



HOME INVESTMENT PARTNERSHIPS ACT (HOME) PROGRAM APPLICATION FOR THE 2016 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

The County of San Luis Obispo is pleased to announce the availability of funds for the HOME program. The HOME Investment Partnerships Program (HOME) provides grants that communities use - often in partnership with local nonprofit groups - to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people.

To be considered for HOME assistance, a completed application with any necessary exhibits, budgets or beneficiary data is required. Applications must be received by the County of San Luis Obispo. Please email grant applications to ActionPlan@co.slo.ca.us by the application deadline of **5:00 P.M., Friday, October 23, 2015**. Please label your email subject by adding the grant program name and the agency name (Example: HOME – CAPSLO).

CONTACT INFORMATION

1. Qualifying Information

Organization Name: _____ DUNS number: _____

Contact person/title _____

Phone: _____ Fax: _____ Email: _____

Address (mailing and physical address requested if different): _____

PROJECT DESCRIPTION

2. Title/name/address of proposed project or activity:

3. Description of proposed project or activity and target population: (Include the number of HOME assisted units and whether these units will be "floating" or "fixed" units.)

4. How many of the units will be for:

Homeless: _____

At-risk: _____

Total: _____

Very Low-Income (50% of AMI): _____

Low-Income (80% of AMI): _____

Other: _____

Total: _____

5. General category of HOME-eligible project:

- Homeownership – property acquisition*
- Homeownership - development of new housing units
- Homeownership - acquisition of existing housing units*
- Rental housing – property acquisition*
- Rental housing - development of new rental housing (*includes group homes*)
- Rental housing - acquisition of existing rental housing (*includes group homes*)*
- Rehabilitation of housing - rental or ownership (*includes conversions*)**
- Tenant-based rental assistance (TBRA) (60% of AMI)

* Relocation
** Lead-Based Paint
(See note 7-8 on page 5)

6. Location of proposed project or activity: (*Check one or more the following areas and include a project location map of the subject property, if applicable*).

- City of Arroyo Grande City of Atascadero
- City of Morro Bay City of Paso Robles
- City of San Luis Obispo City of Pismo Beach
- County-wide Unincorporated community of _____

7. Description of proposed project or activity, including schedule of milestones and description of how project will benefit the target population.

8. If serving homeless/at-risk persons, how does the project “further” the 10-Year Plan to End Homelessness objectives? (*If not applicable, skip to next question*).

Notes to applicant:

1. Prior to HUD's release of grant conditions and/or funds for the HOME-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. The level of environmental review required depends on the nature of the project. Title 24 CFR Part 58 may be viewed at <http://www.hud.gov/offices/pih/ih/codetalk/onap/docs/24cfr58.pdf>.
2. Section 504 of the Rehabilitation Act of 1979: The County does not discriminate on the basis of disability in admission to, access to, or operation of its federally assisted programs and activities. The Section 504 Coordinator maintains a Grievance Procedure that receives and responds to Section 504 grievances / complaints. However, it applies only to County programs and activities that are funded by HUD. You may reach the contact person named above, at the beginning of this application, if you would like more information or wish to contact the Section 504 Coordinator.
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 2015-2019 Consolidated Plan. This plan is available at www.sloplanning.org. The Housing and Economic Development team will make draft funding recommendations using the rating criteria stated in the 2016 Request for Proposals as well as other information including but not limited to: the County Board of Supervisors, recommendations from the Homeless Services Oversight Council, online "Needs" survey, 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 2015-2019 Consolidated Plan and the Ten Year Plan to End Homelessness, results of the Needs Workshops, working knowledge of the project and organization, and availability of limited funds.
4. * **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 County Housing and Economic Development 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 of 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.

5. **** Lead based paint:** 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. A construction budget should include all costs associated with the development of the project regardless of the funding sources. The budget line items may include, but should not be limited to: construction "hard" costs, soft costs (architectural, engineering, legal and appraisal fees), marketing costs, construction loan interest, developer fees, real estate taxes, insurance, all loan fees, building permits, relocation and consultant fees. Preliminary information may be submitted by the application deadline, but the County will require additional information at a later date.

**NOTICE FOR
AFFORDABLE HOUSING PROJECTS:
NEW CONSTRUCTION OR ACQUISITION & REHABILITATION**

HOME regulations, specifically 24 CFR 92.250(b), require the County to underwrite HOME funded projects. You will be required to provide the following items prior to awarding the HOME funds.

For HOME Ownership Projects: Submit a project pro forma. The pro forma must show the following:

- Average cost per unit.
- All funding sources.
- The developer's return (profit).
- The investor's return (profit).

For Rental Projects: Submit a project pro forma, covering the first 20 years of the project life. The pro forma must show:

- All funding sources.
- The developer's return (profit).
- The investor's return (profit).
- Budget for operating and maintaining the project for 20 years, including monitoring the 11 HOME funded units for compliance with HUD affordability requirements.
- Reserve funds.

For All Projects--Ownership & Rental: Provide project construction budget and construction time schedule.

- Describe all funding sources. If available, provide evidence of financial commitment from all funding sources. One exception will be the award notification from the California Tax Credit Advisory Committee (TCAC).
 - Describe the arrangement by which the project construction loans will be converted to a permanent loan.
- An analysis of the local housing market where the project is located. This housing market analysis must show the level of demand for low and very low income ownership or rental housing units.
- A profile of the project developer's capacity. Please include:
 - A summary of other affordable housing projects completed by the developer that are of a similar size and nature as the proposed project.
 - Profile of developer's employees who have experience with project management. Describe their experience with managing affordable housing projects. For ownership units, describe their construction management experience. For rental units, describe their property management experience, such as tenant selection and management, property maintenance and repair. Have they managed affordable housing units?
- A profile of the project developer's financial soundness. Please include:

- Profile of the development company. Describe the current number and type of housing projects that it owns, and the number (and construction budget) of housing construction projects it has that are currently underway. What pending development projects (in the pipeline) are underway?
- For Rental Projects: Provide a review of the project developer/owner's 20 year fiscal strength/durability. This review must describe the developer/owner's:
 - Capital needs assessment
 - How the project developer/owner will be sustainable for the affordability period of the project (20 years)
 - Replacement reserves
- For Rental Projects: Describe how the project will meet HUD's Section 504/ADA requirement.