



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM APPLICATION FOR THE 2013 PROGRAM YEAR

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING
976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600

Promoting the Wise Use of Land • Helping to Build Great Communities

Organization Name: _____
(Attach additional sheets if necessary)

To be considered for CDBG assistance, please submit this completed application with any exhibits, budgets or beneficiary data as needed. **PLEASE READ ALL INFORMATION IN THE APPLICATION.** Applications can be mailed to one of the participating jurisdictions listed in this application or to: Tony Navarro, Planner III, Department of Planning and Building, 976 Osos Street, Room 300, San Luis Obispo, CA., 93408 or hand delivered to Tony Navarro at 1035 Palm Street, Room 370, San Luis Obispo, CA., faxed to (805) 781-5624, or e-mailed to tnavarro@co.slo.ca.us. **The application deadline is 5:00 P.M., Friday, October 12, 2012.** Applications must be received by the County or one of the participating cities (Arroyo Grande, Atascadero, Morro Bay, Paso Robles, San Luis Obispo) prior to close of the business day. **POSTMARKED DATED MAIL RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.**

NOTE:

- (1) Please review the CDBG regulations and guidelines and the Request for Proposals before completing this proposal. The CDBG regulations, under 24 CFR 570, are available at www.sloplanning.org under "Federal HUD Grants."
- (2) **HMIS Reporting for 2013 homeless services, housing and shelter** - All homeless service providers applying for CDBG funds to assist, house or shelter the homeless must identify and demonstrate its capacity to participate in the County of San Luis Obispo Homeless Management Information System (HMIS) to provide: personnel for data entry, user licensing, and hardware and software necessary for compatibility with HMIS. HMIS is an electronic data collection system that stores client level information about persons who access the homeless services system in a Continuum of Care, and reports aggregate data for the County as per the U.S. Department of Housing and Urban Development's Data Standards found in http://www.hudhre.info/documents/FinalHMISDataStandards_March2010.pdf.
- (3) The project/program proposal to the County of San Luis Obispo shall be examined in relation to the County's community development goals and funding priorities as presented in the Urban County of San Luis Obispo 2010-2015 Consolidated Plan (ConPlan). The ConPlan is available at www.sloplanning.org. The County of San Luis Obispo Department of Planning and Building (Planning) considers the criteria stated in the 2013 Request for Proposals as one of many tools to help make funding recommendations to the Board of Supervisors. Planning will use other information and sources including but are not limited to: the County Board of Supervisors, recommendations from the Homeless Services Oversight Council, other participating jurisdictions of the Urban County of San Luis Obispo, identified needs that could be addressed by the grant funds, consistency with goals and priorities in the 2010 Consolidated Plan and the Ten Year Plan to End Homelessness, results of the Needs Workshops, working knowledge of the project and/or organization by Planning, and availability of limited fund, to help with the funding recommendations.

Please call County and/or city CDBG staff with any questions about how to complete the form or about the rating criteria and process.

If the information for any of the questions below requires more room to provide a complete explanation of your proposed project or program, please attach additional sheets.

CONTACT INFORMATION

1. Name and mailing address of applicant organization, with contact person, phone and fax numbers, and e-mail address:

Name:

Address (mailing and physical address requested if different):

Contact person/title

Phone:

Fax:

E-mail address:

Is the organization a Faith Based Organization? Yes No

Organization's DUNS number: _____

If you are awarded CDBG funds or your proposal involves economic development, i.e., directly benefit a business, private property owner, business, involves façade improvements, provide technical assistance to a new or existing business, job creation, loan guarantee, the beneficiary must obtain a Dun and Bradstreet (DUNS) number that must be reported to HUD. Please contact Tony Navarro, (805) 781-5787, tnavarro@slo.co.ca.us for information on how to obtain a DUNS number prior to incurring and obligating the federal funds.

Is your agency currently participating in HMIS?

If not, does your agency have the capacity to participate in HMIS? If yes, how so?

PROJECT DESCRIPTION

- 2. Title/name/address of proposed project or program:**
- 3. Please describe the proposed project or program.** In one or two short paragraphs, include a brief project/program description, the groups who will benefit and an explanation of how they will benefit from the proposed project or program. For projects, describe the location of the project (be as specific as possible, e.g. street address). For programs, state the location from which the program will be operated and/or describe the geographic area served by the program. Also, please include a schedule of project/program milestones.
- 4. Will the services offered by your organization increase or expand as a result of the CDBG assistance? If yes, please answer the following questions:**
- a. What new programs and/or services will be provided?

 - b. Describe how existing programs and/or services will be expanded and what percentage of an increase is expected?
- 5. Check any of the following eligible activity categories that apply to the proposed project or program:** (Refer to CDBG regulations and the Guide to Eligible CDBG Activities).
- Acquisition of real property*
 - Disposition of real property
 - Public facilities and improvements (may include acquisition, construction, reconstruction, rehabilitation or installation)* and/or **
 - Privately owned utilities

- Clearance and remediation activities**
- Public services
- Interim assistance
- Relocation of individuals, families, businesses, non-profit organizations, and/or farms
- Loss of rental income
- Removal of architectural barriers
- Housing rehabilitation**
- New housing construction (under limited circumstances)
- Homeownership assistance
- Housing services
- Code enforcement
- Historic preservation**
- Commercial or industrial rehabilitation**
- Special economic development
- Technical assistance and planning studies

*** Relocation:** Any project that involves the acquisition of property and/or rehabilitation and is funded in whole or in part with federal funds, even if the federal funds are not used for the acquisition itself, is subject to federal requirements connected to acquisition and relocation. A project cannot be broken into separate “projects” in order to avoid the federal requirements connected with property acquisition and relocation. Any questions concerning whether the relocation regulations apply to a specific property acquisition project should be directed to the Community Development Division staff before any action is taken on the project.

If HUD funded project will cause a household or a business to move, even temporarily, the relocation regulations will apply.

Along with application submit:

- Estimate of relocation cost (moving costs, subsidy amount for suitable replacement dwelling)
- Letter to owner or voluntary acquisition, plus proof of delivery to owner.

- General Information letter to tenants (both business and residential tenants), plus proof of delivery to all).
- List of tenants (both business and residential tenants) at the time of application submittal.
- Refer to SLO Col website for sample relocation letters.

**** Lead based paint/asbestos:** If HUD funded project involves acquisition or rehabilitation of a residential units that was built in 1978 or earlier, then Lead-Based paint regulations will apply.

- Along with application submit an estimate of costs for LBP work, provided by certified LBP consultant. Or statement by LBP consultant explaining that project is exempt.
- Include any temporary housing costs.

6. Describe the need and the degree of urgency for the proposed project or program. What would be the consequences if the proposed project or program is not funded in the next year?

7. Please describe the specific organizational method used to implement the proposed project or program (single or multiple group, public agency, non-profit, for-profit, experience in operating similar programs, etc.):

8. Does the project require the issuance of a permit (from local, state or federal agencies)?

Yes No

- If yes, please identify the permits necessary to complete the project.
- Have the necessary permits been issued? Please provide proof of permit issuance.
- If permits are required but not yet obtained, when will the permits be issued?

NATIONAL OBJECTIVES CRITERIA

9. Does the proposed project or activity meet one of the three national objectives of the CDBG program? Please check one of the objectives below that applies to the proposal, and explain how the project or activity meets that national objective.

- a. _____ Benefits low- and moderate-income persons as defined by the U.S. Department of Housing and Urban Development (HUD).

Select one:

Low/Moderate-Income Area Benefit – The project serves only a limited area which is proven by 2000 Census data or survey to be a predominately (51% or more) low/moderate-income area. Applicants choosing this category must be able to prove their project/activity primarily benefits low/moderate-income households.

Low/Moderate-Income Limited Clientele – The project benefits a specific group of people (rather than all areas in a particular area), at least 51% of whom are low/moderate-income persons;. Note: Income verification for clients must be provided for this category. The following groups are presumed to be low/moderate-income: abused children; elderly persons; battered spouses; homeless persons; adults meeting census definition of severely disabled; persons living with AIDS; and migrant farm workers

Low/Moderate-Income Housing – The project adds or improves permanent residential structures that will be/are occupied by low/moderate-income households upon completion.

Low/Moderate-Income Jobs – The project creates or retains permanent jobs, at least 51% of which are taken by low/moderate-income persons or considered to be available to low/moderate-income persons.

Explain:

NOTE: To meet this national objective, the proposed activity must benefit a specific clientele or residents in a particular area of the County or participating city, at least 51 percent of who are low- and moderate-income persons.

- b. _____ Aids in the prevention or elimination of slums or blight.

Explain:

Select one:

Addressing Slums or Blight on an Area Basis -

Addressing Slums or Blight on a Spot Basis – This project will prevent or eliminate specific conditions of blight or physical decay. Activities are limited to clearance, historic preservation,

rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Is the project located in a Redevelopment Area? Yes No

If yes, attach a map of the area with the site highlighted, and provide the Redevelopment Project Area (excerpts accepted) which documents the existence of slum/blight. Also, document the specific redevelopment objectives pertaining to the proposed project.

NOTE: To meet this national objective, the proposed activity must be within a designated slum or blighted area and must be designed to address one or more conditions that contributed to the deterioration of the area.

- c. _____ Meets community development needs having a particular urgency where existing conditions pose a serious and immediate threat to the health or welfare of the community, and no other funding sources are available, i.e., a major catastrophe such as a flood or earthquake.

| |
|----------|
| Explain: |
|----------|

NOTE: To meet this national objective, the proposed activity must deal with major catastrophes or emergencies such as floods or earthquakes.

10. If the project or program is designed to meet the national objective of providing benefit to low- and moderate-income persons, please estimate the number of unduplicated number of persons (or households) to benefit from the project and break that estimate down by income group (unduplicated means the number who are served, i.e., the grant will allow 25 children to participate in preschool – not 25 children x 5 days x 52 weeks = 6,500).

- a. Total number of persons or households who will benefit from the project or program (regardless of income group):

_____ Persons/households (circle the applicable unit)

- b. Of the total number of persons or households entered above, how many will be low-income (earning 51% - 80% or less of the County median-income)?

_____ Persons/households (circle the applicable unit)

- c. Of the total number of persons or households entered above, how many will be very low-income (earning 50% or less of the County median-income)?

_____ Persons/households (circle the applicable unit)

11. Who are the clients of your organization? (Example: low- to moderate-income persons, elderly persons, severely disabled persons, migrant farm workers, battered spouses, etc.)

12. How will the clients benefit from this project?

13. If your project serves homeless households, please describe how your program coordinates with other continuum of care projects and entities and how it aligns with the San Luis Obispo Countywide 10-Year Plan to Homelessness.

BENEFICIARY DATA

14. How do you collect demographic data on the beneficiaries of the proposed project or program?

(Example: racial/ethnic characteristics)

NOTE: You are required to provide beneficiary data at the end of each quarter and year end data of the fiscal year.

15. How do you document and maintain income status of each client in compliance with HUD regulations? (Example: very low, low- and moderate-income)

16. Provide the following information for the person(s) in your organization responsible for the preparation and submittal of the quarterly reports and for collecting and reporting the beneficiary data to the Urban County.

Contact person/title:

Phone number:

E-mail address:

FINANCIAL INFORMATION

For CDBG applications to the County of San Luis Obispo involving acquisition, construction or rehabilitation projects please provide the required additional budget information on BUDGET FORM A and BUDGET FORM B attached to the back of this application.

17. Total amount of CDBG funds requested: \$ _____

Please identify the jurisdiction(s) to which you are applying (see **Note** below):

If you are requesting CDBG funds from more than one jurisdiction, please break down the amount shown above by the jurisdiction listed below.

| | |
|------------------------------|----------------------------------|
| City of Arroyo Grande: _____ | City of Paso Robles: _____ |
| City of Atascadero: _____ | City of San Luis Obispo: _____ |
| City of Morro Bay: _____ | County of San Luis Obispo: _____ |

NOTE: If you are applying to one or more cities, please provide a copy of the application to the _____ County by the application deadline.

18. Please describe the budget for the proposed project or program. Itemize all sources of funding expected to be available and used for this project

a. **Revenues:**

- | | |
|--|-----------------|
| 1. CDBG Funds requested | \$ _____ |
| 2. Other Federal fund(s) (please describe below) | \$ _____ |
| 3. State source(s) (please describe below) | \$ _____ |
| 4. Local source(s) (please describe below) | \$ _____ |
| 5. Other funds (please describe below) | \$ _____ |
| Total Revenues | \$ _____ |

b. **Expenditures:** List below by item or cost category.

19. How do you plan to fund the operation and maintenance costs (if any) associated with this project? Are these funds available now? If not, when will they be available? And from what source(s)?

20. Will CDBG funds be used to match/leverage other funds? List below funding sources and amounts and identify award dates of these sources.

I certify that the information in this application is true and accurate to the best of my knowledge and ability.

Signature

Date

Printed or typed name

Title

Note to applicant:

The County and cities require all of the grant recipients to maintain general liability, automobile and workman's compensation insurance with limits of not less than \$1 million***. If you are successful in obtaining an award, you will be asked to provide documentation regarding ability to provide the required coverage.

*** Liability coverage may vary by jurisdiction. Please call the city/county contact to verify limits.

Prior to HUD's release of grant conditions and/or funds for the CDBG-funded project, a review of the project's potential impact on the environment must be conducted by the awarding jurisdictions and approved by the County of San Luis Obispo **prior to obligating or incurring project costs.** The County

must certify to HUD that it has complied with all applicable environmental procedures and requirements. Should project costs be obligated or incurred prior to the completion of the necessary environmental review, the project **shall not** benefit from the federal funds. Environmental review requirements pursuant to 24 CFR Part 58 must be fully satisfied for any project selected for funding prior to the CDBG Program issuing a Notice to Proceed for the project. The level of environmental review required depends on the nature of the project. 24 CFR Part 58 is available at www.hud.gov/offices/cpd/environmental/lawsandregs/regs.

If you need assistance or have questions regarding this application, please contact any of the persons listed below. Your application(s) can be dropped off or mailed to the following locations:

- Kelly Heffernon, Community Development Dept., City of Arroyo Grande, 214 E. Branch Street (P.O. Box 550), Arroyo Grande, CA 93421, (805) 473-5420.
- Valerie Humphrey, Public Works Dept., City of Atascadero, 6907 El Camino Real, Atascadero, CA 93422, (805) 470-3460.
- Rob Livick, Public Services Dept., City of Morro Bay, 955 Shasta Avenue, Morro Bay, CA, 93442, (805) 772-6261
- Darren Nash, Community Development Dept., City of Paso Robles, 1000 Spring St., Paso Robles, CA 93446, (805) 237-3970.
- Tyler Corey, Community Development Dept., City of San Luis Obispo, 919 Palm St., San Luis Obispo, CA 93401, (805) 781-7175.
- Tony Navarro, Dept. of Planning and Building, 976 Osos Street, Room 300, San Luis Obispo, CA 93408, (805) 781-5787.

COUNTY OF SAN LUIS OBISPO CDBG SUPPLEMENTAL BUDGET INFORMATION SHEET

BUDGET FORM A

For CDBG applications to the County of San Luis Obispo involving acquisition, construction or rehabilitation projects must provide the applicable project budget information.

Financial considerations are key in assessing a project’s ability to be completed successfully and timely. Factors to be considered in this area include (a) availability and sufficiency of resources (including all non-CDBG, federal, state, county or private funding sources), (b) the leveraging of resources, (c) fiscal support for the project for its continued viability and (d) the project budget’s accuracy, reasonableness and completeness in determining the financial needs of the project.

Source of Funds. Provide for entire project and round to the nearest hundred dollars. Do NOT include operating costs as this is not an eligible CDBG costs for projects involving acquisition, construction or rehabilitation projects.

| Description of Cost | Date Funds Available | Amount Requested | Approved - Secured | Total | % of Total Budget |
|---------------------------------|-----------------------------|-------------------------|---------------------------|--------------|--------------------------|
| CDBG Funds: This Request | | | | | |
| Previous Award | | | | | |
| Previous Award | | | | | |
| CDBG Funds: This request | | | | | |
| Previous Award | | | | | |
| Other Federal Funds Source: | | | | | |
| State Funds Source: | | | | | |
| Private Funds: | | | | | |
| Private Funds: | | | | | |
| Private Funds: | | | | | |
| In-Kind Contributions: Labor | | | | | |
| In-Kind Contributions | | | | | |
| Other: | | | | | |
| Other: | | | | | |
| Other: | | | | | |
| Totals | | | | | 100% |

Comment on your entity’s strategy and plans on the leveraging and sufficiency of resources to implement the proposed project. If project is not leveraged with other funds, explain why CDBG funds are being relied on solely to fund the proposed project.

COUNTY OF SAN LUIS OBISPO CDBG SUPPLEMENTAL BUDGET INFORMATION SHEET

BUDGET FORM B

Project Budget

Budget Form – Acquisition, Construction and Rehabilitation Project Preliminary Budget & Project Funding Requirements

Agency name: _____

Project: _____

Preliminary Budget: List all funding necessary to complete the proposed project. You must provide a **DETAILED** budget line-item worksheet for all costs associated with the project. **NOTE: YOU MUST USE THIS FORMAT.** Additionally, you must provide a **DETAILED** budget narrative explaining how you arrived at each line item.

| Activity | CDBG Funds | Other Funds | Total Cost |
|--------------------------------|-------------------|--------------------|-------------------|
| ACQUISITION | | | |
| Purchase of Land | | | |
| Purchase of Units | | | |
| Other Expenses (List) | | | |
| HARD COSTS | | | |
| Site Work | | | |
| Demolition | | | |
| Construction | | | |
| Appliances | | | |
| Accessory Buildings | | | |
| General Requirements | | | |
| Contractor Overhead | | | |
| Contractor Profit | | | |
| Construction Contingency | | | |
| Other (List on separate sheet) | | | |
| SOFT COSTS | | | |
| Architect Fee – Design | | | |
| Architect Fee – Supervision | | | |
| Legal Fees | | | |
| Engineering Fees | | | |
| Other Professional Fees (List) | | | |
| Appraisal | | | |
| Market Study | | | |
| Environmental Report | | | |
| Title & Recording Expenses | | | |
| Relocation Expenses | | | |
| Consultants | | | |
| Other Soft Costs (List) | | | |

| | | | |
|---|--|--|--|
| INTERIM COSTS | | | |
| Construction Insurance | | | |
| Construction Interest | | | |
| Credit Enhancement | | | |
| Real Estate Taxes | | | |
| FINANCING COSTS | | | |
| Bond Premium | | | |
| Permanent Loan Origination | | | |
| Permanent Loan Credit Enhance | | | |
| Other Financing Costs (List) | | | |
| DEVELOPER'S FEE (Determined individually for each project) | | | |
| TOTAL DEVELOPMENT COST | | | |

Budget must be specific and reflect the applicant's financial commitment, including items paid for by other sources. This includes in-kind contributions and volunteer labor. It should not include amounts of administration. Indicate the circumstances/consequences of partial funding is awarded for this project.

Authorization:

Authorized Signature for Project

Title

Date

Print name

