



**City of Citrus Heights**  
Mayor Bret Daniels

**Community Development Department**  
Casey Kempenaar, Community Development Director  
Nicole Piva, Housing & Human Services Program Coordinator

**NOTICE OF FUNDING OPPORTUNITY**  
**July 9, 2024**

**2025 Annual Community Development Block Grant Funding:**  
**Approximately \$90,000 Available for Public Services**

The City of Citrus Heights is an "entitlement jurisdiction" under the federal Community Development Block Grant (CDBG) program. The City receives an annual award of CDBG funds from the U.S. Department of Housing and Urban Development (HUD). In 2024, the City was awarded \$586,761 in CDBG entitlement funding. The uses of these funds are outlined in the 2024 Annual Action Plan as adopted by the Citrus Heights City Council on October 26, 2023.

The eligible uses of CDBG funds offer a high level of flexibility in choosing program activities. Grantees are free to select those activities that best meet the needs of the community, in accordance with the national objectives and requirements of the CDBG program. Past programs that have received Citrus Heights CDBG funding include meals for seniors, youth programs, homeless services, emergency food closet, and tenant landlord services.

This application is intended for non-profit service provision. Per federal regulations, up to 15% of the City's annual CDBG funding can be used for public services or non-profit service provision activities.

Agencies whose proposals are selected and who are awarded funds will be sub-recipients of the federal award. These agencies will be required to execute contracts with the City that include the required federal contracting language. Contracting agencies will be required to be familiar with and to comply with all CDBG program regulations and all other applicable federal administrative requirements; to submit regular reports regarding progress, expenditures, and clients served; and to provide evidence of adequate insurance. Per federal regulations, and as a condition of funding, agencies must collect and report information regarding the age, income, race, ethnicity, and household composition of those served ("program beneficiaries"). The City provides the template for collecting this information.

Proposals must include the information and documentation as described in the Proposal Requirements. Proposal packets will be available **Tuesday, July 9, 2024**. Funding for proposals submitted under this Notice of Funding Opportunity is scheduled to be considered by the Citrus Heights City Council on **Wednesday, October 9, 2024** and the Citrus Heights City Council will consider approval of funding allocations on **Wednesday, October 23, 2024**. Agencies will be notified of their selection after the October 23 City Council meeting via email. Depending upon Congressional appropriations, typically released mid-May, the City's actual allocation for 2025 CDBG entitlement funds may be increased or decreased, and agencies will be notified by email of any changes.

## APPLICATION SUBMITTAL PROCESS

One (1) electronic copy. The electronic copy must be submitted as a PDF file. Submit your application via email to Nicole Piva on **Tuesday, August 6 by 4:00 PM**. *The date and time the email is delivered will be confirmation the application was received on time.*

For more information or to receive a proposal packet you may visit the City's [Community Development Block Grant](#) webpage or send an email to Nicole Piva at [npiva@citrusheights.net](mailto:npiva@citrusheights.net). TTY/TDD users with questions or comments may call the California Relay Service by dialing 7-1-1. In addition, you may contact the ADA Coordinator at (916) 725-2448.

### **CDBG PROGRAM GENERAL INFORMATION**

Community Development Block Grant (CDBG) programs allocate funds from the U.S. Department of Housing and Urban Development (HUD) to state and local governments, who may then allocate them to private non-profit community development corporations, non-profit community-based organizations, non-profit housing and service providers, city departments, and private for-profit corporations, for qualified activities that benefit low- and moderate-income areas or low- and moderate-income persons. Low- and moderate-income households are currently defined as those having gross annual incomes at or below 80 percent of the area median income, adjusted for household size. The 2024 income limits released by HUD state the maximum income for a household of four is \$94,300.

### **PLEASE NOTE**

#### **THIS APPLICATION IS ONLY FOR PUBLIC SERVICE FUNDING**

The City of Citrus Heights has a competitive process only for the public services portion of CDBG funding.

### **ELIGIBLE ACTIVITIES**

Applicants should first determine whether their proposed activity is eligible under the CDBG regulations at [24 CFR570.201](#). All projects must primarily benefit low- and moderate-income persons. If the activity was not funded by CDBG last year, please contact Nicole Piva at [npiva@citrusheights.net](mailto:npiva@citrusheights.net) to determine if the activity is eligible.

Activities that are generally eligible for CDBG funding include the following, meals for seniors, youth programs, homeless services, emergency food closet, and tenant landlord services but are not limited to. Applicants with public service projects must submit the attached application.

Refer to the Application Checklist early in the process. Many of the required documents may take time to pull together. You will need approval of the application from your Governing Board.

The City offers a CDBG Funding Assistance Workshop should the applicant wish to hear more about the City's CDBG program. Attendance at the workshop is optional. The workshop will be held **Tuesday, July 30, 2024** from 2:00 PM to 3:00 PM via Microsoft Teams. For information on how to join the workshop send an email to [npiva@citrusheights.net](mailto:npiva@citrusheights.net) with your contact information.

### **APPLICATION REVIEW**

Once the final application date and time has passed, applications may not be amended or substituted, unless the amendment has been requested or permitted by City staff. City staff reserves the right to contact an applicant if additional information is required. City staff are available to provide technical assistance prior to the application due date.

City staff will review applications to determine whether the proposed activities meet the minimum eligibility criteria. Proposed activities will be evaluated based on their benefit to low- and moderate-income households, project readiness, and feasibility for successful and timely implementation. City staff may conduct interviews with qualifying applicants and provide the applicant with the opportunity to clarify their application and advise city staff of any additional factors that may be relevant.

#### **APPLICATION TIPS AND INSTRUCTIONS:**

- The attendance of the workshop is helpful in determining if the proposed project is an eligible CDBG activity. The workshop is optional.
- Staff is available until the application deadline to answer questions about the application requirements or process.
- Review the Application Checklist early in the process. Many of the documents may take time to pull together. You also need approval of the application from your governing board.
- Submit
  - One (1) electronic copy. The electronic copy must be submitted as a PDF. Electronic copies must be submitted via email to Nicole Piva via email.
  - Keep a copy of your submittal as a reference.
- Applications must be received by email by **Tuesday, August 6, by 4:00 PM**. Applications emailed after 4:00 PM will not be considered.
- The application must be completed and submitted in its entirety. Check carefully to ensure that you have answered all applicable questions. Do not delete questions that do not apply to your organization's project.
- Application information can be submitted on attachments to the original application. The application should be noted *See Attachment No.* for easy reference.
- Attachments must be numbered or lettered and must reference the corresponding section and question number from the application.

**TIMEFRAME**

The City anticipates the following schedule for reviewing submitted applications and determining funding awards.

Tuesday, July 9, 2024	Release Notice of Funding Opportunity 2025 Community Development Block Grant Funds
Tuesday, July 30, 2024	2025 Application Funding Workshop 2:00 PM to 3:00 PM  For information on how to join the workshop send an email to <a href="mailto:npiva@citrusheights.net">npiva@citrusheights.net</a> . <i>Workshop is Optional</i>
Tuesday, August 6, 2024	Applications are Due 4:00 PM Email Applications to <a href="mailto:npiva@citrusheights.net">npiva@citrusheights.net</a>
Wednesday, October 9, 2024	City Council Meeting 6:00 PM Draft 2025-2029 Consolidated Plan & 2025 Annual Action Plan considered, preliminary allocation of funds.
Monday, September 23 – Wednesday, October 23, 2024	Draft 2025-2029 Consolidated Plan & 2025 Annual Action Plan Public Comment Period
Wednesday, October 23, 2024	City Council Meeting 6:00 PM Final 2025-2029 Consolidated Plan & 2025 Annual Action Plan considered, final allocation of funds.
Wednesday, January 1, 2025	Program Year Begins (January 1 – December 31, 2025)



City of Citrus Heights  
6360 Fountain Square Drive, Citrus Heights, CA 95621  
Community Development Department

## Application for 2025 Community Development Block Grant Funding

Organization Information		
Organization Legal Name:		UEI #:
Address:		
City:	State:	Zip Code:
CEO/Executive Director Name:		Title:
Phone No.:	Email:	
Project/Program Information		
Program Name:		
Location where activities will take place:	Address:	City:
Program Manager Name*:		Title:
Phone No.:	Email:	
<i>*The person identified here should be the person who is paid by CDBG and will report on the client demographics and goals.</i>		
Finance Manager Name**:		Title:
Phone No.:	Email:	
<i>**The person identified here should be the person who ensures that the financial information is correct.</i>		

**Amount requested: \$**

**Total program costs: \$**

**SECTION 1. COMMUNITY NEED & BENEFIT**  
**(Scoring Criteria – Maximum 10 points)**

- 1. What community needs and gaps in service does this project/program address?**  
*(Identify the current need in the community for the proposed project in the context of the eligible CDBG priorities. Describe any gaps in service and the need for the services proposed. Provide current local statistics, agency statistics or other evidence to document the needs and gaps.)*
  
- 2. Will the project provide a new service?**  
*(If yes, describe. If no and is a continuing service, answer the next question)*
  
  
  
  
  
  
  
  
  
  
- 3. If the project is a continuing service, (i.e., if you have been providing this survey in Citrus Heights in the past answer the following questions:**
  - a. What is your current level of services?**  
*(Describe, what the service is: who and how many do you serve now; how often is the service provided; number of staff)*

**b. Does CDBG fund this program currently?**

**c. If not currently, has this program received CDBG funding in the past?**

**d. If yes, how much funding do you receive? During what years have you received funding?)**

**e. In quantifiable terms, how will new or increased funding be used to provide a quantifiable increase in the current level of service?**

- 4. Describe the population who will benefit from the service, (i.e., unhoused individuals, youth, seniors, special needs, etc.)?**
- 5. What is the proximity of your location to the persons being served?**
- 6. How will the program/project collaborate with other service providers that service the same population?**  
*(Include any formal agreements or describe a history of partnerships in the community.)*



**7. Program Eligibility – National objective (choose one).**

\_\_\_\_Low/Mod Limited Clientele (LMC) 570.208 (a) (2) – at least 51% of program participants must be low/mod (80% of AMI or below-current income limits). Collect household data on income, family size, and race & ethnicity information to substantiate that person being assisted is low and moderate income.

\_\_\_\_Low/Mod Limited Clientele Presumed Benefit 570.208 (a)(2)(A) – An activity can be considered Presumed Benefit if the program benefits abused children/spouses, elderly, severely disabled adults, homeless, illiterate, persons with AIDS, or migrant farm workers. Collect race & ethnicity information.

\_\_\_\_ Low/Mod Limited Clientele Nature or Location Benefit 570.208 (a)(2)(D) An activity can be considered eligible under this category if the activities are of such a nature and in such a location to conclude low/mod clientele serviced (i.e.: funding a daycare in a Public Housing Complex – the location of the activity implies eligibility). Collect race & ethnicity information.

\_\_\_\_\_Low/Mod Area Benefit (LMA) 570.208 (a) (1) – An activity can be considered LMA if the service area, meaning the radius of where you will be drawing program participants from, is predominantly low/mod (attach map of service area). Activity must provide services to ALL residents.

## **SECTION 2. PROJECT DESCRIPTION & APPROACH**

### **(Scoring Criteria – Maximum 10 points)**

- 1. Provide a clear, detailed description of the program.**
- 2. Define and describe the services that will be provided by this program including your organization's experience in serving the target population.**

**3. When is the program offered? (list hours of program operation for each day)**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time/Duration:							

**4. Describe the staffing plan and qualifications (such as, education, training, or experience) of the staff members who will manage the project and provide the services.**

**5. Indicate the number of unduplicated persons to be assisted and the number to be assisted with CDBG funds. *In order to be considered to receive funding at least 51 percent of the beneficiaries must be low- or moderate-income persons or households.***

# Served	Persons
Total assisted with <u>all funds</u>	
Total assisted with <u>CDBG funds</u>	

**6. HUD Performance measures:**

**A. Select one of the three objectives that best describe the purpose of the public service activity.**

\_\_\_\_\_ Provide essential public service to improve quality of life for individuals and families with low-moderate incomes, including special needs populations and those experiencing homelessness or at risk of becoming homeless.

\_\_\_\_\_ Increase, maintain, and improve the supply of safe, decent, and affordable housing

\_\_\_\_\_ Create economic opportunities for individuals and families with low-moderate incomes.

**B. Select one of three outcome categories that best describe what the public service activity will achieve.**

\_\_\_\_\_ Availability/Accessibility

\_\_\_\_\_ Affordability

\_\_\_\_\_ Sustainability

**C. Select one of the following indicators.**

- \_\_\_\_\_ Number of persons receiving new or continues access to the service or benefit; or  
\_\_\_\_\_ Number of persons receiving improved access to the service or benefit

**D. Describe how your organization will track, count and report this data.**

**SECTION 3. ORGANIZATIONAL CAPACITY**  
**(Scoring Criteria – Maximum 6 points)**

**1. Describe any specific experience your organization has in administering public funds.**

**2. Describe your organization's financial management including financial reporting, recordkeeping and accounting systems.**

**3. If you received CDBG before, did you meet the reporting requirements?**

**4. Projects that receive a CDBG funding award are sometimes awarded less than the amount originally requested. Please indicate here whether your proposed activity could be undertaken with less funding and how that would affect the project scope.**

**5. Demonstrate that the proposed activity is economically feasible and can be implemented in a timely and cost-efficient manner within the proposed program year.**

**SECTION 4. FINANCIAL FEASIBILITY**  
**(Scoring Criteria – Maximum 4 points)**

The City encourages CDBG funds to be used primarily as gap funding. Identify sources of leveraged funding for this activity. Attach copies of funding commitment letters or other evidence of funding support to the application.

**1. Project Budget (Maximum 2 points)**

<b>Funding Sources</b>	<b>Amount</b>
CDBG funds requested in this application	
Prior year CDBG funds received	
Citrus Heights Community Support funds currently receiving	
Other Federal funds received (if any)	
Private funds received (if any)	
<b>Public service group, below show how CDBG funds will be used for the program year (January-December)</b>	
Salaries <i>(funding of actual salaries, fringe benefits will not be paid)</i>	
Supplies	
Program Administrative Costs	
<b>TOTAL CDBG BUDGET</b>	<b>\$</b>

**STAFF/SALARY BREAKDOWN**

Please show all staff positions related to the proposed activity regardless of funding source. If multiple staff members have the same position/title, list them separately (for example, Counselor 1/Counselor 2). You must submit job descriptions with your application for each position title identified below.

Position Title	Is this a current or proposed position?	Annual Salary	Total Annual Salary	x	% Time Spent on this CDBG Project/Program	=	Total Position Cost Requested from CDBG
Example: Case manager	Current	\$25,000	\$5,000	\$30,000	x	40%	= \$12,000
					x		=
					x		=
					x		=
					x		=

2. What funds have you committed from your organization or have obtained from another organization to fund the project/program described in this application? (Leveraged funds are defined as “a financial commitment towards the costs of a project or program other than the granting agency”. (Maximum 1 point)

3. What steps has your organization taken to sustain its mission as defined below? (Sustainability is defined as the ability of an organization to continue its mission or program into the future. A project/program can be considered sustainable in three main categories: organizational, financial, and community sustainability.) (Maximum of 1 point)

### **APPLICATION CHECKLIST**

For your application to be accepted, in addition to the application itself, your organization must meet and submit the following threshold items:

- Is the proposed activity eligible?
- Demonstrate your administrative capacity and experience?
- Complete all budget sheets and attach required financial documentation?
- Include all requested attachments/certifications?
- Articles of Incorporation
- Completed W-9
- IRS 501(c)(3) Designation Letter (pending letters will not be accepted)
- Current list of Board of Directors
- Organizational Chart
- Resumes of Chief Administrative and Chief Fiscal Officers
- Certified Organization Audit/Financial Statements of most recent year
  - Financial statements audited by a CPA or Profit and Loss Statement and General Ledger printout
- Project Budget (for the proposed activity)
- Current fiscal year agency budget, including all funding sources
- Signature Authorization form
- Disclosure of Lobbying Activities (standard Form LLL – Rev 7-99)
- Byrd Amendment Certification for Contracts, Grants, Loans and Cooperative Agreements

### **CERTIFICATION**

To the best of my knowledge, all materials submitted as part of this application packet is true, correct and the governing body of the applicant organization has duly authorized said documents and this request for funding.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

## SIGNATURE AUTHORIZATION FORM

The Board of Directors of \_\_\_\_\_ does hereby resolve that on the date of \_\_\_\_\_, the Board reviewed the Application for Community Development Block Grant funds to be submitted to the City of Citrus Heights Community Development Block Grant Program for funding consideration for the **Calendar Year 2025** and in a proper motion and vote to approve this application for submission.

The Board further certifies that the organization making this application has complied with all applicable laws and regulations pertaining to the application and is a non-profit organization, tax-exempt, and incorporated in the State of California.

\_\_\_\_\_ (*name of organization*) hereby proposes to provide the services or project identified in the Scope of Services in accordance with this application for Community Development Block Grant Funds. If this application is approved and this organization receives CDBG funding from the City of Citrus Heights, this organization agrees to adhere to all relevant federal, state, and local regulations and other assurances as required by the City. As the duly authorized representative of the organization, I certify that the organization is fully capable of fulfilling its obligation under this application as stated herein.

I further certify that this application and the information contained herein are true, correct, and complete.

**I also authorize the following person(s) to have signatory authority regarding this grant:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
President/Board of Directors (or other authorized person)

\_\_\_\_\_  
Date



## **EXHIBIT D – LOBBYING FORM AND DISCLOSURE**

### **CERTIFICATION REGARDING LOBBYING – CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS**

The undersigned certifies to the best of his or her knowledge and belief, that:

A. No federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant loan, or cooperative agreement in accordance with the Department of Interior and Related Agencies Appropriations Act, known as the Byrd Amendments, and HUD'S 24 Code of Federal Regulations (CFR) 87.

B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a

member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form LL, "Disclosure Form to Report Lobbying," in accordance with its instructions, and other federal disclosure forms as requested.

C. The Subrecipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization Name  
Name

Award Number or Project

Name and Title of Authorized Representative

Signature

Date

#### **PENALTY FOR FALSE OR FRAUDULENT STATEMENT**

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

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

**Byrd Amendment Certification For Contracts,  
Grants, Loans And Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of a cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, An officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By \_\_\_\_\_  
(signature)

\_\_\_\_\_  
(typed or printed name)

\_\_\_\_\_  
(title, if any)

Covered Action: \_\_\_\_\_  
(type and identity of program, project or activity)