



COMMUNITY DEVELOPMENT AGENCY  
**HOUSING AND FEDERAL GRANTS DIVISION**

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[www.marincounty.org/cda](http://www.marincounty.org/cda)

**DATE:** November 15, 2017  
**TO:** Prospective FY 2018/19 CDBG and HOME applicants  
**FROM:** County of Marin Federal Grants Program  
**RE:** **Response to All Relevant Questions and Items for Clarification**

This memorandum responds to all relevant questions and requests for clarification received by the Federal Grants Program by the date indicated above. This document will be updated regularly throughout the application period to publicize responses to any additional questions received.

*1. When are applications due?*

November 20, 2017 by 5:00 p.m. PST

*2. Can the application be submitted via email?*

Yes, applications may be submitted via email, mail or in person by 5:00 p.m. PST on November 20, 2017. Postmarks will not be accepted.

Email. Only applications submitted to [Federalgrants@marincounty.org](mailto:Federalgrants@marincounty.org) will be accepted.

Mailing Address. An application submitted via postal mail must be received by the Federal Grants Division by 5:00 p.m. PST. Postmarks will not be accepted.

ATTN: Federal Grants Division  
County of Marin Community Development Agency  
3501 Civic Center Drive, Suite 308  
San Rafael, Ca 94903

Physical Address. Applicants may submit a hardcopy of their application to the Community Development Agency during office hours: 8:00 a.m. – 4:00 p.m., Monday through Thursday.

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*3. How are funds split between planning areas?*

The funding allocation for CDBG funds is split between Planning Areas based on 2010 Census data such as an area's proportional share of the population, percent of low-income households, the number of people living in overcrowded situations, etc. For

fiscal year 2018-19, there are three planning areas: Novato (allocated 23.68% of funds), San Rafael (allocated 39.42% of funds) and “Countywide” (allocated 36.9% of funds). After administration costs are paid and forty percent (40%) of funds are allocated to affordable housing Countywide, CDBG funds are allocated based on these percentages.

Please note, your application should indicate the percentage of your services provided in each Planning Area, not these percentages.

4. *Can land trusts qualify as a Community Housing Development Organization (CHDO)?*

Yes, typically a land trust can qualify as a CHDO. Please see [“Summary of HUD Regulations Affecting CLTs”](#) for more information.

5. *Should an organization submit one application for each project/scope? Can an organization submit more than one application?*

An application should submit one application for each project, for example, if an organization was applying for public services and for a capital project, these would be two separate applications. An organization may submit multiple applications.

6. *Where can applicants find information on eligible and ineligible activities?*

Please review these guides to [eligible CDBG activities](#) and [eligible HOME activities](#).

7. *Application question numbers 13, 14, and 18 refer to “housing and construction” or “housing and capital” projects—do renovations qualify under these categories?*

Yes, “housing and capital” and “housing and construction” activities include rehabilitation, acquisition, construction of new housing, capital improvements and renovations of existing infrastructure (e.g. a childcare facility or playground).

Applicants should specify in the project description (application question 5) if their project proposal is for housing or capital improvements/construction.

8. *What is the average grant range?*

Public service grants are often awarded between \$10,000 and \$30,000; capital and housing grants are usually more, dependent on project scope.

9. *What are the specific requirements for the “up-to-date environmental review which lasts five years?”*

The Housing and Federal Grants Division is responsible to conduct an environmental review for any project awarded funding. Awardees should note that project funds may not be spent until the environmental review has been completed.

10. *My organization has received and administered CDBG or HOME funds in another jurisdiction. Should I discuss that experience in response to questions 11, 12, and 13?*

Yes, your organization's experience successfully administering CDBG and HOME program funds in other jurisdictions speaks to its capacity to do so in Marin County.