or infrastructure,
- Economic development and job creation/retention,
- A limited range of public services.

Affordable housing acquisition, development, and rehabilitation are not eligible through this application process.

Each activity must meet at least one of HUD's national objectives:

- Benefit low- and moderate-income (LMI) persons,
- Prevention or elimination of slums or blight, or
- Meet an urgent community need.

In the case of the County of San Diego, all CDBG-funded projects and programs must meet the National Objective of benefitting LMI persons.

CDBG APPLICATION PROCESS

The following information provides applicants with general information about the NOFA process and how to ensure your potential project is eligible. The contract period for this application will be July 1, 2027 – June 30, 2028. Awarded CDBG projects should be completed and funds fully expended, within 12 months of an executed contract.

APPLICATION DEADLINE

CDBG Application Proposals and supporting documentation are due **Friday, October 30, 2026, by 3:00 PM.**

To submit all required supportive documents, use a secure electronic document management system (such as SharePoint, OneDrive, or Dropbox) and send it to: Community.Development@sdcounty.ca.gov. Documents should be organized and named in accordance with the CDBG Application Attachment Checklist. Applications submitted for consideration must be complete. If any information requested in the NOFA is not applicable, indicate the section with "N/A".

TIMELINE

The FY 2026-2027 CDBG Application timeline is as follows:

September 21 – October 30, 2026	CDBG Application submission period. Applications received after 3:00pm, October 30, 2026, will not be accepted.
February 2027	Applicant tentative award notifications issued. Projects will either be recommended for funding, listed as an alternative should more funds become available, or determined ineligible/not ready to proceed.
March/April 2027	Recommended CDBG projects will be presented to the Board of Supervisors for approval.
July/August 2027	A mandatory sub-recipient training will be held for all organizations approved for CDBG funds.

CDBG APPLICATION

CDBG applications and supportive documents are available online on the County's HCDS website and [BuyNet](#):

- [CDBG Application Process \(sandiegocounty.gov\)](#)
- [County of San Diego 27-28 CDBG Application](#)

GENERAL PROJECT ELIGIBILITY CRITERIA

Each proposed CDBG project or program to be funded in FY 2027 must meet each of the five eligibility criteria listed below:

- 1) National Objective
- 2) Project Goals
- 3) Eligible Location
- 4) Eligible Population
- 5) Eligible Activity

If staff reviews the proposal and cannot determine, strictly based on the information presented, how one or more of the criteria will be met, the proposal will be deemed ineligible.

NATIONAL OBJECTIVE

All projects must meet HUD's national objective ([CDBG Chapter 3: National Objectives](#)) of benefiting low- and moderate-income (LMI) residents of the unincorporated County of San Diego. LMI households are those earning less than 80% of the Area Median Income (AMI).

Projects can demonstrate compliance with this national objective in two ways:

a) Limited Clientele Activities

These activities serve a specific group rather than an entire geographic area. To qualify, at least 51% of the people served must be LMI. This can be shown by either:

- Collecting intake information on family size and income to confirm that at least 51% of participants meet LMI limits.
- Serving populations HUD presumes to be primarily LMI, such as abused or neglected children,

seniors, people with severe disabilities, individuals experiencing homelessness, domestic violence survivors, adults with limited literacy, or people living with HIV/AIDS.

b) **Area Benefit Activities**

These activities benefit everyone within a clearly defined geographic area. Projects like street improvements or park upgrades must show that the residents of the surrounding service area are predominantly LMI.

You may use the [LMI Census Tracts Map](#) to help determine whether your project location or service area qualifies. Please note this tool covers all LMI Census tracts in the region, including areas outside the County's CDBG jurisdiction.

PROJECT GOALS

All CDBG projects must serve as a public benefit as well as address one of the [2025-29 County of San Diego's Consolidated Plan goals](#):

- **Affordable Housing Opportunities** - Invest in housing options that expand the affordable housing stock and increase efficiency and affordability within the existing housing supply.
- **Housing Stability** - Strengthen and support housing stability amongst the region's most vulnerable populations by supporting programs across the homeless to housed continuum.
- **Quality of Life** - Improve quality of life throughout communities by improving access to vital services, community infrastructure, and economic development opportunities.

Additionally, CDBG projects must reflect alignment with the Annual Plan Strategy. Each year, HCDS develops an Annual Plan Strategy, shaped by community input, which serves to prioritize feasible projects for the upcoming program year.

The proposed fiscal year (FY) **2027-28 Annual Plan Strategy** funding priorities include projects that:

- Build and preserve affordable housing
- Improve access to housing and eviction resources
- Expand housing with support services

The proposed FY 2027-28 Annual Plan Strategy is currently in draft form and will be presented to the County of San Diego, Board of Supervisors (Board) during a public hearing on October 27, 2026.

ELIGIBLE POPULATIONS

CDBG primarily serves LMI individuals and households. At least 51% of project beneficiaries must have incomes at or below 80% of the Area Median Income (AMI). Income limits are published annually by HUD. Please see the table below for AMI limits adjusted for family size.

80% of HUD Regional Family Median Income Limits for San Diego County								
Effective May 6, 2026								
Income Limits are Adjusted for Family Size								
Family Size	1	2	3	4	5	6	7	8
Income Limit	\$97,950	\$111,950	\$125,950	\$139,900	\$151,100	\$162,300	\$173,500	\$184,700

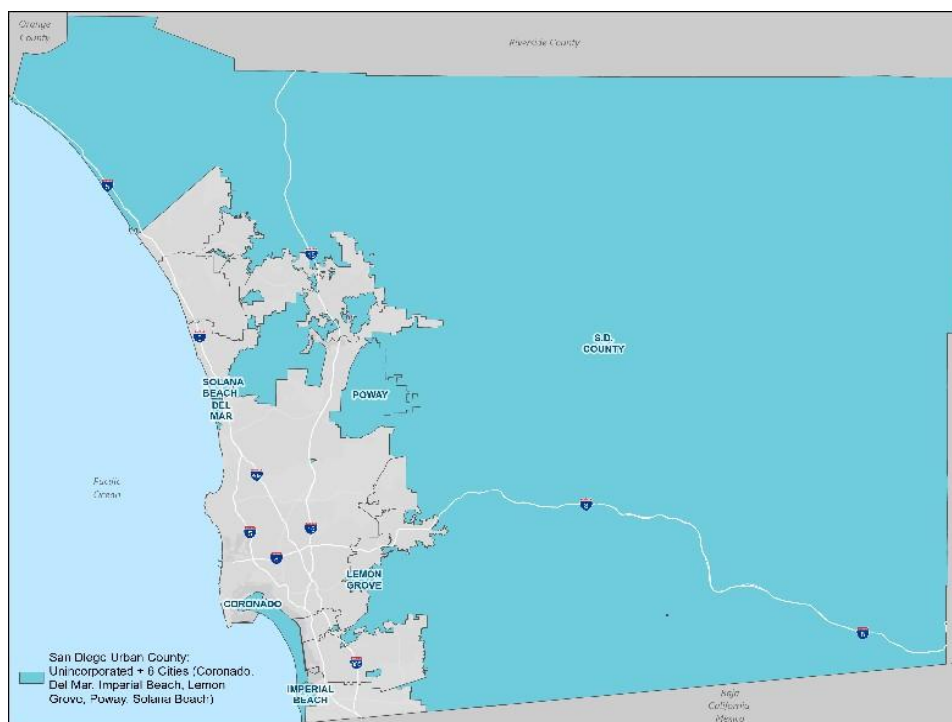
ELIGIBLE LOCATIONS

The County will only consider projects located in, or primarily serving, the unincorporated areas. Projects that are located within or primarily serve any participating city are not eligible under this NOFA.

The County's CDBG program serves the San Diego Urban County, which includes the County's unincorporated

areas and the six participating cities: Coronado, Del Mar, Imperial Beach, Lemon Grove, Poway, and Solana Beach. The six participating cities each run their own CDBG programs, and projects that mainly benefit city residents will not be considered. Public service and economic development activities may reach the Urban County, but they must still primarily benefit unincorporated area residents. If your project is located within, or primarily serves, Coronado, Del Mar, Imperial Beach, Lemon Grove, Poway, or Solana Beach, please apply directly through that city's CDBG program. All participating cities have their own application process.

Eligible locations are reflected in blue, on the map below. Please note all other jurisdictions and larger cities in the region may administer their own CDBG program.



For a detailed map of the unincorporated County, please visit [SANDAG's Geographic Boundary Viewer](#).

ELIGIBLE ACTIVITIES

CDBG eligible activities that may be funded under this application include:

- **Public Facilities and Improvements** – Construction, rehabilitation, or installation of public improvements or facilities. Public facilities include but are not limited to parks, sidewalks, senior centers, youth centers.
- **Public Services (Capped at 15% of the allocation)**– Labor, supplies, and material to operate public services and their facilities. Public services include, but are not limited to, employment and job development services, childcare, health services, fair housing counseling, senior services, homeless services, and youth enrichment services.
- **Economic Development** – Creation or retainment of permanent jobs for LMI populations, commercial/industrial improvements in LMI areas, or job training and technical assistance. These activities have significant documentation/reporting requirements and must meet the [federal public benefit standard](#).

Applications for affordable housing development will not be accepted through this application process. Acquisition, rehabilitation, or reconstruction of affordable housing developments are accepted through a

separate Notice of Funding Availability (NOFA) process. When available, these NOFAs are posted on the [HCDS announcements page](#) and on the County's BuyNet system. You may register for BuyNet notifications here: [registrants of the BuyNet system](#).

INELIGIBLE ACTIVITIES

Activities **not eligible** for CDBG funding through this application include political or religious activities, general government activities, direct income payments to clients, new housing construction, maintenance, repairs, or equipment purchases.

GENERAL PROJECT ELIGIBILITY

CDBG subrecipients share a joint responsibility with the County to ensure all federal requirements are met. Some requirements may extend years beyond completion of a project.

CDBG subrecipients must adhere to all federal guidelines and administrative requirements outlined in [2 CFR Part 200](#) and [24 CFR Part 570](#). 2 CFR Part 200 is the primary source for guidance on administration and financial management. Whereas 24 CFR Part 570 outlines all CDBG program specific regulations. These regulations and requirements are also applicable to all subawards or subcontractors.

Successful CDBG applications will reflect the capacity to achieve all program requirements including but not limited to compliance, monitoring, reporting, and financial management. Applications must also meet the eligibility requirements set by HUD. Below is a summary of the eligibility and program requirements to consider, prior to completing a CDBG application. Additionally, please note that the CDBG program operates on a cost reimbursement basis. Subrecipients must have financial resources to pay for project costs up front.

For additional resources including HUD program requirements, regulations, and reporting visit:

[Code of Federal Regulations for HUD Programs](#)

[Code of Federal Regulations for CDBG](#)

[Housing and Community Development Services CDBG Resources](#)

CDBG applications may be submitted by non-profit agencies, government or public entities, and community residents. Applications must be submitted by an authorized representative, as approved by the organization's governing board. For-profit organizations that support microenterprise economic development activities are also eligible to apply.

Community residents may submit applications to recommend CDBG projects. While **residents themselves cannot directly receive CDBG funding**, they may suggest projects or services they would like to see in their community. For example, a resident may apply requesting CDBG funds for the construction of a new sidewalk. If the request is determined eligible, HCDS staff will forward it to the appropriate County department. That department may then choose to apply for CDBG funds to complete the project. CDBG funds may not be used for improvements or projects at a private residence.

PROJECT REQUIREMENTS

Below are federal regulations that may be applicable to your CDBG project.

RECORDKEEPING

CDBG subrecipients must establish and maintain documentation for all administrative functions and financial transactions related to funded proposals. These items include, but are not limited to program guidelines,

beneficiary data, original invoices, contracts, receipts, and bank statements.

CDBG subrecipients are expected to expend grant amounts within 12 months of contract execution. CDBG subrecipients must ensure that all CDBG funds are used for eligible, approved, and allowable activities. Allowable means expenditures are reasonable, allowable, and properly allocated, and must be consistent with the [2 CFR 200.402](#) regulations.

MONITORING OF OUTCOMES

The County of San Diego is committed to continuously improving program outcomes by ensuring efficient and effective use of resources and by evaluating how funded projects benefit the broader community beyond their completion.

The County has identified three data elements that subrecipients will be required to report on during the lifetime of their contract:

- **Activities:** Refers to a specific task, action, or intervention to achieve a desired goal/outcome. (e.g. provide case management services to homeless residents)
- **Outputs:** The direct measurable results produced by the program activities (e.g. number of LMI participants served, 200 homeless residents received case management services, etc.)
- **Outcomes:** Impact and/or benefits for participants because of program activities and outputs. Outcomes should be specific, measurable, achievable, realistic, and time specific (SMART) (e.g. 80% of homeless residents receiving case management services found temporary or permanent housing within 6 months)

ADDITIONAL REQUIREMENTS

Environmental Review -

All projects awarded CDBG funds are subject to the National Environmental Policy Act (NEPA). This ensures federal agencies consider the environmental impacts when creating and operating projects. Depending on the nature of the project, it may also be subject to the California Environmental Quality Act (CEQA). An environmental review will need to be conducted by the County prior to the execution of a contract. ***A project may not begin until the final environmental review is complete and a Notice to Proceed is issued, regardless of whether the work would be accomplished with federal funds or other matching funds.*** Failure to comply will jeopardize the availability of HUD funds for the project.

Audit – Agencies receiving CDBG funds are required to submit an independent audit or an A133 single audit.

- Agencies expending less than \$1,000,000 of federal funds annually must submit an independent audit of their organization's financial statements. Any agency expending \$1,000,000 or more of federal funds must meet all federal single audit requirements as outlined in [2 CFR Part 200](#). A single audit includes a financial audit and an audit of compliance with federal regulations.

Approaches to Procurement – Depending on the scarcity of the item or service desired, and the size of the purchase, different methods of procurement are required for use by subrecipients under the Federal regulations. CDBG subrecipients are expected to adhere to all federal regulations and requirements as outlined in [2 CFR Part 200.320](#).

Build America, Buy America (BABA) - The Build America, Buy America Act (BABA) requires that all iron and steel, construction materials, and manufactured products used in federally funded infrastructure projects are produced in the United States. For more information see [BABA CDBG Quick Guide](#).

Davis-Bacon Federal Labor Standards – Any construction, rehabilitation, alteration, or repair project costing \$2,000 or more is subject to Davis-Bacon Labor Standards. This provision applies to all construction work. For more information, refer to the [U.S. Department of Labor's Wage and Hour Division](#).

Section 3 – CDBG Construction and rehabilitation projects over \$300,000 [trigger Section 3 requirements](#). Section 3 requires economic opportunities be extended to low- and very low-income persons, particularly Public Housing or Section 8 residents.

Change of Use Restrictions – All public facilities improved with CDBG funds must be used for their approved purpose and meet the approved national objective until five years after expiration of the Subrecipient Agreement.

Additional information on CDBG project eligibility, program monitoring, reporting, and requirements may be found in HUD's [Playing by the Rules: A Handbook for CDBG Subrecipients](#).

SECTION-BY-SECTION APPLICATION GUIDE

Complete all sections of the CDBG application. Incomplete applications will not be considered.

Section	Who Should Complete:	What This Section Includes:
1. Application Type (Question 1)	All Applicants	Select a category that best describes the applicant (select only one): • Non-Profit - 501 (c)(3) organizations or institutions of higher education that serve the low-income community and intend to administer a program themselves. • For Profit- Organizations that serve the low-income community and intend to administer programs under eligible economic development activities. • City, County or other Government Entity - Public agencies, including water departments, fire districts, City or County departments, and CDBG Participating cities. • Resident - Private residents who have an idea in mind they believe is CDBG eligible. Please note: Resident applications do not receive CDBG funding and are only used to recommend projects to County departments.
2. Resident Application (Questions 2–12)	Residents Only	The resident application allows community residents to submit ideas for public improvements or services within their community. Residents are not eligible subrecipients. • Questions 2–4: Contact information • Question 5: Estimated project cost (optional) • Questions 6–7: Project title and summary • Question 8: Select National Objective • Question 9: Type of activity (public facility, public service, etc.) • Question 10: Estimated number of people served • Question 11: Population served (select all that apply) • Question 12: Project location (address) This section ends the resident track. Once completed, residents skip to the final signature section.
3. Organization & Government Applicant Information	Non-profit organizations, for-profit microenterprise applicants, and government entities.	• Question 13: Organization name • Questions 14-17: Authorized official name, title, phone, email • Questions 18-21: Project manager info

(Questions 13–27)		• Question 22: Organization website • Question 23: Mailing address • Question 24: Federal UEI number (required) • Question 25: SAM.gov expiration date (required) Ensure your SAM registration is active and updated at Home SAM.gov • Question 26: Federal funding threshold — indicate whether your organization expends \$1,000,000+ annually. If so, your organization will need to undergo a Single Audit conducted in accordance with 2 CFR Part 200, Subpart F • Question 27: Authorizing Resolution Date — governing body approval required (except County departments)
4. Project Overview (Questions 28–34)	Non-profit organizations, for-profit microenterprise applicants, and government entities.	• Questions 28–29: Project title and project summary. Include project name and briefly describe project to include purpose, key activities, expected outcome, and who it will serve. • Question 30: National Objective selection. Which CDBG National Objective does your project meet? Applicants may select any of the three HUD National Objectives; however, the County of San Diego almost exclusively funds projects that meet the National Objective of benefiting low- and moderate-income (LMI) persons. Projects proposing to qualify under either Slum/Blight or Urgent Need must contact HCDS staff for approval prior to submitting an application. Applications selecting Slum/Blight or Urgent Need without prior County approval will be deemed ineligible for funding. • Question 31: Activity type (public facility/improvement, public service, economic development, other). For more information on the CDBG program eligible activities refer to 24 CFR 570.201 • Question 32: Number of individuals served specifically by the CDBG-funded portion of the project. This number must reflect the people directly benefiting from the activities, services, or improvements paid for by CDBG funds, not the total number of people your organization serves overall. • Question 33: Population served (select all that apply). Identify demographic focus 24 CFR 570.483(b)(1)(iii)(A) • Question 34: Provide the physical address/location of the proposed project. Utilize the HUD LMI Tool to determine if the project service area is located within a predominantly LMI census tract. Notes: Public service activities must show a quantifiable increase in level of service directly attributable to CDBG funding.
5. Project Costs (Questions 35–39)	Non-profit organizations, for-profit microenterprise applicants, and government entities.	• Question 35: Total project cost. List the total cost of the project, including all other funding sources that may be used. • Question 36: CDBG funds requested. Indicate the amount of funds that you are requesting from CDBG. • Question 37: Detailed use of CDBG funds. Clearly identify how CDBG funds will be used. Provide a breakdown of all anticipated cost and funding sources associated with the project. This must correspond to Attachment C. • Question 38: Other funding sources. Include other leveraged funds (identify committed vs. pending funds). • Question 39: Subcontracting. Identify whether any portion of the project will be subcontracted and to whom.

6. Expenditure Schedule (Questions 40–43)	Non-Profit & For-Profit Organization & City, County or other Government Entity	Include projected quarterly expenditures for the contract period: • Question 40: July–September 2027 • Question 41: October–December 2027 • Question 42: January–March 2028 • Question 43: April–June 2028 Notes: This schedule becomes part of the contract and must meet HUD timeliness standards under 24 CFR § 570.902.
7. Organizational Capacity & Compliance (Questions 44–45)	Non-Profit & For-Profit Organization & City, County or other Government Entity	• Question 44: Cash Flow Capacity. CDBG is a reimbursement only program. Applicants must confirm they can financially support project costs upfront. • Question 45: CDBG Regulations. Applicants must describe internal policies/procedures ensuring compliance with the following regulations: ◦ 24 CFR Part 570 (CDBG regulations) and ◦ 2 CFR Part 200 (Uniform Guidance)
8. Supplemental Information (Questions 46–50)	Non-Profit & For-Profit Organization & City, County or other Government Entity	• Question 46: Davis-Bacon compliance experience. Davis-Bacon prevailing wage requirements applies to construction projects over \$2,000. Indicate your experience monitoring Federal Davis-Bacon and State prevailing wage requirements. • Question 47: Real property compliance (five-year national objective requirement for capital projects ≥\$25,000) • Question 48: Project status (phasing, previous funding) • Question 49: Site and building details (occupancy, year built, known environmental conditions) • Question 50: Environmental review supplemental information
9. Required Attachments	Non-Profit & For-Profit Organization & City, County or other Government Entity	You must label each attachment as follows: Example- Attachment A: Organizational Background – Project Name 1. CDBG Application Attachment Checklist- Complete the application checklist as the cover sheet for all required attachments. 2. Attachment A — Project Narrative (Required for all applicants) - Include a narrative and/or supporting documents that address all of the following: a. Describe the project and the specific needs it will address. b. Identify who will benefit from the project, including the number of individuals to be served and relevant demographic information. c. Describe the scope and timeline of the project. Explain how success, deliverables, and timely progress will be measured. d. Describe the benefit area, including community characteristics such as access to transportation, public resources, and location within LMI areas. e. Describe community engagement conducted and identify key stakeholders or partners. f. Explain how the project aligns with broader local or regional plans or initiatives. g. For public facility/improvement projects: Include site plans, recent photos, and a description of any previously funded phases. 3. Attachment B — LMI Justification - For facility, park, or infrastructure improvements, please include: a. A map clearly outlining the service area census tracts; b. Income eligibility data demonstrating that the service area meets CDBG requirements; c. Documentation generated using the HUD Low/Moderate Income Mapping Tool.

For public services or facilities that serve a limited clientele, provide a sample intake or assessment form demonstrating how your organization documents that at least 51% of beneficiaries are low-to-moderate income. Ensure any personally identifying information is removed.

4. **Attachment C — Project Budget (Required for all applicants) -**

Complete one of the following budget templates, as applicable:

- a. Project Development Budget Summary (Tab 1, for capital/facility projects), plus a detailed line-item budget; or
- b. Project Operation Budget (Tab 2, for public service projects). Include all funding sources and indicate:
 1. If funding is committed;
 2. If funding is pending or will be applied for.

Also attach your General Operating Budget for the current year. Budget documents must clearly match the costs described in the "Use of CDBG Funds" question.

5. **Attachment D — Conflict of Interest Form (Required for all applicants)-** Attach the completed Conflict-of-Interest Form provided in the CDBG Application Template.

6. **Attachment E — Application Authorization (Required for all applicants)-** Attach Board of Directors/City Council minutes and/or the authorizing resolution approving submission of the CDBG application and authorizing execution of project documents. Include:

- a. Date of approval;
- b. The full resolution;
- c. Supporting meeting minutes, if applicable.

7. **Attachment F — Organizational Background (Required for nonprofits and microenterprise applicants) -** Include a narrative addressing the following:

- a. Organization mission, background, and core programs, including how values and structure support equitable service delivery.
- b. Staff capacity and qualifications to manage and oversee a federally funded CDBG project.
- c. Systems used to track performance, report outcomes, and ensure compliance with HUD requirements.
- d. Current Board of Directors list with names and business addresses.
- e. Current organizational chart identifying positions involved in the proposed project.

8. **Attachment G — Articles of Incorporation & Bylaws (Required for nonprofits and microenterprise applicants) -** Submit current governing documents, including Articles of Incorporation and organizational bylaws.

9. **Attachment H — Audit (Required for nonprofits and microenterprise applicants)**

Submit:

- a. Most recent Financial Audit or Single Audit (A-133), if applicable;
- b. If your organization does not meet the Single Audit threshold, upload your most recent financial statements.

10. **Attachment I — Supportive Documents (Required for all applications, combined into a single PDF)**

Include the following:

- a. Certificate of Insurance Policy – Current policy showing coverage amounts that meet County of San Diego requirements.

		b. Proof of UEI – Screenshot from SAM.gov showing the organization's Unique Entity Identifier. c. Active SAM.gov Registration – Screenshot showing current registration status. d. Nonprofit Status (as applicable) – IRS and/or State Franchise Tax Board determination letters. e. Letters of Commitment (as applicable) – Letters of collaboration or committed funding from partner agencies. Be advised that any missing attachments may result in incomplete application. To submit all supportive documents required, use a secure electronic document management system (such as SharePoint, OneDrive, or Dropbox) and send it to: Community.Development@sdcounty.ca.gov. Documents should be organized and named in accordance with the CDBG Application Attachment Checklist. Applications submitted for consideration must be complete. If any information requested in the application is not applicable, indicate the section with "N/A".
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TECHNICAL ASSISTANCE

The County is available to provide applicants with one-on-one technical support as requested. Please contact Community.Development@sdcounty.ca.gov to schedule one-on-one assistance. Additional resources listed below include our virtual CDBG application information session.

Virtual Session:

Tuesday, September 29, 2026, 5 – 6 pm

[Link to Meeting](#)

SUBMITTAL

The FY 2027-28 CDBG online application **does not allow applicants to save their progress**. To ensure readiness, please review a sample PDF version of the CDBG application to review the online questions and a list of the required supporting documents prior to completing the online application. All supporting documents must be submitted separately to the online application using a secure electronic document management system (such as SharePoint, OneDrive, or Dropbox) and send it to: Community.Development@sdcounty.ca.gov. Documents should be organized and named in accordance with the CDBG Application Attachment Checklist. Applications are considered incomplete without all documentation.

ATTACHMENTS

HOUSING AND COMMUNITY DEVELOPMENT SERVICES FY 2027-28 CDBG ATTACHMENT APPLICATION CHECKLIST

Please complete this form and submit with required attachments using a secure electronic document management system (such as SharePoint, OneDrive, or Dropbox) and send it to: Community.Development@sdcountry.ca.gov. Documents should be organized and named in accordance with the order listed below.

Requirements for Submittal:

1. ☐ CDBG Application Attachment Checklist
2. ☐ Attachment A – Project Narrative (Required for all applicants)
3. ☐ Attachment B – LMI Justification
4. ☐ Attachment C – Project Budget (Required for all applicants) -
5. ☐ Attachment D – Conflict of Interest Form (Required for all applicants)-
6. ☐ Attachment E – Application Authorization (Required for all applicants)-
7. ☐ Attachment F – Organizational Background (Required for nonprofits and microenterprise applicants)
8. ☐ Attachment G – Articles of Incorporation & Bylaws (Required for nonprofits and microenterprise applicants)
9. ☐ Attachment H – Audit (Required for nonprofits and microenterprise applicants)
10. ☐ Attachment I — Supportive Documents (Required for all applications, combined into a single PDF)

Project/Program Title: _____

Name of Organization: _____

SAMPLE BOARD RESOLUTION

[Letterhead of Applicant]

RESOLUTION OF BOARD OF DIRECTORS OF

WHEREAS this entity has a minimum of four directors who constitute a quorum for conducting organizational business; the organization conducts quarterly board meetings; quarterly financial statements are reviewed by the board; and the executive director and other paid staff do not serve as voting board members.

WHEREAS __ is a __ [Status of Corporation, i.e., A Non-profit Public Benefit Corporation, qualified pursuant to the provisions of Internal Revenue Code Section 501 (c) (3), etc.]

WHEREAS _____ recognizes that the community at large, and especially low-income residents have many diverse needs for social, housing, education, and other services.

WHEREAS _____ is committed to effectively serving the communities referenced in the prior recital; and

NOW THEREFORE BE IT RESOLVED as follows:

1. That __ is committed to providing safe, decent and affordable housing for persons of very low, low and moderate-income levels.
2. That on or about _____ day of _____, 20____, the Board of Directors voted to authorize the __[title of person authorized], or his designee, to apply for and accept assistance of the _____ Project, for the purpose of obtaining a grant to provide for the _____ [purpose; i.e., service provision, etc.] of the Project, in an amount not to exceed (\$__) from the County of San Diego Health and Human Services Agency, Housing and Community Development Services.
3. That the Board of Directors further voted to authorize the [title of person], or his designee, to execute any and all documents required by the County of San Diego Health and Human Services Agency, Housing and Community Development Services to document and secure its grant.
4. That the Board of Directors further authorized the [title of person], or his designee, to perform all acts and to do all things necessary, in the opinion of the County of San Diego Health and Human Services Agency, Housing and Community Development Services to implement the funding and making of the grant.

I, the undersigned, certify that this Resolution was adopted at regularly or specially noticed meeting of the Board of Directors on _____ day of _____, 20____, at which a quorum of the Board of Directors was present, and at which the requisite percentage of the quorum voted to adopt the Resolution and that the Resolution has not been rescinded, modified or canceled as of the date of my execution of the same and that it remains in full force and effect as of this date. I further understand that the County of San Diego Health and Human Services Agency, Housing and Community Development Services is relying on the validity of this Resolution in taking the actions to process and approve the application package.

I declare under the penalty of perjury, under the laws of the State of California that the foregoing is true and correct.

Executed this _____ day of _____, 20____, at San Diego, California.

By: _____

Title: