



COUNTY OF SAN LUIS OBISPO  
DEPARTMENT OF PLANNING & BUILDING

HSG-1004  
08/28/2018

HOME Investment Partnerships Act (HOME) Program  
Year 2019 Application

The County of San Luis Obispo is pleased to announce the availability of funds for the HOME Investment Partnerships Act (HOME) program. The HOME program provides grants that communities use – often in partnership with local nonprofit groups – to fund a wide range of activities including building, buying, and rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. To be considered for HOME funding assistance, completed applications should provide the necessary exhibits, budgets, or requested information on targeted populations. **The anticipated maximum funding amount under the 2019 HOME program is \$655,000.** Please email grant applications to **ActionPlan@co.slo.ca.us** by the application deadline of **5:00 P.M., Friday, October 19, 2018**. Please label your email subject with the grant program name and the agency name (Example: HOME – HASLO). \*Note: Supplemental documents and information or answers which exceed the allotted space or character limit may be added as attachments.

APPLICANT INFORMATION

(1-1) Organization Name	
DUNS Number	
Project Manager/Title	
Phone/ Fax Numbers	
Email	
Address	
City, State, Zip	

PROJECT SUMMARY

(2-1) Project/Program Title			
Project/Program Address			
(2-2) Brief Project Description:			
(2-3) Total HOME Funding Requested		Title 29 Requested	
Total Cost to Complete Project			
Anticipated Start Date		Anticipated End Date	

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### AGENCY DETAILS, CAPACITY, AND EXPERIENCE (26 points)

(3-1) Type of Agency	<input type="checkbox"/> 501 (c)(3)	<input type="checkbox"/> For Profit	<input type="checkbox"/> Gov't/Public	<input type="checkbox"/> Faith-based	<input type="checkbox"/> Other:
Date of Incorporation			Annual Operating Budget		
Number of Paid Staff			Number of Volunteers		
(3-2) Agency Mission Statement:					
(3-3) 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.) List projects of similar size and type that your organization has completed.					

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(3-4) Briefly describe your agency's record keeping and accounting system:

(3-5) Briefly describe any auditing requirements that your agency follows:

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### PROJECT DESCRIPTION (49 points)

(4-1) Please select the type of HOME-eligible project being proposed

☐ **A. Homeownership:**

Select one:

- ☐ Property acquisition
- ☐ Development of new housing units
- ☐ Acquisition of existing housing units

☐ **B. Rental Housing:**

Select one:

- ☐ Property Acquisition
- ☐ Development of new housing units (including group homes)
- ☐ Acquisition of existing housing units (including group homes)

☐ **C. Other:**

Select one:

- ☐ Rehabilitation of housing – rental or ownership
- ☐ Tenant-based rental assistance (TBRA 80% AMI)

(4-2) How many households from each group will the project serve?	Number:
Total number of <b>low-income</b> (80% of AMI) households to benefit:	
Total number of <b>very low-income</b> (50% of AMI) households to benefit:	
Total number of <b>homeless</b> persons or households to benefit:	
At-risk:	
Other:	

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(4-3) Describe the proposed project or activity, project milestones, and targeted population, as well as how that population will benefit from the project.

(4-4) Do you propose to set aside units for homeless persons or persons who are at risk of becoming homeless? If so, please elaborate.

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(4-5) How do you document and maintain income status of each client in compliance with HUD regulations? (Example: very low ( $\leq 50\%$  AMI) and low-income ( $\leq 80\%$  AMI).) Please provide a sample of your intake process as an attachment if possible.

(4-6) How do you collect demographic data on the beneficiaries of the proposed project or program? (Example: age brackets, racial/ethnic characteristics.) Please provide a sample of your intake process as an attachment if possible.

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(4-7) Identify all permits required for the project (including environmental review):

(4-8) Have the necessary permits been issued? Please provide proof of issuance:

(4-9) If any required permits have not yet been obtained, when will the permits be issued?

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### FINANCIAL INFORMATION (20 points)

**(5-1) Do you have any on-going HOME funds from prior Fiscal Year allocations?**

Yes ☐ No ☐ If YES, answer the following:

What fiscal year did you receive funding?	
What project did you receive funding for?	
How much HOME funds?	

**(5-2) Please attach a budget summary of the project.** If requesting HOME funds for a **construction** or **rehabilitation** project, please provide (1) a list of all construction funding sources, (2) a list of all estimated permanent funding sources, and (3) a pro forma (20 year pro forma for rental housing projects). If requesting HOME funds for **TBRA**, please indicate the amounts to be spent for rental assistance, deposit assistance, and project administration. This 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, 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.

**(5-3) Please attach an estimated timeline for the project.** For a **construction** or **rehabilitation** project, please include (1) a schedule for securing all construction funds and (2) a project construction schedule. For **TBRA**, please include (1) an estimate of the program timeframe and (2) the number of clients to be served.

### FEDERAL REQUIREMENTS ACKNOWLEDGEMENTS

Every person or Agency awarded a 2019 HOME Contract or grant by San Luis Obispo County for the provision of services shall be required to certify to the County that they will comply with federal requirements including, but not limited to, those listed below. Please initial each certification listed to indicate you or your agency can and will comply with these requirements if funded.

Federal Requirements		Initials
Affirmative Marketing	Quarterly and annual reports shall be submitted by the project/program manager to the County for HOME-funded public services and housing projects. Each report shall include the total number of project/program applicants and clients served with	



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	respect to race, ethnicity, gender, and disability status. Affirmative marketing efforts shall be taken to increase the participation of any underserved groups.	
Americans with Disabilities Act	Certify that this agency has reviewed its projects, programs and services for compliance with all applicable regulations contained in Title II, Americans with Disabilities Act of 1990.	
Audits	Agrees to have an annual audit conducted in accordance with current San Luis Obispo County policy regarding audits and 2 CFR 200.501 audit requirements. Shall comply with current San Luis Obispo County policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided through the grant.	
Civil Rights Act	Certify that it complies with and prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964.	
Conflict of Interest	(2 CFR 200.112, 200.318, and 570.611) Certify and agree that no covered persons who exercise or have exercised any functions or responsibilities with respect to HOME-assisted activity, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the HOME-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. A "covered person" includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the agency	
Debarment Status of Contractors	Certify that, to the best of its knowledge and belief, that it and its principals will not knowingly enter into any subcontract with a person who is, or organization that is, debarred, suspended, proposed for debarment, or declared ineligible from award of contracts by any Federal agency ( <a href="https://www.sam.gov/portal/public/SAM/">https://www.sam.gov/portal/public/SAM/</a> )	
Drug-Free Workplace	Certify that it will provide a drug-free workplace.	
Environmental Review	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 and approved by the County of San Luis Obispo prior to obligating or incurring project costs. The	

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	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. 24 CFR Part 58 is available at <a href="http://www.hud.gov/offices/pih/ih/codetalk/onap/docs/24cfr58.pdf">http://www.hud.gov/offices/pih/ih/codetalk/onap/docs/24cfr58.pdf</a> .	
Financial Management	<b>Accounting Standards:</b> Agrees to comply with 2 CFR 200(E)(F) and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.	
	<b>Cost Principles:</b> Shall administer its program in conformance with 2 CFR 200(E), "Cost Principles for Non-Profit Organizations," or 2 CFR 225, "Cost Principles for State and Local Governments," as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.	
	<b>Procurement Policies:</b> Certify and agree to procure all materials, property, or services in accordance with the requirements of 2 CFR 200.320-326.	
Lobbying Activities	Certify that no Federal appropriated funds have been paid or will be paid, by or on behalf of the agency, 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 of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.	
Lobbying Disclosure	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	

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	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
Mandatory Disclosure	<p>The non-Federal entity or applicant for a Federal award must disclose, in a timely manner*, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations, potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 (Remedies for Noncompliance), including suspension or debarment. (See also 2 CFR Part 180 and 31 USC 3321). Limit one violation per form. The subrecipient acknowledges that the completion and submission of this form will satisfy the requirement in 2 CFR 200.113 (Mandatory Disclosure) and will be done at the time of subrecipient agreement execution with the County.</p>	

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Minority Business Enterprise (MBE), Women's Business Enterprise (WBE), Small Business Contracting	Certify that it will comply with 2 CFR 200.321 to take all necessary affirmative steps to assure that minority firms, women business enterprises, and labor surplus area firms are used when possible. Further certify that it will submit to San Luis Obispo County at the time of project completion a report of the MBE and WBE status of all subcontractors to be paid with HOME funds with contracts of \$10,000 or greater, in a format that will be provided by the County.	
Real Property	Certify that it will comply with real property standards (24 CFR Part 570.505) applicable to any property within the owner's control that is acquired or improved in whole or in part using HOME funds in excess of \$25,000.	
Religious Activities	Certify and agree that funds provided to the agency will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.	
Relocation	Any project that involves the acquisition of property, construction, and/or rehabilitation and that is funded in whole or in part with federal HOME funds is subject to federal relocation requirements. In general, any property owner, commercial business, or residential occupant who is displaced by a HUD-funded project may be eligible for relocation benefits. A project cannot be broken into separate "projects" in order to avoid the federal requirements connected with property acquisition and relocation. Any questions concerning 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.	
Section 3	Certify and agree to ensure that opportunities for training and employment arising in connection with contracts or subcontracts for a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project are given to low- and very low-income persons residing within the metropolitan area in which the HOME-funded project is located; where feasible, priority should be given to low- and very low-income persons within the service area of the project or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs; and award contracts for work undertaken in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project to business concerns that provide economic opportunities	

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	for low- and very low-income persons residing within the metropolitan area in which the HOME-funded project is located; where feasible, priority should be given to business concerns that provide economic opportunities to low- and very low-income residents within the service area or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs.	
Section 504	Section 504 of the Rehabilitation Act of 1973: Certify that it has read and understands all of its obligations under Section 504 to prohibit discrimination against persons with disabilities in the operation of programs receiving federal financial assistance.	

Do not hesitate to contact Ted Bench at: [tbench@co.slo.ca.us](mailto:tbench@co.slo.ca.us), or by phone at 805-781-5701 if you have any questions.

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

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### Exhibit A – Housing Rehab and Construction Projects

Will the affordable housing project be applying for tax credits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If <b>yes</b> , what round?	<input type="checkbox"/> March	<input type="checkbox"/> June
If <b>March</b> was selected and if your project is identified to receive funds, will your project require a Reservation Letter for the state tax creditors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has NEPA been completed on this project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

What is the age of the property/building in years?		
For buildings/structures constructed prior to 1978:		
Have asbestos and lead hazard risk assessment reports been issued for the facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the facility been abated for asbestos and lead paint?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will children occupy the facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, indicate the age range of children:		
Has a Phase I or Phase II environmental assessment been conducted for the property? If so, please provide a copy.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

List and describe any known hazards (e.g. asbestos, storage tanks – underground, aboveground):

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Has the property been designated or been determined to be potentially eligible for designation as a local, state, or national historic site? If Yes, describe below:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the building/structure located on a Historic Site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the building/structure located in a Historic District?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the building/structure in a Flood Zone?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the building/structure in a 100-year Flood Plain?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your agency have flood insurance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be demolition required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

The questions below ask about zoning. If zoning information is not known, contact the local municipality to request assistance.			
What is the project structure type?			
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Public facility	<input type="checkbox"/> Public right-of-way
What is the current zoning of the project site?			
Is the project site zoned correctly for the proposed activity?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, provide below an explanation of efforts and a timetable to change the zoning or obtain a variance:			

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B.15. Does the project require temporary/permanent relocation of occupants?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<p>If yes, this project is subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). Describe the relocation plans, including timetable and notifications to occupants. List how many of the occupied units are: (a) owner-occupied; (b) renter-occupied; or (c) businesses. Indicate whether temporary and/or permanent displacement is required.</p> <div style="border: 1px solid black; height: 650px; margin-top: 10px;"></div>				



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Federal regulations require that all facilities and/or services assisted with HOME funds be accessible to the disabled. Accessibility includes such things as: entrance ramps, parking with universal logo signage, grab bars around commodes and showers, top of toilet seats that meet required height from the floor, drain lines under lavatory sink either wrapped or insulated, space for wheelchair maneuverability, accessible water fountains, access between floors (elevators, ramps, lifts), and other improvements needed to assure full access to funded facilities/programs, including serving the blind and deaf.

Section 504 (24 CFR Part 8) applies to new construction of multifamily housing with five or more units, or substantial rehabilitation of multifamily housing projects that have 15 or more units. Section 504 requires that 5% or more of the units (at least one unit) be accessible to physically disabled tenants, and that an additional 2% or more of the units (at least one additional unit) be accessible to sensory disabled tenants (visually or hearing impaired).

Describe below whether the project currently meets ADA and Section 504 standards for accessibility by the disabled. If not, describe the accessibility problems and methods to be utilized to address the problems, including funding and timetable. NOTE: The project site must first be fully ADA and Section 504 compliant upon completion of the HOME funded activities.

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### Exhibit B – 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. If your project is selected to receive HOME funds, you will be required to provide the following items prior to awarding of 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).

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

- All construction and permanent funding sources.
- The developer's return (profit).
- Budget pro forma for operating and maintaining the project for 20 years, including monitoring the HOME assisted 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).
- Provide a housing market study where the project is located. This housing market study must show the level of demand for low and very low income ownership or rental housing units.
- Provide a profile of the project developer's capacity. Please include:
  - A summary of other affordable housing projects completed by the developer that are similar in size and nature as the proposed project.
  - A profile of the developer's employees who will be involved with the project construction. Describe their experience with projects of the same size and nature.
- Provide a profile of the project developer's financial soundness. Please include:

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- A financial statement. An audit annual financial statement is preferred. Describe the developer's assets, financial liquidity, loans and obligations, long term revenue stream, and net worth.
- Describe the current number and type of housing projects that it owns, and the number and construction budget of housing construction projects that are currently underway.

### For rental projects:

- Provide a profile of the project manager's experience with rental affordable housing projects.
  - A profile of employees who will be involved with management of the completed rental project. Describe their experience with managing rental affordable housing projects, such as tenant selection and management, property maintenance and repair.
- Capital needs assessment (applies only to rehabilitation projects with 20+ units)