COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 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 CDBG program. The Community Development Block Grant (CDBG) program is a flexible program that provides communities with resources to address a wide range of unique community development needs. The CDBG program provides annual grants on a formula basis to 1209 general units of local government and States.

To be considered for CDBG 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: 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)?

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

Does the proposed project or activity meet one of the three national objectives of the CDBG program? Note: More specifics on question 9, on page 4 of the application.

Yes ☐ **No** ☐

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, 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 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 or services will be provided?

b. Describe how existing programs 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*
** *Lead-Based Paint*
(See note 8 and 9 on page 9)

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** ☐

   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

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.

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.

a. *Objective One*

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 permanents 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*

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.

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.

c. *Objective Three*

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:

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 <u>unduplicated</u> number of 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)*

***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)*

15. How do you document and maintain income status of each client in compliance with HUD regulations? *(Example: very low (≤30% AMI), low (≤50% AMI) and moderate-income (≤80% AMI)) Area Median Income (AMI)*

16. 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 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: $_____

18. Please identify the cities to which you are applying. If you are applying to one or more cities, 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 from one or more jurisdictions.

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:	_____		

19. 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.

20. 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?

21. 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

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.

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

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 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 regulations and requirements. If project costs be 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. Tilte 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. Each report shall describe the clientele served (i.e. total number of clients served with respect to race, ethnicity, sex and disability status). Affirmative steps shall be taken (i.e. targeted marketing) with respects to increasing the participation of any underserved or under-represented group(s). Public / government infrastructure projects will not be required to submit clientele reports.

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 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.

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 draft Consolidated Plan will be available at www.sloplanning.org in February 2015. 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 upcoming 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. 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 Bradsteet (DUNS) number that must be reported to HUD. Please contact Suzan Ehdaie, (805) 781-4979, sehdaie@slo.co.ca.us for information on how to obtain a DUNS number prior to incurring and obligating the federal funds.

7. Those awarded grants are required to provide beneficiary data at the end of each quarter and year end data of the fiscal year.

8. * 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, evenly 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 http://www.slocounty.ca.gov/planning/Housing_and_Economic_Development/ura.htm for sample relocation letters under the downloadable manuals.

9. ** Lead-Based Paint (LBP): If HUD funded project involves acquisition or rehabilitation of a residential units that was built in 1978 or earlier, then LBP 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.