



# COUNTY OF SANTA BARBARA

## NOTICE OF FUNDING AVAILABILITY

### of the Community Services Department



### Division of Housing and Community Development



**October 12, 2018**

<http://cosb.countyofsb.org/housing/>



## TABLE OF CONTENTS

	Funds Available	3
	Application Due Dates	4
	Applicant Training Schedule	5
	Committee Review and Board Hearing Dates	7
	Introduction	8
	ZoomGrants Application Link	9
Section I:	CDBG Public Services	10
Section II A:	CDBG Capital Projects	14
Section II B:	CDBG Assistance to Micro-Enterprise Businesses	18
Section III:	Regulatory Suspension and Waivers for Disaster Relief	19
Section IV:	Human Services Grant (County General Fund)	21
Section V:	Affordable Housing Development (County HOME and In-Lieu funds)	23
Section VI:	California No Place Like Home (NPLH)	26
Section VII A:	Homeless Emergency Aid Program (HEAP)	29
Section VII B:	Homeless Emergency Aid Program (HEAP) Capital Projects	36
Section VIII:	California Emergency Solutions and Housing Program (CESH)	39
Section IX A:	Community Corrections Partnership Supportive Housing	44
Section IX B:	Community Corrections Partnership Development/Capital	50
	County Contact Information	53
	Other County Jurisdictions' Funding Opportunities	54
Exhibit A:	HEAP Application Ranking Criteria	
Exhibit B:	Sample Housing Development Application	

<http://www.countyofsb.org/housing>

Please check the website often for any updates to this NOFA



## Funds Available

The County Division of Housing and Community Development (HCD) is pleased to issue this Notice of Funding Availability (NOFA) to inform eligible organizations and affordable housing developers about current grant and loan opportunities. The County Board of Supervisors (BOS) makes all funding decisions.

FUNDING SOURCE	EST. AMT. AVAILABLE	See Section
✓ Community Development Block Grant (CDBG) Public Services	\$178,542	I
✓ CDBG Capital Projects and Assistance to Micro-Enterprise Businesses	\$1,070,032	II A, B
✓ CDBG Waiver for Disaster Relief <sup>1</sup>	\$100,000	III
✓ Human Services Grant (County General Fund)	\$960,000	IV
✓ HOME Investment Partnerships (HOME)	\$1,129,967	V
✓ Inclusionary Housing In-Lieu	\$664,336	V
✓ No Place Like Home (NPLH)	\$2,700,000	VI
✓ Homeless Emergency Aid Program (HEAP)	\$8,915,926	VII A, B
✓ California Emergency Solutions and Housing Program (CESH)	\$365,898	VIII
✓ Community Corrections Partnership (CCP) Supportive Housing	\$2,450,000	IX A, B

<sup>1</sup> The Board of Supervisors approved a set-aside of \$100,000 in CDBG funds for disaster relief; however, if all applications received for this purpose exceed this amount, the Board may consider approving additional funds, up to the amount permitted by HUD regulatory waivers. Additional CDBG funds for disaster relief, if approved by the Board, will come out of the available funds for capital projects/micro-enterprise programs.

## Application Due Dates

<b>November 16, 2018 by 5:00 p.m.</b>	<ul style="list-style-type: none"><li>• <b>HEAP</b> due via ZoomGrants</li><li>• <b>CESH</b> due via ZoomGrants</li><li>• <b>Housing Development Project LOIs:</b> Letters of Intent (LOI) to apply due for any combination of funds from HEAP Capital, HOME, In-Lieu, NPLH, and/or CCP. Send LOIs via email to <a href="mailto:hcd@co.santa-barbara.ca.us">hcd@co.santa-barbara.ca.us</a></li><li>• <b>CDBG Waiver for Disaster Relief:</b> Application Letters due via email to <a href="mailto:hcd@co.santa-barbara.ca.us">hcd@co.santa-barbara.ca.us</a></li></ul>
<b>January 11, 2019 by 5:00 p.m.</b>	<ul style="list-style-type: none"><li>• <b>Community Corrections Partnership Housing</b> due via email and delivery to CSD/HCD</li><li>• <b>CDBG Public Services</b> due via ZoomGrants</li><li>• <b>Human Services</b> due via ZoomGrants</li><li>• <b>CDBG Micro-Enterprise</b> via ZoomGrants (use CDBG PS app)</li><li>• <b>CDBG Capital projects</b> via ZoomGrants</li><li>• <b>Housing Development Project Applications:</b> Upon invitation to apply issued by HCD after review of LOIs submitted on 11/16/18: HEAP Capital, HOME, In-Lieu, NPLH, CCP (see submission requirements on application)</li></ul>

## Applicant Training Schedule

Visit <http://cosb.countyofsb.org/housing/> for updates to this schedule.

### October 18, 2018

Homeless Emergency Aid  
(HEAP)  
CA Emergency Solutions  
and Housing (CESH)

MANDATORY Applicant Training  
Address: Planning Commissioners Hearing Room  
123 E. Anapamu, 1<sup>st</sup> Floor, Santa Barbara, CA  
1 p.m.-2:00 p.m. HEAP Training  
2:00 p.m.-2:30 p.m. ZoomGrants Training  
2:30 p.m.-3:00 p.m. CESH Training (Homelessness Prevention)

Attendance at training is required. Attendee(s) must be the agency's executive director and/or staff responsible for program implementation. Applicants' grant writers and others are welcome to attend; however, their attendance will not count toward the attendance requirement.

To attend, please RSVP to [mmoreno@sbccsd.org](mailto:mmoreno@sbccsd.org)

### November 09, 2018

CDBG Public Services, incl  
Disaster Relief  
CDBG Micro-Enterprise  
Human Services

MANDATORY Applicant Training - **North County**  
Address: Board of Supervisors Hearing Room  
511 East Lakeside Parkway, Santa Maria, CA  
10:00 a.m. – 10:30 a.m. Human Services grants  
10:30 a.m. – 11:00 a.m. ZoomGrants Training  
11:00 a.m.– 12:00 p.m. CDBG Public Services grants

Attendance at *either* North County or South County training is required. Attendee(s) must be the agency's executive director and/or staff responsible for program implementation. Applicants' grant writers and others are welcome to attend; however, their attendance will not count toward the attendance requirement. Attendees from the same agency may attend at different locations.

Register for North County training here:

<https://www.eventbrite.com/e/mandatory-human-services-cdbg-public-service-applicant-training-n-county-tickets-51215640359>

### November 15, 2018

CDBG Public Services, incl  
Disaster Relief  
CDBG Micro-Enterprise  
Human Services

MANDATORY Applicant Training - **South County**  
Address: Planning Commission Hearing Room  
123 E. Anapamu St., 1st Floor  
10 a.m. -10:30 a.m. Human Services Grants  
10:30 a.m. – 11:00 a.m. ZoomGrants Training  
11:00 a.m.– 12:00 p.m. CDBG Public Services Training

Attendance at *either* North County or South County training is required. Attendee(s) must be the agency's executive director and/or staff responsible for program implementation. Applicants' grant writers and others are welcome to attend; however, their attendance will not count toward the attendance requirement. Attendees from the same agency may attend at different locations.

★ **Note change  
in date and  
location!**

*Continued on next page*

Register for South County training here:

<https://www.eventbrite.com/e/mandatory-human-services-cdbg-public-service-applicant-training-s-county-tickets-51257093346>

**November 15, 2018**

CDBG Capital

★ **Note change in date and location!**

**MANDATORY Capital Applicant Training – South County location only**

Address: Planning Commission Hearing Room

123 E. Anapamu St., Santa Barbara, CA

1:00 p.m. – 2:00 p.m. (includes ZoomGrants training)

Attendee(s) must be the agency's executive director and/or staff responsible for program implementation. Applicants' grant writers and others are welcome to attend; however, their attendance will not count toward the attendance requirement.

Register for CDBG Capital here: <https://www.eventbrite.com/e/mandatory-cdbg-capital-applicant-training-tickets-51257536672>

**November 15, 2018**

Housing Development Projects (acquisition, rehabilitation or new construction)

★ **New training offered!**

**MANDATORY Housing Development Informational meeting/training**

For developments that will use any combination of funds from HEAP Capital, HOME, In-Lieu, NPLH, and/or CCP

Address: Planning Commission Hearing Room

123 E. Anapamu St., Santa Barbara, CA

2:00 p.m. – 3:00 p.m.

Attendee(s) must be the agency's executive director and/or development director. Applicants' development or financial consultants and others are welcome to attend; however, their attendance will not count toward the attendance requirement.

Register using link for CDBG Capital: <https://www.eventbrite.com/e/mandatory-cdbg-capital-applicant-training-tickets-51257536672>

**November 15, 2018**

Community Corrections Partnership (CCP)

★ **New training offered!**

**MANDATORY CCP Applicant Training – South County location only**

Call In Information Provided for North County participants

855-748-3535 Code: 887637

Address: Planning Commission Hearing Room

123 E. Anapamu St., Santa Barbara, CA

3:00 p.m. – 4:00 p.m. (includes ZoomGrants training)

Attendee(s) must be the agency's executive director and/or staff responsible for program implementation. Applicants' grant writers and others are welcome to attend; however, their attendance will not count toward the attendance requirement.

RSVP to Joni Kelly [jkelly@co.santa-barbara.ca.us](mailto:jkelly@co.santa-barbara.ca.us)

## Committee Review and Board of Supervisors Hearing Dates

<p><b>November 28, 2018</b></p> <p>9:00 a.m. – 4:00 p.m. Lake Cachuma Clubhouse 1 Lakeview Drive, Santa Barbara</p> <p><b>November 29, 2018</b></p> <p>1:00 p.m. – 3:00 p.m. Lake Cachuma Clubhouse 1 Lakeview Drive, Santa Barbara</p>	<p><b>Continuum of Care Rank and Review Committee</b></p> <p><i>Committee will ask questions of applicants and make funding recommendations for approval by the CoC Board for HEAP. Committee will ask questions of applicants and make funding recommendations for approval by the Board of Supervisors for CESH. Capital projects have a two-step process, see Section VII B.</i></p> <p><b>CoC Board Meeting</b></p> <p><i>Non conflicted CoC Board Members to approve HEAP funding recommendations.</i></p>
<p><b>February 07, 2019</b></p> <p>9:00 a.m. – 4:00 p.m. Solvang City Council Chambers 1644 Oak Street, Solvang</p>	<p><b>Human Services Commission’s Allocations Committee – Applicant Presentations</b></p> <p><i>Committee will hear applicant presentations for CDBG Public Services and Human Services grants</i></p>
<p><b>February 08, 2019</b></p> <p>10:00 a.m. – 12:00 p.m. St Marks in the Valley Episcopal Church, Community Room 2901 Nojoqui Ave., Los Olivos</p>	<p><b>Human Services Commission’s Allocation Committee – Funding Deliberations</b></p> <p><i>Committee will make funding recommendations for consideration by the County Board of Supervisors on CDBG Public Services and Human Services grants.</i></p>
<p><b>February 14 2019</b></p> <p>2:00 p.m. – 4:00 p.m. 706 Laguna Street, Santa Barbara</p>	<p><b>Capital Loan Committee– Funding Recommendations</b></p> <p><i>CLC will review HCD staff recommendations for the following:</i></p> <ul style="list-style-type: none"> <li>• <i>CDBG capital and other non-public services projects</i></li> <li>• <i>Housing development projects, utilizing one or any combination of funding source(s)</i></li> </ul> <p><i>CLC funding recommendations will be forwarded to the County Board of Supervisors for consideration of firm funding awards.</i></p>
<p><b>TBD mid-April 2019</b></p> <p>9:00 a.m. call to order Location TBD</p>	<p><b>County Board of Supervisors Hearing</b></p> <p><i>Board will consider funding recommendations and make final funding awards (or preliminary funding reservations for housing development projects), and authorize submission of Action Plan to HUD.</i></p>

## Introduction

### Overview:

The County Community Services Department's Division of Housing and Community Development (HCD) is pleased to announce the availability of funding for several grants and loans to support programs and services for low-moderate income persons and special needs populations such as elderly, disabled, homeless, people with mental illness, people experiencing abuse, and person's with HIV/AIDS. Funds support public services and capital projects that will serve Santa Barbara County residents.

**Please read the appropriate Sections(s) of this document in their entirety and direct questions to the County staff listed at the end of this document.**

### Application Information:

Unless otherwise noted, applications are accepted electronically via ZoomGrants only. Access to the applications is posted at [www.countyofsb.org/housing](http://www.countyofsb.org/housing). Click on the ZoomGrants link to go directly to the application(s) you plan to apply for. Applications cannot be accessed from the ZoomGrants website; access is provided only via the link on the County website.

Once on the ZoomGrants site, applicants will have access to instructional videos. After creating a username and password (one username and password per agency), applicants may begin work on their applications. ZoomGrants automatically saves work and applicants may log off and log on again at any time and from any computer to continue working on their applications. Applications will be locked for editing at 5:00 p.m. on the deadline listed in the NOFA Cover page. Click "Submit" to submit applications.

Caution: When applications are submitted, ZoomGrants will perform a cursory review to assure that all questions were answered and will provide a warning notice for applications with incomplete responses. Applicants may correct errors up until 5:00 p.m. on the application deadline listed in the NOFA Schedule.

Applicants are strongly encouraged to submit applications in advance of the deadline to allow time to correct errors. Note that ZoomGrants only checks for empty fields and acceptance of an application by ZoomGrants does not ensure that the application is complete. In addition to checking that all responses are complete, check that all required documents have been uploaded.

### **LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

During the application process, ZoomGrants staff are available to provide technical assistance. Contact ZoomGrants technical staff by using the contact information listed on the ZoomGrants website. Staff are available Monday - Friday 7:00 a.m. - 4:00 p.m. Pacific Standard Time. Helpful tools also are available on the website.

Specific program requirements are provided in the specific grant sections that follow. When ready to begin the application(s), go to HCD website or the following page and click on the link to the application. Complete one application for each funding source in which you are applying. For program questions, contact County staff listed at the end of this document.



## **ZoomGrants Application Link:**

To access applications for the following grants:

CDBG Public Services and Assistance to Micro-enterprise Businesses  
CDBG Capital  
Human Services Commission Grants  
Homeless Emergency Aid Program  
CA Emergency Solutions and Housing Program

Use the following link:

<https://zoomgrants.com/gprop.asp?donorid=2133>

## Section I: CDBG Public Services

The Santa Barbara CDBG Urban County Partnership receives an annual allocation of federal Community Development Block Grant (CDBG) funds from the Department of Housing and Urban Development (HUD). Up to fifteen-percent (15%) of the allocation may be used to support public services programs. The County’s Division of Housing and Community Development (HCD) is the lead entity of the CDBG Urban County Partnership, which includes the County and the cities of Carpinteria, Buellton and Solvang. Each jurisdiction receives a distribution of CDBG to either award in their respective communities, or pool with the County’s distribution to be awarded by the County. Applicants will designate on their applications for which jurisdictions’ funds they are applying. More than one jurisdiction may be selected if applicants’ proposed programs will serve residents in all jurisdictions selected. The County administers the CDBG program on behalf of the Urban County partners.

CDBG grants will be awarded for County FY 2019 – 2020 (July 1, 2019 – June 30, 2020). The chart below shows the *estimated* CDBG Public Services distributions to the County and partner cities:

Estimated FY 19-20 Allocation	\$1,190,279	<i>Subject to congressional appropriation</i>
County Administration (20%)	\$238,056	
<b>Public Service Funds (15%)</b>	<b>\$178,542</b>	
Capital/ED - see Section II	\$773,681	

Jurisdiction	Distribution	Pro Rata Share
County	85.24%	152,153
Buellton	3.08%	5,499
Carpinteria	8.33%	14,819
Solvang	3.34%	6,070
<b>TOTAL</b>	<b>100%</b>	<b>\$178,542</b>

### Notes:

1. Amounts are subject to change based on the congressionally approved budget, anticipated to be announced in the spring.
2. Partner cities may use their funding distributions for programs and projects in their own communities, or pool their funds with the County’s for distribution via County NOFA and award process.
3. If the actual CDBG allocation results in an additional amount for County public services programs that is less than the minimum grant amount of \$15,000, the County reserves the right to reallocate those funds to capital projects. If the allocation is \$15,000 or more than estimated, staff will follow the guidelines of the County’s Human Services Commission.
4. The Cities of Santa Barbara, Goleta, Lompoc and Santa Maria each receive a direct allocation of CDBG funds from HUD and issues its own NOFA. See city contact information at the end of this document.

Applicants should refer to the priorities identified in the County’s five-year Consolidated Plan (2015-2020) when completing their applications. The priorities are derived from congressional goals, HUD priorities and local housing and community development needs. The priorities are available in the library section of the application. The entire Consolidated Plan may be viewed at: <http://countyofsb.org/housing/>

CDBG may be used to fund a variety of programs, which may be reviewed at 24 CFR 570.201 Basic Eligible Activities.

### **Eligible Programs**

Funds are used to support programs that provide assistance to low and moderate income individuals and families throughout the County.

CDBG regulations permit the use of funds for a wide range of public service activities, including, but not limited to:

- Employment services (e.g. job training)
- Crime prevention and public safety
- Child care
- Health services
- Substance abuse services (e.g. counseling and treatment)
- Fair housing counseling
- Education program
- Energy conservation
- Services for senior citizens
- Services for homeless persons
- Welfare services (excluding income payments)
- Down payment assistance
- Recreation services

CDBG funds may be used to pay the costs of rent, utilities, staffing, supplies, materials, etc. that are necessary to administer services or to operate a facility in which services will be provided.

Applicants may access the CDBG guide, *Basically CDBG* for information on eligible activities at: <https://www.hudexchange.info/resource/19/basically-cdbg-training-guidebook-and-slides/>

The CDBG regulations are located at 24 CFR Part 570 and may be accessed at: [http://www.ecfr.gov/cgi-bin/text-idx?SID=59efe4c61f2a959db5b23a19cb07f1b7&mc=true&node=pt24.3.570&rgn=div5#se24.3.570\\_1201](http://www.ecfr.gov/cgi-bin/text-idx?SID=59efe4c61f2a959db5b23a19cb07f1b7&mc=true&node=pt24.3.570&rgn=div5#se24.3.570_1201)

The County has set a **minimum** CDBG Public Services grant amount of \$15,000. An exception applies to applicants who apply solely for partner jurisdictions' CDBG distributions which are less than \$15,000.

HCD staff will conduct a preliminary review of applications to ensure CDBG eligibility. Eligible applicants then will be scheduled for interviews before the County's Human Services Commission Allocation committee. A schedule of interviews will be posted to the HCD website at <http://cosb.countyofsb.org/housing/> and sent to applicants via the email address included in their applications in advance of the meeting.

### **Urban County Partnership**

The application may provide applicants with an opportunity to apply for County funds and/or one or more Urban County member cities' distribution of funds. Each member city may make its own funding decisions for the use of its distribution of CDBG funds, or they may include their funds in the County's review and approval process. Applicants must check the box on the application next to each jurisdiction to which they are applying for CDBG funds. **Applicants must also include a letter of support from the city if city funds are being requested.**

### **Eligible Public Services Organizations:**

- Must be a 501(c)(3) charitable organization under IRS rules;
- Must qualify program beneficiaries using one of the following three methods:

1. **Limited Clientele.** Collect income information on all of its clientele (low-income and non-low-income) and demonstrate that at least 51% of the persons served have household incomes at or below 80% of the area median income (AMI);

FY 2018 Household Income Limits for CDBG programs – 80% AMI

No. persons in household	1	2	3	4	5	6	7	8
Max. Household Income	56,250	64,250	72,300	80,300	86,750	93,150	99,600	106,000

HUD will publish FY 2019 income limits about spring of 2019. Income eligibility is determined per 24 CFR 5.609 – 617 (as for the Housing Choice Voucher/Section 8 program, administered by Public Housing Authorities)

2. **Presumed Benefit.** The proposed program *exclusively* serves persons who are presumed to be low-income, which include, abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census' Current Population Reports definition of “severely disabled,” homeless persons, as defined by HUD, illiterate adults, persons living with AIDS, and migrant farm workers; or
3. **Area Benefit.** The proposed program’s service area is primarily residential and at least 51% of the residents in the service area are low-income. The service area may be a neighborhood, a city, or a portion of the County identified by census tracts. Note that a service area that includes the entire County does not qualify. To find out if your service area is at least 51% LMI, click on the link to the low moderate income map below. Once the map has loaded, zoom in on your service area and census tracts, and block groups will appear. By clicking on the block groups of your service area, you can determine the LMI %.

Low Moderate Income Map: <http://arcg.is/1Rm4T3F>

Short instructional video: <https://www.youtube.com/watch?v=CPRmVosjsQk&feature=youtu.be>

For assistance in determining which client eligibility method is required for your proposed program, contact HCD.

### **Review Process**

County Public Services applications are reviewed by HCD staff for basic CDBG eligibility. Eligible applications then are forwarded for review by the County’s Human Services Commission’s Allocation Committee. The Committee scores applications using scoring criteria and makes funding recommendations, based on scoring criteria and HSC priorities. County staff forwards the recommendations to the County Board of Supervisors. The Board will make final funding awards at a regularly-scheduled public hearing. See the NOFA schedule in this document for the dates of HSC meetings and Board hearing.

Factors considered include:

- Program meets a Consolidated Plan priority
- Applicant’s commitment to comply with federal regulations, including income-qualifying beneficiaries per 24 CFR Part 5 (Area Benefit and Presumed Benefit activities excluded)
- Population to be served
- Program meets a community need
- Organizational goals and objectives, performance targets and outcomes
- Collaboration with like organizations
- Administrative capacity
- Financial capacity

**Application Submission – ZoomGrants**

Applications must be submitted via ZoomGrants, an online application management system. A link to access ZoomGrants is provided on HCD’s website at <http://cosb.countyofsb.org/housing/>. Applications may only be submitted via the link provided – do not go to ZoomGrants website.

**Mandatory Training**

Please refer to the NOFA schedule in this document. The County will hold two training sessions: one in South County and one in North County. Attendance at one of these trainings is mandatory in order to apply for funds. Applicants must attend a session for each of the grant programs to which they will apply (Public Services or Capital). Applications will not be accepted from organizations that did not attend training. Attendance must be by applicants’ executive director, program manager, fiscal manager, or other employee of the organization who will have authority and responsibility for administering the grant program. Applicants’ grant writers are welcome to attend; however, their attendance will not count toward the attendance requirement.

For more information, contact:

Matt Kropke, Housing Program Specialist

Email: [mkropke@co.santa-barbara.ca.us](mailto:mkropke@co.santa-barbara.ca.us) Phone: (805) 568-3533

## Section II A: CDBG Capital Projects

The Santa Barbara CDBG Urban County Partnership receives an annual allocation of federal Community Development Block Grant (CDBG) funds from the Department of Housing and Urban Development (HUD). The County’s Division of Housing and Community Development (HCD) is the lead entity of the CDBG Urban County Partnership, which includes the County and the cities of Carpinteria, Buellton, and Solvang. Each jurisdiction receives a distribution of CDBG to either award in their respective communities, or pool with the County’s distribution to be awarded by the County. Applicants will designate on their applications for which jurisdictions’ funds they are applying. More than one jurisdiction may be selected if applicants’ proposed programs will serve residents in all jurisdictions selected. The County administers the CDBG program on behalf of the Urban County partners.

CDBG grants will be awarded for County FY 2019 – 2020 (July 1, 2019 – June 30, 2020). The chart below shows the *estimated* CDBG distributions to the County and partner cities:

Estimated FY 19-20 Allocation	\$1,190,279	<i>Subject to congressional appropriation</i>
County Administration (20%)	\$238,056	
Public Service Funds (15%) – see section I	\$178,542	
<b>Capital/Other</b>	<b>\$773,681</b>	

Jurisdiction	Distribution	Pro Rata Share for Capital and other Projects
County	85.24%	659,331
Buellton	3.08%	23,829
Carpinteria	8.33%	64,216
Solvang	3.34%	26,305
<b>TOTAL</b>	<b>100%</b>	<b>\$773,681</b>

*Notes:*

1. Amounts are subject to change based on the congressionally approved budget, anticipated to be announced in the spring.
2. Partner cities may use their funding distributions for programs and projects in their own communities, or pool their funds with the County’s for distribution via County NOFA and award process.
3. The estimated allocation does not include unused funds from prior years and program income (loan repayments); any prior year funds are included in the total amount available on page 1 of this document.

Applicants should refer to the priorities identified in the County’s five-year Consolidated Plan (2015-2020) when completing their applications. The priorities are derived from congressional goals, HUD priorities and local housing and community development needs. The priorities are available in the application. The entire Consolidated Plan may be viewed at: <http://countyofsb.org/housing/>

CDBG regulations permit the use of funds for a wide range of activities, including, but not limited to:

- Housing Activities
- Real Property Improvements
- Public Facilities, Special Assessments, and Privately-owned Utilities
- Economic Development activities

CDBG funds may be used to pay for construction costs, project management, labor and materials, etc.

Applicants may access the CDBG guide, *Basically CDBG* for information on eligible activities at: <https://www.hudexchange.info/resource/19/basically-cdbg-training-guidebook-and-slides/>

The CDBG regulations are located at 24 CFR Part 570 and may be accessed at: [http://www.ecfr.gov/cgi-bin/text-idx?SID=59efe4c61f2a959db5b23a19cb07f1b7&mc=true&node=pt24.3.570&rgn=div5#se24.3.570\\_1201](http://www.ecfr.gov/cgi-bin/text-idx?SID=59efe4c61f2a959db5b23a19cb07f1b7&mc=true&node=pt24.3.570&rgn=div5#se24.3.570_1201)

**Eligible applicants include:**

- Non-profit 501(c)(3) charitable organization under IRS rules;
- For-Profit organizations (limitations apply); and
- Public Sector Jurisdictions.

Projects must:

1. Serve a clientele where at least 51% of the persons served have household incomes at or below 80% of the area median income (AMI), as determined and published by HUD annually (Limited Clientele<sup>2</sup>); or
2. Exclusively serve persons who are presumed to be low-income, which include, abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled," homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers (Presumed Benefit); or
3. Have as its service area an area that is primarily residential and the service area census tracts are those where at least 51% of the residents are low-income (Area Benefit). The service area may be a neighborhood, a city, or a portion of the County identified by census tracts. Note that a service area that includes the entire County does not qualify. To find out if your project's service area is at least 51% LMI, click on the link to the low moderate income map below. Once the map has loaded, zoom in on your service area and census tracts, and block groups will appear. By clicking on the block groups of your service area, you can determine the LMI %.

Low Moderate Income Map: <http://arcg.is/1Rm4T3F>

Short instructional video: <https://www.youtube.com/watch?v=CPRmVosjsQk&feature=youtu.be>

Economic Development activities (other than assistance to micro-enterprise businesses) have additional requirements and are not addressed in this section. Please call HCD for more information. Contact information is provided at the end of this NOFA.

FY 2018 Income Limits for CDBG programs – 80% AMI (Expected to be revised spring 2019 for FY 2019)

No. persons in household	1	2	3	4	5	6	7	8
Max. Household Income	56,250	64,250	72,300	80,300	86,750	93,150	99,600	106,000

**Applicant Criteria**

County applications are reviewed by HCD staff for basic CDBG eligibility. Eligible applications then are forwarded for review by the County's Capital Loan Committee, along with HCD's recommendations for funding, based on project readiness, project timeline and other factors. The Capital Loan Committee may concur with staff recommendations

---

<sup>2</sup> Organizations must collect income information on all of its clientele and demonstrate that at least 51% of the persons served are low-income. Income eligibility is determined per 24 CFR Part 5.609 – 617 (same as for the Public Housing Section 8 program.)

or make other recommendations. Recommendations then are forwarded to the County Board of Supervisors for final funding awards.

Project considerations include:

- Amount of request and percent of CDBG funds to total project costs
- Project budget
- Project readiness<sup>3</sup> and timeline\*
- Level of environmental review required
- Population to be served
- Program meets a community need
- Staff capacity and experience in managing federal capital development projects
- Financial capacity
- Commitment to comply with federal regulations, including income-qualifying beneficiaries per 24 CFR 5.609-617 (Area Benefit and Presumed Benefit activities excluded)

\*HUD imposes strict expenditure deadlines of CDBG funds. CDBG funds will be available about October 2019 and projects must be completed before June 30, 2020, with at least 50% of the funds drawn by April 30, 2020.

Real estate improved with CDBG funds is subject to a five year “use period,” meaning that the use of the facility must remain the same for the five year period. Housing projects may be subject to longer term restrictions on occupant income and monthly rent for rental housing, and homeowner income and sales price on homeowner housing.

### **Urban County Partnership**

The member cities, Buellton, Carpinteria, and Solvang, under the CDBG Urban County partnership may make their own funding decisions for their distributions of CDBG funds or may include their funds in the County’s review and approval process. Applicants should assure that they have marked the appropriate box on the application to apply for those jurisdictions’ funds. **Applicants must also include a letter of support from the city if city funds are requested.**

The County may jointly fund eligible projects with member cities; however, the applicant must provide documentation demonstrating the City’s support of the project, as well as the City’s knowledge of the application being made to the County for funding.

### **Review Process**

Capital project applications are reviewed by HCD staff for basic CDBG eligibility. Eligible applications then are forwarded for review by the County’s Capital Loan Committee. The Committee and HCD staff make funding recommendations to the County Board of Supervisors.

### **Application Submission-Zoomgrants**

Applications must be submitted via ZoomGrants, an online application management system. A link to access ZoomGrants is provided on HCD’s website at <http://cosb.countyofsb.org/housing/>. The County application is only accessible via the link on the County website and is not available by going to the ZoomGrants website.

---

<sup>3</sup> Examples of project readiness include: site control, all financing committed, available plans, specifications, drawings, and maps, meets current zoning, site plan review completed, permit ready.



**Mandatory Training**

Please refer to the NOFA schedule in this document. The County will hold one CDBG Capital training session. Attendance at the training is mandatory in order to apply for funds. Applicants must attend a session for each of the grant programs to which they will apply (Public Services or Capital). Applications will not be accepted from organizations that did not attend training. Attendance must be by organizations' executive director, program manager, fiscal manager, or other employee of the organization who will have authority and responsibility for administering the grant program.

For more information, contact:

Matt Kropke, Housing Program Specialist

Email: [mkropke@co.santa-barbara.ca.us](mailto:mkropke@co.santa-barbara.ca.us) Phone: (805) 568-3533

## Section II B: CDBG Assistance to Micro-Enterprise Businesses

Funds available for Assistance to Micro-Enterprise Businesses are included in the CDBG Capital/Other funds as described in Section II A. Assistance to Micro-Enterprise Businesses helps to facilitate economic development by providing:

- Credit, including but not limited to grants, loans, loan guarantees, and other forms of financial support, for the establishment, stabilization, and expansion of microenterprises;
- Technical assistance, advice, and business support services to owners of microenterprises and persons developing microenterprises; and
- General support, including but not limited to peer support programs, counseling, child care, transportation, and other similar services, to owners of microenterprises and persons developing microenterprises; and/or
- Training, technical assistance, or other support services to increase the capacity of the organization to carry out activities.

A micro-enterprise business is defined by HUD as a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise.

“Persons developing microenterprises” means such persons who have expressed interest and who are, or after an initial screening process are expected to be, actively working toward developing businesses, each of which is expected to be a microenterprise at the time it is formed.

### **Application Submission-Zoomgrants**

Applications must be submitted via ZoomGrants, an online application management system. A link to access ZoomGrants is provided on HCD’s website at <http://cosb.countyofsb.org/housing/>. ZoomGrants direct website is [www.zoomgrants.com](http://www.zoomgrants.com); however, the County application can only be accessed from the link on the County website.

Note: Applicants applying for funds to assist micro-enterprise businesses should use the application form for CDBG Public Services. Applications will be reviewed by HCD staff and the County’s Capital Loan Committee, which will make funding recommendations to the Board of Supervisors.

### **Mandatory Training**

Please refer to the NOFA schedule in this document. The County will hold two training sessions: one in South County and one in North County. Attendance at one of these trainings is mandatory in order to apply for funds. Applicants must attend a session for each of the grant programs to which they will apply (Public Services or Capital). Applications will not be accepted from organizations that did not attend training. Attendance must be by applicants’ executive director, program manager, fiscal manager, or other employee of the organization who will have authority and responsibility for administering the grant program. Applicants’ grant writers are welcome to attend; however, their attendance will not count toward the attendance requirement.

For more information, contact:

Matt Kropke, Housing Program Specialist

Email: [mkropke@co.santa-barbara.ca.us](mailto:mkropke@co.santa-barbara.ca.us) Phone: (805) 568-3533

## Section III: Regulatory Suspension and Waivers for Disaster Relief

The County of Santa Barbara has received approval of certain suspension and regulatory waivers from HUD for the purpose of facilitating assistance to eligible communities, neighborhoods, and families affected by the Thomas fire and subsequent mudslides (Disasters).

### **CDBG WAIVERS**

Projects and programs funded with federal funds utilizing regulatory waivers must show a nexus to the Disasters. In addition, families assisted must have registered with FEMA in connection with the Disasters. Please contact HCD for more information. Contact information is provided below and at the end of this document.

- Waiver of Public Services cap: The County has been permitted to exceed the 15% cap on public services on its 2018 CDBG allocation. The funds may be used to support public services programs that assist primarily low-income persons affected by the Disasters.
- Emergency Grant Payments (EGP): HUD is permitting that EGP may be provided to families for a period of six months (extended from the maximum three month period) for needs such as, food, clothing, housing (rent or mortgage), or utilities.

The Board of Supervisors approved a set-aside of \$100,000 in CDBG funds for disaster relief programs; however, if all applications received for this purpose exceed this amount, the Board may consider approving additional funds, up to the amount permitted by HUD and the balance of available funds from the County's 2018 allocation.

Note that funds may become available in late January or early February and will need to be fully expended by 06/30/19.

### **Eligible Programs**

See Section I for CDBG program eligibility requirements.

### **Application Process**

For County CDBG Waiver for Disaster Relief applications, please submit a Letter of Intent (LOI) to apply by email to [HCD@co.santa-barbara.ca.us](mailto:HCD@co.santa-barbara.ca.us). Please enter "Disaster Relief" in the subject of the email. LOIs must be received by the November 16, 2018 deadline.

Include the following in LOIs for CDBG Disaster Relief funds:

1. Applicant name, organization, address, and contact information
2. Location of proposed project
3. Description of project including how the project relates to disaster relief
4. Proposed method of income qualification of beneficiaries
5. Proposed goals and outcomes, including estimate number of persons served

### **Mandatory Training**

Please refer to the NOFA schedule in this document for CDBG public services programs. Attendance training is mandatory in order to apply for funds. Attendance must be by applicants' executive director, program manager, fiscal manager, or other employee of the organization who will have authority and responsibility for administering the grant program. Applicants' grant writers and others are welcome to attend; however, their attendance will not count toward the attendance requirement.

## **HOME PROGRAM WAIVERS**

HUD has provided the County with certain regulatory suspension and waivers to provide assistance to households affected by the Thomas Fire and subsequent debris flows (Disasters).

- CHDO set-aside: Effective for County 2019 HOME funds, the CHDO set-aside noted in the available funds section of this NOFA do not have to be utilized solely by CHDOs;
- Maximum Per Unit Subsidy Limit has been waived for projects constructed to assist households affected by the Disasters.
- Tenant-Based Rental Assistance. Certain waivers have been provided to help expedite getting people into housing.

The suspension and waivers are available for projects and programs that will assist persons and families who have registered with FEMA in connection with the Disasters. Please contact HCD for more information. Contact information is provided below and at the end of this document.

### **Application Process**

For County CDBG Waiver for Disaster Relief applications, please submit a Letter of Intent (LOI) to apply by email to [HCD@co.santa-barbara.ca.us](mailto:HCD@co.santa-barbara.ca.us). Please enter "Disaster Relief" in the subject of the email. LOIs must be received by the November 16, 2018 deadline.

For more information, contact:

Matt Kropke, Housing Program Specialist

Email: [mkropke@co.santa-barbara.ca.us](mailto:mkropke@co.santa-barbara.ca.us) Phone: (805) 568-3533

## Section IV: Human Services Grant (County General Fund)

County HCD and the Human Services Commission invite applications for human services (non-capital) programs. The Human Services fund includes Basic Needs (Basic Services) Grant and Best Practices Grant. The Basic Needs covers safety net programs that include food, shelter, transportation and services that offer freedom from abuse (i.e. elder, spousal, and child) and the Best Practices Grants are for the implementation of programs with evidence-based results.

### **Human Services Commission**

The Commission is responsible for overseeing this fund for the delivery of human services in the County of Santa Barbara. The Commission's mission is "to advise the Board of Supervisors of the establishment, maintenance and funding of an efficient and effective Human Services delivery system by non-profit agencies that benefits residents of Santa Barbara County eligible for such services". The vision is to provide the highest quality customer service to the Santa Barbara community and to uphold the following values:

- Provide services with a commitment to quality and cost efficiency
- Accountable
- Clearly defined roles, responsibilities and expectations
- Customer-focused (responsive to needs, quality service delivery)
- Efficient

**Funding Overview** – \$960,000 will be made available to support programs. The Commission is accepting funding requests from non-profit 501 (c) 3 charitable organizations for the following grant programs:

### **Basic Services (\$25,000-\$50,000)**

Priority Basic Services Grants being emphasized by the Commission include programs providing food, shelter, transportation, and services which provide freedom from abuse (i.e. elder, child, spousal abuse). These areas will receive a higher priority ranking for the Basic Needs Grant but the grant will not exclude other service requests. All agencies are expected to explain how they address cultural and language access needs through their programs. Basic Needs Grants will require quarterly invoicing and reporting; onsite monitoring will occur as needed.

### **Best Practices (\$50,000 - \$100,000)**

Purpose: To achieve measurable results from assisting those in need across all socioeconomic boundaries. Combines the best research with agency expertise and client needs. Evidence may involve a combination of quality data, verifiable research, clinical expertise, and client values. Whether proven or emerging, the model should be clearly articulated, data driven, replicable, sustainable, identify expected target populations and results upfront, and be grounded in research and or experience. At the end of the grant cycle clients life circumstances should have clearly improved. Evaluation and monitoring are more extensive. The overarching purpose is to achieve measureable results in assisting individuals and families in need – crossing all socioeconomic boundaries. Combines the best research with agency expertise and client needs. Results are clearly articulated, data driven, research supported, derived from experience, peer reviewed collaborative, scalable and adaptable. A proven model is either demonstrated by an applicant or tied to industry standards from reputable institution or government agency.

Definition of Evidence:

Evidence combines the best research with clinical expertise and client needs (i.e., location, culture, health, language). Includes the following:

- Contextual evidence: Measurable community factors (data, assessments, and focus groups). What is acceptable, feasible and useful in a local setting.

- Research evidence: Inquiry, evaluation, design and implementation. Scalable, observable, replicable, credible, verifiable
- Experiential evidence: Insight, understanding, skills, expertise gained over time. Knowledge of community through real world experience
- Adapt Model: Assess target population, identify components of proven model, modify model, document modifications, pilot the model.

*Note: If your agency has been using an evidence-based system that has proven effective, or have one that is emerging, you are encouraged to submit an application for review*

### **Application Submission-Zoomgrants**

Applications must be submitted via ZoomGrants, an online application management system. A link to access ZoomGrants is provided on HCD's website at <http://cosb.countyofsb.org/housing/>. The application is accessible only via the link provided; do not go to ZoomGrant's website.

### **Mandatory Training**

Please refer to the NOFA schedule in this document. Attendance at training is mandatory in order to apply for funds. Attendance must be by applicants' executive director, program manager, fiscal manager, or other employee of the organization who will have authority and responsibility for administering the grant program. Applicants' grant writers and others are welcome to attend; however, their attendance will not count toward the attendance requirement

Inquiries: Laurie Baker, Grants and Program Manager  
Email: [lbaker@sbccsd.org](mailto:lbaker@sbccsd.org) Phone: (805) 568-3521

## Section V: Affordable Housing Development

### HOME Investment Partnership Program (HOME)

The County of Santa Barbara is the lead entity of the HOME Consortium (Consortium), which is comprised of the County, and the cities of Buellton, Carpinteria, Goleta, Santa Maria, and Solvang. Each jurisdiction receives a distribution of HOME funds that may either be awarded to an eligible project or program in their respective communities, or added to the County’s distribution and made available to projects and programs throughout the County. The County administers the HOME program on behalf of the Consortium.

The chart below shows the estimated HOME distributions to partner cities:

Estimated FY 19-20 Allocation	\$1,038,021	<i>Subject to congressional appropriation</i>
County Administration (10%)	\$103,802	
CHDO Set-aside (15%)	\$155,703	<i>Must be used by a Community Housing Development Organization for development of housing</i>
<b>Available for Projects</b>	<b>\$778,516</b>	

Jurisdiction	Distribution	Pro Rata Share for Projects
County	45.17%	351,660
Buellton	1.63%	12,688
Carpinteria	4.50%	35,030
Goleta	10.04%	78,181
Santa Maria	36.78%	286,342
Solvang	1.88%	14,614
<b>TOTAL</b>	<b>100%</b>	<b>\$778,516</b>

*Notes:*

1. Amounts are subject to change based on the congressionally approved budget, anticipated to be announced in the spring.
2. The estimated allocation does not include unused funds from prior years and program income (loan repayments); these amounts are included in the total funds available listed on page 1 of this document.

The primary purpose of the HOME program is to provide decent affordable housing to low-income households. HOME may be used for a variety of programs, including development (acquisition, rehabilitation, and/or new construction) of affordable rental or for-sale housing, rehabilitation of owner-occupied housing, homebuyer assistance programs (down payment and closing costs assistance), and Tenant-Based Rental Assistance.

Applicants should refer to the priorities identified in the County’s five-year Consolidated Plan (2015-2020) when completing their applications. The priorities are derived from congressional goals, HUD priorities and local housing and community development needs. The entire Consolidated Plan may be viewed at:

<http://countyofsb.org/housing/>

The County reserves the right to award HOME funds outside the NOFA process, as necessary to meet strict HUD commitment and expenditure deadlines. All funding awards are subject to Board approval.

### Affordable Housing Program (In-Lieu funds)

HCD's Affordable Housing Program collects fees from housing developers who pay a fee in lieu of building income-restricted units in their housing developments, as required by County ordinance. The fees may then be used to develop affordable housing in the Housing Market Area (HMA) from which they were collected or in the South Coast HMA.

<u>Housing Market Area</u>	<u>as of 09/30/18</u>
South Coast	\$3,582
Santa Maria	\$0.00
Lompoc	\$46,321
Santa Ynez	\$290,081
Unrestricted	\$324,352
<b>TOTAL</b>	<b>\$664,336</b>

### **Application Process:**

Applications for housing development (acquisition, new construction and/or rehabilitation) funds, including HOME and In-lieu will be accepted in a phased process.

- Owners/Developers of proposed projects that wish to apply for HOME funds at any time in 2019, must first submit a Letter of Intent (LOI) to apply by the November 16, 2018 deadline.

Apply by submitting a LOI, using the format provided later in this section, to [HCD@co.santa-barbara.ca.us](mailto:HCD@co.santa-barbara.ca.us). Enter "HOME Development" in the subject line.

- Tax Credit Projects: Projects for which applications will be submitted to the State for low-income housing tax credits in the first funding round for 9% credits, or by June 30, 2019 for 4% credits must submit a completed Housing Development application by the **January 11, 2019** deadline in this NOFA. Those projects will be reviewed by the County's Capital Loan Committee on the meeting date noted in this NOFA. The County will determine application deadlines for other LIHTC projects once the State publishes its 2019 application schedule. A sample of the application for all housing development projects is included herein as Exhibit B.
- Projects without tax credit equity and homeownership units: LOIs will be reviewed and, depending on the timeline of the project, full Housing Development applications will need to be submitted at a determined time. Contact HCD for more information. Contact information is provided at the end of this document.

Include the following in Letters of Intent to apply for funds:

- Applicant name, organization, address and contact information
- Location of proposed project
- Whether acquisition/rehab and/or new construction
- Type of project (rental/for-sale/mixed-use) and number of total units
- Proposed income and rent restrictions and special populations to be served, if applicable, e.g. seniors, homeless, etc.
- Preliminary Sources and Uses (include all funding sources and amount of anticipated County funds)
- Status of project (site control, zoning, planned application date for tax credits, funding sources committed, etc.)



In accordance with the HOME Consortium agreement with Consortium cities, potential applicants for HOME funds that do not submit a Letter of Intent to apply (LOI) will not be added to the housing project pipeline and considered for funding. Submitting a LOI does not guarantee an award of, or priority for, funds and a full application will be required.

Applications are reviewed and underwritten by HCD staff and reviewed by the County's Capital Loan Committee. The Capital Loan Committee may concur with staff recommendations for funding, or make other recommendations. Recommendations then are forwarded to the County Board of Supervisors for consideration of final funding awards.

Funding may be provisionally committed via "reservation," which will earmark funds for a specific project for a specific time period when the applicant plans to apply for LIHTC for the project. The County does not make commitments (executed agreement) until all funding sources are committed and, if applicable; an allocation of LIHTC has been awarded by the State.

Project considerations include:

- Amount of request and percent of County funds to total project costs
- Project budget and status of financing commitments
- Project readiness<sup>4</sup> and timeline
- Population to be served
- Program meets a community need
- Applicant capacity and experience in managing construction projects
- Organizational and project financial capacity
- Commitment to comply with federal regulations, including income-qualifying beneficiaries per 24 CFR Part 5, compliance with the Davis-Bacon and Related Acts, and other federal and County requirements
- Property management experience and compliance with federal regulations
- Review of project's Sources and Uses, and projected operating proforma

---

<sup>4</sup> Examples of project readiness include: site control, all financing committed, available plans, specifications, drawings, and maps, meets current zoning, site plan review completed, permit readiness, etc.

## Section VI California No Place Like Home

The No Place Like Home Program (NPLH) is a program of the State of California that provides funding and tools to address affordability issues associated with creating housing units that are specifically set aside for persons with serious mental illness who are chronically homeless, homeless, or at-risk of being chronically homeless. Under the program, the State (and in some cases, the County) may make loans to reduce the initial cost of acquisition and/or construction or rehabilitation of housing, and may set funds aside to subsidize extremely low rent levels over time.

Complete information may be found on the State's website at <http://www.hcd.ca.gov/grants-funding/active-funding/nplh.shtml#funds>. Applicants must read the information on the State's NPLH website and fully comprehend the NPLH program, and have all funding sources identified, before applying to the State or County for funds. The information provided herein is a summary only and discusses program applicability to Santa Barbara County. See application instructions later in this section.

The State's NPLH Guidelines (Guidelines) for the Program are organized into four Articles as follows:

Article I. General Program Requirements

Article II. Noncompetitive and Competitive Allocations

Article III. Alternative Process Allocation (*not applicable to Santa Barbara County*)

Article IV. Noncompetitive Allocation Shared Housing Requirements

### **Applicability to Santa Barbara County**

As noted in Article II of the NPLH Guidelines, funds are being awarded on both a non-competitive and a competitive basis.

**Non-Competitive Funds:** Approximately \$2.5 million will be awarded to Santa Barbara County on a non-competitive basis (see Articles I, II, and IV of the Guidelines). The County may elect to use all, none, or a portion of the non-competitive funds for shared housing programs (see Article IV of the NPLH Guidelines). The County will underwrite applications for shared housing programs, and originate and service the loans. Be mindful of the State's program deadlines and plan ahead for project review by all of the following: a) County inter-departmental team, b) County's Continuum of Care Board and/or other committee, c) County's Capital Loan Committee, and d) County Board of Supervisors. Applicants also must have service contracts in place with the Department of Behavioral Wellness or other provider approved by the County to provide mental health supportive services and other services to NPLH tenants.

### **Competitive Funds:**

Approximately \$245 million will be available to all mid-sized Counties on a competitive basis for multi-family projects (see Articles I and II of the Guidelines).

### **Other Requirements:**

To be eligible for funding under the non-competitive and competitive programs, all projects must comply the County's Coordinated Entry System (CES) and Homeless Management and Information System (HMIS). See description below.

### **Coordinated Entry System (CES)**

The Santa Maria/Santa Barbara County Continuum of Care (CoC) implemented a Coordinated Entry System (CES) in January, 2018 after months of community-wide planning. NPLH will utilize CES for program referrals to housing. A

hallmark of CES is prioritizing vulnerable individuals and families for services. To learn more about the Coordinated Entry System, click [Home for Good](#).

### **Homeless Management Information Systems**

All applicants must participate in the Homeless Management Information Systems (HMIS). The system requires data collection and reporting. The Santa Maria/Santa Barbara Continuum of Care operates with limited data sharing – referred to as an open HMIS system. Program participants sign a release of information and provide universal data elements to the system. HMIS participating agencies can view these universal data elements even if this data is entered by another agency. If a client does not sign the ROI, data is collected but is not viewable outside the HMIS Lead and agency entering data. To learn more about HMIS requirements, please view [HMIS User Central](#).

### **NPLH APPLICATION INSTRUCTIONS**

Applications will be accepted in a phased process.

- **Non-Competitive funds:** Owners/Developers of proposed projects that wish to apply for Non-Competitive funds must first submit a Letter of Intent (LOI) to apply by the November 16, 2018 deadline. Proposed projects may be either shared housing models (1 – 4 units) or multi-family (5+ units). Proposed projects must be able to meet all the funding commitment and expenditure deadlines outlined in the Guidelines. The County reserves the right to cap the amount of non-competitive funds used for shared housing to preserve sufficient funds to leverage non-competitive funds and/or low-income housing tax credits (LIHTC) for multi-family projects. The cap amount will be determined by the number of LOIs received and the feasibility of proposed projects to meet the NPLH requirements, at the sole discretion of the County.

Apply by submitting a LOI, using the format provided later in this section, to [HCD@co.santa-barbara.ca.us](mailto:HCD@co.santa-barbara.ca.us). Enter “NPLH Non-Competitive” in the subject line. If combining non-competitive and competitive funds, follow the instructions below for competitive funds.

- **Competitive funds:** Owners/Developers of proposed projects that wish to apply for Competitive funds, or a combination of Competitive and Non-Competitive funds must first submit a Letter of Intent (LOI) to apply by the November 16, 2018 deadline.

Apply by submitting a LOI, using the format provided later in this section, to [HCD@co.santa-barbara.ca.us](mailto:HCD@co.santa-barbara.ca.us). Enter “NPLH Competitive” in the subject line.

- The County will review LOIs and select projects to move forward in the application process, and provide a full Housing Development application by email. Projects for which applications will be submitted to the State for low-income housing tax credits in the first funding round for 9% credits, or by June 30, 2019 for 4% credits must submit a completed Housing Development application by the January 11, 2019. Those projects will be reviewed by the County’s Capital Loan Committee on the meeting date noted in this NOFA. The County will determine application deadlines for other LIHTC projects once the State publishes its 2019 application schedule. A sample of the application for all housing development projects is included herein as Exhibit B.

Include the following in Letters of Intent to apply for funds:

- Applicant name, organization, address and contact information
- Location of proposed project

- Whether acquisition/rehab and/or new construction
- Type of project (rental/for-sale/mixed-use) and number of total units
- Proposed income and rent restrictions and special populations to be served, if applicable, e.g. seniors, homeless, etc.
- Preliminary Sources and Uses (include all funding sources and amount of anticipated County funds)
- Status of project (site control, zoning, planned application date for tax credits, funding sources committed, etc.)

## Section VII A: Homeless Emergency Aid Program (HEAP)

### 1. Introduction

The State of California Homeless Coordinating and Financing Council in conjunction with the Business, Consumer Services and Housing Agency, has announced the availability of one-time grant funding to provide assistance to Continuums of Care to address the homelessness crisis. The Homeless Emergency Aid Program (HEAP) is authorized by SB 850 and was signed into law on July 27, 2018 by Governor Edmund G. Brown. The County of Santa Barbara (County) is the Administrative Entity (AE) for the Santa Maria/Santa Barbara County Continuum of Care (CoC), which geographically encompasses Santa Barbara County. The Housing and Community Development Division (County HCD) will administer HEAP on behalf of the Continuum of Care and announces the availability of these funds to address immediate homeless challenges throughout the CoC Service Area.

### 2. Objective and Eligible Uses

HEAP funding is to provide immediate emergency assistance to people experiencing homelessness or at imminent risk of homelessness and aligned with California's Housing First policy ([CCR Title 25, 8409\(b\)](#) [WIC Div. 8 Ch. 6.5 Sec. 8255 \(b\)](#)). Under this NOFA, the State has identified eligible uses that include, but are not limited to:

- Services;
- Rental Assistance or Subsidies, including homeless/eviction prevention; and
- Capital projects.

The State of California has mandated that at least 5% (\$469,259) of HEAP funding must be used to establish or expand services meeting the needs of homeless youth or youth at risk of homelessness. This requirement will impact the prioritization of application(s) made by providers of services to homeless youth or youth at risk of homelessness.

Administrative costs are not an eligible activity for applicants. This does not include staff costs directly related to carrying out program activities.

### 3. Coordinated Entry System (CES)

The Santa Maria/Santa Barbara County Continuum of Care (CoC) implemented a Coordinated Entry System (CES) in January, 2018 after months of community-wide planning. State regulation 25 CCR 8408 require that recipients participate in the CES as follows:

- Participation in the CES as an Entry Point is required for project types including but not limited to emergency shelter, navigation centers, street outreach, and pre-housing, stand-alone supportive service activities.
- For transitional housing, rental assistance, flexible housing subsidy pools, permanent housing, and capital housing projects, all referrals will come through CES per the prioritization scheme, matching, and referral processes outlined in the CoC's CES Policies and Procedures and Written Standards.

A hallmark of the HUD-mandated Coordinated Entry System is prioritizing vulnerable individuals and families for services. This focus on serving vulnerable individuals and families through CES may result in a reduction in the number of households served. To learn more about the Coordinated Entry System, click [Home for Good](#).

## 4. Homeless Management Information Systems

All applicants receiving HEAP funds must participate in the Homeless Management Information Systems (HMIS). The system requires data collection and reporting. The Santa Maria/Santa Barbara Continuum of Care operates with limited data sharing – referred to as an open HMIS system. Program participants sign a release of information and provide universal data elements to the system. HMIS participating agencies can view these universal data elements even if this data is entered by another agency. If a client does not sign the ROI, data is collected but is not viewable outside the HMIS Lead and agency entering data. To learn more about HMIS requirements, please view [HMIS User Central](#).

## 5. Funding Available

One-time HEAP grant funding in the amount of **\$8,915,927** is available to be awarded to sub-recipients for the anticipated grant period of January 2019 – June 2021 and distributed on a cost reimbursement basis. The State of California is anticipating a second State NOFA in spring of 2019 for funds that were not utilized by jurisdictions in Round 1. If this occurs, the CoC, Cities, County, and Administrative Entity will collaborate on a local process that may include increasing funding recommendations from this NOFA, releasing a new NOFA, or supporting pending capital projects.

### 5.1 Grant Amounts

The county has set a minimum grant amount of \$100,000. Project budgets will be detailed in a budget workbook found in the Zoom Grant Library and uploaded as a required attachment.

### 5.2 Grant Terms

The grant term is 30 months with an anticipated start date of January 1, 2019 to June 30, 2021. Budgets should reflect the entire grant period. All grant funds must be expended by June 30, 2021. The CoC will monitor spending rates and will redistribute funds if a project is not on track to use all funds on eligible activities prior to the State expenditure deadline. Eligible costs will be invoiced to County HCD on at least on a quarterly basis for reimbursement. No matching funds are required.

## 6. Program Requirements

### 6.1 Homeless Emergency Aid Program Requirements

The use of HEAP funds is governed by policies set by the Homeless Coordinating and Financing Council and Senate Bill 850. To learn more about the state HEAP program access [State of CA HEAP Webpage](#).

### 6.2 Eligible Applicants

Eligible applicants are private non-profit organizations, units of local government, or for-profit organizations. Applicants will be able to include sub-recipients in a collaborative application in order to maximize effectiveness in addressing homelessness challenges. Sub-recipients must meet the same requirements as applicants.

### 6.3 Eligible Populations

The minimum eligibility criteria for HEAP participants is to meet the definition of homeless cited in [24 CFR 578.3](#). Housing resources are also prioritized in the CoC through the CES. Please learn more about CES and how it may impact the participants in the project at [Home for Good](#).

## 6.4 Tracking Services

The State is requiring reporting on the number of services provided to each participant. This is defined as an “Instance of Service” which means each encounter with a member of the target population where services are provided for each of the eligible grant activities. For example, one individual checks into a warming center operated by Provider X on Tuesday. The same individual checks into the same warming center the next night. This counts as two instances of service for this activity.

## 6.5 Eligible Costs

County HCD is using the federal regulations below to provide applicants with guidelines for eligible costs. Eligible costs are described by component type and may also be impacted by local CoC Written Standards. If an activity is not described as an eligible expense, but addresses an immediate homeless challenge and California’s Housing First Policy, applicants must obtain express written consent from County HCD prior to use of program funds.

Component Type	Regulation	Component Type	Regulation
Emergency Shelter/ Navigation Centers	<a href="#">24 CFR 576.102</a>	Housing Location/ Stabilization Services	<a href="#">24 CFR 576.105</a>
Transitional Housing	<a href="#">24 CFR 578.49,55,53</a>	Homelessness Prevention	<a href="#">24 CFR 576.103</a>
Street Outreach	<a href="#">24 CFR 576.101</a>	Rental Assistance	<a href="#">24 CFR 576.106</a>
Supportive Services Only	<a href="#">24 CFR 578.53</a>	Housing Search and Placement	<a href="#">24 CFR 576.105(1)</a>
Leasing	<a href="#">24 CFR 578.49</a>	Rehabilitation	<a href="#">24 CFR 578.45</a>

At least 5% (\$469,259) of HEAP funding must be used to establish or expand services meeting the needs of homeless youth or youth at risk of homelessness. Administrative costs are not an eligible activity for applicants/sub-recipients. This does not include staff costs directly related to carrying out program activities.

As HEAP does not restrict to Fair Market Rent standards, Rent Reasonableness will be the standard for rent payments. Security deposit payments up to twice the amount of the rent are allowed. Consideration for landlord incentives that pay over what is reasonable when necessary to ensure a housing placement will be provided by HCD staff on a case by case basis. The CoC plans to update the Written Standards to provide greater clarity prior to HEAP sub-recipient agreements being finalized. The amount of rent a participant can sustain long term should be a factor when assisting a participant in choosing a rental unit.

## 6.6 California’s Housing First Policy – Core Practices and Core Components

All projects including **services** only must align with the Core Practices described in [CCR Title 25, 8409\(b\)](#)

Projects shall operate in a manner consistent with Housing First practices as reflected in the CoC Written Standards, consistent with subsections below, and progressive engagement and assistance practices, including the following:

- Ensuring low-barrier, easily accessible assistance to all people, including, but not limited to, people with no income or income history, and people with active substance abuse or mental health issues;
- Helping participants quickly identify and resolve barriers to obtaining and maintaining housing;
- Seeking to quickly resolve the housing crisis before focusing on other non-housing related services;

- Allowing participants to choose the services and housing that meets their needs, within practical and funding limitations;
- Connecting participants to appropriate support and services available in the community that foster long-term housing stability;
- Offering financial assistance and supportive services in a manner which offers a minimum amount of assistance initially, adding more assistance over time if needed to quickly resolve the housing crisis by either ending homelessness, or avoiding an immediate return to literal homelessness or the imminent risk of literal homelessness. The type, duration, and amount of assistance offered shall be based on an individual assessment of the household, and the availability of other resources or support systems to resolve their housing crisis and stabilize them in housing.

Proposed activities that provide **housing** must align with the Core Components of Housing First.

Welfare and Institutions Code Division 8. Chapter 6.5 8255 (b) "Core components of Housing First" means **all** of the following:

- Tenant screening and selection practices that promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services.
- Applicants are not rejected on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, or behaviors that indicate a lack of "housing readiness."
- Acceptance of referrals directly from shelters, street outreach, drop-in centers, and other parts of crisis response systems frequented by vulnerable people experiencing homelessness.
- Supportive services that emphasize engagement and problem solving over therapeutic goals and service plans that are highly tenant-driven without predetermined goals.
- Participation in services or program compliance is not a condition of permanent housing tenancy.
- Tenants have a lease and all the rights and responsibilities of tenancy, as outlined in California's Civil, Health and Safety, and Government codes.
- The use of alcohol or drugs in and of itself, without other lease violations, is not a reason for eviction.
- In communities with coordinated assessment and entry systems, incentives for funding promote tenant selection plans for supportive housing that prioritize eligible tenants based on criteria other than "first-come-first-serve," including, but not limited to, the duration or chronicity of homelessness, vulnerability to early mortality, or high utilization of crisis services. Prioritization may include triage tools, developed through local data, to identify high-cost, high-need homeless residents
- Case managers and service coordinators who are trained in and actively employ evidence-based practices for client engagement, including, but not limited to, motivational interviewing and client-centered counseling.
- Services are informed by a harm-reduction philosophy that recognizes drug and alcohol use and addiction as a part of tenants' lives, where tenants are engaged in nonjudgmental communication regarding drug and alcohol use, and where tenants are offered education regarding how to avoid risky behaviors and engage in safer practices, as well as connected to evidence-based treatment if the tenant so chooses.
- The project and specific apartment may include special physical features that accommodate disabilities, reduce harm, and promote health and community and independence among tenants.

## 6.7 Written Standards

The CoC has set Written Standards for service. All selected applicants will need to comply with the CoC Written Standards. The CoC plans to update the Written Standards to provide greater clarity prior to HEAP recipient agreements being finalized.



## 6.8 CoC Participation

All recipients of HEAP funding are to become members of the CoC. From the approved governance charter (Article IV C. 1.) of the CoC, all members shall demonstrate a professional interest in or personal commitment to addressing and alleviating the impacts of homelessness on individuals experiencing homelessness, and on the community at large. The membership commitment may include, but is not limited to participation in the following:

- Attending CoC meetings;
- Reporting to/seeking input from constituencies on key issues and strategies;
- Remaining informed of and communicating needs and gaps;
- Remaining informed of local, state, federal, and private proposals for funding;
- Contributing to informed dialogue on action undertaken by the group;
- Serving on a CoC Standing Committee;
- Participating in administration of the biennial Point in Time (PIT) Count;
- Sharing aggregate outcome and performance data on the successes and challenges of people who are experiencing or have experienced homelessness;
- Engaging in the regular review of data to ensure that high levels of data quality and completeness are maintained;
- Providing input in the development of strategies and action plans to reduce and end homelessness;
- Participating in advocacy and public education efforts.

## 7. Continuum of Care Established Local Priorities

The Continuum of Care and Administrative Entity went through a local planning process to incorporate input from cities, county staff, service providers, health care professionals, law enforcement, faith-based organizations, and stakeholders to establish local priorities. At their meeting on August 28, 2018, the CoC Governing Board approved four local priorities. Proposed activities that address one of the local priorities will receive priority points in the application scoring criteria. An application can only receive priority points for one local priority. The established local priorities are:

- Acquisition of temporary or permanent housing units (See HEAP VII B Capital Section for details)(12 pts)
- Rental Assistance with Housing Location and Stabilization Services (8 pts)
- Regional Coordinated Housing Location Services (8 pts)
- Operating Support for Emergency Housing Interventions (includes but not limited to navigation centers offering temporary room and board with services, street outreach services, and homelessness prevention) (6 pts)

## 8. Method of Evaluation

### 8.1 County HCD Threshold Evaluation

Applications will be evaluated by County HCD for the following (See Exhibit A – Application Scoring Criteria, for details):

- HEAP Program Eligibility (the project addresses an immediate homeless challenge);
- Serves homeless persons or those at imminent risk of homelessness as defined in [24 CFR 578.3](#)
- Alignment with California’s Housing First Policy (CCR Title 25, 8409(b) and/or WIC Div.8, Ch. 6.5 8255(b));
- Participation in the Homeless Management Information System; and
- Participation in the Coordinated Entry System

### 8.2 Continuum of Care Review and Rank Committee

Applications will be evaluated by the Continuum of Care Review and Rank (R&R) Committee based on the criteria below (See Exhibit A – Application Scoring Criteria for details):

- Applicant/Financial Capacity
- Project Design and Approach
- Financial Capacity, Feasibility and Sustainability
- Need
- Performance
- Meeting a Local Priority, and
- Coordination and Collaboration

Applicants may be called or asked to attend an interview on November 28, 2018 to answer questions from the panel regarding the proposed activity.

Instructions will be provided to the R&R Committee to ensure residents at high risk of becoming homeless across Santa Barbara County have access to homelessness prevention funding. The area where services are provided may be considered in funding recommendations.

The Continuum of Care R&R Committee will make funding recommendations regarding priority projects to be funded through HEAP and ensure all geographic areas have assistance and services available. CoC Governing Board members without a conflict of interest will approve the recommendations. Capital housing projects will be asked to provide greater detail and complete a detailed housing application for technical review by the Capital Loan Committee in February, 2019. The County Board of Supervisors will review sub-recipient agreements for approval in February, 2019 and Capital Projects in March, 2019. Timelines are subject to change.

### 8.3 Addenda to this NOFA

Revisions to this NOFA or timeline will be posted to HCD's webpage at: [County HCD Webpage](#).

## 9. Application

Applications are accepted electronically via ZoomGrants only. Access to the applications is posted at [County HCD Webpage](#). Click on the ZoomGrants link to go directly to the application(s) you plan to apply for. Applications cannot be accessed from the ZoomGrants website; access is provided only via the link on the County website. Once on the ZoomGrants site, applicants will have access to instructional videos. After creating a username and password (one username and password per agency), applicants may begin work on their applications. ZoomGrants automatically saves work and applicants may log off and log on again at any time and from any computer to continue working on their applications. Applications will be locked for editing at 5:00 p.m. on the deadline listed in the NOFA Cover page. Click "Submit" to submit applications.

Caution: When applications are submitted, ZoomGrants will perform a cursory review to assure that all questions were answered and will provide a warning notice for applications with incomplete responses. Applicants may correct errors up until 5:00 p.m. on the application deadline listed in the NOFA Schedule.

Applicants are strongly encouraged to submit applications in advance of the deadline to allow time to correct errors. Note that ZoomGrants only checks for empty fields and acceptance of an application by ZoomGrants does not ensure that the application is complete. In addition to checking that all responses are complete, check that all required documents have been uploaded.

The application in ZoomGrants including all required attachments must be submitted by **November 16, 2018, 5:00p.m.**

## **LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

During the application process, ZoomGrants staff are available to provide technical assistance. Contact ZoomGrants technical staff by using the contact information listed on the ZoomGrants website. Staff are available Monday - Friday 7:00 a.m. - 4:00 p.m. Pacific Standard Time. Helpful tools also are available on the website. When ready to begin the application(s), go to HCD website and click on the link to the application. Complete one application for each funding source in which you are applying.

### **10. Required Attachments**

Applicants should note that all documentation is subject to the Freedom of Information Act and will be reviewed for potential award by community members. Upon award, recipients and sub-recipients will be asked to provide proof of insurance with coverage of the County of Santa Barbara as additionally insured.

Required Attachments for Non-Profit Agencies include:

- Articles of Incorporation and By Laws,
- Tax Exemption Letter for all sub-recipients that have tax exempt status,
- Org Chart,
- Board of Directors Roster,
- Conflict of Interest Statement,
- Most Recent Audited Financial Statements,
- IRS Form W-9,
- IRS Form 990,
- Agency Budget or Financial Plan,
- Application Certification, and
- **Completed Project Budget Workbook**

Required Attachments for a for-profit organization include:

- Articles of Incorporation and By Laws,
- Org Chart,
- Board of Directors Roster,
- Conflict of Interest Statement,
- Most Recent Audited Financial Statements,
- IRS Form W-9,
- Most Recent Tax Return,
- Agency Budget or Financial Plan,
- Application Certification, and
- **Completed Project Budget Workbook**

Required Attachment for units of local government include:

- Tax Exemption Letter if applicable to any sub-recipients,
- Application Certification,
- IRS Form W-9 (not applicable for county departments), and
- **Completed Project Budget Workbook**

For more information, contact:

Kimberlee Albers, Homeless Assistance Program Manager

Email: [kalbers@co.santa-barbara.ca.us](mailto:kalbers@co.santa-barbara.ca.us) Phone: (805) 560-1090

## Section VII B: Homeless Emergency Aid Program (HEAP) Capital Projects

### 1. Introduction

Capital housing projects must meet all HEAP requirements outlined in Section VII including, but not limited to utilizing the Coordinated Entry System (CES) for placements and the Homeless Management Information System (HMIS). The local Continuum of Care has prioritized acquisition of temporary or permanent housing units for HEAP funding. HEAP can be used to create permanent housing opportunities for individuals and families experiencing homelessness most effectively when leveraging multiple funding sources to provide services, operations, subsidies, and development.

### 2. Objective and Eligible Uses

HEAP funding is designed to provide immediate emergency assistance to people experiencing homelessness or at imminent risk of homelessness.

Capital eligible uses include:

- Rehabilitation
- Acquisition & Other Predevelopment Costs
  - i.e. site control, engineering studies, architectural plans, and site preparation;
- Gap financing for projects in pipeline (due to lease up by June 30, 2021)
  - i.e. acquisition and rehabilitation of motels or other buildings;
- 15-Year Capitalized Services Reserve

Administrative costs are not an eligible activity for applicants. This does not include staff costs directly related to carrying out program activities.

### 3. Capital Housing Project Requirements

Capital housing developments, including new construction, acquisition, and rehabilitation projects, will be subject to a County HEAP Sub-recipient Agreement and Loan Agreement, which will restrict use, tenant income level, and rent affordability of the proposed project for a set period of time. The project must adhere to these restrictions and be used to assist homeless persons for a minimum of 15 years. In addition, projects must comply with displacement, relocation, and acquisition regulations outlined in 24 CFR 578.53, if applicable.

HEAP Capital funds will be awarded in the form of a forgivable, zero interest loan. If the borrower remains compliant with the terms of the Sub-recipient Agreement, as determined by the County, for the fifteen (15) year term of the loan, then the principal amount of the loan will be forgiven.

Tenants in HEAP funded permanent supportive housing (PSH) or transitional housing (TH) developments are required to pay a portion of their income toward rent. In PSH and TH projects, the tenant's monthly rent responsibility cannot exceed the highest of:

- 30% of 1/12 of the household's adjusted, gross annual income; or
- 10% of the household's gross monthly income; or
- The portion of assistance payments specifically designated by the public welfare agency to meet the household's housing costs.

At the time of the initial lease, tenants must be at or below 30% Area Median Income (AMI), which, in 2018, for a one person household in Santa Barbara County is \$21,100.

Property owners or their agents will be required to recertify tenant income using [24 CFR 5.609](#) (commonly known as Part 5) on a consistent basis to ensure rent compliance. The property and tenant files will be monitored by County HCD staff annually to assure continued compliance with the HEAP Sub-Recipient Agreement, specifically with regard to tenant income, rent limits, and HQS property standards for the duration of the loan period. Properties used for HEAP funded master leasing agreements will also be monitored for tenant income, rent limits and HQS property standards for the duration of the sub-recipient Agreement with the County.

#### **4. Additional Application and Review Process - HEAP Funding Only**

The application process outlined in Section VII A must also be followed for all capital projects. If the project includes acquisition and/or rehabilitation for housing **and** the project is solely HEAP funded, the initial HEAP application in ZoomGrants will be reviewed by the Continuum of Care Rank and Review (R&R) Committee. If the R&R Committee includes the project in the funding recommendations and the CoC Board approves, applications will be preliminarily reviewed by County HCD staff for basic project readiness and feasibility, and the applicant will then be asked to complete a Housing Development Application (sample included in Library in ZoomGrants and herein as Exhibit B). The project will be evaluated by the County Capital Loan Committee on the meeting date noted in this NOFA for financial and technical feasibility. If the Capital Loan Committee determines the capital project to be viable, County HCD will work with the applicant to advance the project and develop appropriate Loan and Regulatory documents. All agreements are subject to approval by the County Board of Supervisors.

#### **5. Capital Projects for Housing Development Using Multiple Funding Sources including Low Income Housing Tax Credits**

Developers considering acquisition, rehabilitation, and/or new construction with HEAP and other County funding, such as CDBG, HOME, In-Lieu, must complete two steps. Applicants submit a HEAP application for CoC Rank and Review in ZoomGrants **and** submit a Letter of Intent (LOI) to apply by the County's CDBG/HOME/In-Lieu NOFA application deadline if they anticipate that they will apply for Other County Funding within the next year.

Include the following in Letters of Intent to apply for housing development funds:

- Applicant name, organization, address and contact information
- Location of proposed project
- Whether acquisition/rehab and/or new construction
- Type of project (rental/for-sale/mixed-use) and number of total units
- Proposed income and rent restrictions and special populations to be served, if applicable, e.g. seniors, homeless, etc.
- Preliminary Sources and Uses (include all funding sources and amount of anticipated County funds)
- Status of project (site control, zoning, planned application date for tax credits, funding sources committed, etc.)

HEAP Capital Development projects selected by the CoC Rank and Review Committee that are part of a larger project will be first reviewed by County HCD staff for basic 'project readiness' detailed below. HEAP Capital Development projects will then be reviewed by the County's Capital Loan Committee for viability. The Capital Loan Committee may concur with CoC /staff recommendations for funding or make other recommendations.

Recommendations will then be forwarded to the County Board of Supervisors (BOS) for consideration of final funding awards.

The County does not make funding commitments (with a BOS executed agreement) until all funding sources are committed to a project.

Project considerations include:

- Percent of County funds to total project costs
- Project budget and status of financing commitments
- Project readiness and timeline
- Applicant capacity and experience in managing construction projects
- Organizational and project financial capacity
- Commitment to comply with federal regulations, including income-qualifying beneficiaries per 24 CFR Part 5, compliance with the Davis-Bacon and Related Acts, and other federal and County requirements
- Property management experience and compliance with federal regulations
- Review of project's Sources and Uses, and projected operating proforma

For more information, contact:

Jett Black-Maertz, Sr. Housing Program Specialist

[jblack@co.santa-barbara.ca.us](mailto:jblack@co.santa-barbara.ca.us)

(805) 568-3503

## Section VIII: California Emergency Solutions and Housing Program (CESH)

### 1. Introduction

The California Department of Housing and Community Development, through the California Emergency Solutions and Housing Program (CESH), has made funding available to provide grants to administrative entities to assist persons who are currently experiencing homelessness or are at risk of homelessness. The County of Santa Barbara Housing and Community Development Division (County HCD) is the local administrative entity for CESH. CESH funding is working in partnership with the Homeless Emergency Aid Program to address homelessness through new state funding resources.

### 2. Objective and Eligible Uses

In coordination with the Santa Maria/Santa Barbara County Continuum of Care (CoC) and local stakeholders, the 1<sup>st</sup> round of CESH funding is being prioritized for systems support and homelessness prevention (HP) assistance. CESH will provide systems support for an annual PIT count, HMIS staffing for new programs, user training, and end user software fees for the local CoC. HP will provide assistance to individuals and families at risk of homelessness aligned with California's Housing First policy (CCR Title 25, 8409(b), WIC Div. 8 Ch. 6.5 Sec. 8255(b)). Administrative costs are not an eligible activity for applicants.

For the purposes of CESH, the State has included homelessness prevention (HP) as part of operating support for emergency housing interventions and described HP activities in compliance with 24 CFR 576.103, 24 CFR 576.106, and other necessary service integration activities such as those described in 24 CFR 576.105, to connect individuals and families to alternate housing arrangements, services, and financial assistance as necessary to preserve housing.

### 3. Coordinated Entry System (CES)

The CoC implemented the Coordinated Entry System (CES) in January, 2018 after months of community-wide planning. HP services will work in collaboration and coordination with CES to ensure families most at risk of homelessness will be served and avoid duplication of services and assistance. Learn more about the Coordinated Entry System and how it may impact the project participants at [Home for Good](#).

### 4. Homeless Management Information Systems

All applicants receiving CESH funds must participate in the Homeless Management Information Systems (HMIS). The system requires data collection and reporting. HMIS operates with limited data sharing – referred to as an open HMIS system. Program participants sign a release of information (ROI) and provide universal data elements to the system. HMIS participating agencies can view these universal data elements even if this data is entered by another agency. If a client does not sign the ROI, data is collected but is not viewable outside the HMIS Lead Agency (County HCD) and the agency entering data. To learn more about HMIS requirements, please view [HMIS User Central](#).

### 5. Funding Available

CESH funding in the amount of **\$365,898** is being allocated for homelessness prevention activities for a suggested grant period of three years. CESH can serve households at risk of homelessness and therefore most appropriate for HP. Applicants are encouraged to apply for CESH for HP in connection with Rapid Re-Housing type of activities under HEAP to coordinate resources.

## 5.1 Grant Amounts

The minimum request amount per application is \$50,000. Project budgets will be detailed in a budget workbook found in the ZoomGrants Library and uploaded as a required attachment.

## 5.2 Grant Terms

The initial suggested grant term is 3 years with an anticipated start date of January 1, 2019. Budgets should reflect the entire grant period. Eligible costs will be invoiced to County HCD on at least a quarterly basis for reimbursement. No matching funds are required.

## 6. Program Requirements

### 6.1 CA Emergency Solutions and Housing Program Requirements

The use of CESH funds is governed by policies set by the State of California Housing and Community Development Dept. To learn more about SB 2 the Building and Jobs Act and the CESH program access [CA Emergency Solutions and Housing Program Webpage](#).

### 6.2 Eligible Applicants

Eligible applicants are private non-profit organizations, for profit corporations, and units of general purpose local government defined in 24 CFR §576.2.

### 6.3 Eligible Populations

The minimum eligibility criteria for HP participants is to meet the definition of at risk of homelessness or imminent risk of homelessness (24 CFR 578.3). HP financial assistance and services will be coordinated with the CoC through the CES to avoid duplication of assistance and to ensure households most likely to become homeless if not for the prevention assistance are served.

### 6.4 Eligible Costs

Eligible costs are described in 24 CFR 576.103, 24 CFR 576.105, and 24 CFR 576.106. The CoC plans to update local Written Standards to include homelessness prevention prior to sub-recipient agreements being executed. The County is allocating the maximum allowable by the State of CA of 40% of first round CESH funds to be used for operating support for emergency housing interventions in order to fund homelessness prevention.

Administrative costs are not an eligible activity for sub-recipients. This does not include staff costs directly related to carrying out program activities.

## California's Housing First Policy – Core Practices and Core Components

The project must provide eligible activities in a manner consistent with the Housing First practices described in California Code of Regulations, title 25, section 8409, subdivision (b)(1)-(6). Sub-recipient allocated funds for eligible activities that provide permanent housing shall incorporate the core components of Housing First, as provided in Welfare and Institutions Code Div. 8, Ch. 6.5 Section 8255, subdivision (b). Housing First is an evidence-based model that uses housing as a tool, rather than a reward, for recovery and that centers on providing or connecting homeless people to permanent housing as quickly as possible. Under the Housing First model, services are offered as needed, requested on a voluntary basis and do not make housing contingent on participation in services.



## 6.4 Written Standards

The CoC has set Written Standards for service. All selected applicants will need to comply with the CoC Written Standards. The CoC plans to update the Written Standards to include HP assistance and services prior to CESH sub-recipient agreements being finalized.

## 6.5 Continuum of Care Participation

All sub-recipients of CESH funding are to become members of the CoC. From the approved governance charter (Article IV C. 1.) of the CoC, all members shall demonstrate a professional interest in or personal commitment to addressing and alleviating the impacts of homelessness on individuals experiencing homelessness, and on the community at large. The membership commitment may include, but is not limited to participation in the following:

- Attending CoC meetings;
- Reporting to/seeking input from constituencies on key issues and strategies;
- Remaining informed of and communicating needs and gaps;
- Remaining informed of local, state, federal, and private proposals for funding;
- Contributing to informed dialogue on action undertaken by the group;
- Serving on a CoC Standing Committee;
- Participating in administration of the biennial Point in Time (PIT) Count;
- Sharing aggregate outcome and performance data on the successes and challenges of people who are experiencing or have experienced homelessness;
- Engaging in the regular review of data to ensure that high levels of data quality and completeness are maintained;
- Providing input in the development of strategies and action plans to reduce and end homelessness;
- Participating in advocacy and public education efforts.

## 6.6 Addenda to this NOFA

Revisions to this NOFA or timeline will be posted to HCD's webpage at: [County HCD Webpage](#)

## 7. Method of Evaluation

### 7.1 County HCD Threshold Evaluation

Applications will be reviewed by County HCD for completeness and to verify compliance with the following requirements:

- Serves homeless persons at risk or those at imminent risk of homelessness as defined in 24 CFR 578.3,
- Alignment with California's Housing First Policy,
- Participation in the Homeless Management Information System, and
- Participation in the Coordinated Entry System

### 7.2 Continuum of Care Review and Rank Committee

Applications will be evaluated by the CoC Review and Rank (R&R) Committee based on the criteria below. Applicants may be called or asked to attend an interview on November 28, 2018 to answer questions from the panel regarding the proposed activity.

- Applicant Capacity,
- Financial Feasibility, Sustainability and Capacity,
- Need,

- Performance, and
- Geographic Coverage Area

Instructions will be provided to the R&R Committee to ensure residents at high risk of becoming homeless across Santa Barbara County have access to homelessness prevention funding. The area where services are provided may be considered in funding recommendations.

The R&R Committee will make funding recommendations for CESH. The recommendations are subject to approval and execution of sub-recipient agreements by the County Board of Supervisors tentatively scheduled for a January, 2019 agenda. Timelines are subject to change.

## 8. Application

Applications are accepted electronically via ZoomGrants only. Access to the applications is posted at [County HCD Webpage](#). Click on the ZoomGrants link to go directly to the application(s) you plan to apply for. Applications cannot be accessed from the ZoomGrants website; access is provided only via the link on the County website. Once on the ZoomGrants site, applicants will have access to instructional videos. After creating a username and password (one username and password per agency), applicants may begin work on their applications. ZoomGrants automatically saves work and applicants may log off and log on again at any time and from any computer to continue working on their applications. Applications will be locked for editing at 5:00 p.m. on the deadline listed in the NOFA Cover page. Click "Submit" to submit applications.

Caution: When applications are submitted, ZoomGrants will perform a cursory review to assure that all questions were answered and will provide a warning notice for applications with incomplete responses. Applicants may correct errors up until 5:00 p.m. on the application deadline listed in the NOFA Schedule.

Applicants are strongly encouraged to submit applications in advance of the deadline to allow time to correct errors. Note that ZoomGrants only checks for empty fields and acceptance of an application by ZoomGrants does not ensure that the application is complete. In addition to checking that all responses are complete, check that all required documents have been uploaded.

The application in Zoom Grants including all required attachments must be submitted by **November 16, 2018, 5:00p.m.**

### **LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

During the application process, ZoomGrants staff are available to provide technical assistance. Contact ZoomGrants technical staff by using the contact information listed on the ZoomGrants website. Staff are available Monday - Friday 7:00 a.m. - 4:00 p.m. Pacific Standard Time. Helpful tools also are available on the website.

When ready to begin the application(s), go to HCD website and click on the link to the application. Complete one application for each funding source in which you are applying.

## 9. Required Attachments

Applicants should note that all documentation is subject to the Freedom of Information Act and will be reviewed for potential award by community members. Upon award, recipients and sub-recipients will be asked to provide proof of insurance including covering the County of Santa Barbara as additionally insured.

Required Attachments for Non-Profit Agencies include:

- Articles of Incorporation and By Laws,
- Tax Exemption Letter for all sub-recipients that have tax exempt status,
- Org Chart,
- Board of Directors Roster,
- Conflict of Interest Statement,

- Most Recent Audited Financial Statements,
- IRS Form W-9,
- IRS Form 990,
- Agency Budget or Financial Plan
- Application Certification, and
- **Completed Project Budget Workbook**

Required Attachments for a for-profit organization include:

- Articles of Incorporation and By Laws,
- Org Chart,
- Board of Directors Roster,
- Conflict of Interest Statement,
- Most Recent Audited Financial Statements,
- IRS Form W-9,
- Most Recent Tax Return,
- Agency Budget or Financial Plan
- Application Certification, and
- **Completed Project Budget Workbook**

Required Attachment for units of local government include:

- Tax Exemption Letter if applicable to any sub-recipients
- Application Certification
- IRS Form W-9 (not applicable for county departments), and
- **Completed Project Budget Workbook**

For more information, contact:

Kimberlee Albers, Homeless Assistance Program Manager

Email: [kalbers@co.santa-barbara.ca.us](mailto:kalbers@co.santa-barbara.ca.us) Phone: (805) 560-1090

## Section IX A: Community Corrections Partnership (CCP)

### 1. Introduction

In an effort to address overcrowding in California’s prison system and assist in alleviating the State’s financial crisis at the time, The Public Safety Realignment Act (Assembly Bill 109 {AB109}) was signed into law in 2011. This bill introduced the concept of a local Community Corrections Partnership (CCP) comprised of justice partner agencies and other local stakeholders charged with the responsibility of the implementation of a local Realignment Plan that is based on data-driven, evidence-based practices with equal emphasis on treatment, supervision, and jail population management. Additionally, the local planning efforts are required to adequately achieve the goals of “justice reinvestment,” which includes implementing strategies that increase public safety. On October 12, 2018, the Santa Barbara County Community Corrections Partnership (CCP) approved \$2,450,000 in funding for supportive housing for justice involved individuals reentering the community following a period of incarceration. The primary goal is to increase housing access for this population.

### 2. Objective and Eligible Uses

CCP funding will provide supportive housing to high- and medium-risk justice involved individuals who have struggled with housing stability and homelessness. Applicants are encouraged to consider uses of all funding sources in the combined NOFA to maximize effectiveness of a CCP supportive housing project.

Under this section, the County has identified supportive housing models that include, but are not limited to:

- **Transitional Housing/Rapid Re-Housing**
  - This joint housing component allows for discharge from an institution into a supportive environment while income and/or employment are identified for transition to permanent housing.
- **Rapid Re-Housing**
  - Provides short and medium term rental assistance (up to 24 months) with housing-based services to transition participants into housing as quickly as possible. Under this program the participant is the lease holder with all the rights and responsibilities of being a tenant.
- **Master Leasing**
  - Community based provider leases dedicated housing units or a large home from a property owner and subleases to participants, or operates for the benefit of participants.
- **Sober Living Environments (Transitional Housing) with Case Management Services**
  - Room and Board with services including evidence based interventions with an emphasis on employment or other income development.

### 3. Supportive Services

Housing providers must provide supportive services to residents. Examples of supportive services include:

Case Management	Employment and Education Services
Recovery Support	Life Skills Training
NA/AA	Housing Navigation
Transportation	Housing Stabilization

All participants are to be assigned a case manager who will develop an individualized service plan (ISP) with the participant, containing goals and associated timelines, and provide the needed support to achieve the stated

outcomes. Research asserts that measurable decreases in recidivism and significant cost savings can be realized when evidence-based and research-based programs are utilized in the provision of services. Evidence-based programs, proven practices, and/or best practices aimed at reducing recidivism are part of supportive services. Examples of evidence based practices that have proven effective with justice involved individuals include but are not limited to:

- Motivational Interviewing;
- Moral Reconciliation Therapy;
- Aggression Replacement Training;
- Trauma-informed cognitive-based interventions such as Seeking Safety.

Supportive Services and Service Plans must:

- Reduce recidivism;
- Help participants quickly identify and resolve barriers to obtaining and maintaining housing;
- Connect participants to appropriate support and services available in the community that foster long-term housing stability;
- Use a standard assessment to determine type, duration, and amount of assistance offered and identify the availability of other resources or support systems to resolve housing challenges; and
- Foster self-sufficiency for independent living.

## **4. Funding Available**

CCP has approximately \$700,000 in funding available for two year pilot supportive housing projects. Approval by the CCP and Board of Supervisors as well as the execution of sub-recipient agreements are required for receipt of funds. Contracts have an anticipated start date of May 2019. Funding will be distributed on a cost reimbursement basis. Invoices must be submitted to the County no less than quarterly.

### **4.1 Grant Amounts**

The county has set a minimum application amount of \$100,000. Project budgets will be detailed in a budget workbook that will be emailed to applicants that attend the applicant training on November 15. A completed budget workbook will be a required application attachment.

### **4.2 Grant Terms**

CCP funds will be awarded in the form of a forgivable, zero interest loan. If the borrower remains compliant with the terms of the Sub-recipient Agreement, as determined by the County, for the fifteen (15) year term of the loan, then the principal amount of the loan will be forgiven.

The grant term is 24 months with estimated start and end dates of May 1, 2019 to April 30, 2021. Budgets should reflect the entire grant period. Eligible costs will be invoiced to County HCD on at least a quarterly basis for reimbursement.

## **5. Program Requirements**

### **5.1 Community Corrections Partnership Supportive Housing Program Requirements**

Grantees will be required to participate in monthly meetings with County HCD and the Probation Department to align services, discuss challenges, and further develop quality programs. Trainings in evidence based practices may be required of recipients of CCP funding.

## 5.2 Eligible Applicants

Eligible applicants are private non-profit organizations, for profit corporations, and units of general purpose local government.

## 5.3 Eligible Populations

All program participants must be directly referred by the Santa Barbara County Probation Department. Participants will have been assessed to identify housing barriers and likelihood to recidivate. The target populations should include individual at medium- to high-risk of recidivism. Areas of vulnerability will likely include, but not be limited to:

- Mild to moderate mental health challenges;
- Substance abuse challenges;
- Re-entry after lengthy incarceration; and
- No natural supports available for housing assistance.

## 5.4 Reporting and Tracking of Services

Data collecting and reporting will allow for accurately reflecting outcomes and performance. Sub-recipients will need to complete monthly reports that will be determined prospectively based on the design of the supportive housing model. Applicants are encouraged to provide reporting variables they will be tracking in their applications. Data elements to be reported would include, but are not limited to:

- Number of individuals served;
- Types of services provided;
- Employment data;
- Number of participant ISP's developed *and* number successfully completed;
- Number of participants who left the program and reasons for leaving;
- Other data elements as requested.

## 5.5 Eligible Costs

County HCD is using the federal regulations below to provide applicants with guidelines for eligible costs. Eligible costs are described by component type. If an activity is not described as an eligible expense, but assists in serving the target population and diverting them from the criminal justice system, applicants must obtain express written consent from County HCD prior to use of program funds.

Component Type	Regulation	Component Type	Regulation
Temporary Shelter/ Navigation Centers	<a href="#">24 CFR 576.102</a>	Housing Location/ Stabilization Services	<a href="#">24 CFR 576.105</a>
Transitional Housing	<a href="#">24 CFR 578.49,55,53</a>	Rental Assistance	<a href="#">24 CFR 576.106</a>
Leasing	<a href="#">24 CFR 578.49</a>	Housing Search and Placement	<a href="#">24 CFR 576.105(1)</a>
		Rehabilitation	<a href="#">24 CFR 578.45</a>

Rent Reasonableness will be the standard for rent payments in a Rapid Re-Housing model. Sub-recipients should have a procedure in place to ensure that compliance with rent reasonableness standards is documented prior to a executing the lease for an assisted unit. Security deposit payments up to twice the amount of the monthly rent are allowed. The amount of rent a participant can sustain long term should be a factor when assisting a participant in choosing a rental unit. Shared housing is allowed and encouraged to address affordability.

## **5.6 Santa Barbara County Realignment Plan**

Projects shall operate in a manner consistent with the goals of the Public Safety Realignment Plan. A copy of the plan can be accessed by clicking [HERE](#).

### **Realignment Plan Goals**

1. Enhance public safety by reducing recidivism;
2. Enhance the use of alternative detention (pre and post sentence) for appropriate offenders;
3. Provide for successful reentry of offenders back into the community;
4. Coordinate efforts to eliminate duplication, increase efficiencies and promote best practices.

## **5.7 Statement of Non-Award**

At the sole discretion of the County, a determination may be made to not award funds from this Notice of Funding Availability. If this circumstance occurs, the housing sub-committee, County HCD, and CCP members will work with potential housing providers to provide education and training on supportive housing models and evidence-based practices and re-issue a request for proposals in Spring 2019.

## **5.8 Insurance Requirements**

Upon award, recipients and sub-recipients will be asked to provide proof of insurance with coverage of the County of Santa Barbara as additionally insured.

# **6. Method of Evaluation**

## **6.1 Threshold Evaluation**

Applications will be evaluated by County HCD for the following:

- Experience working with offenders;
- Alignment with County Realignment Plan;
- Knowledge of supportive housing models and evidenced-based practices;
- Complete proposals.

## **6.2 CCP Review Committee**

Applications will be evaluated by a Review Committee based on the criteria below

- Applicant/Financial Experience and Capacity;
- Project Design and Approach;
- Cost Effectiveness;
- Financial Capacity, Feasibility and Sustainability;
- Need;

- Performance;
- Coordination and Collaboration.

Please refer to the chart at the end of this document for a more detailed list of evaluation components.

Applicants may be called or asked to attend an interview to answer questions from the panel regarding the proposed activity.

The Review Committee will make a recommendation to non-conflicted CCP Voting Members, who will approve the recommendations. Capital housing projects (see section IX-B) will be asked to provide greater detail and complete a detailed housing application for technical review by County HCD. The County Board of Supervisors will review sub-recipient agreements for approval. Timelines are subject to change.

### 6.3 Addenda to this NOFA

Revisions to this NOFA or timeline will be posted to HCD's webpage at: [County HCD Webpage](#).

## 7. Application

Applicant Training Workshop  
3 – 4 p.m.  
Thursday, November 15  
Planning Commission Hearing Room  
123 E. Anapamu St.  
Santa Barbara, CA  
RSVP to [jkelly@co.santa-barbara .ca.us](mailto:jkelly@co.santa-barbara.ca.us)

Applications will be available on-line to download at <http://www.countyofsb.org/housing> on Friday, November 9<sup>th</sup>. Resources available to assist applicants with completing the application will be provided to participants at the applicant training workshop.

Applicants are responsible for ensuring that all required materials listed below are submitted by the deadline identified in this NOFA and in the format described in this section.

- One (1) complete original, wet-signature application that includes all required attachments;
- Nine (9) copies of the following documents and attachments printed double-sided:
  - **Application Form;**
  - **Articles of Incorporation and By Laws;**
  - **Tax Exemption Letter for all sub-recipients that have tax exempt status;**
  - **Org Chart;**
  - **Board of Directors Roster;**
  - **Conflict of Interest Statement;**
  - **Most Recent Audited Financial Statements;**
  - **IRS Form W-9;**
  - **IRS Form 990;**
  - **Agency Budget or Financial Plan;**
  - **Application Certification; and**
  - **Completed Project Budget Workbook**



Applicants should note that all documentation is subject to the Freedom of Information Act and will be reviewed for potential award by community members. Upon award, recipients and sub-recipients will be asked to provide proof of insurance with coverage of the County of Santa Barbara as additionally insured.

The electronic copy of the complete application, including all required attachments must be submitted via email to [kalbers@co.santa-barbara.ca.us](mailto:kalbers@co.santa-barbara.ca.us) no later than **5:00pm on January 11, 2019.**

The original application and nine (9) printed copies must be *received* at the address below by **5:00 pm on January 11, 2019.** Post-marked applications will not be accepted.

County of Santa Barbara  
Community Services Department, Housing and Community Development Division  
Attn: Miriam Moreno  
123 E. Anapamu St., Second Floor  
Santa Barbara, CA 93101

The original application and printed copies should be paper-clipped on the top left corner and submitted to the address above. Please do not staple.

For more information, contact:  
Kimberlee Albers, Homeless Assistance Program Manager  
Email: [kalbers@co.santa-barbara.ca.us](mailto:kalbers@co.santa-barbara.ca.us) Phone: (805) 560-1090

## Section IX B: Community Corrections Partnership (CCP) Capital Housing Projects

### 1. Introduction

Capital housing projects must meet all CCP requirements outlined in Section IX A. Applicants must consider leveraging multiple funding sources to provide services, operations, subsidies, and development to make a housing project feasible. Applicants are encouraged to consider uses of all funding sources in the combined NOFA to maximize effectiveness of the CCP supportive housing development project.

### 2. Objective and Eligible Uses

CCP funding is designed to provide housing opportunities to medium to high risk justice involved individuals who have a history of housing instability or homelessness.

Capital eligible uses include:

- Rehabilitation;
- Acquisition & Other Predevelopment Costs;
  - i.e. site control, engineering studies, architectural plans, and site preparation
- Gap financing for projects ;
  - i.e. acquisition and rehabilitation of motels or other buildings

### 3. Funding Available

The CCP has made \$1.5 million dollars available for a “brick and mortar” housing development project(s). In addition, up to \$150,000 in annual operations costs can be included in a Brick and Mortar proposal.

### 4. Capital Housing Project Requirements

Capital housing developments, including new construction, acquisition, and rehabilitation projects, will be subject to a CCP Sub-recipient Agreement and Loan Agreement, which will restrict use, tenant income level, and rent affordability of the proposed project for a set period of time. The project must adhere to these restrictions and be used to assist referred participants for a minimum of 15 years. In addition, projects must comply with displacement, relocation, and acquisition regulations, if applicable.

CCP Capital funds will be awarded in the form of a forgivable, zero interest loan. If the borrower remains compliant with the terms of the Sub-recipient Agreement, as determined by the County, for the fifteen (15) year term of the loan, then the principal amount of the loan will be forgiven.

Tenants in CCP funded permanent supportive housing (PSH) or transitional housing (TH) developments are required to pay a portion of their income toward rent. In PSH and TH projects, the tenant’s monthly rent responsibility cannot exceed the highest of:

- 30% of 1/12 of the household’s adjusted, gross annual income; or
- 10% of the household’s gross monthly income; or
- The portion of assistance payments specifically designated by the public welfare agency to meet the household’s housing costs.

At the time of the initial lease, tenants must be at or below 30% Area Median Income (AMI), which, in 2018, for a one person household in Santa Barbara County is \$21,100.

Property owners or their agents will be required to recertify tenant income using [24 CFR 5.609](#) (commonly known as Part 5) on a consistent basis to ensure rent compliance. The property and tenant files will be monitored by County HCD staff annually to assure continued compliance with the CCP Sub-Recipient Agreement, specifically with regard to tenant income, rent limits, and HQS property standards for the duration of the loan period.

## 5. Additional Application and Review Process - CCP Funding Only

Applications (as described in Section IXA) for acquisition and/or rehabilitation for housing that are solely CCP funded, the project will be reviewed by County HCD staff for basic project readiness and feasibility and then presented to a review panel of CCP members. If recommended for funding the applicant will be asked to complete a Housing Development Application (sample included in combined NOFA herein as Exhibit B). County HCD will work with the applicant and the Probation Department to advance the project to the full Community Correction Partnership and Board of Supervisors for approvals. Once all approvals have been obtained, the applicant will work with County HCD and/or the appropriate county department to develop appropriate Loan and Regulatory documents. All agreements are subject to approval by the County Board of Supervisors.

## 6. Capital Projects for Housing Development Using Multiple Funding Sources including Low Income Housing Tax Credits

Applications for housing development (acquisition, new construction and/or rehabilitation) funds, including CCP, HOME and In-lieu will be accepted in a phased process.

- Owners/Developers of proposed projects that wish to apply for CCP funds at any time in 2019, must first **submit a Letter of Intent (LOI) to apply by the November 16, 2019** deadline. All developers considering a development project are encouraged to submit an LOI.

Apply by submitting a LOI, using the format provided later in this section, to [kalbers@co.santa-barbara.ca.us](mailto:kalbers@co.santa-barbara.ca.us). Enter "CCP Capital Housing Project" in the subject line.

- Tax Credit Projects: Projects for which applications will be submitted to the State for low-income housing tax credits in the first funding round for 9% credits, or by June 30, 2019 for 4% credits must submit a completed Housing Development application by the **January 11, 2019** deadline in this NOFA. Those projects will be reviewed by the County's Capital Loan Committee on the meeting date noted in this NOFA. The County will determine application deadlines for other LIHTC projects once the State publishes its 2019 application schedule. A sample of the application for all housing development projects is included herein as Exhibit B.
- Projects without tax credit equity and homeownership units: LOIs will be reviewed and, depending on the timeline of the project, full Housing Development applications will need to be submitted at a determined time. Contact HCD for more information. Contact information is provided at the end of this document.

Include the following in Letters of Intent to apply for funds:

- Applicant name, organization, address and contact information;
- Location of proposed project;

- Whether acquisition/rehab and/or new construction;
- Type of project (rental/for-sale/mixed-use) and number of total units;
- Proposed income and rent restrictions and special populations to be served, if applicable, e.g. seniors, homeless, etc.;
- Preliminary Sources and Uses (include all funding sources and amount of anticipated County funds);
- Status of project (site control, zoning, planned application date for tax credits, funding sources committed, etc.).

Submitting a LOI does not guarantee an award of, or priority for, funds and a full application will be required.

Applications are reviewed and underwritten by HCD staff and reviewed by the County's Capital Loan Committee. The Capital Loan Committee may concur with staff recommendations for funding, or make other recommendations. Recommendations then are forwarded to the Community Corrections Partnership and ultimately the County Board of Supervisors for consideration of final funding awards.

Funding may be provisionally committed via "reservation," which will earmark funds for a specific project for a specific time period when the applicant plans to apply for LIHTC for the project. The County does not make commitments (executed agreement) until all funding sources are committed and, if applicable; an allocation of LIHTC has been awarded by the State.

Project considerations include:

- Amount of request and percent of County funds to total project costs
- Project budget and status of financing commitments
- Project readiness<sup>5</sup> and timeline
- Population to be served
- Program meets a community need
- Applicant capacity and experience in managing construction projects
- Organizational and project financial capacity
- Commitment to comply with federal regulations, including income-qualifying beneficiaries per 24 CFR Part 5, compliance with the Davis-Bacon and Related Acts, and other federal and County requirements
- Property management experience and compliance with federal regulations
- Review of project's Sources and Uses, and projected operating proforma

---

<sup>5</sup> Examples of project readiness include: site control, all financing committed, available plans, specifications, drawings, and maps, meets current zoning, site plan review completed, permit readiness, etc.

## County Contact Information

Division of Housing and Community Development  
123 E. Anapamu St, Suite 202, Santa Barbara, CA 93101  
Business hours: Monday – Friday, 8:00 A.M. – 5:00 P.M.

Director: George Chapjian  
Deputy Director, HCD: Dinah Lockhart

### Staff Contacts:

#### **Community Development Block Grant (CDBG)**

- ✓ Public Services
- ✓ Capital Projects
- ✓ Micro-Enterprise
- ✓ Waiver for Disaster Relief

Matt Kropke  
Senior Housing Program Specialist  
Email: [mkropke@co.santa-barbara.ca.us](mailto:mkropke@co.santa-barbara.ca.us)  
Phone: (805) 568-3533

#### **Housing Development**

- ✓ HOME Investment Partnerships Program
- ✓ Inclusionary Housing In-Lieu fees
- ✓ California No Place Like Home (NPLH)

Laurie Baker  
Grants and Program Manager  
Email: [lbaker@co.santa-barbara.ca.us](mailto:lbaker@co.santa-barbara.ca.us)  
Phone: (805) 568-3521

#### **Homeless Programs**

- ✓ California Homeless Emergency Aid Program (HEAP)
- ✓ California Emergency Solutions and Housing (CESH)
- ✓ Community Corrections Partnership Housing (CCP)

Kimberlee Albers  
Homeless Assistance Programs Mgr.  
Email: [kalbers@co.santa-barbara.ca.us](mailto:kalbers@co.santa-barbara.ca.us)  
Phone: (805) 560-1090

---

NOFA information will be posted on the County's HCD website at [www.countyofsb.org/housing](http://www.countyofsb.org/housing) . Please check the website often for updated information and any NOFA Addendums.

## Other County Jurisdictions' Funding Opportunities

The Cities of Santa Barbara, Goleta, Lompoc and Santa Maria each receive a direct allocation of CDBG funds from HUD and each city issues its own NOFA. Please contact the cities directly for more information.

### **Santa Barbara**

Website: [www.santabarbaraca.gov/services/hhs/cdbg](http://www.santabarbaraca.gov/services/hhs/cdbg)

Contact: Elizabeth Stotts

Phone: (805) 564-5461

Email: [estotts@SantaBarbaraCA.gov](mailto:estotts@SantaBarbaraCA.gov)

### **Goleta**

Website:

<http://www.cityofgoleta.org/city-hall/neighborhood-services-and-public-safety/neighborhood-services/community-development-block-grant-program>

Contact: Victor Dowbusz

Phone: (805) 690-5126

Email: [vdowbusz@cityofgoleta.org](mailto:vdowbusz@cityofgoleta.org)

### **Lompoc**

Website: [www.cityoflompoc.com/comdev/](http://www.cityoflompoc.com/comdev/)

Contact: Christie Alarcon

Phone (805) 875-8245

Email: [c\\_alarcon@ci.lompoc.ca.us](mailto:c_alarcon@ci.lompoc.ca.us)

Lompoc accepts applications for public services programs only.

### **Santa Maria**

Website:

[www.cityofsantamaria.org/city-government/departments/community-development/special-projects/community-development-block-grant-cdbg-program](http://www.cityofsantamaria.org/city-government/departments/community-development/special-projects/community-development-block-grant-cdbg-program)

Contacts:

Rosie Rojo (Narez) – [rnarez@cityofsantamaria.org](mailto:rnarez@cityofsantamaria.org) - (805) 925-0951 ext. 2381

Alicia Vela – [avela@cityofsantamaria.org](mailto:avela@cityofsantamaria.org) – (805) 925-0951 ext. 2469

### **Housing Trust Fund of Santa Barbara County (HTF)** (countywide)

Website: [www.sbhousingtrust.org](http://www.sbhousingtrust.org)

Contacts:

Jennifer McGovern – [j.mcgovern@sbhousingtrust.org](mailto:j.mcgovern@sbhousingtrust.org) – (805) 685-1949

Yvette Lounsbury – [ylounsbury@sbhousingtrust.org](mailto:ylounsbury@sbhousingtrust.org) – (805) 845-3585

HTF provides low-cost capital for affordable housing production and homebuyer assistance for first-time homebuyers.

EXHIBIT A

**Application Threshold and Ranking Criteria**

Community Services Department  
Housing and Community Development Division

**Homeless Emergency Aid Program  
Application Ranking Criteria**


Housing and Community Development Division (HCD) Staff Threshold Evaluation	
<b>Program Eligibility</b>	Project addresses an immediate homelessness challenge. Project will serve individuals or families that meet the definition of homeless in 24 CFR 578.3.
<b>Alignment with California's Housing First Policy</b>	The applicant has addressed each of the core practices for services projects (CCR 25 8409 b) and all 11 core components (WIC Title Chapter 6.5 8255 b) in California's Housing First Policy for housing projects.
<b>Homeless Management Information System</b>	The applicant commits to use of HMIS, including timeliness and data quality standards, demonstrates adequate capacity for data collection and reporting
<b>Coordinated Entry System</b>	The applicant commits to participate in CES. Supportive Services, Emergency Shelters/Navigation Centers, Street Outreach must serve as entry points. Transitional Housing and Permanent Housing must receive all referrals from CES. Homelessness Prevention activities must coordinate with CES Lead agency to avoid duplication.
<b>Basic Review for Completeness and Capacity</b>	All required attachments are included. Applicant demonstrates capacity to fulfill all program requirements. <ul style="list-style-type: none"> <li>• Timely audited financial statements</li> <li>• Liquidity</li> <li>• Measurements of vulnerability (e.g. net profit margin, fundraising efficiency, and dependency on the County or a single entity for financial strength)</li> </ul>
Continuum of Care Review and Rank Committee Evaluation	
<b>Applicant/Financial Capacity</b> <i>Max. Score: 15</i>	<ul style="list-style-type: none"> <li>• Experience providing services and housing to homeless persons or other vulnerable populations</li> <li>• If capital project, experience with housing acquisition, rehab and development</li> <li>• Sufficient capacity for project oversight and administration</li> <li>• Sufficient capacity to operate the project based on its budget</li> <li>• Sufficient capacity to effectively manage the finances of the project</li> </ul>
<b>Project Capacity, Design and</b>	<ul style="list-style-type: none"> <li>• Project is based on proven methods and/or able to demonstrate good</li> </ul>

<p><b>Approach</b> <i>Max. Score: 15</i></p>	<p>outcomes</p> <ul style="list-style-type: none"> <li>• Experience providing similar services and assistance</li> <li>• Project design reflects CoC Written Standards and ability to address homeless challenges.</li> <li>• Numbers served appear reasonable given the prioritization of vulnerable individuals and families within the homeless population</li> <li>• Outcomes and objects appear reasonable and sufficient.</li> <li>• Experience addressing the needs of the target population(s)</li> <li>• Capacity for project oversight and administration</li> </ul>
<p><b>Financial Capacity, Feasibility and Sustainability</b> <i>Max. Score: 20</i></p>	<ul style="list-style-type: none"> <li>• Describe specifically how the project will continue after the one-time funding is exhausted, or how it will end with the least negative impact on participants.</li> <li>• Budget clearly shows use of funds and staffing pattern to sustain project</li> <li>• Reasonable project costs</li> <li>• Degree to which project leverages agency and community resources</li> <li>• Outstanding and/or unresolved financial audit findings</li> <li>• If capital, project clearly demonstrates ability to sustain 15 year affordability or use covenants.</li> </ul>
<p><b>Need</b> <i>Max. Score: 10</i></p>	<ul style="list-style-type: none"> <li>• Fills what would otherwise be a gap in homeless services in its service area</li> <li>• Clear demand for the project in its service area</li> <li>• Special features that would enhance its ability to meet the needs of the target population</li> <li>• Credibility of evidence used to support the need</li> <li>• Demonstration of need for the requested funding</li> <li>• Location enhances ability to meet the need</li> </ul>
<p><b>Performance</b> <i>Max. Score 15</i></p>	<ul style="list-style-type: none"> <li>• Data collection and reporting will allow for accurately reflecting outcomes and performance</li> <li>• Clearly addresses how project will enhance system performance</li> <li>• Demonstrates project will reduce the length of time persons experience homelessness, return to homelessness and prevent homelessness</li> <li>• Increases participant self-sufficiency</li> <li>• Results in permanent housing placement and retention</li> </ul>
<p><b>Meets Established Local Priority</b> <i>Max Score 12</i></p>	<ul style="list-style-type: none"> <li>• Acquisition of temporary or permanent housing units (does the project increase the number of units available for housing) (12 pts)</li> <li>• Rental Assistance with Housing Location and Stabilization Services (8 pts)</li> <li>• Regional Coordinated Housing Location Services (8 pts)</li> <li>• Operating Support of Emergency Housing Interventions (6 pts)</li> </ul>
<p><b>Coordination and Collaboration</b> <i>Max Score 13</i></p>	<ul style="list-style-type: none"> <li>• Demonstrates coordination with other agencies and providers for the proposed project to enhance service delivery and avoid duplication</li> <li>• Agency demonstrates history of collaboration</li> <li>• Coordination with other agency activities and funding sources</li> <li>• Links participants to mainstream resources and critical services not provided by the project</li> <li>• Adequate staffing for Coordinated Entry System participation and case conferencing.</li> <li>• If sub-recipients, clearly shows role of each agency and partnership.</li> </ul>



**EXHIBIT B  
SAMPLE HOUSING DEVELOPMENT APPLICATION**

DO NOT COMPLETE THIS SAMPLE APPLICATION. AN APPLICATION WILL BE PROVIDED AS NEEDED.

	<b>County of Santa Barbara</b>  <b>APPLICATION</b> For Funding Assistance for Affordable Housing Development	Housing and Community Development Division Community Services Department 123 E. Anapamu St., 2 <sup>nd</sup> Floor Santa Barbara, CA 93101
		DATE RECEIVED (HCD use only)
PROJECT NAME:		AMOUNT REQUESTED: \$
<b>APPLICANT CONTACT INFORMATION</b>		
Organization Name: Address: Federal Tax ID #: DUNS #: To register for a DUNS #: <a href="http://fedgov.dnb.com/webform/">http://fedgov.dnb.com/webform/</a>		HOME Consortium City Name, if applicable: Address: Federal Tax ID #: DUNS #: To register for a DUNS #: <a href="http://fedgov.dnb.com/webform/">http://fedgov.dnb.com/webform</a>
Chief Elected Official, Executive Director, or President: Name: Title: Address: Phone #: Fax #: Email:		Designated Contact Person for Application: Name: Title: Address: Phone #: Fax #: Email:
<b>TYPE OF ORGANIZATION</b>		<b>TYPE OF PROJECT</b>
Municipality/County/Consortium		Rental
Nonprofit		Homeownership
CHDO (Community Housing Development Organization)		Transitional Housing (24-month limit)
CBDO (Community Based Development Organization)		Group Home (permanent housing)
Public Housing Authority		Shelter
Private Entity		Other (Specify)
<b>TYPE OF ACTIVITIES (check all activities to be undertaken in the project)</b>		
New Construction		Rehabilitation (rental)
Pre-Development, e.g. feasibility studies (CHDO only)		Rehabilitation (homeowner)
Acquisition of land or buildings		

### PROJECT INFORMATION

To check a box, position cursor over box and double-click. Select "checked"

<b>PROJECT TYPE</b> <input type="checkbox"/> Senior Housing (62 yrs and older) <input type="checkbox"/> Family Housing (2+ bdrms) <input type="checkbox"/> Farm Worker Housing <input type="checkbox"/> Transitional Housing (max. 24 months) <input type="checkbox"/> Shelter for _____ (homeless, fleeing from abuse, etc.) <input type="checkbox"/> Shared Housing for _____ population <input type="checkbox"/> Special Needs Housing for persons with: _____		<input type="checkbox"/> 100% of the units will be income/rent restricted <input type="checkbox"/> Mixed Income/rent (market rate/affordable) <input type="checkbox"/> Mixed Use (Commercial/Residential) <input type="checkbox"/> _____	
<b>PROJECT LOCATION:</b> Street Address: (If not available, please describe the specific location) _____ City _____ County _____ Zip _____ # Acres _____ Legal Description (Attach) County Supervisorial District _____ (refer to <a href="http://sbcassessor.com/ElectionDataLookup/Default.aspx">http://sbcassessor.com/ElectionDataLookup/Default.aspx</a> )			
<b>SITE CONTROL:</b> (choose one and attach documentation)	<input type="checkbox"/> <b>OWNED</b> Submit copy of Deed	<input type="checkbox"/> <b>UNDER CONTRACT/OPTION</b> Expiration Date: _____ Current owner of record: _____ See "Acquisition" question under Regulatory Review section	<input type="checkbox"/> <b>LEASED</b> Term: _____
<b>ZONING AND SITE PLAN:</b> Current zoning of site (fill in zoning type and attach documentation): _____ Does the proposed use conform to the current zoning? <input type="checkbox"/> Yes <input type="checkbox"/> No If nonconforming, when will a zone amendment be approved? _____ Has the site plan for your project been approved? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, when will site plan be approved? _____			
<b>COMMUNITY SUPPORT:</b> Describe efforts made to build local support for the project and the results of those efforts. (Required for zone change and federal funding). State N/A or none, as applicable or describe future efforts. _____			
<b>LOWERING THE COST OF AFFORDABLE HOUSING:</b> Has, or do you anticipate, that the local government will assist this project by, for example, defer water tap or other fees, provide local funding. If yes, please describe. _____			

**SOURCE(S) OF FUNDING/FINANCING:** List all anticipated funding sources. Attach commitment letters, if avail.

SOURCE OF ALL FUNDS TO DEVELOP PROJECT	Amount	Grant or Loan	Pending/Firm	Est. Closing date
TOTAL DEVELOPMENT COSTS				
PERMANENT FINANCING (RENTAL HOUSING)	Amount	Int. Rate	Term	Est. Closing date
TOTAL				
TAX CREDITS	Est. Credits	Est. Equity	Equity Partner	Est. Closing Dt
Application Date: _____				

Attach a complete development budget and identify sources for each line item. Attached completed tax credit application, if applicable.

**PROPOSED USE OF FUNDS** requested from Santa Barbara County (click all that apply):

To check box, click twice on the box and select "check"

**Hard Costs:**

- Acquisition of land only
- Acquisition of land and building(s)
- Site preparations
- Demolition
- Construction materials and labor
- \_\_\_\_\_

**Soft Costs**

Includes, financing fees, credit reports, title binders and insurance, recordation fees, transaction taxes, legal and accounting fees, including cost certification, appraisals and market studies, architectural/engineering fees, including specifications and job progress inspections, phase I Environmental Site Assessment, NEPA Environmental Assessment, builders' or developers' fees, affirmative marketing, initial leasing and marketing costs, etc.

**1. Project Description**

- a. For acquisition/new construction projects - describe the proposed development - no. of buildings, building uses (commercial/residential), no. of housing units, description of common spaces, site amenities, e.g. gardens, play area, etc. Attach site plans, elevations, floor plans and/or photos.  
\_\_\_\_\_
- b. For acquisition and rehabilitation projects, describe the current site, building(s), current use, number of housing or commercial units and whether or not currently occupied.  
\_\_\_\_\_
- c. If any housing or commercial buildings are occupied, describe temporary or permanent relocation plans. Contact HCD for assistance with federal or state requirements.  
\_\_\_\_\_

**2. Community Amenities:**

Include the project's proximity to community amenities and services such as public transportation, employment, schools, shopping, social services, places of worship, etc.  
\_\_\_\_\_

**3. Housing Unit mix**

	30% AMI	40% AMI	50% AMI	60% AMI
Studio				
1 bd/1bth				
2 bd/1 bth				
2 bd/2 bth				
3 bd/1 bth				
3 bd/2 bth				
Other _____				
<b>TOTAL UNITS</b>				

- 4. Describe unit amenities, including materials and appliances, that will improve energy efficiency: \_\_\_\_\_
- 5. Describe any planned energy efficiencies for the site or units, including design features, siting, materials, etc. Include which requirements or criteria that will be followed, if any, such as EnergyStar, Green Build, LEED, etc.  
\_\_\_\_\_
- 6. Submit copy of market study
- 7. Submit copy of appraisal with build-out value

8. Timeline

<i>Edit or change line items as appropriate</i>	Expected date of completion	Comments
Site Acquisition		
Zoning/Planning approvals		
All funding confirmed		
General Contractor selected		
Start of construction/rehab		
Certificate of Occupancy		
Lease Up		

9. Outcomes: Other than providing affordable units, describe any other proposed outcomes:

\_\_\_\_\_

10. Experience:

- a. Identify similar projects that the applicant has completed in the last five years. Include number of units, percent affordable, funding sources, current occupancy rate, name of property manager, and results of any federal or state regulatory audits.

\_\_\_\_\_

- b. Describe the experience of developer and staff who will oversee the project. Describe if consultants will be used. Include whether experience included complying with federal or state regulations. Attach resumes.

\_\_\_\_\_

- c. Describe the experience of the management staff or company that will manage this project. Include similar projects managed, size of properties, number of affordable units, what regulatory requirements are applicable, e.g. HOME, LIHTC units, etc. and the results of regulatory audits.

\_\_\_\_\_

**PROJECT PROFORMA**

**Rental Projects:**

Attach a complete development budget and identify sources for each line item. Attached a proposed operating proforma, going out 20 years. Attached completed tax credit application, if applicable.

**Home-Ownership Development Projects:**

A homeownership spreadsheet will be emailed to you upon request.

**COMPLETE THE FOLLOWING CHECKLIST FOR PROJECTS USING WITH FEDERAL FUNDS**

<b>Acquisition, Demolition and Displacement</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<i>HUD Handbook 1378, 24 CFR 92.354</i> <a href="http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/cpd/13780">http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/cpd/13780</a>			
Does the Project involve acquisition of land or buildings?			
Does the Project involve demolition of building(s)?			
Does the project involve changing the use of current structures, such as converting existing residential buildings or units to non-residential uses or vice-versa?			
<b>Labor Requirements</b>			
Has the payment of Davis-Bacon wages been factored in the project proforma? <i>HOME Program: The Davis-Bacon Act is triggered with 12 or more HOME-Assisted units. Contact HCD to determine how many units will be HOME-Assisted.</i> <i>CDBG Housing: The Davis-Bacon Act is triggered with 7 or more total units.</i>			
Applicant agrees to comply with Contract Work Hours and Safety Standards Act, as amended (40 USC 327-333):			
Applicant agrees to comply with the Copeland (Anti-Kickback) Act (40 USC 276c):			
Applicant agrees to comply with Fair Labor Standards Act of 1938, As Amended (29 USC 201, et. seq.):			
Applicant agrees to comply with the Procurement requirements (2 CFR Part 200)			
<b>Lead-Based Paint</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Were any existing buildings on the site constructed before 1978?			
<b>Environmental Review</b>			
Has a Phase I Environmental Site Assessment been completed for the site? If yes, provide copy of full report			
Has an Environmental Assessment been completed in accordance with the National Environmental Policy Act (NEPA)? <i>24 CFR Part 58</i> . If yes, provide copy of full report			
For projects involving rehabilitation or demolition, has a Phase II Environmental Site Assessment been completed for Asbestos Containing Materials (ACM) or other environmental concerns identified in the Phase I?			
<b>Fair Housing</b>			
Applicant agrees to comply with Title VI of the Civil Right Act of 1964, as amended (42 U.S.C. 2000d et seq.)			
Applicant agrees to comply with the Fair Housing Act (42 U.S.C. 3601-3620)			
Applicant agrees to establish Steps to Affirmatively Further Fair Housing. <i>24 CFR 570.487(b) &amp; 24 CFR 92.351</i>			
Applicant agrees to comply with Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12259):			
Applicant agrees to comply with Age Discrimination Act of 1975, As Amended (42 U.S.C. 6101):			
<b>Accessibility (see Attachment A)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Does or will the project have 5 or more units?			
<i>For new construction or substantial rehabilitation<sup>6</sup> of projects with 5 or more units, at least 5% of the units (or 1 unit, whichever is greater) must be accessible to persons with mobility impairments and an additional 2% of the units (or 1 unit, whichever is greater) must be accessible to persons with sensory impairments. The remaining units must meet the accessibility requirements of the Federal and State Fair Housing Act, which require that all units in buildings with an elevator and all ground floor units in other buildings be ADA accessible.</i>			
Number of units for persons with mobility impairment (5%) _____			
Number of units for persons with sensory impairment (2%) _____			
Number of parking spaces for persons with disabilities _____			

<sup>6</sup> "Substantial rehabilitation" is defined as a project where the costs of rehabilitation exceeds 75% of the replacement cost

Will all community spaces be accessible?			
Applicant agrees to comply with the requirements of Section 504 (See Attachment A)			
<b>Affirmative Marketing (5 or more HOME-assisted units)</b>			
Submit copy of Affirmative Marketing Plan (contact HCD for assistance)			
Affirmative Marketing Plan elements			
<ul style="list-style-type: none"> <li>✓ Methods for informing the public, owners and potential tenants about fair housing laws and the applicant's Fair Housing policies (for example: use of the Fair Housing logo, or equal opportunity language);</li> <li>✓ A description of what owners and/or the applicant will do to affirmatively market housing assisted with HOME funds;</li> <li>✓ A description of what owners and/or the applicant will do to inform persons not likely to apply for housing without special outreach;</li> <li>✓ Maintenance of records to document actions taken to affirmatively market HOME-assisted units and to assess marketing effectiveness; and</li> <li>✓ Description of how efforts will be assessed and what corrective actions will be taken where requirements are not met.</li> </ul>			
<b>Debarment</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
The applicant agrees that it will check all contractors and sub-contractors against the federal excluded parties list at <a href="http://www.sam.gov">www.sam.gov</a> and will not contract with or allow its contractor(s) to sub-contract with any entity that is listed.			
<b>Minority and Women Business Enterprise and Section 3 Outreach</b>			
Applicant agrees that it will collect the information required for Minority and Women Business Enterprise report, required by the HOME program. The report requires information on the number and dollar amount of each contract and subcontract, along with owner gender, race and ethnicity.			
Will the Project involve contracts or subcontracts of \$100,000 or more? If yes, Section 3 applies. 24 CFR 85.36(e)			
<b>Site and Neighborhood Standards</b>			
Applicant agrees that it will comply with Site and Neighborhood Standards. 24 CFR 92.202			
<b>Financial Management</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Applicant agrees to comply with 24 CFR 200 (administrative rules, cost principals, and single audit requirements)			
<b>Program Income</b>			
Will the Project involve loan origination to program beneficiaries, e.g. homebuyer mortgages, homeowner rehab loans, etc.? (Not applicable to rental housing)			
If yes, submit program policies and procedures, including applicant eligibility, income restrictions, loan terms, and procedures on repayment, resale, if applicable, refinancing, short-sale, and foreclosure, etc.			
Describe how program income (loan payments, payoffs, etc.) will be used. _____			

**AUTHORIZED SIGNATURE**

The Department Director or Chief Elected Office of a governmental unit, top official of a private corporation, the Board President of a non-profit organization must sign below. The authorized signatory may delegate signature authority to another representative, such as the Executive Director, by resolution or official, approved meeting minutes. Please attached documentation.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name printed: \_\_\_\_\_ Title: \_\_\_\_\_

## Attachment A

### Accessibility Requirements

#### Removal of Physical Barriers

- For **new construction** of multi-family projects, 5 percent of the units in the project (but not less than one unit) must be accessible to individuals with mobility impairments, and an additional 2 percent of the units (but not less than one unit) must be accessible to individuals with sensory impairments.
  - The Section 504 definition of **substantial rehabilitation** multi-family projects includes construction in a project with 15 or more units for which the rehabilitation costs will be 75 percent or more of the replacement cost. In such developments, 5 percent of the units in the project (but not less than one unit) must be accessible to individuals with mobility impairments, and an additional 2 percent (but not less than one unit) must be accessible to individuals with sensory impairments.
- When **rehabilitation less extensive than substantial rehabilitation** is undertaken, alterations must, to the maximum extent feasible, make the unit accessible to and usable by individuals with handicaps, until 5 percent of the units are accessible to people with mobility impairments. Alterations to common spaces must, to the maximum extent feasible, make the project accessible. Accessible units must be, to the maximum extent feasible, distributed throughout projects and sites and must be available in a sufficient range of sizes and amenities so as to not limit choice.
- Owners and managers of **projects with accessible units** must adopt suitable means to assure that information regarding the availability of accessible units reaches eligible individuals with handicaps. They also must take reasonable non-discriminatory steps to maximize use of such units by eligible individuals. When an accessible unit becomes vacant, before offering the unit to a non-handicapped individual, the owner/manager should offer the unit: first, to a current occupant of the project requiring the accessibility feature; and second, to an eligible qualified applicant on the waiting list requiring the accessibility features.
- The usual standards for ensuring compliance with **Section 504** are the Uniform Federal Accessibility Standards (UFAS), although deviations are permitted in specific circumstances.

#### Provide Program Accessibility

Individuals with handicaps must be able to find out about, apply for and participate in Federally-assisted programs or activities. Special communication systems may be needed for outreach and ongoing communication (e.g., Telecommunications Devices for the Deaf (TDD), materials on tape or in Braille, accessible locations for activities and meetings). Policies and procedures must be non-discriminatory (e.g., housing providers may not ask people with handicaps questions not asked of all applicants, screen individuals with handicaps differently or assess an individual's ability to live independently).

#### Make Employment Accessible

Employers shall not discriminate. Employers must remove physical and administrative barriers to employment, and make reasonable accommodations for individuals with known handicaps (e.g., job restructuring, providing readers or sign interpreters, making facilities accessible).

#### Administrative Requirements

If recipients or subrecipients have 15 or more employees, they must designate a Section 504 Coordinator, and notify program participants and employees of non-discrimination policies. All recipients and subrecipients must conduct self-evaluations of compliance with Section 504.

For any recipient or subrecipient principally involved in housing or social services, **all** of the activities of the agency -- not just those directly receiving Federal assistance -- are covered under Section 504.

- Contractors and vendors are subject to Section 504 requirements only in the work they do on behalf of a recipient or subrecipient.
- The ultimate beneficiary of the Federal assistance is not subject to Section 504 requirements.
- Under Section 504, recipients and subrecipients are not required to take actions that create undue financial and administrative burdens or alter the fundamental nature of the program.

### Attachment B

CHECKLIST FOR REQUIRED DOCUMENTS	Rental – New Construction	Rental – Acquisition/Rehab	Homeownership – New Construction	Homeownership – Down Payment	Homeownership – Rehabilitation	Pre-Development & Needs Assess.	Applicable	Received	Comments
Environmental Site Assessment	X	X	X	Contact HCD	Contact HCD	Contact HCD	Yes <input type="checkbox"/>		
NEPA Environmental Assessment, if complete	X	X	X				Yes <input type="checkbox"/>		
Appraisal at build out	X	X	X				Yes <input type="checkbox"/>		
Market Study	X	X	X				Yes <input type="checkbox"/>		
Site Control (Deed, Option or Lease)	X	X	X				Yes <input type="checkbox"/>		
Funding Commitment Letters	X	X	X				Yes <input type="checkbox"/>		
Development Budget	X	X	X				Yes <input type="checkbox"/>		
20 year operating proforma or tax credit application	X	X					Yes <input type="checkbox"/>		
Section 504 compliance plan	X	X	X				Yes <input type="checkbox"/>		
Preliminary Title Report (PTR)	X	X	X				Yes <input type="checkbox"/>		
Legal Description	X	X	X				Yes <input type="checkbox"/>		
Most recent audited financial statements of owner and developer	X	X	X				Yes <input type="checkbox"/>		
Project staff resumes	X	X	X				Yes <input type="checkbox"/>		
Relocation Plan							Yes <input type="checkbox"/>		
							Yes <input type="checkbox"/>		
							Yes <input type="checkbox"/>		
							Yes <input type="checkbox"/>		
							Yes <input type="checkbox"/>		
							Yes <input type="checkbox"/>		
							Yes <input type="checkbox"/>		
							Yes <input type="checkbox"/>		
							Yes <input type="checkbox"/>		
							Yes <input type="checkbox"/>		
							Yes <input type="checkbox"/>		



## SUMMARY OF CHANGES

Version 1 release date 10/12/18  
Version 4 release date 11/06/18

Version 2 release date 10/15/18

Version 3 release date 10/29/18

### Version 2:

Description of change	Old Page #	New Page #
✓ Corrected the link to applications	8	8
✓ Corrected and added information under "Other County Jurisdictions' Funding Opportunities"	44	44

### Version 3:

Description of change	Old Page #	New Page #
✓ Changed south County training date and location for CDBG Public Services, including Disaster Relief, CDBG Micro-Enterprise and Human Services grants.	4	4
✓ Changed training date and location for CDBG Capital	5	5
✓ CA Emergency Solutions and Housing Program definition of homelessness is reflected in CFR 578.3	39	39

### Version 4:

Description of change	Old Page #	New Page #
✓ Information was added under Application Due Dates to clarify that Letters of Intent (LOIs) are due when <b>any combination of funds from</b> HEAP Capital, HOME, In-Lieu, NPLH and CCP are being requested. LOIs are due by November 16. CCP funding is added to this Version 4.	3	4
✓ Corrections made to amounts available in In-Lieu funds by Housing Market Area	3, 23	3, 23
✓ Due date for CCP applications was added to January 11, 2019	3	4
✓ New training date for CCP Applicants added	5	6
✓ New sections for Community Corrections Partnership Supportive Housing Funding added, IX A and IX B		44-52
✓ New training date for Housing Development utilizing any combination of HEAP Capital, HOME, In-Lieu, NPLH and CCP funds		6



SANTA BARBARA COUNTY, COMMUNITY SERVICES DEPT.

DIVISION OF  
HOUSING AND COMMUNITY DEVELOPMENT

