



# COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM APPLICATION FOR THE 2012 PROGRAM YEAR

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING  
976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600

*Promoting the Wise Use of Land • Helping to Build Great Communities*

**Organization Name:** \_\_\_\_\_  
(Attach additional sheets if necessary)

To be considered for CDBG assistance, please submit this completed application with any exhibits, budgets or beneficiary data as needed. **PLEASE READ ALL INFORMATION IN THE APPLICATION.** Applications can be mailed to one of the participating jurisdictions listed in this application or to: Tony Navarro, Planner III, Department of Planning and Building, 976 Osos Street, Room 300, San Luis Obispo, CA., 93408 or hand delivered to Tony Navarro at 1035 Palm Street, Room 370, San Luis Obispo, CA., faxed to (805) 781-5624, or e-mailed to [tnavarro@co.slo.ca.us](mailto:tnavarro@co.slo.ca.us). **The application deadline is 5:00 P.M., Friday, October 24, 2011.** Applications must be received by the County or one of the participating cities (Arroyo Grande, Atascadero, Morro Bay, Paso Robles, San Luis Obispo) prior to close of the business day. **POSTMARKED DATED MAIL RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.**

## NOTE:

- (1) Please review the CDBG regulations and guidelines and the Request for Proposals before completing this proposal. The CDBG regulations, under 24 CFR 570, are available at [www.sloplanning.org](http://www.sloplanning.org) under "Federal HUD Grants."
- (2) **HMIS Reporting for 2012 homeless services, housing and shelter** - All homeless service providers applying for CDBG funds to assist, house or shelter the homeless must identify and demonstrate its capacity to participate in the County of San Luis Obispo Homeless Management Information System (HMIS) to provide: personnel for data entry, user licensing, and hardware and software necessary for compatibility with HMIS. HMIS is an electronic data collection system that stores client level information about persons who access the homeless services system in a Continuum of Care, and reports aggregate data for the County as per the U.S. Department of Housing and Urban Development's Data Standards found in [http://www.hudhre.info/documents/FinalHMISDataStandards\\_March2010.pdf](http://www.hudhre.info/documents/FinalHMISDataStandards_March2010.pdf).
- (3) The project/program proposal to the County of San Luis Obispo shall be examined in relation to the County's community development goals and funding priorities as presented in the Urban County of San Luis Obispo 2010-2015 Consolidated Plan (ConPlan). The ConPlan is available at [www.sloplanning.org](http://www.sloplanning.org). The County of San Luis Obispo Department of Planning and Building (Planning) considers the criteria stated in the 2012 Request for Proposals as one of many tools to help make funding recommendations to the Board of Supervisors. Planning will use other information and sources including but are not limited to: the County Board of Supervisors, recommendations from the Homeless Services Oversight Council, other participating jurisdictions of the Urban County of San Luis Obispo, identified needs that could be addressed by the grant funds, consistency with goals and priorities in the 2010 Consolidated Plan and the Ten Year Plan to End Homelessness, results of the Needs Workshops, working knowledge of the project and/or organization by Planning, and availability of limited fund, to help with the funding recommendations.

Please call County and/or city CDBG staff with any questions about how to complete the form or about the rating criteria and process.

If the information for any of the questions below requires more room to provide a complete explanation of your proposed project or program, please attach additional sheets.

### CONTACT INFORMATION

**1. Name and mailing address of applicant organization, with contact person, phone and fax numbers, and e-mail address:**

Name:

Address (mailing and physical address requested if different):

Contact person/title

Phone:

Fax:

E-mail address:

Is the organization a Faith Based Organization?    Yes         No

**\*Organization's DUNS number:** \_\_\_\_\_

### PROJECT DESCRIPTION

**2. Title/name/address of proposed project or program:**

**3. Please describe the proposed project or program.** In one or two short paragraphs, include a brief project/program description, the groups who will benefit and an explanation of how they will benefit from the proposed project or program. For projects, describe the location of the project (be as specific as possible, e.g. street address). For programs, state the location from which the program will be operated and/or describe the geographic area served by the program. Also, please include a schedule of project/program milestones.

**4. Will the services offered by your organization increase or expand as a result of the CDBG assistance? If yes, please answer the following questions:**

a. What new programs and/or services will be provided?

b. Describe how existing programs and/or services will be expanded and what percentage of an increase is expected?

**5. Check any of the following eligible activity categories that apply to the proposed project or program:** (Refer to CDBG regulations and the Guide to Eligible CDBG Activities).

Acquisition of real property

Disposition of real property

Public facilities and improvements (may include acquisition, construction, reconstruction, rehabilitation or installation)

Privately owned utilities

Clearance and remediation activities

Public services

Interim assistance

- Relocation of individuals, families, businesses, non-profit organizations, and/or farms
- Loss of rental income
- Removal of architectural barriers
- Housing rehabilitation
- New housing construction (under limited circumstances)
- Homeownership assistance
- Housing services
- Code enforcement
- Historic preservation
- Commercial or industrial rehabilitation
- Special economic development
- Technical assistance and planning studies

**6. Describe the need and the degree of urgency for the proposed project or program. What would be the consequences if the proposed project or program is not funded in the next year?**

**7. Please describe the specific organizational method used to implement the proposed project or program (single or multiple group, public agency, non-profit, for-profit, experience in operating similar programs, etc.):**

- 8. Does the project require the issuance of a permit (from local, state or federal agencies)?** Yes  No
- a. If yes, please identify the permits necessary to complete the project.
- b. Have the necessary permits been issued? Please provide proof of permit issuance.
- c. If permits are required but not yet obtained, when will the permits be issued?

### NATIONAL OBJECTIVES CRITERIA

- 9. Does the proposed project or activity meet one of the three national objectives of the CDBG program? Please check one of the objectives below that applies to the proposal, and explain how the project or activity meets that national objective.**

- a. \_\_\_\_\_ Benefits low- and moderate-income persons as defined by the U.S. Department of Housing and Urban Development (HUD).

Select one:

**Low/Moderate-Income Area Benefit** – The project serves only a limited area which is proven by 2000 Census data or survey to be a predominately (51% or more) low/moderate-income area. Applicants choosing this category must be able to prove their project/activity primarily benefits low/moderate-income households.

**Low/Moderate-Income Limited Clientele** – The project benefits a specific group of people (rather than all areas in a particular area), at least 51% of whom are low/moderate-income persons;. Note: Income verification for clients must be provided for this category. The following groups are presumed to be low/moderate-income: abused children; elderly persons; battered spouses; homeless persons; adults meeting census definition of severely disabled; persons living with AIDS; and migrant farm workers

**Low/Moderate-Income Housing** – The project adds or improves permanent residential structures that will be/are occupied by low/moderate-income households upon completion.

**Low/Moderate-Income Jobs** – The project creates or retains permanent jobs, at least 51% of which are taken by low/moderate-income persons or considered to be available to low/moderate-income persons.

Explain:

**NOTE:** To meet this national objective, the proposed activity must benefit a specific

clientele or residents in a particular area of the County or participating city, at least 51 percent of who are low- and moderate-income persons.

b. \_\_\_\_\_ Aids in the prevention or elimination of slums or blight.

Explain:
----------

Select one:

**Addressing Slums or Blight on an Area Basis -**

**Addressing Slums or Blight on a Spot Basis** – This project will prevent or eliminate specific conditions of blight or physical decay. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

**Is the project located in a Redevelopment Area?**    Yes             No

If yes, attach a map of the area with the site highlighted, and provide the Redevelopment Project Area (excerpts accepted) which documents the existence of slum/blight. Also, document the specific redevelopment objectives pertaining to the proposed project.

**NOTE:** To meet this national objective, the proposed activity must be within a designated slum or blighted area and must be designed to address one or more conditions that contributed to the deterioration of the area.

c. \_\_\_\_\_ Meets community development needs having a particular urgency where existing conditions pose a serious and immediate threat to the health or welfare of the community, and no other funding sources are available, i.e., a major catastrophe such as a flood or earthquake.

Explain:
----------

**NOTE:** To meet this national objective, the proposed activity must deal with major catastrophes or emergencies such as floods or earthquakes.

**10. If the project or program is designed to meet the national objective of providing benefit to low- and moderate-income persons, please estimate the number of unduplicated number of persons (or households) to benefit from the project and break that estimate down by income group (unduplicated means the number who are served, i.e., the grant will allow 25 children to participate in preschool – not 25 children x 5 days x 52 weeks = 6,500).**

a. Total number of persons or households who will benefit from the project or program (regardless of income group):

\_\_\_\_\_ Persons/households (circle the applicable unit)

b. Of the total number of persons or households entered above, how many will be low-income (earning 51% - 80% or less of the County median-income)?

\_\_\_\_\_ Persons/households (circle the applicable unit)

c. Of the total number of persons or households entered above, how many will be very low-income (earning 50% or less of the County median-income)?

\_\_\_\_\_ Persons/households (circle the applicable unit)

**11. Who are the clients of your organization? (Example: low- to moderate-income persons, elderly persons, severely disabled persons, migrant farm workers, battered spouses, etc.)**

**12. How will the clients benefit from this project?**

### **BENEFICIARY DATA**

**13. How do you currently collect demographic data on the beneficiaries of the proposed project or program? (Example: racial/ethnic characteristics)\***

**14. How do you currently document income status of each client? (Example: very low, low- and moderate-income)\***

**15. Provide the following information for the person(s) in your organization responsible for the preparation and submittal of the quarterly reports and for collecting and reporting the beneficiary data to the Urban County.**

Contact person/title:

Phone number:

E-mail address:

**\*NOTE:** You are required to provide beneficiary data at the end of each quarter and year end data of the fiscal year.

**\*If your are awarded CDBG funds or your proposal involves economic development, i.e., directly benefit a business, private property owner, business, involves façade improvements, provide technical assistance to a new or existing business, job creation, loan guarantee, the beneficiary must obtain a Dun and Bradsteet (DUNS) number that must be reported to HUD. Please contact Tony Navarro, (805) 781-5787, tnavarro@slo.co.ca.us for information on how to obtain a DUNS number prior to incurring and obligating the federal funds.**

**FINANCIAL INFORMATION**

**For CDBG applications to the County of San Luis Obispo involving acquisition, construction or rehabilitation projects please provide the required additional budget information on BUDGET FORM A and BUDGET FORM B attached to the back of this application.**

**16. Total amount of CDBG funds requested: \$** \_\_\_\_\_

Please identify the jurisdiction(s) to which you are applying\*:

\_\_\_\_\_

If you are requesting CDBG funds from more than one jurisdiction, please break down the amount shown above by the jurisdiction listed below.

City of Arroyo Grande: \_\_\_\_\_ City of Paso Robles: \_\_\_\_\_

City of Atascadero: \_\_\_\_\_ City of San Luis Obispo: \_\_\_\_\_

City of Morro Bay: \_\_\_\_\_ County of San Luis Obispo: \_\_\_\_\_

**\*NOTE:** If you are applying to one or more cities, please provide a copy of the application to the County by the application deadline of **October 24, 2011**.

**17. Please describe the budget for the proposed project or program. Itemize all sources of funding expected to be available and used for this project**

**a. Revenues:**

- 1. CDBG Funds requested \$ \_\_\_\_\_
  - 2. Other Federal fund(s) (please describe below) \$ \_\_\_\_\_
  - 3. State source(s) (please describe below) \$ \_\_\_\_\_
  - 4. Local source(s) (please describe below) \$ \_\_\_\_\_
  - 5. Other funds (please describe below) \$ \_\_\_\_\_
- Total Revenues** \$ \_\_\_\_\_

**b. Expenditures: List below by item or cost category.**

**18. How do you plan to fund the operation and maintenance costs (if any) associated with this project? Are these funds available now? If not, when will they be available? And from what source(s)?**

**19. Will CDBG funds be used to match/leverage other funds? List below funding sources and amounts and identify award dates of these sources.**

---

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

---

Signature

Date

---

Printed or typed name

Title

**Note to applicant:**

The County and cities require all of the grant recipients to maintain general liability, automobile and workman's compensation insurance with limits of not less than \$1 million\*. If you are successful in obtaining an award, you will be asked to provide documentation regarding ability to provide the required coverage.

\* Liability coverage may vary by jurisdiction. Please call the city/county contact to verify limits.

Prior to HUD's release of grant conditions and/or funds for the CDBG-funded project, a review of the project's potential impact on the environment must be conducted by the awarding jurisdictions and approved by the County of San Luis Obispo **prior to obligating or incurring project costs**. The County must certify to HUD that it has complied with all applicable environmental procedures and requirements. Should project costs be obligated or incurred prior to the completion of the necessary environmental review, the project **shall not** benefit from the federal funds. Environmental review requirements pursuant to 24 CFR Part 58 must be fully satisfied for any project selected for funding prior to the CDBG Program issuing a Notice to Proceed for the project. The level of environmental review required depends on the nature of the project. 24 CFR Part 58 is available at [www.hud.gov/offices/cpd/environmental/lawsandregs/regs](http://www.hud.gov/offices/cpd/environmental/lawsandregs/regs).

If you need assistance or have questions regarding this application, please contact any of the persons listed below. Your application(s) can be dropped off or mailed to the following locations:

- Kelly Heffernon, Community Development Dept., City of Arroyo Grande, 214 E. Branch Street (P.O. Box 550), Arroyo Grande, CA 93421, (805) 473-5420.
- Valerie Humphrey, Public Works Dept., City of Atascadero, 6907 El Camino Real, Atascadero, CA 93422, (805) 470-3460.
- Rob Livick, Public Services Dept., City of Morro Bay, 955 Shasta Avenue, Morro Bay, CA, 93442, (805) 772-6261
- Darren Nash, Community Development Dept., City of Paso Robles, 1000 Spring St., Paso Robles, CA 93446, (805) 237-3970.
- Tyler Corey, Community Development Dept., City of San Luis Obispo, 919 Palm St., San Luis Obispo, CA 93401, (805) 781-7175.
- Tony Navarro, Dept. of Planning and Building, 976 Osos Street, Room 300, San Luis Obispo, CA 93408, (805) 781-5787.

**COUNTY OF SAN LUIS OBISPO CDBG SUPPLEMENTAL BUDGET INFORMATION SHEET**

**BUDGET FORM A**

**For CDBG applications to the County of San Luis Obispo involving acquisition, construction or rehabilitation projects must provide the applicable project budget information.**

Financial considerations are key in assessing a project’s ability to be completed successfully and timely. Factors to be considered in this area include (a) availability and sufficiency of resources (including all non-CDBG, federal, state, county or private funding sources, (b) the leveraging of resources, (c) fiscal support for the project for its continued viability and (d) the project budget’s accuracy, reasonableness and completeness in determining the financial needs of the project.

**Source of Funds.** Provide for entire project and round to the nearest hundred dollars. Do NOT include operating costs as this is not an eligible CDBG costs for projects involving acquisition, construction or rehabilitation projects.

<b>Description of Cost</b>	<b>Date Funds Available</b>	<b>Amount Requested</b>	<b>Approved - Secured</b>	<b>Total</b>	<b>% of Total Budget</b>
<b>CDBG Funds:</b> This Request					
Previous Award					
Previous Award					
<b>HOME Funds:</b> This request					
Previous Award					
Other Federal Funds Source:					
State Funds Source:					
Private Funds:					
Private Funds:					
Private Funds:					
In-Kind Contributions: Labor					
In-Kind Contributions					
Other:					
Other:					
Other:					
<b>Totals</b>					<b>100%</b>

Comment on your entity’s strategy and plans on the leveraging and sufficiency of resources to implement the proposed project. If project is not leveraged with other funds, explain why CDBG funds are being relied on solely to fund the proposed project.

**COUNTY OF SAN LUIS OBISPO CDBG SUPPLEMENTAL BUDGET INFORMATION SHEET**

**BUDGET FORM B**

**Project Budget**

Budget Form – Acquisition, Construction and Rehabilitation Project Preliminary Budget & Project Funding Requirements

Agency name: \_\_\_\_\_

Project: \_\_\_\_\_

**Preliminary Budget:** List all funding necessary to complete the proposed project.

Description of Cost	CDBG Funds Requested	Other Funding	Source of Other Funds	Project Budget
Appraisals				
Advertising				
Acquisition				
Architectural, Planning and Engineering				
Construction Document Preparation				
Surveying				
Permitting				
Relocation				
Demolition and Removal				
Hazardous Materials Abatement				
Landscaping				
Rehabilitation				
Building Construction				
Inspection				
Project/Construction mgmt.				
Other				
Other				
Totals				

Budget must be specific and reflect the applicant’s financial commitment, including items paid for by other sources. This includes in-kind contributions and volunteer labor. It should not include amounts of administration. Indicate the circumstances/consequences of partial funding is awarded for this project.

Authorization:

\_\_\_\_\_  
Authorized Signature for Project

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name