



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM APPLICATION FOR THE 2017 PROGRAM YEAR

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING
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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 Community Development Block Grant (CDBG) program. The CDBG program is a flexible program that provides communities with resources to address a wide range of unique community development needs. Applicants seeking CDBG funds **MUST** address one of the three national objectives, as provided by the Department of Housing and Urban Development (HUD) (see question 12 for detailed information on the objectives). Applications that do not address one of the objectives will **NOT** be considered for CDBG funding. Furthermore, completed applications should provide the necessary exhibits, budgets, or requested information on targeted populations.

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 21, 2016**. Please label your email subject by adding the grant program name and the agency name (Example: CDBG – CAPSLO).

CONTACT INFORMATION

1. Qualifying Information

Organization Name: _____ DUNS number: _____

Contact person/title/ _____

Phone: _____ Fax: _____ Email: _____

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

Is your agency currently participating in Homeless Management Information System (HMIS)?
For more information see note #2 at the end of the application.

Yes No If not currently participating, does your agency have the capacity to participate in HMIS? If yes, how so?

Total amount of CDBG funds requested: \$ _____

Note: Please attach additional sheets for more detailed information of your proposed project or program for any of the questions below.

PROJECT DESCRIPTION

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

3. Please describe the proposed project or program. Include a brief project/program description. 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 describe the geographic area served by the program.

4. Please attach a timeline of the project/program milestones.

5. Who are the clients of your organization and who will benefit from the CDBG funding? *(Example: low- to moderate-income persons, elderly persons, severely disabled persons, migrant farm workers, battered spouses, etc.)* **Please explain how they will directly benefit from the project or program.**

6. Which of the 2015-2019 Consolidated Plan goal(s) does your project plan to address? Check all that apply.

- Create housing opportunities for residents
- Preserve and maintain existing affordable housing
- Reduce and end homelessness
- Create suitable living environment through public services
- Stabilize and revitalize diverse neighborhoods (Public facility improvements)
- Improve educational and job readiness

7. 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 or services will be provided?

- b. Describe how existing programs or services will be expanded and what percentage of an increase is expected?

8. 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
- Public services
- Relocation of individuals, families, businesses, non-profit organizations, and/or farms
- Removal of architectural barriers
- Housing rehabilitation**
- Homeownership assistance
- Technical assistance to businesses/micro-enterprise development
- Administrative technical assistance and planning studies (specified)

* Relocation

** Lead-Based Paint

(See note 7 and 8 on page 10)

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

10. Please describe your organization's capacity to implement the proposed project/program. Who will be involved in the project/program? (In-house employees, contractors, other agency partners, etc.)

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

Yes No

a. If yes, please identify the permits necessary to complete the project.

b. Have the necessary permits been issued? Please provide proof of permit issuance.

- c. If permits are required but not yet obtained, when will the permits be issued?

NATIONAL OBJECTIVES CRITERIA

12. Please identify the appropriate CDBG objective that applies to the proposed project/program by choosing A, B, or C. Provide a corresponding explanation of how the proposed activity meets the national objective.

A. **Objective One – Low/Moderate Income (check one):**

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, of which at least 51 percent of who are low- and moderate-income persons.

Select one:

Area Benefit – The project serves only a limited geographic area which is proven by 2010 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.

Clientele – The project benefits a specific group of people, 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; illiterate adults; adults meeting census definition of severely disabled; persons living with AIDS; and migrant farm workers.

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

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:

B. **Objective Two – Slums or Blight**

Assists in the prevention or elimination of slums or blight. **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.

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.

Explain:

C. Objective Three – Urgent Need

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

Explain:

13. If the project or program is designed specifically to provide benefit to low- and moderate-income persons, please estimate the number of unduplicated persons (or households) to benefit from the project, and break that estimate down by income group. Note: 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)

14. 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

Note: Organizations will be asked to provide detailed data regarding race, ethnicity, gender, income, etc. If they cannot provide data, they may not be eligible for funding.

15. How do you collect demographic data on the beneficiaries of the proposed project or program? (Example: racial/ethnic characteristics) Please provide a sample of your intake process as an attachment if possible.

16. How do you document and maintain income status of each client in compliance with HUD regulations? (Example: very low ($\leq 30\%$ AMI), low ($\leq 50\%$ AMI) and moderate-income ($\leq 80\%$ AMI)) Area Median Income (AMI) Please provide a sample of your intake process as an attachment if possible.

17. Provide the following information for the persons 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/email: _____

FINANCIAL INFORMATION

For CDBG applications to the County of San Luis Obispo involving acquisition, construction, or rehabilitation projects, the County will require additional information on financial source and use of funds and other budget details prior to the draft Action Plan funding recommendations.

18. Attach a timeline of total expenditures.

19. Please identify the jurisdictions to which you are applying. If you are applying to one or more jurisdictions, please provide a copy of the application to the County by the application deadline. If you are requesting CDBG funds from more than one city, please break down the amount shown above by the city listed below. The minimum requested CDBG amount is \$8,000 for public services per jurisdiction.

City of Arroyo Grande:	\$ _____	City of Paso Robles:	\$ _____
City of Pismo Beach:	\$ _____	City of San Luis Obispo:	\$ _____
City of Atascadero:	\$ _____	County of San Luis Obispo:	\$ _____
City of Morro Bay:	\$ _____		

Total amount of CDBG funds requested: \$ _____

20. Please describe the budget for the proposed project or program. Itemize all sources of funding expected to be available and used for this project (please include commitment letters if available):

a. Revenues: Please identify funding sources for each category, if applicable.

- | | |
|---------------------------------|----------|
| 1. CDBG Funds requested | \$ _____ |
| 2. Other Federal fund(s): _____ | \$ _____ |
| 3. State source(s): _____ | \$ _____ |
| 4. Local source(s): _____ | \$ _____ |
| 5. Applicant's matching fund(s) | \$ _____ |
| 6. Other funds: _____ | \$ _____ |
| _____ | \$ _____ |

Total Revenues \$ _____

b. Expenditures under CDBG: List below by item or cost category.

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

TOTAL: \$ _____

21. 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 sources?

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

23. Federally funded projects/programs must comply with the following regulations. Please explain how your organization will comply with the following requirements:

a. Civil Rights:

b. Section 504:

c. Fair Housing:

d. Limited English Proficiency:

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

Notes 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.

Prior to HUD's release of grant funds for the CDBG-funded project, a review of the project's potential impact on the environment must be conducted 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 regulations and requirements. If project costs are obligated or incurred prior to the completion of the necessary environmental review, the project **shall not** benefit from the grant funds. The level of environmental review required depends on the nature of the project. Title 24 CFR Part 58 is available at <http://www.hud.gov/offices/pih/ih/codetalk/onap/docs/24cfr58.pdf>.

1. Please review the CDBG regulations and guidelines and the Request for Proposals before completing your proposal. The CDBG regulations, under 24 CFR 570, are available at www.sloplanning.org under "Federal HUD Grants."
2. HMIS Reporting for 2015 homeless services, housing and shelter - All homeless service providers applying for ESG 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 (HUD) Data Standards. HUD updated its data standards in 2014, and the new standards are in effect starting October 1, 2014. More information can be found at <https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf> and <https://www.hudexchange.info/resources/documents/HMIS-Data-Dictionary.pdf>.
3. Affirmative Marketing: Quarterly and annual reports shall be submitted by the project/program manager to the County for only CDBG-funded public services and housing projects. Each report shall report the total number of project/program applicants and clients served with respect to race, ethnicity, gender, and disability status. Affirmative marketing efforts shall be taken to increase the participation of any underserved groups.
4. 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 can reach the ActionPlan@co.slo.ca.us, at the beginning of this application, if you would like more information or wish to contact the Section 504 Coordinator.
5. The Project Proposal submitted 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. The Housing and Economic Development team will make draft funding recommendations using the rating criteria stated in the updated 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.

6. Those awarded grants are required to provide beneficiary data at the end of each quarter and year end data of the fiscal year.
7. * 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 related to acquisition and relocation. A project cannot be broken into separate “projects” in order to avoid the federal requirements concerning property acquisition and relocation. Any questions regarding the relocation regulations for 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. Please submit the following:

- Estimate of relocation cost (moving costs, subsidy amount for suitable replacement dwelling).
 - Letter to owner of voluntary acquisition and proof of delivery to owner.
 - General Information letter to tenants (both business and residential tenants) and proof of delivery to all.
 - List of tenants (both business and residential tenants) at the time of application submittal.
 - Refer to http://www.slocounty.ca.gov/planning/Housing_and_Economic_Development/ura.htm for sample relocation letters under the downloadable manuals.
8. ** Lead-Based Paint (LBP): LBP regulations apply if HUD funded project involves acquisition or rehabilitation of a residential units that was built in 1978 or earlier. Please submit the following:
 - Estimate of costs for LBP work prepared by certified LBP consultant. Or a statement letter by LBP consultant explaining that the project is exempt.
 - Include any temporary housing costs.