



2025-26 Community Development Block Grant Application Guidelines and Instructions

I. Introduction

The San Bernardino County Community Development and Housing Department (CDH) is pleased to announce the availability of approximately \$6.4 million in Community Development Block Grant (CDBG) funding for the 2025-26 program year. This federal program, administered by the U.S. Department of Housing and Urban Development (HUD) under the Housing and Community Development Act of 1974, supports the development of vibrant communities. The CDBG program focuses on providing decent housing, creating a suitable living environment, and expanding economic opportunities, particularly for low- and moderate-income individuals.

As an Urban County under HUD’s Entitlement CDBG program, San Bernardino County receives an annual allocation of CDBG funds to support community, economic, and social development activities. The program serves unincorporated areas and the following cities: Adelanto, Barstow, Big Bear Lake, Colton, Grand Terrace, Highland, Loma Linda, Montclair, Needles, Redlands, Twentynine Palms, Yucaipa, and Yucca Valley.

II. Available Funding

For the 2025-26 program year, the County expects to receive approximately \$6.4 million in CDBG funding. The distribution of these funds is anticipated as follows:

- **\$2 million:** Unincorporated areas (focusing on infrastructure, capital improvements, and Fair Housing programs). Applications for these projects will be solicited directly from County departments.
- **\$2.6 million:** 13 participating cities (supporting public services and infrastructure improvements). Each city receives a portion of these funds based on a formula using population, with public service projects capped at 15% of the allocation.

III. Participating Cities and Funding Details

The following table outlines each city's total allowable projects, the maximum number of construction projects, and the estimated 15% cap for public services. Cities with smaller allocations under \$100,000 (Big Bear Lake, Grand Terrace, and Needles) may fund up to three projects, including public services and construction activities.

City	Total Allowable Projects	Max Construction Projects	Public Service Cap
Adelanto	8	2	\$45,178
Barstow	7	2	\$35,969
Colton	11	5	\$55,481
Highland	10	5	\$56,757
Loma Linda	4	2	\$19,768

City	Total Allowable Projects	Max Construction Projects	Public Service Cap
Montclair	9	2	\$37,269
Redlands	9	2	\$46,702
Twentynine Palms	4	2	\$22,374
Yucaipa	6	2	\$32,934
Yucca Valley	4	2	\$18,705

IV. Non-Participating Metropolitan Cities

Cities with populations over 50,000 that receive their own CDBG entitlements directly from HUD and do not participate in the County's CDBG program include Apple Valley, Chino, Chino Hills, Fontana, Hesperia, Ontario, Rancho Cucamonga, Rialto, San Bernardino, Upland, and Victorville. If a project benefits residents of both a metropolitan city and the County's CDBG Program, an application may be submitted with matching funds proportional to the non-County participants.

V. Who Can Apply?

Eligible applicants include:

- Non-profit organizations with valid 501(c)(3) status
- San Bernardino County agencies and departments
- Governmental agencies, cities, special districts, and tribal governments

Please note: Individuals are not eligible to apply.

VI. Eligible Activities

To qualify for CDBG funding, all projects must meet one of HUD's three National Objectives:

1. **Benefit low- and moderate-income individuals:** At least 51% of beneficiaries must be low- or moderate-income, or the project must serve a designated low/mod area.
2. **Prevent or eliminate slums and blight:** Projects must address visible deterioration or health/safety hazards.
3. **Address urgent community needs:** The project must resolve an urgent threat to public health or safety.

Examples of eligible activities include:

- Acquisition of property for public use or redevelopment
- Public facility improvements (e.g., park renovations, senior and community center improvements)
- Infrastructure Improvements (e.g., streets, sidewalks)
- Public services (e.g., childcare, food assistance, job training)

VII. Ineligible Activities

- Construction or improvements to government or religious buildings (except when providing a broader public benefit such as using a church for a food pantry.)
- New housing construction (unless specifically authorized by HUD)
- Political or religious activities

VIII. Application Process

The 2025-26 CDBG program year begins on July 1, 2025, and runs through June 30, 2026. All applications must be submitted through the Web Application Management System (WAMS) at <https://sbc.hdsoftware.net/login>, by **Tuesday, October 29, 2024, at 4:00 PM PST**. Late applications will not be considered

Application Requirements

Applications must include:

- Organization Information: Contact details and mission
- Project Information: Description, goals, and location
- Community Needs and Target Population: Needs assessment and demographic data
- Project Budget and Sources: Detailed costs and funding sources
- Performance and Outcomes: Project goals and success measures
- Agency Capacity: Staff qualifications and capacity narrative
- Civil Rights and HUD Compliance: Verification of compliance and standing with HUD
- Signature and Assurances: Certification of provided information by an authorized representative

Construction Projects

Additional requirements for construction projects include:

- Maintenance and Operation (M&O) Commitment
- Estimated Annual M&O Budget
- Zoning and parcel information

Submission Instructions

Applications must be submitted via WAMS. After submitting online, organizations are required to send a **wet-signed E-Signature Authorization form** by **October 29, 2024**. The form can be downloaded from the [CDH website](#) or requested via email at CDBG.INFO@sbccounty.ca.gov.

Mail or hand-deliver the form to:

San Bernardino County
Community Development and Housing Department

560 E. Hospitality Ln., Ste. 200
San Bernardino, CA 92415-0043

IX. Application Review Process

1. **County Review:** CDH staff will first review applications for eligibility and alignment with the County's Consolidated Plan and HUD's National Objectives. Qualified applications will then be forwarded to the respective cities for review.
2. **City Review:** Participating cities will evaluate and prioritize applications through public hearings, recommending funding levels to the Board of Supervisors.
3. **Final Approval:** The Board of Supervisors will hold a public hearing in April 2025 to finalize CDBG project funding for the 2025-26 program year.

X. Additional Requirements

- **SAM Registration:** Applicants must register with the System for Award Management (SAM) and maintain active registration throughout the application and funding period. Failure to register or maintain an active SAM registration will result in ineligibility for CDBG funding.
- **Federal Debarment:** Organizations must not be debarred or suspended from receiving federal funds (Verified through the SAM database).

XI. Post-Award Requirements

Successful applicants will be required to comply with the following:

- **Drawdown of Funds:** Awardees will be expected to complete expend and draw their CDBG awards within specific timeframes:
 - **Public service** projects must complete expenditure and drawdown of funds within **ten (10) months**.
 - **Public Facility or Infrastructure projects must complete expenditure and drawdown** within **18 months**.
- **Reporting:** Regular reports detailing the use of CDBG funds and project outcomes are required.
- **Indemnification and Insurance:** Awardees must maintain adequate insurance, including Workers' Compensation, General Liability (\$1 million minimum), Automobile Liability, and Errors and Omissions coverage as applicable.

XII. Supplemental Information and Resources

For more details on CDBG regulations, project eligibility, and income limits, consult the following resources:

- [HUD Community Development Block Grant Laws and Regulations](#)
- [Low-and-Moderate-Income HUD Updated Data](#)
- [HUD Income Limits FY 2024](#)

Step-by-Step Guide for WAMS Submission

The Web Application Management System (WAMS) is San Bernardino County's online portal for submitting CDBG applications. Follow the steps below to successfully submit your application.

1. Accessing the Application Portal

- Open your preferred internet browser. For optimal performance, use **Mozilla Firefox**, **Google Chrome**, or **Microsoft Edge**.
- Navigate to the WAMS portal at: <https://sbc.hdsoftware.net/login>.
- If you already have an account, log in with your credentials. If not, proceed to create an account as outlined below.

2. Creating an Account

If this is your first time using WAMS, you'll need to create an account:

- On the WAMS login page, click the **"Register"** or **"Create an Account"** button.
- You will be prompted to enter your organization's details, including:
 - Organization name
 - Contact information (address, phone number, email)
 - Authorized representative's name
 - A secure password (minimum six characters)
- After completing the form, check your email for a confirmation message.
 - The email will include your username and a temporary password.
 - Use these credentials to log in to the portal.

Important Tips:

- Ensure your contact email is active and checked regularly, as all official communications regarding your application will be sent there.
- If you do not receive the confirmation email, check your spam or junk folder.

3. Logging into the WAMS System

- After receiving the confirmation email, return to the WAMS login page.
- Enter your username and temporary password.
- Upon logging in for the first time, the system will prompt you to change your password to something more secure. Choose a password you can easily remember, but that also meets security requirements (minimum of six characters, including letters and numbers).

4. Starting a New Application

Once logged in, you will land on the **HOME** page of the WAMS system. To start a new application:

- You will need to choose the type of project for the 2025-26 grant year (you may need to scroll or go to the next page to find the correct year):
 - **Public Service Projects:** These projects focus on providing community services such as education, health, and social assistance.
 - **Construction/Improvement Projects:** These projects involve building or improving public facilities or infrastructure.
- Look for the blue circle with a "+" (plus sign) and click it to create a new application.
- **Naming Your Application:** Assign a name to your application that clearly designates your organization and the project (e.g., "ABC Non-Profit Education Program"). This will help you track your application.
- Click **"Save"** to begin the application process.

5. Completing Your Application

The application form is divided into multiple sections (e.g., Organization Information, Project Information). Follow these steps to complete it:

- **Fill out each section carefully**, making sure to provide accurate and complete information.
- Click **Save** at the bottom of each page before moving to the next one. This ensures your information is stored and can be retrieved later.

Important Tips:

- **Avoid using the "Clear" button** unless you intend to delete all information in the current section.
- To continue working on a saved application, return to the **HOME** page and select the application from the **Actions** tab, then click **Edit**.

6. Uploading Supporting Documents

You will likely need to upload supporting documents to complete your application. These may include:

- Budgets and financial statements
- Maps and diagrams (for construction projects)
- Insurance documents
- Proof of 501(c)(3) status, articles of incorporation, and bylaws (for non-profit applicants)

To upload attachments:

1. Go to the **"Attachments"** section of the application.
2. Click on the blue circle with a "+" (plus sign) to add a new file.
3. Browse your computer for the appropriate file(s) and click **"Upload"**.

File Format and Size: Ensure that all documents meet the format and size requirements specified in the portal (e.g., PDFs no larger than 10MB).

7. Using the Copy Function (for Multiple Applications)

If your organization is submitting similar applications for different jurisdictions, WAMS offers a convenient copy function to save time:

- After completing your first application, click the **“Copy”** button. This creates a duplicate of the existing application.
- Edit the copied application as needed (e.g., change the project name or funding request for different jurisdictions).
- Note: Each jurisdiction requires a separate application, even if the project details are similar.

8. Submitting Your Application

Once you have completed all sections of the application:

- Return to the **“Actions”** tab.
- Review the entire application one last time to ensure all information is correct and all required fields are completed.
- When ready, click **“Submit”**.

Upon submission, your application will be marked as **“Submitted”** in WAMS, and you will receive a confirmation email.

Important Notes:

- **Final Check:** Once submitted, no further changes can be made to the application. Double-check all sections and attachments before submitting.
- **Submission Deadline:** The final deadline for all applications is **Tuesday, October 29, 2024, at 4:00 PM PST**. Late applications will not be accepted.

9. Submitting the E-Signature Authorization Form

In addition to submitting your application online, you must submit a **wet-signed E-Signature Authorization Form** to complete the application process. Follow these steps:

1. **Download the form:** The form can be downloaded from the [CDH website](#) or requested via email at CDBG.INFO@sbcountry.ca.gov.
2. **Print the form** and have an authorized representative sign it.
3. **Submit the signed form by mail or hand delivery** to the CDH office no later than **October 29, 2024, at 4:00 PM PST**.

Mailing Address:

San Bernardino County
Community Development and Housing Department

560 E. Hospitality Ln., Ste. 200
San Bernardino, CA 92415-0043

10. Common Issues and Troubleshooting

Here are solutions for common problems you may encounter:

- **Forgot Your Password?** Click the **“Forgot Password”** link on the WAMS login page. Follow the instructions to reset your password.
- **Browser or Upload Issues?** If you experience issues, such as trouble uploading files or problems displaying the site, try clearing your browser cache or switching to a different browser (Chrome, Firefox, or Edge).
- **Technical Assistance:** For further support, contact the CDH CDBG Team at (909) 501-0600 or email CDBG.INFO@sbcounty.ca.gov.