



## **SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION**

### **APPLICANT INSTRUCTIONS AND CHECKLIST for AFFORDABLE HOUSING PROJECTS**

#### **ELIGIBILITY FOR FUNDING:**

❖ **Applications must include the following to be deemed eligible for funding:**

- 1) A resolution from your Board of Directors authorizing the funding application submittal (for non-profit agencies only)
- 2) A required City/Town Council Resolution endorsing the project (only for projects seeking funds and that are located in one of the 7 incorporated jurisdictions)
- 3) Certification of General Plan consistency (only for projects in cities or towns)
- 4) A current itemized development budget
- 5) A current 30 year operating budget
- 5) A copy of the applicant's most recent audit
- 6) Complete answers to all applicable questions and all required supporting documentation
- 7) Housing Project Description
- 8) Current Preliminary Title Report
- 9) Using the current Sonoma County utility allowance schedule, list the tenant paid utilities and utility allowance for your project.
- 10) Narrative description of the development plan

- ❖ All applications must meet at least one of the eligibility criteria found in the CFH Funding Policies.
- ❖ All proposed projects must be certified as consistent with the appropriate jurisdiction's General Plan. For projects in unincorporated Sonoma County, Commission staff will convey submitted applications to Permit Sonoma for their assessment of General Plan consistency. Applicants with projects in other jurisdictions must have that jurisdiction complete the Certificate of General Plan Consistency or a similar form for inclusion in their application submittal."

#### **APPLICATION FORMAT:**

- ❖ **Applicants must use the CURRENT funding application.** All responses to questions should be typed, single-spaced, using not less than 12 point font, word version of the application using 1 inch margins. Use only the space provided and do not attach any additional pages. **Please do not double-side your application, alter the pagination, change the order of the questions or change the page formatting.** If more space is needed then make a note in the application and attach pages at the end, being sure to label them accordingly.
- ❖ **Do not have applications bound.** Please use only binders with tabs to indicate sections.
- ❖ **Complete the entire application.** Your application will be reviewed on the basis of the information you provide. Supplemental materials must be kept to a minimum and must be on 8 1/2 x 11-inch paper. Larger sized paper and excessive supplemental materials will not be reproduced for review by the committees and Board of Supervisors.

#### **REQUIRED APPLICATION ATTACHMENTS:**

- A resolution from the Board of Directors that authorizes the submittal of the application must be attached.** Applications from non-profit agencies will not be eligible for funding consideration without a Board of Directors resolution.

- The IRS Letter of Determination must be attached to the application for all non-profit developers, local governments and public agencies applying for funding.* You will not be eligible for funding consideration unless non-profit status has been obtained and verified.
- A City/Town Council Resolution endorsing the application is required for proposed programs that are located in, and will serve the residents of, one or more specific incorporated areas (non-countywide programs), if applicable.*
- A Certification of General Plan Consistency on a form provided by the Community Development Commission or the City/Town, signed by a planning department representative. For projects in unincorporated Sonoma County, Commission staff will convey submitted applications to PRMD for their assessment of General Plan consistency. Applicants with projects in other jurisdictions must have that jurisdiction complete the Certificate of General Plan Consistency for inclusion in their application submittal.*
- Financial statements for the last two years, the most recent completed final audit report, and an IRS Form 990 from the most current tax year must be attached to the application.* (Not Applicable for City/Town or County-Owned CDBG projects)
- Evidence of site control documentation such as copy of grant deed, purchase agreement, lease, or option agreement (for CFH applications)*
- Site location map*
- Preliminary Title Report*
- Architectural – conceptual site plans and/or drawings*

**ADDITIONAL APPLICATION ATTACHMENTS AS AVAILABLE:**

- CHDO Designation Letter or Plan (CHDO's only)*
- Appraisal*
- Environmental clearance/reports*
- Contractors cost breakdown*
- Financing commitment letters*
- Current utility allowances for tenant-paid utilities, identifying proposed utility mix for the project*

**SUBMITTING THE APPLICATION:**

- ❖ *All applications must contain all required information and be submitted to the Sonoma County Community Development Commission by **October 15, 2021** to be considered eligible for funding.*
- ❖ Submit one (1) electronic application and all attachments in PDF format to [Veronica.Ortiz-DeAnda@sonoma-county.org](mailto:Veronica.Ortiz-DeAnda@sonoma-county.org) by 2 PM. You will receive a confirmation email that your application package has been received.
- ❖ Deliver 1 printed original with all attachments – all unbound but preferred in a binder with tabs separating each section to the SCCDC at 1440 Guerneville Road, Santa Rosa, California 95403 via any delivery service with the ability to track shipment. Must be delivered by or before the due date and time.

Email Veronica Ortiz-De Anda at the Sonoma County Community Development Commission, at [Veronica.Ortiz-DeAnda@sonoma-county.org](mailto:Veronica.Ortiz-DeAnda@sonoma-county.org) if you have any questions about the application form or submission requirements.