

2023-24 Super-NOFA Application for Affordable Housing Funds

Marin County Housing & Federal Grants Division

This application is for affordable housing developers in Marin County, California who would like to apply for multiple state, local, and federal funding sources simultaneously. Please refer to the Notice of Funding Availability (NOFA) released on February 6, 2023 for detailed information about qualifications and application requirements.

The following grant sources and amounts are available through this application:

1. **Marin County Affordable Housing Fund (HTF) and State Permanent Local Housing Allocation (PLHA)** - \$2.3 million
2. **Federal HOME-ARP** - \$2.4 million
3. **Federal CDBG Housing** - \$600 thousand

Applicant Information

Organization Name

Bolinas Community Land Trust

Website URL

www.bolinaslandtrust.org

DUNS

117416096

Mailing Address

PO BOX 805
Bolinas, California, 94924

Project Contact Name

Arianne Dar

Title

Executive Director

Email Address

adar@bolinaslandtrust.org

Phone Number

(415) 713-4519

Executive Director Name

Arianne Dar

Executive Director Email Address

adar@bolinaslandtrust.org

Is there a co-applicant organization?

No

Briefly describe your organization, including mission, programs, staff experience, and number of clients served. Describe the co-applicant organization, if applicable.

The Bolinas Community Land Trust is a local non-profit dedicated to creating, preserving and sustaining long term affordable housing in Bolinas and Stinson Beach, CA. Through outreach, tenant advocacy and property management, we strive to support a thriving, vibrant and diverse community. We currently serve approximately 45 clients through the provision of long-term affordable housing in West Marin.

Have there been any recent or upcoming leadership transitions?

The organization has expanded its directorial capacity from one part time position to two positions totaling 1.5 FTE. Annie O'Connor, Administrative Director, is now co-leading the organization with Arianne Dar, Executive Director.

Have there been any recent expansions or cutbacks in activities and/or budget? If so, please explain.

Yes, both the activities and budget of the BCLT are expanding. The BCLT is in contract to sell three properties as affordable homeownership and to purchase two new properties in the Spring of 2023. This will increase the number of clients served by an additional ~75 people. In anticipation of this growth, the BCLT is in the process of expanding our property management, tenant advocacy, and project management capabilities and activities.

In addition, the BCLT personnel line-item increased from the FY'22 to the FY'23 budget for the following reasons:

The BCLT board adopted a health benefits subsidy payment and a cost of living adjustment for staff at the end of 2022.

The organization is conducting a pay equity and living wage review and the preliminary outcome of that assessment is reflected in the FY'23 budget.

Overall, the FY'23 budget reflects the BCLT's mission and values by ensuring that our staff – who are primarily low-income individuals who have been negatively impacted by the affordable housing crisis – will be retained as we further grow diversity, equity, inclusion, and belonging across our organization.

If applicable, what is the organization's standing with licensing or other accreditation authorities?

The BCLT is a 501(c)3 organization.

How does your organization verify client income?

Our Business Manager meets with each tenant on an annual basis. In that meeting, they review the tenants payroll stubs, prior year tax return, bank statements, and any other relevant income documents. This information is used to complete the HUD Tenant Income Certification form. The total household income is totaled up and compared to the local annual income limits summary and any pertinent regulatory agreements to insure their income is in compliance.

General Project Information

Project Name

Bolinas Community Land Trust

Project Address

140 Maple Road
Bolinas, California, 94924

Assessor's Parcel Number (APN)

191-142-17

Funding Requests

Which funding source(s) are you seeking for this project? Please refer to the NOFA for a description of each funding source and eligible project types. Those applying for HOME-ARP funds are highly encouraged to apply for HTF/PLHA funds as well.

HTF/PLHA

CDBG Housing

HTF/PLHA Amount Requested

\$500,000

CDBG Housing Amount Requested

\$500,000

CDBG/HOME-ARP applicants only: Is this project located in a Special Flood Hazard Area, and therefore requires flood insurance?

No

Project Details

Scope of Work: Describe the proposed project, including details such as property characteristics, proposed use of funds, and number of housing units involved. Explain how the project will benefit the community.

The proposed project is for the rehabilitation of a recently acquired, currently four unit property in Bolinas. The property houses 13 extremely low income tenants: a voucher holding disabled single mother with a household of five, a voucher holding, terminally ill older woman who was recently moved to housing after being homeless for a number of years, an undocumented family of five with three children under the age of ten and a Southeast Asian store manager and a transgendered individual. The property has a lot of deferred maintenance and the BCLT is seeking funding to do critical repairs for health and safety as the first step in bringing the property into full legal compliance and deed restricting it for voucher holders and people making below 30% of AMI. These repairs include a new septic system, a new rear deck and entry staircases, renovation of two or three bathrooms and the replacement of major appliances in one of the units. This project houses some of the most at risk residents of Bolinas peacefully on a large lot in a residential neighborhood of Bolinas. It is an excellent opportunity to protect long term housing in perpetuity for a population that is often hard to serve.

Describe the property's history leading up to this request. Include when the organization acquired/will acquire the property, any previous requests for County funding, attempts to secure other financing, etc.

This property will be acquired from the family of the most recent owner, Allan Maxey who passed away about a year ago. Allan was a long time resident of Bolinas and wished for his property to remain a resource to house low income residents in Bolinas. His children agreed to sell it to the BCLT below the appraised value to honor their father's wishes. BCLT is in contract to purchase it at the beginning of April and will pay for it with a downpayment from the BCLT's "Homes from the Heart" revolving fund and a long term loan from the Marin Community Foundation. Most of the construction on the property has been done illegally and the BCLT is aware that it will need to go through a lengthy process to bring it into compliance. It is unclear at this time whether all the dwelling units will be able to be preserved, but the BCLT is in the process of creating temporary housing at another site and it may be possible to move some of the residents from this property there while all of the renovations and compliance

issues are being addressed. No county or public funds have gone into this project at this time.

Describe any nearby amenities, such as parks, public transportation, grocery stores, health care facilities, schools, childcare, libraries, parks/open space, etc. that residents of the project are/would be able to use.

The property is in a residential area of Bolinas called the "Gridded Mesa" which houses the majority of Bolinas residents. It is near the office of the public utility district and about a quarter mile to Duxbury Reef, a CA State Park. The Bolinas Firehouse, Clinic and Mesa Park with playground, skateboard park and ball fields are a half mile down the road, and downtown Bolinas with the Library and grocery stores and public bus is about a mile away. The local elementary school is also about a mile away.

Select the known environmental issues of the proposed project site, and/or adjacent properties if relevant.

No known environmental issues

Have you begun any state or federal environmental review procedures for the proposed project?

No

What is the anticipated timeline for the environmental review(s)?

The property will be purchased in April and once the winter rains have stopped, the BCLT will move forward to permit a new septic system. This process will trigger and entail some level of environmental review, which can be expanded during the summer months. Because this property has been so severely impacted by illegal building, is not near a primary drainage or swale, and is in the midst of an established neighborhood, it is unlikely to meet the definition of an environmentally protected habitat. But a full assessment can be made in late spring or summer of 2023.

Who is the staff member that will supervise and manage the proposed project? Describe their past experience with project management.

This project will be overseen by Arianne Dar, the Executive Director of the BCLT who has a number of years of private development experience within Bolinas and other locations. As the Executive Director of the BCLT, Arianne has also supervised the purchase and renovation of three buildings for affordable housing as well producing two new homes for BMRS. Under her supervision the BCLT is poised to build two additional BMRS homes and eight new rental units in downtown Bolinas. A larger, more complex project for agricultural workers is also currently in the pre development phase. Arianne will be assisted in the rehabilitation of 140 Maple by John Maalis who has been the BCLT's property manager for the past three years. John Maalis has extensive experience in smaller rehabilitation projects ranging from the solar electric upgrades of the BCLT's existing rental properties in Bolinas to the complete renovations of units for new tenants.

Will the project involve hiring an external property management company?

No

If awarded funding, you will need to draft and submit an Affirmative Marketing Plan for this project. The plan would describe how you will market the project to different groups of people based on protected characteristics such as race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability. Please refer to the Affirmative Marketing tab of the [Federal Grants website](#) for more information.

Describe any prior experience with affirmative marketing or similar initiatives.

The BCLT has been working on affirmative marketing for the five three years. We have an affirmative marketing plan that has been approved by the County. Can provide more information upon request.

All projects funded by HUD programs must Affirmatively Further Fair Housing. This is defined as combating housing discrimination and taking meaningful actions to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to housing opportunities based on protected characteristics: race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability.

CDBG/HOME-ARP applicants only: How will this project Affirmatively Further Fair Housing?

It will provide housing for people below 30% AMI, which is unusual in our area.

Describe any past community engagement activities for this project, and future plans for community engagement.

When Allan Maxey first died, the community was aware we might purchase the property and we spontaneously received donations for the purchase in the amount of \$25,000 from a variety of community members.

Demographics and Unit Information

In the table below, enter the existing or anticipated number of units based on income level and bedroom count. Refer to the [Current Marin County Income Limits](#) to determine income level.

Anticipated Unit Count by Bedrooms and Income Level

	Extremely Low	Very Low	Low	Moderate	Market Rate	TOTAL UNITS
Studio						0
1 bed	3					3
2 bed	1					1
3 bed						0
4 bed						0
Other						0
TOTAL UNITS	4	0	0	0	0	4

In the table below, enter the demographics of the people who live (or will live) in the proposed housing project. If unknown, use the demographics of households within similar existing Marin complexes as the proposed project, within the organization’s purview. Specify the number of Hispanic/Latino residents in its stand-alone column. The “Total” column must include the number of Hispanic/Latino residents as part of the sum.

Are these numbers specific to the proposed project, or to a similar existing Marin complex?

Proposed project

Demographic Information

	Total Number of Persons	Persons Identifying as Hispanic/Latino
White	11	5
Black/African American		
Asian	1	
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black.African American		
Other Multi-Racial		
Other/Not Disclosed	1	
TOTAL (Unduplicated)	13	5

Fill in a number for each of the fields below. For new construction, or if you are unsure, please put 0.

Families

2

Female-headed households

3

Households that include person(s) with a disability

2

Project Planning

Select the current phase of the proposed project.

Cost Estimate

Describe the project timeline and specify a real or estimated completion date for each milestone below. Add/explain any additional milestones as needed.

For acquisition projects:

For new construction and/or rehabilitation projects:

Define scope of work/finish design

Tuesday, June 20, 2023

Complete planning and environmental review

Tuesday, August 1, 2023

Release bid package

Saturday, July 1, 2023

Select contractor

Tuesday, August 1, 2023

Finalize contract

Monday, August 7, 2023

Obtain building permits

Saturday, July 15, 2023

Start construction

Friday, September 1, 2023

Complete construction

Friday, December 15, 2023

Explain any additional milestones for New and/or Rehabilitation Projects below:

Dates are estimated and bids will be for different scopes of work. The septic work will be separate from the other rehab work.

CDBG/HOME-ARP applicants only: Describe any flexibility regarding your project's start/completion date.

We would love to start as soon as possible. We need to get the septic system installed before October 15, 2023.

Will you be seeking Project Based Section 8 Vouchers for this project?

No

Please be aware that if Project Based Section 8 Vouchers (PBV) are committed to the project, the environmental review process and subsidy layering must be completed before the acquisition is complete or construction commences. Actions taken prior to PBV being committed are not subject to this requirement.

Describe the type of site control that your organization has for the proposed property. If this request includes funds for acquisition, summarize the acquisition terms, price, contingencies, and conditions.

As of April 3 we will own the property.

Expanding on the Scope of Work, please describe the rehabilitation that is proposed for the property and how it will address specific conditions (i.e., replacement needs, deferred maintenance, existing building violations, required seismic upgrades, building or health code problems). Please describe any other existing rehabilitation needs that are not included in the project scope and explain their exclusion.

The rehabilitation project at 140 Maple is expected to be somewhat complicated and drawn out due to the non-permitted nature of many of the structures, and the "at risk" nature of the tenants who already reside there, some of whom are housed section 8 voucher holders and one of whom is a terminally ill cancer patient who has recently been housed after living on the streets for a number of years. The first rehabilitation activities on the property will be health and safety related and will include, but are not

limited to: "replacement" of the septic system, rotting stairs and decks and upgrades to plumbing. The new septic system will determine how many bedrooms can be supported on the property and therefore how many legal structures and residences may be maintained on the property long term. BCLT will be working closely with the County of Marin in determining what upgrades will be needed and allowed across the property and an approach will be agreed on for how the changes can be implemented. It is likely that some tenants may need to be moved off the property while improvements are made and BCLT is hoping it may be able to use the emergency housing it has submitted permits for on Mesa Rd. for this purpose. It is also possible that the housing on the property may need to be reconfigured and that the BCLT may need to relocate someone permanently before the project is completed. BCLT expects to have the housing fully rehabilitated and permitted within a few years.

Describe the accessibility of the building. Do you plan to make accessibility improvements?

None of the units on the property are wheelchair accessible and no specific plans have been made to change that at this time. That said, there is one tenant who would benefit from having her unit updated to make wheelchair use possible and this is definitely something we would consider doing if we had the funds necessary to add these accommodations.

How will the rehabilitation be staged to minimize risk and inconvenience to the residents? If certain systems or parts of residents' units will be temporarily inoperable or unusable (e.g., kitchen or bathroom) during construction, what is the estimated duration of such interruptions? What mitigations will you provide?

The initial replacement of the septic system should not inconvenience the tenant's use of their units directly as we will keep them tied into the existing, but non-permitted systems already on the property. The renovations of the bathrooms and possible other structural conditions may require tenants to be relocated temporarily for periods of a few days and there is the potential that at least one tenant may need to be relocated for a period of a month or two, but this cannot be fully assessed until the BCLT has fuller access to the property.

Describe in detail any temporary relocation of existing tenants at the site due to proposed rehab activities. Explain why relocation is needed and provide the estimated duration and number of impacted tenants. If known, identify which laws (local, state, federal) must be followed in carrying out the relocation.

The BCLT does not know what the laws of relocation are, but as our intent in purchasing the property is to keep all tenants housed, we intend to provide any and all temporary housing required. Our hope is that we may be able to utilize the emergency housing that we will be providing at another site for a few of these tenants as needed, as we have been planning for potentially more housing there than may ultimately be needed. We do have all the funding for this emergency housing and if necessary we may be able to shift some of this funding over to help the residents of 140 Maple as well.

Financing Plan

What is the status of all proposed project funding sources as of the date of this application?

At this time we have all the funding needed to purchase this property and we have identified a potential loan source we can use to begin the renovations, though this is a private loan that will need to be paid back.

What is the timing and likelihood for obtaining commitments of anticipated funding sources?

Our loan source is very likely to work out well and depending on the BMR sales of some of the BCLT's homes, the BCLT itself may have funds that it can use towards these renovations as well. That said, the BCLT is eager to deed restrict this property for residents of below 30% AMI and as such we are hopeful that we can get funds through this NOFA and other grants sources to fully cover the costs of the renovations.

In the event that any funding sources are not obtained or are committed at lower levels than requested, what alternatives will be pursued?

The BCLT would look at and apply to other grant sources and potential private donors.

For each item in your project budget, to be attached to this application, please explain how the budgeted amount was derived, whether costs are estimated or bid, and any other relevant information that justifies the budgeted expense (e.g., cost per square foot, percentage of other costs, estimated number of work hours).

All items presented in the budget are estimates gleaned from a preliminary site visit by both a septic engineer, an installer and a general contractor. The septic system needed is large and including site clearing, design, permitting and installation will likely be at least \$120,000. Decks and staircases both external and internal are estimated to be roughly \$40,000 across the property. Bathrooms are being estimated to be \$10,000 a piece (four bathrooms) which is on the high side but allows for potential renovation of the size and shapes of the bathrooms being addressed. At least two of them are oddly configured and will need some redesign. An allowance has been added for at least one major appliance upgrade in each unit and for three appliances in the “main house”. Grounds and fencing will need to be rehabbed after the septic install, budgeted at \$20,000. These are the immediate health and safety budget items. But we are adding an additional \$275,000 to this budget for the more major renovations of the main house and ADU in order to meet code compliance. We are requesting \$500,000 total and will take it from either CDBG or HTF/PLHA or a combination of both.

Is your organization receiving any other Marin County funding for this project?

No

Does your organization have unspent funds that were previously awarded by the County (for any project)?

Yes

What is your timeline for expending the fund balance?


BCLT has a small amount of funding still held in reserve for the pre-development of the 31 Wharf “downtown” project. We are in an active phase of completing construction drawings and expect these to be fully spent soon.


CDBG/HOME-ARP applicants only: Describe your organization’s experience with administering federal grant programs. What experience do you have with Davis-Bacon prevailing wage and procurement requirements?










BCLT does not have experience with the Davis Bacon prevailing wage and procurement requirements though we are well aware of them. So far each project we have funded for has benefitted from an exception that has meant we did not need to comply fully with these requirements. We are of course open to meeting any requirement that would be required of us and learning how to track these requirements competently.

Attachments

Please closely review the Notice of Funding Availability (NOFA) for instructions on which documents you must attach. The County requires specific attachments for each funding type (HTF/PLHA, HOME-ARP, CDBG Housing). Please label your attachments in this manner: “2023-24 [Document Name] for [Organization Name]- [Project Name].”

 2023-24 - 2020 Balance shee... .xlsx

 2023-24 - 2021 Balance shee... .xlsx

 2023-24 140 Maple Budget &...xlsx	 2023-24 140 Maple purchase... .pdf
 2023-24 2020 P&L for BCLT -...xlsx	 2023-24 2021 P&L for BCLT -...xlsx
 2023-24 BCLT Operating Bud... .xlsx	 2023-24 Board of Directors R... .xlsx
 2023-24 CDBG Flood map for... .pdf	 2023-24 CDBG Project Budg... .xlsx
 2023-24 IRS Determination L... .pdf	

Certification

Please review your responses above for accuracy.

Name of Person Completing this Application

Arianne Dar

Title of Person Completing this Application

Executive Director

By checking this box,

I hereby certify that the information in this application is true and accurate to the best of my knowledge.