**2024-25 Application for Affordable Housing Funds Prep Tool**

Application Link: <https://marincounty.jotform.com/240087511995967>

This tool is designed to assist affordable housing developers in Marin County with their application for a combined $2.7 million in funds from local, state, and federal sources. This tool only includes the *required, long-form questions* in the application for ease of copying and pasting your responses. Each of your responses is limited to **500 words.** Please do not submit this tool with your application.

Applications are due by 5:00 p.m. on Friday, February 16, 2024.

**Applicant Information**

Briefly describe your organization, including mission, programs, staff experience, and number of clients served. If there is a co-applicant, describe that organization as well.

Have there been any recent or upcoming leadership transitions?

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

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

How does your organization verify client income?

**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.

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.

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.

**If you have *not* begun any state or federal environmental review procedures for the proposed project:** What is the anticipated timeline for the environmental review(s)?

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

**If the project involves hiring an external property management company:** Describe the property management company. Include the company name and the number of affordable housing sites and units that it currently manages.

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](mailto:https://www.marincounty.org/depts/cd/divisions/federal-grants) for more information.

Describe any prior experience with affirmative marketing or similar initiatives.

All projects funded by federal HUD programs must Affirmatively Further Fair Housing. Projects funded by PLHA/HTF are encouraged to 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. How will this project Affirmatively Further Fair Housing?

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

**Project Planning**

Describe any flexibility regarding your project’s start/completion date.

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.

**New Construction Projects Only:** Please describe in detail the entitlements and permits that will be required, and those already obtained. For example, Design Review, Master Plan, Zone Change, General Plan Change, Coastal Permit, etc.

**New Construction Projects Only:** Describe any contact with the planning staff at the relevant government jurisdiction, and any specific feedback they provided.

**New Construction Projects Only:** Identify all applicable accessibility laws and specific accessibility requirements that must be met in the design of the proposed project.

**Rehab Projects Only:** 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.

**Rehab Projects Only:** Describe the accessibility of the building. Do you plan to make accessibility improvements?

**Rehab Projects Only:** 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?

**Rehab Projects Only:** 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.

**Financing Plan**

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

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

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

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).

**If your organization is receiving any other Marin County funding for this project:** Please describe. Include a brief overview of the goals and accomplishments achieved through this funding.

**If your organization has unspent funds that were previously awarded by the County, for any project:** What is your timeline for expending the fund balance?

**CDBG or HOME Requests Only:** Describe your organization’s experience with administering federal grant programs. What experience do you have with Davis-Bacon prevailing wage and procurement requirements?

**PLHA/HTF Requests Only:** Describe your organization’s experience with administering state grant funds. What experience do you have with State prevailing wage and procurement requirements?

**Attachments**

*Please closely review the Notice of Funding Availability (NOFA) for instructions on which documents you must attach to the online application. The County requires specific attachments for each funding type (HTF/PLHA, HOME, CDBG Housing). Please label your attachments in this manner: “2024-25 [Document Name] for [Organization Name]- [Project Name].”*