

# SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION FUNDING APPLICATION: CDBG FOR CAPITAL PROJECTS

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Please review the Notice of Funding Availability (NOFA), Application Guidelines, and the FY 2021-2022 CDBG & HOME for Capital Projects Funding Policies before submitting your application. All applications must meet the eligibility criteria found in the Funding Policies and the requirements set forth in the NOFA.

## Application Checklist

Review the application prior to submission to ensure that the following requirements are met. Applications that do NOT include the following required elements will be considered incomplete:

- Part 1: Applicant Information**
- Part 2: Project Description**
- Part 3: Program/Project Information**
- Part 4: Timeline**
- Part 5: Sources and Uses**
- Part 6: NEPA Checklist (NEW FOR 2021-2022 – Please ensure this is complete)**
- Supplemental Application: Public Facilities or Other Infrastructure (CDBG only)**
- Supplemental Application: Housing-Related Projects (CDBG & HOME)**

### Part 7: Certifications

- Grant Certification Form – 1 (Application Completeness & Accuracy & Signatory Authority)
- Grant Certification Form – 2 (Federal Regulations)
- Grant Certification Form – 3 (Conflict of Interest)
- Grant Certification Form – 4 (Policies and Procedures)

### Part 8: Attachments

## Organizational Information Required

- IRS Letter of Determination:** Non-profit organizations only must submit an IRS Letter of Determination. Non-profit organizations are not eligible for consideration unless non-profit status has been verified.
- Community-Based Development Organization (CBDO) Verification:** For CBDOs applying for CDBG construction funds, submit a Sonoma County CBDO letter or plan to become an independent, fully functioning CBDO entity.
- Financial Documentation:**
  - Non-profit organizations: Attach current operating budget, the most recent completed final audit report, and IRS Form 990 for the most current tax year. If organization is not audited, attach a copy of the most recent internal financial statement that has been approved by Board of Directors. Additional financial information may be requested by CDC staff as deemed appropriate.
  - Sonoma County departments or agencies, the cities of Cotati, Cloverdale, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and the Town of Windsor are exempt from this requirement.

## Project Information Required

- Project Description:** Provide a description of the project that includes specific location information and geographic boundaries. It should identify the maximum anticipated scope of the entire project, and delineate the specific activities for which the applicant is requesting funding at this time. Applications for housing-related projects should instead include a Housing Project Description, described in Supplemental Application below.

- Project Location Map:** Attach an 8 1/2"x 11" map showing the project location, clearly showing the project area in relation to surrounding communities.
- Authorizing Resolution:** For non-profit organizations, attach a resolution from the Board of Directors authorizing the submittal of the application. For local government entities, attach a resolution from the governing body authorizing the submittal of the application.
- City/Town Letter of Acknowledgement:** For those projects located within one of the seven incorporated jurisdictions, attach a letter from city/town staff acknowledging that that staff is aware that the organization is submitting the application. If city/town staff supports the project or has collaborated with the developer, please provide this information.
- General Plan Consistency:** Attach a certification of consistency with the applicable jurisdiction's General Plan. (This information may be included in the City/Town Letter of Acknowledgement if appropriate.)
  
- Letters of Commitment:** Submit letters of commitment from all other funding sources.
- Quarterly Performance Report:** If the organization is requesting funds for an on-going program or project, attach a copy of the most recent quarterly report submitted to the Commission showing activity and levels of participation for the most recent reporting period.
- Capacity Gap Analysis:** If an applicant does not have sufficient capacity to complete the proposed project, it should submit an analysis of its gap and work with the Community Development Commission prior to application submittal to determine if the Commission can assist with project management services. **(if applicable)**
- Homelessness-Related Projects Threshold Criteria Checklist - see attached (if applicable)**

### NEPA Environmental Review Attachments Required

All projects must submit the following information as a separate attachment for use in the NEPA Environmental Review. Some of this information may be duplicative of information submitted for other purposes. This duplication is necessary to ensure thorough review for eligibility of the project. Please submit all that apply:

- Design/Plans**
- Aerial image with limits of ground disturbance**
- CEQA Report (if new construction)**
- Plan View Detail**
- Lead or Asbestos report (if rehabilitation)**
- Line-item budget for entire project showing all federally funded expenditures (e.g., predevelopment, construction, environmental review)**
- Timeline showing project milestones and expenditures**

### Housing Project Attachments Required

Housing-related project sponsors must submit the following as attachments to their applications:

- Housing project description:** Provide a written narrative to describe your project. At a minimum, the narrative should include a description of the type of housing proposed, target population(s), any planned services for residents, the proposed use(s) of the requested funding, and anticipated environmental issues (i.e., vernal pools, heritage trees, riparian corridor, contamination, flood plain, endangered species, historical and archeological impacts). Please state whether you propose that an entity other than the applicant will execute the loan documents for the funds requested in this application. If the project will use a tax credit limited partnership to finance the project, please describe the organizational structure of the partnership and the roles of various partners or other related organizations.
- Current preliminary title report**
- Evidence of site control**
- Current appraisal:** Appraised value of property must fully secure the Commission's loan(s). In addition, the total purchase price may not exceed the "reasonable cost" for the property.

*Continued on next page*

- Environmental clearances/reports**
- Site plan and elevations or schematic drawing**
- Contractor's cost breakdown**
- List of tenant-paid utilities**
- Itemized development budget:** including a sources and uses table, identifying distributions to the owner, developer, partners or other entities during the development phase
- Project Financial Plan:** Narrative description of the development's financial plan, indicating expected dates for obtaining approvals for any uncommitted financing
- Rental projects:** A 30-year operating budget and cash flow projection that shows estimated project income, operating expenses, reserves, debt service, and distributions. Please include a "totals" column after year 30.

### Part 1: Applicant Information

Legal name of organization:	
Provide any other names under which the organization has operated within the last 10 years:	
Organization's mailing address:	
Organization's website:	
Organization's DUNS number: <i>See Application Guidelines – Exhibit 5 for instructions on obtaining a DUNS number.</i>	
<b>Contact Information</b>	
Authorized Representative (City/Town Manager, Executive Director, or other):	Name, title:
	Phone:
	Email:
Primary point of contact: (Program or Project Manager)	Name, title:
	Phone:
	Email:
Organization is a:	<input type="checkbox"/> Non-profit organization <input type="checkbox"/> For-profit organization <input type="checkbox"/> Local government <input type="checkbox"/> Community Based Development Organization (CBDO)
Is the applicant a faith-based organization?	<input type="checkbox"/> Yes – If yes, complete questions below. <input type="checkbox"/> No
Describe how the organization will not discriminate against, show preferential treatment to, or limit services to any employee, applicant for employment, or persons served by the HUD-funded program on the basis of religion or religious beliefs.	
Describe how the organization will separate the program from inherently religious activities, such as worship, religious instruction, and/or proselytization.	

<b>Organizational Background</b>	
Total number of years in operation:	
Current number of full time employees (or equivalent) in organization by (Do not include volunteers):	
List the types of services the organization provides:	
List the clients/population(s) the organization serves:	
List the organization's service area(s):	
List the purpose/mission of the organization as stated in its by-laws or other organizational document:	
<b>Financial Information</b>	
Provide the organization's total annual operating budget:	
Provide the average amount of cash flow reserves maintained by the organization for the most recent fiscal year:	
Identify the individual primarily responsible for the fiscal oversight of grant awards for the organization and the individual's experience with federal funds.	
Describe how the organization's internal controls adequately safeguard grant funds, personally identifiable information, and ensure the grant funds are used solely for authorized purposes:	
List the accounting software or system in use by the organization:	
Organizations <i>expending</i> more than \$750,000 <b>total</b> of Federal funds during the last completed fiscal year are required to submit the most recent Single or Program-specific audit. Organizations not required to conduct a Single Audit must submit audited financial statements, prepared by a Certified Public Accountant, that meet the requirements of generally accepted accounting principles. Indicate which document(s) the organization is required to attach:	<input type="checkbox"/> Single Audit <input type="checkbox"/> Audited Financial Statements
Does organization currently have open findings or audit concerns?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide explanation of outstanding issues:	
<b>Policies and Procedures</b>	
Organizations are <b>required</b> to have <b>written</b> policies and procedures. The applicant must submit certification that they have the following policies and procedures. (Please complete the form found in Part 6 – Certifications) A. Accounting B. Conflict of Interest C. Procurement D. Record Retention	

## Part 2: Project Description

### Brief Description of Project or Program

The description provided here will be incorporated into the staff analysis provided to the Community Development Committee, Cities and Towns Advisory Committee, and/or the Board of Supervisors and in the Action Plan submitted to HUD if the project is approved. Descriptions A longer project description may need to be attached (see Part 6 – NEPA Environmental Review Checklist and Part 8 - Attachments).

*Example: "[Applicant Name] is seeking \$\_\_\_\_\_ in CDBG funding for [describe eligible activity – e.g. site acquisition, predevelopment, environmental review, site improvements, down payment assistance, tenant based rental assistance] for [Program/Project Name], which has a total project cost of \$\_\_\_\_\_. The project is anticipated to start [CDBG funded activity] on [date] and be completed by [date]. The project will provide [anticipated units produced, facilities produced, housing rehabilitation loans made], serving approximately ## low- /very low- /extremely-low-income households."*

## Part 3: Project Information

<b>Project Name</b>	
<b>Project Type</b>	
Using Appendix A of the FY 2021-2022 CDBG & HOME for Capital Projects Funding Policies, fill in the fields below.	
Consolidated Plan Goal Met:	<input type="checkbox"/> To promote the well-being and economic integration of lower-income persons, increase and preserve the housing stock that is affordable, safe, and accessible for extremely low-, very low- and low-income families and individuals, including those with special needs and those who are homeless or at imminent risk of homelessness. <input type="checkbox"/> Promote effective and proven strategies for homelessness prevention and intervention county-wide. <input type="checkbox"/> Assist in creating and/or replacing infrastructure systems and public facilities that meet the needs of lower-income people, people with disabilities, and other special needs subpopulations county-wide.
CDBG eligible activity(ies): See Appendix A of the Funding Policies for a list of eligible activities.	

National Objective: To be eligible for funding, the program/project must meet one of the National Objectives. Select the CDBG National Objective the program/project will address. Applicants will be required to submit documentation evidencing the qualifications listed.

**Area Benefit:** An activity available to all persons in a neighborhood or community regardless of income. However, the area where the activity is located must qualify as primarily residential and an area where at least 51% of the residents are L/M income individuals (per the latest Census data). (Applicant must provide records of the boundaries of the service area, documentation that the area is primarily residential, and the income characteristics of households in the service area.)

**Limited Clientele Benefit:** An activity which benefits a limited clientele at least 51 percent of whom are low and moderate-income persons. Please select **one** of the following subcategories the proposed activity meets.

Project/activity maintains client records on income and family size, documenting that such persons qualify as low or moderate (L/M) income (e.g., income eligibility form).

Project/activity has income eligibility requirements that limit the activity exclusively to L/M income persons (e.g., policy, income eligibility form or intake form)

Project/activity is of such a nature and location that it may be concluded the clientele are primarily L/M income persons (e.g., a day care center that is designed to serve residents of a public housing complex).

Project/activity clientele are presumed (by HUD) to be principally L/M income persons (i.e. abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers).

**Housing:** An activity is undertaken for the purpose of providing or improving permanent residential structures which, upon completion will be occupied by L/M households.

**Jobs:** An activity designed to create or retain permanent jobs (computed on a full-time equivalent basis) at least 51% of which will be made available to, or held by, L/M households.

**Spot Blight:** A program/project that is designed to eliminate specific conditions of blight, physical decay, or environmental contamination that are not located in a slum or blighted area; AND limited to one of the following: 1) Acquisition; 2) Clearance; 3) Relocation; 4) Historic Preservation; or 5) Rehabilitation of buildings, but only to the extent necessary to eliminate specific conditions detrimental to public health and safety.

**Note: Housing that will be occupied by a L/M income household following rehabilitation should qualify under the L/M Income Housing category.**

### Affirmatively Furthering Fair Housing

In planning for the use of CDBG and HOME, the County of Sonoma must adhere to the mandate in the Fair Housing Act to Affirmatively Further Fair Housing. This means that not only must all HUD funded programs and activities combat discrimination, but they must also overcome patterns of segregation and the denial of access to opportunity that are part of national and local history. The ways in which a project or program can do this meaningfully are listed below, and to be considered for funding, all applicant projects must overcome patterns of segregation in one or more of the ways listed.

**In which of the following ways does the proposed project overcome patterns of segregation and the denial of access to opportunity (check all that apply)? Please provide an explanation of how the project does this.**

It makes an investment in a segregated and high poverty neighborhood to improve conditions and eliminate disparities in access to opportunity between residents of this neighborhood and the rest of the jurisdiction and region.

Explain:

It maintains and preserves existing affordable rental housing stock to reduce disproportionate housing needs.

Explain:

It provides affordable housing in an area(s) of opportunity to combat segregation and promote integration.

Explain:

It provides mixed income housing designed to integrate racially and ethnically concentrated areas of poverty.

Explain:

It increases access for individuals with protected characteristics to existing affordable housing in higher opportunity areas.

Explain:



**Homelessness-related projects only**

Any applicant project proposing to serve people experiencing homelessness must include a Homelessness-related Project Threshold Criteria Checklist signed off by the Homeless Services team prior to application submittal. (See Part 7 – Attachments for Checklist Form)

**Funding Request**

Estimated project budget:	\$
Amount of funding request:	\$
Funding source:	<input type="checkbox"/> CDBG <input type="checkbox"/> Other:
Does the applicant anticipate applying for any of these local funding sources? This information helps to coordinate the various streams of capital project funding administered by the Commission	<input type="checkbox"/> FY 2021-22 HOME <input type="checkbox"/> CDBG-DR <input type="checkbox"/> CFH 2021 Funding Round <input type="checkbox"/> City of Santa Rosa Trust Fund <input type="checkbox"/> Project-Based Vouchers, Type & Source: _____ <input type="checkbox"/> Other: _____

**Property Information (as applicable)**

Project location (physical address or cross streets):	
Assessor's Parcel Number(s):	
Census tract(s):	
Is project located in a 100-year flood plain?	<input type="checkbox"/> Yes <input type="checkbox"/> No
FEMA FIRM panel number: <i>See Application Guidelines – Exhibit 5 for instructions about looking up FEMA FIRM panel number.</i>	
Is the project, or any part of it, located within the limits of any city/town?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which city/town? _____
Which jurisdiction(s) must approve the project?	
Total acreage:	
Current use of site:	
What local approvals and entitlements will be required to develop the proposed project?	
Date entitlements and permits expected to be approved:	

**Status of Site Control**

Identify the form of site control:	<input type="checkbox"/> Ownership (attach copy of grant deed or deed of trust) <input type="checkbox"/> Lease (attach copy of lease) <input type="checkbox"/> Option agreement (attach copy of agreement) <input type="checkbox"/> Purchase agreement (attach copy of agreement) <input type="checkbox"/> Other; explain: _____ Note: If funding application is for acquisition, also attach copy of current appraisal.
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**Status of Environmental or Other Approvals**

Applicant must obtain certification of project’s consistency with the applicable general plan, signed by an authorized representative of the jurisdiction in which the project is located.

Status of environmental review:	
Is site zoned appropriately for the proposed activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please provide a detailed explanation.
Status of land use, building permits, or other approvals:	
Does the project require land use approvals?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide a detailed explanation.
Explain any land use (zoning, lot split, set back, general plan amendment or environmental) constraints that must be resolved prior to proceeding with the project:	

**Status of Eminent Domain and Relocation Activities**

In order to receive funding, projects must comply with the Sonoma County Residential Anti-Displacement and Relocation Assistance Plan.

Will the project involve demolition of any structure(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain the status and timeline of any demolition activity.
Will the project involve eminent domain?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the project involve relocation of any persons or businesses?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, has the project’s relocation plan been approved by the local governing body?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain the status and attach a copy of the relocation plan including relocation consultant contact information, timeline and budget for the activity

**Existing Improvements**

**EXISTING COMMERCIAL IMPROVEMENTS**

Number of structures	
Year built	
Number of vacant structures	
Number of occupied structures	
Number of structures to be demolished	
Estimated cost of relocation	

<b>EXISTING RESIDENTIAL IMPROVEMENTS</b>						
	<i>SRO</i>	<i>Studio</i>	<i>1-BR</i>	<i>2-BR</i>	<i>3-BR</i>	<i>4-BR</i>
Number of existing units						
Number of occupied units						
Number of vacant units						
Number of substandard units						
Number of units to be demolished						
Estimated cost of relocation						

**Phasing**

Can project proceed if phased or if given partial funding? Explain the effect of phasing or partial funding on the project's ability to move forward.

**Demonstration of Need**

Describe the need for the project, or program and include evidence of need (e.g., cite waiting lists for services, census data, documentation of deteriorated conditions, or other evidence).

**Outcomes**

Provide information regarding the program/project outcomes as they relate to the main objective or purpose. (Example: Program/Project objective is to improve academic success of children in grades K-8. An outcome might be that 80% of these children will advance to the next grade.)

### Part 4: Timeline

Please refer to the most recent CDBG & HOME for Capital Projects Funding Policies, Section 7.1. - Timeliness for timeliness provisions.

<b>Target Dates</b>		
List anticipated target date for each of the major milestones below. (Housing projects use timeline in supplemental application instead.)		
<i>Major Milestone</i>	<i>Target Completion Date</i>	<i>Funds Expended</i>
Environmental Review		
Site Control		
Design Completion		
Bid Period Closes		
Construction Begins		
Construction Complete		
Notice of Completion		

### Part 5: Sources and Uses

Housing projects use budget in supplemental application instead.

#### Sources

<i>Source of Funds</i>	<i>Donations</i>	<i>Loans</i>	<i>Grants</i>	<i>In Kind</i>	<i>Total</i>
<b>Total</b>					

#### Uses

<i>Projected Uses</i>	<i>Donations</i>	<i>Loans</i>	<i>Grants</i>	<i>In Kind</i>	<i>Total</i>
Land Acquisition					
Environmental Review					
Architect					
Engineering					
Project Fees					
Site Improvements					
Other:					
Other:					
<b>Total</b>					

## Part 6: NEPA Environmental Checklist

### Project Description

**Background:** A complete and clear project description is the basis of a thorough environmental review process. The project description must provide location-specific information and geographic boundaries, as well as a delineation of all activities included in the overall scope of the project.

The project description must capture the maximum anticipated scope of the project, not just a single activity that the federal money the applicant is applying for is being used for, and should include all contemplated actions that are a part of the total project.

Per the regulations at 24 CFR 58.2, the Commission must group and evaluate as a single project all individual activities which are related either geographically or functionally, or both, or are logical parts of a composite of contemplated actions. For example, if different project types (sidewalks, new housing, community building accessibility improvements, etc) spread throughout the County all impact the same resource, they must be contemplated as a single action.

The project description for the environmental review may not be identical to the description of the project and activities used by the funding program, as the project description in the environmental review may consider activities not financed by HUD.

If the project or environmental review contains information that can be considered sensitive, such as the location of a domestic violence shelter, sacred site, or endangered species habitat, you should omit that information from the publicly reviewable environmental review record.

**Instructions:** Please provide an accurate narrative description of the project that captures the maximum anticipated scope in the textbox below. It should include all contemplated actions which are, either geographically or functionally, a composite part of the project, regardless of the source of funding. Describe all physical aspects of the project, such as plans for multiple phases of development, size and number of buildings, and activities to be undertaken. Include details of the physical impacts of the project, including whether there will be ground disturbance. If applicable, indicate whether the project site will require acquisition or if the sponsor already has ownership. Include the nature and condition of the existing site including, structures, measurements of excavation or disturbance, number of new units that will be created (if applicable), and all planned project activities. Also, include proposed outcomes and deliverables, including demographic to be served.

### Site Information

Multiple Sites?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(if yes, skip to Project Type and Details below)</i>
Project location (physical address or cross streets):	<i>Enter Address</i>
Assessor's Parcel Number(s):	<i>Enter APN(s)</i>
Year Built of any Existing Structure	<i>Enter year structure(s) built</i>

<b>Project Type and Details</b>	
This project has or will include (Check all boxes that apply):	<input type="checkbox"/> Rehabilitation/Construction <input type="checkbox"/> Acquisition <input type="checkbox"/> Demolition <input type="checkbox"/> New Construction <input type="checkbox"/> 1-4 Units <input type="checkbox"/> Five or More Units <input type="checkbox"/> Project will increase residential densities <input type="checkbox"/> Sidewalk/Public Right-of-Way accessibility <input type="checkbox"/> Ground disturbance activities (such as digging or tearing out foundation) <input type="checkbox"/> Ground disturbance in previously disturbed soil <input type="checkbox"/> Relocating power poles or undergrounding utilities <input type="checkbox"/> Elevating existing structure <input type="checkbox"/> Known site contamination <input type="checkbox"/> Environmental testing <input type="checkbox"/> Other: <i>Please Describe</i> <input type="checkbox"/> N/A <i>Please Explain</i>
If the project requires ground disturbance, what will be the depth of disturbance?	<input type="checkbox"/> ____feet, ____inches <input type="checkbox"/> N/A
Please see Part 8 for a list of required attachments for completion of the NEPA Environmental Review.	

**Supplemental Application:  
Public Facilities or Other Infrastructure Projects**

<b>Define project service area</b>	
List all census block groups in service area:	
<b>For sidewalk / curb cut projects</b>	
Location of sidewalks (cross streets):	
Define the service area; list all Census block groups in service area:	
Number of curb cuts (anticipated):	

## Supplemental Application: Housing-Related Projects

Fill out this supplemental application if the project will result in the construction of new housing units, preservation of existing housing units, conversion of a non-housing structure to housing units, or the acquisition of land for new housing units.

<b>Project Information</b>		
Project type:	<input type="checkbox"/> Ownership <input type="checkbox"/> Rental	
	<input type="checkbox"/> New construction <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Acquisition	
Total number of units to be constructed, rehabilitated, or converted:		
Total number of affordable units (new construction or acquisition):		
Total development costs:	\$	
Contact Information of All Parties		
<b>Applicant Information</b>		
	Name:	
	Address:	
	City, State, Zip:	
	Contact person:	
	Telephone:	
	Email:	
	Organization is a:	<input type="checkbox"/> Non-profit <input type="checkbox"/> For-profit <input type="checkbox"/> Local government <input type="checkbox"/> Community Based Development Organization (CBDO)
Partner or Related Entities	Name:	
	Address:	
	City, State, Zip:	
	Contact person:	
	Telephone:	
	Email:	
	Organization is a:	<input type="checkbox"/> Non-profit <input type="checkbox"/> For-profit <input type="checkbox"/> Local government <input type="checkbox"/> Community Based Development Organization (CBDO)
Architect	Name:	
	Address:	
	City, State, Zip:	
	Contact person:	
	Telephone:	
	Email:	

<b>GENERAL CONTRACTOR</b>	Name:	
	Address:	
	City, State, Zip:	
	Contact person:	
	Telephone:	
	Email:	
	License no.:	
<b>PROPERTY MANAGER</b>	Name:	
	Address:	
	City, State, Zip:	
	Contact person:	
	Telephone:	
	Email:	

**Status of Entitlements and/or Services**

<p>If site is located in an unincorporated area of the County, have you or will you submit an application to Sonoma County Planning &amp; Resource Management Department for:</p>	<p><input type="checkbox"/> State Density Bonus Program  <input type="checkbox"/> County of Sonoma Supplemental Density Bonus Program  <input type="checkbox"/> Housing Element Type A Rental Housing Opportunity Program  <input type="checkbox"/> Housing Element Type C Ownership Housing Opportunity Program                  Date of application: _____                  If answering yes to any of the above, contact Commission staff to discuss schedule for preparation and Board approval of Affordable Housing Agreement.</p>
<p>Status of planned water and sewer service:                  If not yet provided, explain how water and sewer service will be provided.</p>	
<p>Does the project have Article 34 authority from the city/town in which it is located?</p>	<p><input type="checkbox"/> Yes                  If yes, please attach copy of letter.  <input type="checkbox"/> No                  If no, please attach written legal opinion why Article 34 referendum authority is not required.</p>



**Proposed Tenancy**

<i>Household types:</i>	<b>SRO</b>	<b>Studio</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4BR</b>
Number of each type of unit						
Average square feet per unit						
Total number of units:						
How many of the total units will be reserved for the following:						
Homeless persons						
Elderly persons						
Disabled persons (see note)						
Special needs populations						
Resident manager						
Other; specify:						
Unrestricted						

*Note:* In new construction and substantial rehabilitation rental projects assisted with CDBG funds, at least five percent of units (not less than one unit) must be accessible to persons with mobility impairments, and an additional two percent of units (not less than 1 unit) must be accessible to persons with sensory impairments. Projects assisted with other funds must satisfy applicable federal, state, and local regulations regarding the provision of accessible housing. Ownership housing projects assisted with funds from these programs must comply with applicable federal, state, and local laws regarding the provision of accessible units.

**Estimated Monthly Rent Levels (before deduction of utility allowances)**

<i>Household types:</i>	<b>SRO</b>		<b>Studio</b>		<b>1 BR</b>		<b>2 BR</b>		<b>3 BR</b>		<b>4BR</b>	
	<i>Units</i>	<i>Rent</i>	<i>Units</i>	<i>Rent</i>	<i>Units</i>	<i>Rent</i>	<i>Units</i>	<i>Rent</i>	<i>Units</i>	<i>Rent</i>	<i>Units</i>	<i>Rent</i>
Extremely Low-Income (30% of AMI)												
Very Low-Income (50% of AMI)												
60% of AMI												
Low-Income (80% of AMI)												
Market Rate (>80% of AMI)												
Resident Manager's Unit												
Estimated Utility Allowance*												

\*Please provide list of tenant-paid utilities, the utility profile for all appliances, and the Utility Allowance for each unit type.

**Estimated Affordable Sales Prices (ASP)**

<i>Household types:</i>	<b>SRO</b>		<b>Studio</b>		<b>1 BR</b>		<b>2 BR</b>		<b>3 BR</b>		<b>4BR</b>	
	<i>Units</i>	<i>ASP</i>	<i>Units</i>	<i>ASP</i>	<i>Units</i>	<i>ASP</i>	<i>Units</i>	<i>ASP</i>	<i>Units</i>	<i>ASP</i>	<i>Units</i>	<i>ASP</i>
Extremely Low-Income (30% of AMI)												
Very Low-Income (50% of AMI)												
60% of AMI												
Low-Income (80% of AMI)												
100% of AMI												
120% of AMI												

**LENGTH OF AFFORDABILITY PERIOD**

What is the proposed length of affordability for the affordable units?  
 See *Funding Policies, section 7.14.3.*

**Project Schedule**

Include all major milestones such as land acquisition, general plan amendment and rezoning, density bonus / housing element housing opportunity area approval, design review approval, schematic design, design development, construction documents, construction phase, initial occupancy, and, if applicable, assignment of the project to a limited partnership or other entity. Specify tentative dates for closing the proposed loan and first request for funds, as well as when construction financing and permanent financing will close. **Please provide realistic dates for completion of activities and expenditure of funds. These dates will be included in the CDBG Funding Agreement.**

<i>Major Milestone</i>	<i>Target Completion Date</i>	<i>Funds Expended</i>

**Development Budget**

**ESTIMATED PREDEVELOPMENT AND CONSTRUCTION FINANCING**

<i>Lender</i>	<i>Amount</i>	<i>Interest Rate / Term</i>	<i>Use(s)</i>	<i>Commitment Status</i>
<b>Total</b>				

**ESTIMATED PERMANENT FINANCING**

<i>Lender</i>	<i>Amount</i>	<i>Interest Rate / Term</i>	<i>Use(s)</i>	<i>Commitment Status</i>
<b>Total</b>				

**Summary of First-Year Operating Budget**

Rental projects only

	<i>Total</i>	<i>Per unit</i>
Gross potential rental income		
Plus other income (e.g., laundry)		
Less 5% vacancy / rent loss		
<b>Effective Gross Income</b>		
Less total operating expenses*		
Less payment to replacement reserves		
Less payment to other reserves		
<b>Net operating income</b>		
Less debt service payments		
<b>Net cash flow</b>		
Debt service coverage ratio		

**Remainder of page intentionally left blank**

## **Part 7: Certifications**

- Grant Certification Form – 1 (Application Completeness & Accuracy & Signatory Authority)
- Grant Certification Form – 2 (Federal Regulations)
- Grant Certification Form – 3 (Conflict of Interest)
- Grant Certification Form – 4 (Policies and Procedures)

**Grant Certification Form – 1**

**Application Completeness & Accuracy & Signatory Authority**

I hereby certify that \_\_\_\_\_ (*insert name of organization requesting funds*) has complied with all applicable laws and regulations pertaining to the application and is an eligible applicant for the requested funding.

The organization proposes to provide the program services or complete the project identified in this application. If this application is approved and this organization receives the requested funding this organization agrees to adhere to all relevant Federal, State, and local regulations and other assurances as required by the Commission.

In addition, the content of the application shall be incorporated as part of the written agreement and, as such, will be used to monitor performance. Activities, commitments, and representations described in the written agreement that are not subsequently made a part of the program/project as funded shall be considered a material contract failure and may result in a repayment of all awarded funds and/or suspension from participation in future funding rounds.

I hereby certify that the organization is fully capable of fulfilling its obligation under this application, as stated herein.

I further certify that the information provided in this FY 20-21 Capital Projects Funding Application is correct, accurate, and complete.

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of Authorized Representative of Organization

Printed Name: \_\_\_\_\_ Title \_\_\_\_\_

Grant Certification Form – 2

**Federal Regulations – CDBG**

Requirements	Federal Regulations	Other References
Federal Labor Standards - Davis-Bacon - Copeland Act (Anti-kickback) - Contract Work Hours and Safety Standards	24 CFR 92.354 29 CFR Parts 1, 3, and 5	40 U.S.C. 3141; 40 U.S.C. 3701
Section 3	24 CFR 135	Section 3 of the HUD Act of 1968, as amended (12 U.S.C. 1701u); 2 CFR 200.321
Minority and Women Business Enterprise Participation (MBE/WBE)	Small Business Act, Section 3(a) 15 U.S.C. 632	12 U.S.C. 1701
Civil Rights and Non-Discrimination	Title VI of Civil Rights Act of 1964 Title VIII of the Civil Rights Act of 1968 Section 104(b) and 109 of Title I of the Housing and Community Development Act of 1974	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990 Age Discrimination Act of 1975 Executive Orders 11063, 11246, 11375, 11478, 12107, 12086, and 13279
Equal Employment Opportunity	24 CFR 570.601-602; 570.607 41 CFR 60	Executive Orders 11246; 12086 12 USC 1701u
Fair Housing	Fair Housing Act (42 U.S.C. 3601-3620) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d) Equal Opportunity in Housing Section 504 of the Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990	24 CFR Parts 8, 107, and 146 42 U.S.C. 200(d) Executive Orders 11063, as amended by Executive Order 12259 Age Discrimination Act of 1975, as amended (42 U.S.C. 6101)
Debarred or Ineligible Contractors	24 CFR 570.609; 24 CFR 24	Executive Orders 12549 and 12689

Reasonable Accommodation	24 CFR Part 8; 24 CFR 570.601-602	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990
Fire Safety Codes		Local ordinances
Building, Housing, and Zoning Codes Housing Quality Standards	24 CFR 570.208(b)(1)(iv); 208(b)(2)	Local ordinances
Lead-Based Paint	24 CFR 570.608; 24 CFR Part 35	42 U.S.C 4821 et seq.
Anti-Lobbying	Appendix II to Part 200 J; 31 U.S.C. 1352	
Environmental, Historic Preservation, National Environmental Policy Act, Flood Insurance Requirements - Sitting near airports and coastal barrier - Fish and wildlife protection - Flood plain/flood insurance - National Historic Preservation - Noise abatement and control - Wetlands/Coastal zones - Air quality - Endangered species - Thermal/Explosive hazards	24 CFR 570.503(b)(5)(i); 570.604; 570.605; 570.202; 24 CFR 58 References at: 24 CFR 58.6; 58.5570.605	Section 104(g), HCDA 42 U.S.C 4001 et seq.
Relocation, Real Property Acquisitions, and One-for-One Housing Replacement - Uniform Relocation Act - Residential anti-displacement and relocation assistance	24 CFR 570.201(i); 570.606(b), (c), (d) 49 CFR 24 42 USC 4601 et seq	Sections 104(d); 105(a)(11), HCDA <a href="http://www.hud.gov/relocation">www.hud.gov/relocation</a>
Competitive Procurement	2 CFR 200.319	
Insurance and Bonding	2 CFR 200.310 and 200.325	
Administrative and Accounting Standards	2 CFR Part 200	

Cost Considerations	2 CFR 200.402, 403, 404, 405, 406 and 407	
Documentation and Recordkeeping	24 CFR 570.506 24 CFR 570.502	
Conflict of Interest	2 CFR 200.112 and 24 CFR 570.611	
Section 108 Loan Guarantees	24 CFR 570.700-570.709	Section 108, HCDA

To the best of my knowledge and belief, I certify that all data contained in this application and all supportive documentation is true, correct and will incorporate the above requirements. This submission has been duly authorized by the governing body of \_\_\_\_\_.

\_\_\_\_\_

Date\_\_\_\_\_

Signature/Authorized Representative of Organization

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_



### Grant Certification Form – 3

#### Conflict of Interest - CDBG

The standards in 2 CFR 200.318 provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

The CDBG regulations at 24 CFR 570.611 provide that no person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient or subrecipient that are receiving CDBG funds and (1) who exercises or has exercised any functions or responsibilities with respect to activities assisted with CDBG funds; or (2) who is in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest from a CDBG-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

- A. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to participate in the decision making process for approval of this application? Yes No
- B. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to gain inside information with regard to approval of this application? Yes No
- C. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds obtain a financial interest or substantial benefit from this activity? Yes No
- D. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds have an interest in any contract, subcontract or agreement with respect to funding this application, either for themselves or those with whom they have family or business ties during the program year and one year thereafter? Yes No

**If you answered YES** to any of the above questions, a letter must be submitted with the application that includes the following information:

- 1) A disclosure of the nature and extent of the conflict
- 2) A description of how public disclosure will be made
- 3) A qualified attorney's opinion that the conflict of interest does not violate federal, state, or local law

**Note:** If you are approved for funding, the Commission must issue a public notice of the disclosure with a 15-day public comment period, and then submit to HUD for approval prior to execution of a grant agreement or release of funds.

\_\_\_\_\_  
Signature/Authorized Representative of Organization

Date\_\_\_\_\_

Printed Name:\_\_\_\_\_ Title \_\_\_\_\_

**Grant Certification Form – 4**  
**Policies & Procedures**

The undersigned does hereby certify that the applicant organization has the following policies and/or procedures and can produce them if requested by the Commission:

1. Accounting policy/procedure
2. Procurement policy/procedure
3. Conflict of Interest policy/procedure
4. Record Retention policy/procedure
5. Language Access Plan & Limited English Proficiency Policy

\_\_\_\_\_  
Signature/Authorized Representative of Organization

Date\_\_\_\_\_

Printed Name:\_\_\_\_\_ Title \_\_\_\_\_

## Part 8: Attachments Required

Project sponsors must submit the following documents, as applicable, with their funding application:

### Organizational Information Required

- IRS Letter of Determination:** Non-profit organizations only must submit an IRS Letter of Determination. Non-profit organizations are not eligible for consideration unless non-profit status has been verified.
- Community-Based Development Organization (CBDO) Verification:** For CBDOs applying for CDBG construction funds, submit a Sonoma County CBDO letter or plan to become an independent, fully functioning CBDO entity.
- Financial Documentation:**
  - Non-profit organizations: Attach current operating budget, the most recent completed final audit report, and IRS Form 990 for the most current tax year. If organization is not audited, attach a copy of the most recent internal financial statement that has been approved by Board of Directors. Additional financial information may be requested by CDC staff as deemed appropriate.
  - Sonoma County departments or agencies, the cities of Cotati, Cloverdale, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and the Town of Windsor are exempt from this requirement.

### Project Information Required

- Project Description:** Provide a description of the project that includes specific location information and geographic boundaries. It should identify the maximum anticipated scope of the entire project, and delineate the specific activities for which the applicant is requesting funding at this time. Applications for housing-related projects should instead include a Housing Project Description, described in Supplemental Application below.
- Project Location Map:** Attach an 8 1/2"x 11" map showing the project location, clearly showing the project area in relation to surrounding communities.
- Authorizing Resolution:** For non-profit organizations, attach a resolution from the Board of Directors authorizing the submittal of the application. For local government entities, attach a resolution from the governing body authorizing the submittal of the application.
- City/Town Letter of Acknowledgement:** For those projects located within one of the seven incorporated jurisdictions, attach a letter from city/town staff acknowledging that that staff is aware that the organization is submitting the application. If city/town staff supports the project or has collaborated with the developer, please provide this information.
- General Plan Consistency:** Attach a certification of consistency with the applicable jurisdiction's General Plan. (This information may be included in the City/Town Letter of Acknowledgement if appropriate.)
- Letters of Commitment:** Submit letters of commitment from all other funding sources.
- Quarterly Performance Report:** If the organization is requesting funds for an on-going program or project, attach a copy of the most recent quarterly report submitted to the Commission showing activity and levels of participation for the most recent reporting period.
- Capacity Gap Analysis:** If an applicant does not have sufficient capacity to complete the proposed project, it should submit an analysis of its gap and work with the Community Development Commission prior to application submittal to determine if the Commission can assist with project management services. **(if applicable)**
- Homelessness-Related Projects Threshold Criteria Checklist - see attached (if applicable)**

Continued on next page

## NEPA Environmental Review Attachments Required

All projects must submit the following information as a separate attachment for use in the NEPA Environmental Review. Some of this information may be duplicative of information submitted for other purposes. This duplication is necessary to ensure expedient completion of the NEPA Environmental Review for funded projects. Please submit all that apply:

- Design/Plans**
- Aerial image with limits of ground disturbance**
- CEQA Report (if new construction)**
- Plan View Detail**
- Lead or Asbestos report (if rehabilitation)**
- Line-item budget for entire project showing all federally funded expenditures (e.g., predevelopment, construction, environmental review)**
- Timeline showing project milestones and expenditures**

## Housing Project Attachments Required

Housing-related project sponsors must submit the following as attachments to their applications:

- Housing project description:** Provide a written narrative to describe your project. At a minimum, the narrative should include a description of the type of housing proposed, target population(s), any planned services for residents, the proposed use(s) of the requested funding, and anticipated environmental issues (i.e., vernal pools, heritage trees, riparian corridor, contamination, flood plain, endangered species, historical and archeological impacts). Please state whether you propose that an entity other than the applicant will execute the loan documents for the funds requested in this application. If the project uses a tax credit limited partnership to finance the project, please describe the organizational structure of the partnership and the roles of various partners or other related organizations.
- Article 34 Authority or Legal Opinion of why Article 34 referendum authority is not required**
- Current preliminary title report**
- Evidence of site control**
- Current appraisal:** Appraised value of property must fully secure the Commission's loan(s). In addition, the total purchase price may not exceed the "reasonable cost" for the property.
- Environmental clearances/reports**
- Site plan and elevations or schematic drawing**
- Contractor's cost breakdown**
- List of tenant-paid utilities**
- Itemized development budget:** including a sources and uses table, identifying distributions to the owner, developer, partners or other entities during the development phase
- Project Financial Plan:** Narrative description of the development's financial plan, indicating expected dates for obtaining approvals for any uncommitted financing
- Rental projects:** A 30-year operating budget and cash flow projection that shows estimated project income, operating expenses, reserves, debt service, and distributions. Please include a "totals" column after year 30.

**Homelessness-Related Projects Threshold Criteria Checklist**

<p><b>Homelessness-related projects only</b></p> <p>If an applicant project or program plans to serve people experiencing homelessness, the portion of the project that serves that population must meet the threshold criteria set out in the FY 2020-2021 Funding Policies to be recognized as serving this population.</p> <p>Responses to the questions below must be reviewed and approved by staff in the Homeless Services division of the Commission to determine if the response meets threshold requirements prior to application submittal. Applicant must submit this Homelessness-related Project Threshold Criteria Checklist, with signature, at the time of application.</p>	
Applicant Name:	
Proposed Project/Program Name:	
<p>Overview of Proposed Program/Project (limit 150 words)</p> <p><i>Example Text: [Applicant Name] is seeking \$_____ in Capital Projects funding for [describe eligible activity – e.g., site acquisition, predevelopment, environmental review, site improvements, down payment assistance, tenant-based rental assistance] for [Program/Project Name], which has a total project cost of \$_____. The project is anticipated to start [describe activity] on [insert date] and be completed by [insert date]. The project will provide [## anticipated units produced, facilities produced, housing rehabilitation loans made], serving approximately ## low- /very low- /extremely-low-income households.</i></p>	
Program/Project Manager (Primary Contact)	Name, title:
	Phone:
	Email:
<p><b>To meet the threshold criteria, the proposed project must significantly impact HEARTH system-wide performance measures. Please respond to the questions below to identify the program or project's performance measures:</b></p>	<p>Is the applicant/operator currently operating a similar project to that being proposed? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If the answer above is yes, please answer the questions in the three sections below using your project's performance during the last fiscal year.</p> <p>IF the answer above is no, please enter projections for the proposed project in the three sections below.</p>

<p><b>Increasing exits from homelessness:</b> Please enter the number of individuals anticipated to be served by the proposed project and your projections to achieve the following goals from the date of project completion on an annual basis:</p>	<p>Projected number of people experiencing homelessness to be served by the project annually: _____</p> <p>Number of unsheltered persons placed into temporary housing (shelter or transitional housing) _____</p> <p>Number of temporary housing participants exiting to permanent housing _____</p>
<p><b>Decrease the overall length of homeless episodes:</b> Enter the number anticipated to achieve this goal from the date of project completion on an annual basis.</p>	<p>Enter the average number of days participants stay in your shelter or housing project _____</p> <p>Enter the average number of days chronically homeless participants stay in your shelter: _____</p>
<p><i>(For permanent housing projects only)</i>  <b>Minimize returns to homelessness from permanent housing by supporting retention of permanent housing:</b> Enter the anticipated number who will achieve this goal from the date of project completion on an annual basis.</p>	<p>State the number of program participants who will exit your permanent housing project annually: _____</p> <p>State the number of program participants who will exit your program to another permanent housing destination: _____</p>
<p><b>To meet the threshold criteria, the project must adhere to the principles of Housing First and participate in Coordinated Entry. For homeless-dedicated units, 100% of referrals must come from Coordinated Entry.</b></p> <p>For information on Coordinated Entry, visit this website: <a href="http://sonomacounty.ca.gov/CDC/Coordinated-Entry-System/">http://sonomacounty.ca.gov/CDC/Coordinated-Entry-System/</a></p> <p><b>Please respond to the questions below to demonstrate how the project complies:</b></p>	
<p>If a homeless-serving housing project, will the units dedicated to serving people experiencing homelessness accept 100% of referrals from Coordinated Entry?</p> <p>The proposed project will provide Coordinated Entry (CE) access points.</p> <p>The proposed project is designed using the principles of Housing First and operates with lowered barriers to entry (e.g., no income or sobriety requirements)</p> <p>Please list the last two times that the applicant (or partner service provider, if applicable) completed the Housing First Self-Assessment and indicate your score:</p> <p>A link to the Self-Assessment Tool is here: <a href="https://www.hudexchange.info/resource/5294/housing-first-assessment-tool/">https://www.hudexchange.info/resource/5294/housing-first-assessment-tool/</a></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date #1: _____ Score: _____</p> <p>Date #2: _____ Score: _____</p>

What are the applicant's plans for improvement in adhering to Housing First principles?	
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I have reviewed the above-referenced project description and checklist and confirm that it meets the threshold criteria for homelessness-related projects applying for CDBG funds for Capital Projects.

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Chuck Mottern, Homeless Services Funding Coordinator Date

Submit this form for review and approval by Chuck Mottern: [chuck.mottern@sonoma-county.org](mailto:chuck.mottern@sonoma-county.org), 707-565-7554