



2018/19 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. You may apply under multiple categories.

CDBG Public Services		HOME Housing Construction/Acquisition	
CDBG Housing Construction/Acquisition		HOME Housing Rehabilitation	
CDBG Rehabilitation: residential/commercial		HOME Rental Assistance	
CDBG Public Facilities/Improvements			

2. Indicate what geographic area your project will serve or where it will be located. For Public Services and non-housing projects, which planning area(s) will the project serve? Please indicate approximate % of services provided in each area. For Housing projects, please indicate where your project is located.

Planning Areas	Novato	San Rafael	Countywide

3. What prior years have you been funded by CDBG/HOME (for applicants applying who have existing funding)

Year Funded			
Grant Amount			
Amount Expended			

4. General Information:

CDBG/HOME FUNDING AMOUNT REQUESTED	
PROGRAM/PROJECT NAME	
ORGANIZATION/AGENCY NAME	
MAILING ADDRESS	
PROJECT SITE ADDRESS	
CONTACT PERSON & PHONE NUMBER	
E-MAIL ADDRESS	
WEBSITE	
ORGANIZATION DUNS#	

5. **Project Description:** Provide a detailed scope of work and describe how this project will benefit the community. Please limit your response to 2 paragraphs.

6. **HUD National Objective to be served (check at least one):**

	<i>Activities benefiting low and moderate-income persons. (LMI)</i>
	<i>Activities benefiting low and moderate area. (LMA)</i>
	<i>Activities which aid in the prevention or elimination of slums or blight.</i>

7. **How will this project Affirmatively Further Fair Housing?**

8. **Describe how this project will conduct affirmative marketing to members of the Protected Classes?**

9. Approximately how many moderate, low, extremely low, and very low-income persons will directly benefit from the program/project? (Use the income level table in attachment A to estimate the income level of people served):

Low-Income	
Very Low-Income	
Extremely Low	

10. Estimate the demographics to be served by the program/project (see terms below):

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native		
Asian		
Black or African American		
Native Hawaiian or other Pacific Islander		
White		
American Indian <i>and</i> White		
Asian <i>and</i> White		
Black <i>and</i> White		
American Indian <i>and</i> Black		
Multi-Racial		
TOTAL	100%	
Female-Headed Households (out of above total)		

PROJECT MANAGEMENT & FINANCIAL DATA

11. If funded previously, list your past specific accomplishments/activities and goals of your organization/agency using CDBG/HOME funds. Did you meet these goals and accomplishments? Please describe:

12. If your agency received CDBG/HOME funds previously, please explain any remaining fund balance:

13. What is your experience with administering federal grant programs? For Housing and Construction projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements?

14. Describe who will supervise and manage the project and the individual(s) project management capability. List any approvals or authorizations required and received for the project to continue. For Housing and Construction projects, list any entitlements that are necessary for the project:

15. Project Budget: List the activities and/or items for your entire project budget including CDBG/HOME funds and all other funding sources.

Funding Source (e.g. CDBG)	Uses	\$ Amount Committed	Date
	Design/ A/E	\$	
	(Construction items/materials)	\$	
		\$	
		\$	
	Permit fees	\$	
	Contingency	\$	
TOTAL	TOTAL	\$	

16. For HOME projects: Please describe how you will meet the 25% match requirement?

17. For HOME Projects are you a CHDO?

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18. HOUSING AND CAPITAL ONLY: Project Timeline: List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed)

<u>Task</u>	<u>Date of Completion</u>
Define scope of work/finish design	
Complete planning & environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete Construction	

19. Please sign and date your application below:

Signature/Title

Date

Attachments

- A. Notice of funding availability (NOFA)
- B. Definitions of terms
- C. Income Limits

Applications may be submitted via email, mail or in person to one of the addressed below.

Email Address, only applications emailed to this address will be accepted:

Federalgrants@marincounty.org

Mailing Address/Physical Address (if dropping off application):

County of Marin
 3501 Civic Center Drive #308
 San Rafael, CA 94903
 Attn: Federal Grants

Application submittal deadline is Monday, November 20, 2017 by 5 p.m. PST

POSTMARKS WILL NOT BE ACCEPTED

Attachment A: Notice of Funding Availability for Community Development Block Grant (“CDBG”) and HOME Programs For 18/19 funding cycle

The Marin County Department of Community Development, Federal Grants Division, is pleased to announce the opening of the application period for the CDBG and HOME programs.

Overview

Federal funding through the Community Development Block Grant (CDBG) program provides communities with resources to address a wide range of unique community development needs. The CDBG entitlement program allocates annual grants to larger cities and urban counties to develop thriving communities by providing funding to assist in the creation of affordable housing, a suitable living environment and expanded economic opportunities for low and moderate income persons. The program is managed by the Federal Department of Housing and Urban Development (HUD).

Purpose of the funding

Each activity funded by CDBG must meet the following national objectives for the program. Each application must clearly state which objective the proposed project addresses.

- **Benefit low and moderate income persons**
- **Prevention or elimination of slums or blight**
- **Address community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community for which no other funding is available**

In addition, local priority will be given to projects which promote fair housing and provide services to members of the protected classes as defined under the Civil Rights Act of 1968, including

- **Race**
- **Color**
- **National origin**
- **Age**
- **Sexual orientation**
- **Ethnic Background**

Marin County CDBG Program

All of the eleven cities and towns in Marin County and the County of Marin participate in the CDBG program through a cooperation agreement. The cooperation agreement is renewed every three years. The cooperation agreement allows Marin County to be defined as an “urban county”, having a population of over 200,000, and to receive a direct CDBG funding allocation. Novato and San Rafael are eligible to receive CDBG funding as entitlement cities because their populations exceed 50,000 persons. However, both cities have chosen to continue with the cooperation agreement to assure that Marin meets the population standard for urban counties and continue to receive CDBG funding.

The total CDBG allocation for Marin County has been about \$1.3 Million dollars annually and HOME is about \$500,000. Staff is anticipating the 2018-19 allocation will be similar to 2017-18 or be slightly decreased. Staff will make their funding recommendations based on the 2017-18 allocation.

Marin County Allocation Formula

The program is administered by staff in the Marin County Community Development Agency. Federal regulations limit the amount of administrative costs to 20% of the available grant funds.

After subtracting administrative expenses, the CDBG allocation to Marin County is divided so that 40% of the funds are allocated to housing on a Countywide basis and the remaining 60% of the funding is divided into three local planning areas; Novato, San Rafael and Countywide. Each planning area must allocate a minimum of 30% of their funds to housing with the remaining funds available for housing, capital and no more than 15% for public service projects. HOME funds are used exclusively for affordable housing.

Local priorities for funding

All three planning areas share the following funding priorities:

- **Projects that affirmatively furthering fair housing**
- **Projects that specifically serve members of the protected classes**
- **Projects that can demonstrate project readiness and the ability to meet the timely spending requirements**
- **Projects from sponsors that have shown the ability to meet the timely spending requirements**
- **Prioritize funding for one or two housing projects per year, located in any area of the County, that can demonstrate the ability to meet the timely spending requirements**

Novato and San Rafael have adopted additional priorities for CDBG funding. These priorities can be found on the applicable City websites.

Application for funds

Applications for funding will be available in October 2017.

Project sponsors are required to apply during this funding cycle to be considered for additional funding.

Applications are due November 20th by 5:00 PM.

All new project applicants are required to attend a CDBG workshop and/or discuss the application with CDBG staff.

Selection Process

The Novato City Council will hold public hearings on all applications on the Novato planning area and make a funding recommendation to the Board of Supervisors. The San Rafael City Council will hold public hearings on capital and housing applications in the San Rafael Planning Area and make a funding recommendation to the Priority Setting Committee.

The Countywide Priority Setting Committee makes funding recommendations to the Board of Supervisors.

The reduction in Federal funding has also reduced the funds available for administrative staffing. Therefore, the PRC has recommended funding fewer projects to reduce the administrative burden.

Timing

Applications will be available October 20, 2017.

Applications will be due on November 20, 2017 no later than 5:00 PM.

CDBG will staff will review applications in December.

Public hearings for each of the three Planning Areas will be held March-April 2018.

The Board of Supervisors will hold the final public hearing on all of the applications in May and transmit the recommendations to HUD.

Requirements for Grant Disbursement

All recipients will be required to enter into a contract with the County of Marin. This contract will include:

- **Scope of Service and use of funds**
- **Compliance with certain administrative requirements and accounting records**
- **Affirmatively further fair housing and affirmative marketing**
- **Non Discrimination**

All projects will require Federal environmental clearance (NEPA). This is required even for projects that are not subject to CEQA.

All capital projects will be subject to the Federal Davis-Bacon Act regarding construction worker wages. Davis Bacon often has standards that differ from California prevailing wage standards.

CDBG will place a lien on all capital improvement projects. This lien must be repaid if the property is ever sold. The lien amount is not fixed and will be calculated as the amount of CDBG funding to the current value. The lien will increase as the value of the property rises. This lien has no time limit. The lien can be assumed by another nonprofit.

Key changes for 2018/2019 fiscal year

The number of planning areas has been reduced from six to three; Novato, San Rafael and Countywide.

Reduce the overall number of CDBG funded projects to reduce the administrative burden and cost.

Continue to emphasize projects that can meet timely spending requirements.

Continue to emphasize applications that affirmatively further fair housing.

Continue to emphasize single year grants for capital and housing applications.

Positively impact Marin's housing crisis by funding fewer housing projects per year and emphasizing projects that have funding commitments and are ready to proceed.

Aggressively pursue funding reprogramming for projects that do not make substantial progress in the initial funding year.

Attachment B: Terms

Affirmatively Furthering Fair Housing: Taking meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws. Public service projects can affirmatively further fair housing by providing access to opportunities and by transforming racially and ethnically concentrated areas of poverty into areas of opportunity.

Affirmative Marketing: Through an affirmative marketing plan, a housing and service provider indicates what special efforts they will make to reach out to potential tenants or applicants who might not normally seek housing or services in their project and identify those least likely to apply and market to them.

CHDO: **Community Housing Development Organization (CHDO)**, is a private nonprofit, community-based organization that has staff with the capacity to develop affordable housing for the community it serves. To qualify for designation as a CHDO, the organization must meet certain requirements pertaining to their legal status, organizational structure, and capacity and experience. At least 15% of HOME funds must be allocated to CHDOs.

Community Development Block Grant (CDBG), funds local **community development** activities such as **affordable housing**, **anti-poverty programs**, and infrastructure development.

Demographics: HUD changed the data collection requirements regarding race/ethnicity categories during program year 2002-2003. These changes reflect Office of Management and Budget 1997 standards establishing that “Hispanic” is not a race category, but an ethnic category that cuts across all races. Those who are White, Black, Asian, Pacific Islander, American Indian, or a multi-race may also be counted as being of Hispanic ethnicity. As such, when asking the individual/household to select a race category, the individual/household must also state whether they are of Hispanic ethnicity. For example, an individual/household of Mexican descent would likely state their race as either American Indian or White, and would also fall under the category of “also Hispanic.”

Federal Grants Division: Staffed by the Marin County Community Development Agency, Federal Grants provides Marin communities with resources to address a wide range of unique community development needs. Federal funds are awarded to non-profits which provide community development activities, anti-poverty programs and affordable housing for low and moderate households throughout Marin County. Oversight is provided by the Priority Setting Committee, made up of appointed community members as well as elected officials from the County, cities and towns.

HOME Investment Partnerships Program (HOME) funds a wide range of activities including building, buying, and/or rehabilitating affordable housing for low-income people. HOME projects must match every dollar of HOME funds used with 25 cents from nonfederal sources, which may include donated materials or labor, the value of donated property, proceeds from bond financing, and other resources.

HUD: US Department of Housing and Urban Development

Protected classes: Under federal anti-discrimination law, a protected class is a group of people with a common characteristic who are legally protected from discrimination on the basis of that characteristic. The following characteristics are protected by federal law: race, color, religion, national origin, sex, disability, and familial status (This last term refers to the presence of at least one child under 18 years old, and also protects prospects and tenants who are pregnant or in the process of adopting a child).

Public Services: CDBG funds can be used for activities that benefit low- and moderate-income people, such as child care, health care, job training, recreation programs, education programs, public safety services, fair housing activities, services for senior citizens, services for homeless persons, drug abuse counseling and treatment, energy conservation counseling and testing, and homebuyer down payment assistance. To be eligible for funding public services must be either a new service; or provide a quantifiable increase in the level of a service. No more than 15% of CDBG funds can be used for public services.

Rehabilitation: CDBG funds may be used to finance the costs of rehabilitation as shown below.

Residential—Residential property, whether privately or publicly owned. This includes manufactured housing when such housing constitutes part of the community's housing stock.

Commercial/industrial—Commercial or industrial property, but where such property is owned by a for-profit, rehabilitation under this category is limited to exterior improvements of the building and the correction of code violations.

Other—Nonprofit-owned, nonresidential buildings and improvements that are not considered to be public facilities or improvements under §570.201(c) of the CDBG program regulations.

Construction of Housing: Under this category, CDBG funds may be used in certain specified circumstances to finance the construction of new permanent residential structures. Eligible uses include acquisition of sites, clearance of toxic contaminants of property to be used for the new construction of housing, site improvements to publicly-owned land to enable the property to be used for the new construction of housing, provided the improvements are undertaken while the property is still in public ownership and the cost of disposing of real property, acquired with CDBG funds, which will be used for new construction of housing.

Davis-Bacon: The Davis–Bacon Act of 1931 is a United States federal law that establishes the requirement for paying the local prevailing wages on public works projects for laborers and mechanics.

NEPA: The National Environmental Policy Act (NEPA) is a United States environmental law that promotes the enhancement of the environment and established the President's Council on Environmental Quality (CEQ). Staff must complete environmental review for all CDBG funded projects.

Attachment C: Income Limits

2017 HUD INCOME LIMITS

Household Size	1	2	3	4	5	6	7	8
Extremely Low	\$27,650	\$31,600	\$35,550	\$39,500	\$42,700	\$45,850	\$49,000	\$52,150
Very Low-Income	\$46,100	\$52,650	\$59,250	\$65,800	\$71,100	\$76,350	\$81,600	\$86,900
Low-Income	\$73,750	\$84,300	\$94,850	\$105,53	\$113,800	\$122,250	\$130,650	\$139,100

SOURCE: U.S. Department of Housing and Urban Development