



CARES Act - Community Development Block Grant (CDBG-CV3) Program Application

In response to the Coronavirus Pandemic (COVID-19) the U.S. Department of Housing and Urban Development (HUD) notified the County of San Luis Obispo Department of Planning and Building on September 11, 2020 that it will receive an entitlement allocation of \$1,876,904 in Community Development Block Grant (CDBG-CV3) funds from the third tranche of CARES Act funds to be used **to prevent, prepare for, and respond to the coronavirus**. The Coronavirus Aid, Relief, and Economic Security Act (CARES Act) authorized these allocations via, Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of COVID-19.

Through the CARES Act, HUD issued a mega-waiver for grantees that will enable swift implementation of CDBG-CV grants that allows for a truncated public comment period (5-day comment period as opposed to the standard 30 days). The **CARES Act also eliminated the CDBG 15% cap for public services** to help with the immediate and emergency need to address the COVID-19 virus while retaining the CDBG income eligibility and documentation requirements. Please refer to the HUD income limits for San Luis Obispo County below to help determine client eligibility. HUD also provided the Quick Guide to CDBG eligible Activities to Support Coronavirus and Other Infectious Disease Response:

<https://files.hudexchange.info/resources/documents/Quick-Guide-CDBG-Infectious-Disease-Response.pdf>

\$1,501,524 in CDBG-CV3 funds will be available for award as the County plans to retain the allowed 20% for administrative costs.

Request for Proposals and CDBG-CV3 Application

On November 20, 2020, the County published the CDBG-CV3 Request for Proposals (RFP) and an abbreviated notice and application period for CDBG-CV3 funding. If your organization anticipates an increase in services directly related to the COVID-19 outbreak, or has a new proposal for directly addressing increased community needs **directly related to the prevention of, preparing for, and responding to COVID-19 outbreak**, under the CARES Act, please submit this Application as instructed below no later than **12:00 P.M. (Noon), Monday, December 28, 2020**. The application must highlight how the need for services has increased directly because of the COVID-19 pandemic, or detail how a new program/activity is meeting the needs created by the current health crisis per the CARES Act.

Please note that decrease in funding/fundraising from other sources are not considered to be eligible reasons for the allocation of CDBG-CV3 funding. Applicants must show a direct increase in service need because of the pandemic. Additionally, applicants must verify that no other state/federal funding are available to meet these needs to avoid funding duplication (Stafford Act) required by the CARES Act. Finally, all proposals must comply with applicable CDBG regulations, CDBG-CV3 and CARES Act regulations, programmatic requirements, and the applicant must have the capacity to undertake and comply with all federal regulations.

Applications MUST address one of the three national objectives set by the U.S. Department of Housing and Urban Development (HUD), including increased community needs **directly related to the prevention of, preparing for, and responding to COVID-19 outbreak**, under the CARES Act, or they will NOT be considered for CDBG-CV3 funding (see the section on Qualifying Criteria for detailed information on the objectives). Furthermore, completed applications should provide the necessary exhibits, budgets, or requested information on targeted CDBG-eligible populations. Please email grant applications to

CDBG-CV3 APPLICATION

actionplan@co.slo.ca.us by the application deadline of **12:00 P.M. (Noon), Monday, December 28, 2020**. Please label your email subject with the grant program name and the agency name (Example: CDBG-CV3 – CAPSLO). *Note: Supplemental documents and information or answers which exceed the allotted space or character limit may be added as attachments.

Important Notes:

- The Performance Period for these CDBG-CV3 funds extends to August 30, 2022 at which time all funds must be expended and invoices with supporting expenditure documentation, final beneficiary documentation and accomplishments narratives shall be submitted for review and approval. The County can consider an earlier reimbursement date with proper documentation.
- The County is seeking applicants for eligible activities from non-profit organizations or government entities that have a 1) DUNS number and an active registration in SAM (<https://sam.gov/SAM/>). Please contact Tony Navarro at tnavarro@co.slo.ca.us or at (805) 781-5787, if your organization does not already have an “Active” status in SAM.gov; 2) are able to provide audited financial statements, and 3) comply with all CDBG-CV3 regulations. See “Certifications” section of the CDBG-CV3 application for more information.
- The County Department of Social Services is also releasing its RFP today (November 20, 2020) for COVID-19 related grants. Please click on the following link to access this RFP: <https://www.slocounty.ca.gov/Departments/Social-Services/Homeless-Services/Funding-Availability.aspx>
- The Departments of Social Services and the Department of Planning and Building will host a virtual Workshop via a Zoom meeting (e-mail invitation to be sent to interested parties) at 3:30 PM on Monday, November 30, 2020 to discuss the CDBG-CV3 and ESG-CV2 funds. If you are not on the County’s e-mail list, please send a request asking to be placed on the mailing list to: actionplan@co.slo.ca.us.
- CDBG-CV3 applicants must use this pdf application. This application is NOT available on ZoomGrants.

Funding provided under this application cannot be used for religious activities. However, HUD will allow faith-based organizations to access funds for programs meeting program requirements and funding priorities without having to form secular affiliates and maintaining a separation of secular and non-secular activities.

Refer to the current HUD Income Limits for San Luis Obispo County at: <https://www.huduser.gov/portal/datasets/il/il2020/2020summary.odn>

CDBG-CV3 APPLICATION

APPLICANT INFORMATION

(1-1) Organization Name	
DUNS Number	
Project Manager/Title	
Phone/Fax Numbers	
Email	
Address	
City, State, Zip	

PROJECT SUMMARY

(2-1) Project/Program Title	
Project/Program Address	
Jurisdiction/Area Served	
Targeted clientele	
Project type (select one):	
<input type="checkbox"/> Public Service <input type="checkbox"/> Public Facilities <input type="checkbox"/> Economic Development <input type="checkbox"/> Housing	
(2-2) Project Description: Provide below or on a separate page a description of the proposed project you are applying for CDBG-CV3 funding to complete. Include in your description: user/client population (served, elderly, children, etc.); client/user fees and/or rents (if any) for proposed service; membership requirements (if any); other restrictions (if any, for your proposed project/activity); and how the activity directly meets the objective of preventing, preparing for and/or responding to the COVID-19 outbreak. Omission of requested information may be a cause to reject application.	
(2-3) Project Purpose: Please describe the emergent problem due to COVID-19 that the project will address. Please explain how the project will specifically address the issue, comply with the CARES Act and how it relates to at least one of the eligible activities provided in the question below.	

CDBG-CV3 APPLICATION

(2-4) Total CDBG-CV3 Funding Requested			
Total Cost to Complete Project			
Anticipated Start Date:		Anticipated End Date:	

AGENCY DETAILS, CAPACITY, AND EXPERIENCE (25 points)

(3-1) Type of Agency	<input type="checkbox"/> Non-profit	<input type="checkbox"/> For Profit	<input type="checkbox"/> Gov't/Public	<input type="checkbox"/> Faith-based	<input type="checkbox"/> Other:
Date of Incorporation			Annual Operating Budget		
Number of Paid Staff			Number of Volunteers		
(3-2) Agency Mission Statement:					
(3-3) Please describe your organization's capacity to implement the proposed project/program. Who will be involved in the project/program? (In-house employees, contractors, other agency partners, etc.) List projects of similar size and type that your organization has completed.					
(3-4) Briefly describe your agency's record keeping system with relevance to the proposed project/program:					
(3-5) Briefly describe your agency's auditing requirements, including those for the proposed project/program, and attach a copy of your most recent audit:					

CDBG-CV3 APPLICATION

<p>(3-6) Will the services offered by your organization increase or expand as a result of CDBG-CV3 assistance? If YES, please answer the following two questions.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>What new programs or services will be provided?</p>		
<p>Describe how existing programs or services will be expanded and what percentage of an increase is expected and directly related to COVID-19?</p>		
<p>Describe how your organization collaborates with other organizations, government entities and/or regional partners to respond to COVID-19.</p>		
<p>What other funding and resources is your organization receiving to respond to COVID-19, if any?</p>		

CDBG-CV3 APPLICATION

(3-7) If your program serves homeless households, please describe how your program coordinates with other homeless service providers to connect homeless individuals and families to resources.

QUALIFYING CRITERIA (10 points)

Congress established by **Community Development Block Grant** in 1974 with passage of the Housing and Community Development Act and is administered by the United States Department of Housing and Urban Development (HUD). This program provides funds to municipalities and other units of government around the country to develop viable urban communities. This is accomplished by providing affordable, decent housing, a suitable living environment and by expanding economic opportunities principally for low- and moderate-income persons. Although local units of government develop their own programs and funding priorities, all activities must be consistent with one or more of the following HUD national objectives:

- Principally benefits low- and moderate-income persons
- Prevents or eliminates slum or blight
- Addresses an urgent need or problem in the community (e.g., natural disaster)

As an entitlement Urban County under the CDBG program, the County of San Luis Obispo receives annual funding allocations from the federal government to fund activities to address these national objectives.

As a funding recipient, San Luis Obispo County is required to submit an Annual Action Plan that describes how the Urban County will utilize federal funds to address the national objectives in a manner that will produce the greatest measurable impact on the Urban County communities. The lead agency responsible for submission of this Plan to HUD is the Planning and Building Department of the County of San Luis Obispo.

(4-1) Please identify the appropriate CDBG-CV3 objective that applies to the proposed project/program by checking the box next to A, B, or C. In addition, please provide a corresponding explanation of how the proposed activity meets the national objective.

A. Objective One – Low/Moderate Income (check one):

Note: To meet this national objective, the proposed activity must benefit a specific clientele or residents in a particular area of the County or participating city, of which at least 51 percent are low- and moderate-income persons.

CDBG-CV3 APPLICATION

Select one:

Area Benefit – The project serves only a limited geographic area which is proven by 2010 Census data or survey to be a predominately (51% or more) low/moderate-income area. Applicants choosing this category must be able to prove their project/activity service area primarily benefits low/moderate-income households.

Clientele – The project benefits a specific group of people, at least 51% of whom are low/moderate-income persons. **Note:** Income verification for clients must be provided for this category; however, the following groups are presumed to be low/moderate-income: abused children; elderly persons; battered spouses; homeless persons; illiterate adults; adults meeting census definition of severely disabled; persons living with AIDS; and migrant farm workers. Documentation status of the presumed low- and moderate-income persons is required, e.g., for persons over the age of 62 there must be documentation of the clients age.

Housing – The project adds or improves permanent residential structures that will be/are occupied by low/moderate-income households upon completion. **Note:** Per HUD guidance, an application involving property acquisition must describe/document how the long-term use of the property (5, 10-15+ years) will meet the CARES Act requirements and objective of preventing, preparing for and /or responding to the COVID-19 outbreak.

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

Assistance to Microenterprises – The project provides technical assistance to microenterprises owned by low/moderate-income persons for job loss prevention (positions held by CDBG-income eligible employees. Note: Businesses assisted must have a DUNS number and registered at www.SAM.gov.

B. Objective Two – Slums or Blight

Assists in the prevention or elimination of slums or blight. **Note:** To meet this national objective, the proposed activity must be within a designated slum or blighted area and must be designed to address one or more conditions that contributed to the deterioration of the area. County staff has not found guidance on how the elimination of slums and blight may comply with the CARES Act. The applicant must demonstrate/document how the elimination of slums and blight will comply with the CARES Act. Please contact County staff to discuss this Nation Objective and possible consultation with HUD.

Select one:

Addressing Slums or Blight on an Area Basis

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

C. Objective Three – Urgent Need

Meets community development needs having a particular urgency where existing conditions pose a serious and immediate threat to the health or welfare of the community, and no other funding sources

CDBG-CV3 APPLICATION

are available*, i.e., a major catastrophe such as a flood or earthquake. **Note:** To meet this national objective, the proposed activity must deal with major catastrophes or emergencies such as floods or earthquakes.

Please explain how the proposed activity meets the selected National Objective:

CDBG regulations regarding Urgent Need* require grantees and subrecipient to collect and report demographic information, as well as to document client's connection to the catastrophic event (i.e., COVID-19 pandemic). How will your organization collect the required information?

*** If you select the Urgent Need National Objective, you must be able to demonstrate the lack of organizational funds, including the lack of funds at BOTH the city of your location (if applicable) and at the county level to address the need of your CDBG-CV3 application. Both the city council and the Board of Supervisors must certify that CDBG-CV3 funds are the last funding source to address this need via resolutions to the U.S. Department of Housing and Urban Development that both governmental agencies lack the funds to address the need.**

(4-2) Which of the Consolidated Plan goal(s) does your project/program plan to address?

Check all that apply.

- Create housing opportunities for residents
- Preserve and maintain existing affordable housing
- Reduce and end homelessness
- Create a suitable living environment through public services
- Stabilize and revitalize diverse neighborhoods (public facility improvements)
- Improve educational and job readiness

(4-3) Check any of the following eligible activity categories that apply to the proposed project or program:

(Refer to CDBG regulations and CDBG-CV Quick Guide to Eligible Activities to Support coronavirus and Other Infectious Disease Response:

<https://www.hudexchange.info/resources/documents/Basically-CDBG-Chapter-2-Activity.pdf>) and

<https://files.hudexchange.info/resources/documents/Quick-Guide-CDBG-Infectious-Disease-Response.pdf>

CDBG-CV3 APPLICATION

- Acquisition of real property*
- Disposition of real property
- Public facilities and improvements (may include acquisition, construction, reconstruction, rehabilitation or installation) *†
- Privately owned utilities
- Public services – Rental housing deposit assistance for homeless or in danger of being homeless residents
- Public services – Rent and utility assistance to maintain housing for low-income residents
- Public services – Sanitation stations for homeless residents
- Public services – Informational flyers on COVID-19 for our homeless residents
- Public services – Hygiene kits for homeless students/families
- Public services – To-go/school meals for students from low-income households
- Public services – Meals on Wheels; food assistance programs
- Public services – Hot meal distribution programs (drive-thru, to-go, and delivery)
- Housing rehabilitation - Emergency home repairs to allow residents to continue isolating in place †
- Homeownership assistance
- compliance with the Americans with Disabilities Act (ADA)
- Technical assistance to businesses/micro-enterprise development
- Administrative technical assistance and planning studies (specified)
- Other: _____ (Please refer to the Quick Guide to eligible infectious disease response)

The above-listed activities are CDBG eligible assuming and National Objective is achieved. However, under the CARES Act some of these same activities may not be suited for CDBG-CV3 funding or deemed ineligible. Please consult with County staff on this matter as HUD continues to provide guidance on the CARES Act.

* See relocation provisions in Exhibit A, also may not be eligible under CDBG-CV

† See lead-based paint provisions in Exhibit A

(4-4) Impact of Requested Funding: Choose one of the following statements which best represents the impact of the requested funds, based on current economic situation with COVID-19 and the increase in service demands on your organization:

- Funding will be used to bridge organizational funding gaps until economy recovers
- Funding will maintain the same number of services to an increased number of participants due to COVID-19
- Funding will be used to expand services and serve more people due to COVID-19

(4-5) How do you ensure client safety? (Describe any training or certifications that you require)

NOTE: Please review current CDC safety guidelines on the coronavirus.

CDBG-CV3 APPLICATION

(4-6) Describe any additional precautions your agency has in place for COVID-19.

(4-7) Do you have the required emergency procedures and policies in place to address COVID-19? If so, please provide. If not, what is the timeframe for implanting policies and procedures in response to COVID-19?

PROJECT DETAILS/DESCRIPTION (25 points)

(5-1) Targeted Clientele: Individuals or households? Identify the projected target population your proposed activity will serve. (Include age, race, residency, handicap status, income level or other unit characteristics or subgroup information)

(5-2) If the project or program is designed specifically to provide benefit to low- and moderate-income persons, please estimate the number of unduplicated persons (or households) to benefit from the project, and break that estimate down by income group.

Note: Unduplicated means the number who are served, i.e., the grant will allow 25 children to participate in preschool – not 25 children x 5 days x 52 weeks = 6,500.

(Check box if project serves households or individual persons)	Number	Households	Persons

CDBG-CV3 APPLICATION

TOTAL Number of Persons or Households (regardless of income):		<input type="checkbox"/>	<input type="checkbox"/>
Of the total number of persons or households entered above, how many will be low-income: (earning 51% - 80% or less of the County median-income)		<input type="checkbox"/>	<input type="checkbox"/>
Of the total number of persons or households entered above, how many will be very low-income: (earning 50% or less of the County median-income)		<input type="checkbox"/>	<input type="checkbox"/>

(5-3) Please describe the proposed project or program in detail. Make a case for why your project should be funded. Describe the need and the degree of urgency for the proposed project or program. What would the consequences be if the proposed project or program is not funded and how the project will prevent, prepare for and/or respond to COVID-19? **Please attach a timeline of the project/program milestones.**

(5-4) The proposed activity is:

- A new CDBG activity**
- A quantifiable increase in the level of service of an existing CDBG activity**

(5-5) Was this activity in operation on or before March 27, 2020?

Yes No

(5-6) Describe the desired outcome(s) for this program.

(5-7) Define the projected units of services provided.

CDBG-CV3 APPLICATION

(5-8) Number of projected units of services to be provided by the CDBG-CV3 funds.

(5-9) Please state the cost per service or cost per unit, if applicable. If your activity includes funding salaries, please provide pay per hour. Include a description of the unit or service. For example, \$50 per meal. A meal is a hot lunch provided once a day to a resident

(5-10) Does the project require the issuance of a permit? (State, local, or federal)

Yes No

If YES, please respond to the following:

Identify the permits necessary:
Have the necessary permits been issued? Please provide proof of issuance:

CDBG-CV3 APPLICATION

If permits are required but not yet obtained, when will the permits be issued?

BENEFICIARY DATA (15 points)

Organizations will be asked to provide detailed beneficiary data regarding race, ethnicity, gender, income, etc. If they cannot provide data, they may not be eligible for funding.

(6-1) How do you document and maintain income status of each client in compliance with HUD regulations? (Example: very low ($\leq 50\%$ AMI) and low ($\leq 80\%$ AMI) Area Median Income (AMI). Please provide a sample of your intake process as an attachment if possible.

(6-2) How do you collect demographic data on the beneficiaries of the proposed project or program? (Example: racial/ethnic characteristics) Please provide a sample of your intake process as an attachment if possible.

CDBG-CV3 APPLICATION

FINANCIAL INFORMATION (20 points)

Per HUD guidance, an application involving property acquisition must describe/document how the long-term use of the property (5, 10-15+ years) will meet the CARES Act requirements and objective(s) of preventing, preparing for and /or responding to the COVID-19 outbreak. Also, for CDBG-CV3 applications to the County of San Luis Obispo involving acquisition, construction, or rehabilitation projects, the County will require additional information on financial source and use of funds and other budget details prior to the draft Action Plan funding recommendations.

Note: Please contact County staff regarding acquisition or rehabilitation projects as **disposition of real property requirements under 2 CFR 200.311 (Real Property) may apply** and impact a proposal. The disposition of real property involves the repayment of federal funds associated with temporary emergency shelter facilities and possibly to other eligible CDBG-CV3 activities. HUD is working with federal agencies to provide guidance or obtain a waiver to the disposition requirement for CARES Act projects. The County is not aware when HUD will provide the guidance and whether it will be timely to the County's review and development of the funding recommendations.

(7-1) How do you plan to fund the operation and maintenance costs (if any) associated with this project? Are these funds available now? If not, when will they be available? Will the project be required to pay a prevailing wage?

(7-2) Do you have any CDBG and/or CDBG-CV1 funds remaining from a prior allocation?

Yes No If YES, answer the following:

What fiscal year did you receive funding?	
What project did you receive funding for?	
How much is remaining?	

(7-3) Describe what efforts your organization has taken and will take to raise dollars from other funding sources to address these COVID-19 related activities/expenses.

CDBG-CV3 APPLICATION

(7-4) Has your agency and/or program been awarded or do you anticipate being awarded other funds related to COVID-19 and/or CARES Act: If so, explain below. Yes No

(7-5) Does the program wish to be reimbursed for activities already taken place but are related to the COVID-19 response (ex. Equipment that has already been purchased, meals that have already been provided, etc.)? Please explain and verify be prepared to provide supporting documentation, e.g., receipts, or other documents for expenses directly related to COVID-19.

(7-6) Itemize all sources of funding expected to be available for each category, if applicable (please include commitment letters if available):

CDBG-CV3 Funds Requested	
Other Federal Fund(s)	
State Source(s)	
Local Source(s)	
Applicants Matching Funds	
Other:	

(7-7) Will CDBG-CV3 funds be used to match/leverage other funds from other sources? List below funding sources and amounts and identify award dates of these sources.

CDBG-CV3 APPLICATION

Source(s):	Amount:
TOTAL	

(7-8) Geographic Distribution: Identify (check) the city/cities and/or regional area(s) where you intend to provide a benefit to eligible clients using CDBG-CV3 funds and identify the funding amount requested per city and/or region. Note: Any project/program being recommended less than \$8,000 total will not be funded per the Cooperation Agreement.

<input type="checkbox"/>	City of Arroyo Grande only	\$
<input type="checkbox"/>	City of Atascadero only	\$
<input type="checkbox"/>	City of Morro Bay only	\$
<input type="checkbox"/>	City of Paso Robles only	\$
<input type="checkbox"/>	City of Pismo Beach only	\$
<input type="checkbox"/>	City of San Luis Obispo only	\$
<input type="checkbox"/>	Unincorporated county areas only	\$
<input type="checkbox"/>	South County Area	\$
<input type="checkbox"/>	SLO/Los Osos Area	\$
<input type="checkbox"/>	North County Area	\$
<input type="checkbox"/>	North Coast Area	\$
TOTAL		\$

South County = Arroyo Grande, Pismo Beach and unincorporated areas, i.e., Oceano, Nipomo, etc.
 North County = Atascadero, Paso Robles, unincorporated areas, i.e., Shandon, Templeton, etc.
 North Coast = Morro Bay, unincorporated areas, i.e., Cayucos, Cambria, etc.

(7-9) Please list expenditures under CDBG-CV3 by item or cost category and attach a timeline of the expenditures.

CDBG-CV3 APPLICATION

TOTAL	
-------	--

CDBG-CV3 APPLICATION

FEDERAL REQUIREMENTS ACKNOWLEDGEMENTS

Every person or Agency awarded a CDBG-CV3 Contract or grant by San Luis Obispo County for the provision of services shall be required to certify to the County that they will comply with federal and local requirements including, but not limited to, those listed below. Please initial each certification listed to indicate you or your agency can and will comply with these requirements if funded.

Federal Requirements		Initials
Affirmative Marketing	Quarterly and annual reports shall be submitted by the project/program manager to the County for CDBG-CV3 funded public services and housing projects. Each report shall include the total number of project/program applicants and clients served with respect to race, ethnicity, gender, and disability status. Affirmative marketing efforts shall be taken to increase the participation of any underserved groups.	
Americans with Disabilities Act	Certify that this agency has reviewed its projects, programs and services for compliance with all applicable regulations contained in Title II, Americans with Disabilities Act of 1990.	
Audits	Agrees to have an annual audit conducted in accordance with current San Luis Obispo County policy regarding audits and 2 CFR 200.501 audit requirements. Shall comply with current San Luis Obispo County policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided through the grant.	
Civil Rights Act	Certify that it complies with and prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964.	
Conflict of Interest	(2 CFR 200.112, 200.318, and 570.611) Certify and agree that no covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-CV3 assisted activity, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-CV3 assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. A "covered person" includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the agency	
Debarment Status of Contractors	Certify that, to the best of its knowledge and belief, that it and its principals will not knowingly enter into any subcontract with a person who is, or organization that is, debarred, suspended,	

CDBG-CV3 APPLICATION

	<p>proposed for debarment, or declared ineligible from award of contracts by any Federal agency.</p> <p>Note: Your agency must be registered with the U.S. General Services Administration’s System for Award Management (SAM) at SAM.gov website prior to the award of funds. To register to www.SAM.gov and create an account by clicking the “Create User Account.” The County must follow-up and document your “Active” status prior to award or execution of agreement.</p>	
Drug-Free Workplace	Certify that it will provide a drug-free workplace.	
Environmental Review	<p>Prior to HUD’s release of grant conditions and/or funds for the CDBG-CV3 funded project, a review of the project’s potential impact on the environment must be conducted and approved by the County of San Luis Obispo prior to obligating or incurring project costs. The County must certify to HUD that it has complied with all applicable environmental procedures and requirements. Should project costs be obligated or incurred prior to the completion of the necessary environmental review, the project shall not benefit from the federal funds. The level of environmental review required depends on the nature of the project. 24 CFR Part 58 is available at http://www.hud.gov/offices/pih/ih/codetalk/onap/docs/24cfr58.pdf.</p>	
Financial Management	<p>Accounting Standards: Agrees to comply with 2 CFR 200(E)(F) and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.</p>	
	<p>Cost Principles: Shall administer its program in conformance with 2 CFR 200(E), “Cost Principles for Non-Profit Organizations,” or 2 CFR 225, “Cost Principles for State and Local Governments,” as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.</p>	
	<p>Procurement Policies: Certify and agree to procure all materials, property, or services in accordance with the requirements of 2 CFR 200.320-326.</p>	
HMIS Reporting	<p>All homeless service providers applying for CDBG-CV3 funds to assist, house, or shelter the homeless must identify and demonstrate the capacity to participate in the County of San Luis Obispo Homeless Management Information System (HMIS) to provide: personnel for data entry, user licensing, and hardware and software necessary for compatibility with HMIS. HMIS is an electronic data collection system that stores client level information about persons who access the homeless services system in a Continuum of Care and reports aggregate data for the County as per HUD’s Data Standards. HUD updated its data standards in 2014, and the new standards are in effect as of October 1, 2014. More information can</p>	

CDBG-CV3 APPLICATION

	<p>be found at https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf and https://www.hudexchange.info/resources/documents/HMIS-Data-Dictionary.pdf.</p>	
Liability	<p>The County and cities require all grant recipients to maintain general liability, automobile and workman’s compensation insurance with limits of not less than \$1 million (may vary by jurisdiction). If you are successful in obtaining a reward, you will be asked to provide documentation regarding your ability to provide the required coverage.</p>	
Lobbying Activities	<p>Certify that no Federal appropriated funds have been paid or will be paid, by or on behalf of the agency, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.</p>	
Lobbying Disclosure	<p>The undersigned certifies to the best of his or her knowledge and belief, that:</p> <p>A. No federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant loan, or cooperative agreement in accordance with the Department of Interior and Related Agencies Appropriations Act, known as the Byrd Amendments, and HUD'S 24 Code of Federal Regulations (CFR) 87.</p> <p>B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and</p>	

CDBG-CV3 APPLICATION

	<p>submit Standard Form LL, "Disclosure Form to Report Lobbying," in accordance with its instructions, and other federal disclosure forms as requested.</p> <p>C. The Subrecipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.</p> <p>This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	
Mandatory Disclosure	<p>The non-Federal entity or applicant for a Federal award must disclose, in a timely manner*, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations, potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 (Remedies for Noncompliance), including suspension or debarment. (See also 2 CFR Part 180 and 31 USC 3321). Limit one violation per form. The subrecipient acknowledges that the completion and submission of this form will satisfy the requirement in 2 CFR 200.113 (Mandatory Disclosure) and will be done at the time of subrecipient agreement execution with the County.</p>	
Minority Business Enterprise (MBE), Women's Business Enterprise (WBE), Small Business Contracting	<p>Certify that it will comply with 2 CFR 200.321 to take all necessary affirmative steps to assure that minority firms, women business enterprises, and labor surplus area firms are used when possible. Further certify that it will submit to San Luis Obispo County at the time of project completion a report of the MBE and WBE status of all subcontractors to be paid with CDBG-CV3 funds with contracts of \$10,000 or greater, in a format that will be provided by the County.</p>	
Real Property	<p>Certify that it will comply with real property standards (24 CFR Part 570.505) applicable to any property within the owner's control that is acquired or improved in whole or in part using CDBG-CV3 funds in excess of \$25,000.</p>	
Religious Activities	<p>Certify and agree that funds provided to the agency will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.</p>	

CDBG-CV3 APPLICATION

Relocation	Any project that involves the acquisition of property, construction, and/or rehabilitation and that is funded in whole or in part with federal CDBG-CV3 funds is subject to federal relocation requirements. In general, any property owner, commercial business, or residential occupant who is displaced by a HUD-funded project may be eligible for relocation benefits. A project cannot be broken into separate "projects" in order to avoid the federal requirements connected with property acquisition and relocation. Any questions concerning the relocation regulations for a specific property acquisition project should be directed to the County Housing and Economic Development staff before any action is taken on the project.	
Section 3	Certify and agree to ensure that opportunities for training and employment arising in connection with contracts or subcontracts for a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project are given to low- and very low-income persons residing within the metropolitan area in which the CDBG-CV3 funded project is located; where feasible, priority should be given to low- and very low-income persons within the service area of the project or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs; and award contracts for work undertaken in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project to business concerns that provide economic opportunities for low- and very low-income persons residing within the metropolitan area in which the CDBG-CV3 funded project is located; where feasible, priority should be given to business concerns that provide economic opportunities to low- and very low-income residents within the service area or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs.	
Section 504	Section 504 of the Rehabilitation Act of 1973: Certify that it has read and understands all of its obligations under Section 504 to prohibit discrimination against persons with disabilities in the operation of programs receiving federal financial assistance.	

Do not hesitate to contact Tony Navarro at: tnavarro@co.slo.ca.us, or by phone at 805-781-5787 if you have any questions.

CDBG-CV3 APPLICATION

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

Signature

DATE

Printed or Typed Name

Title

CDBG-CV3 APPLICATION

Exhibit A - Housing Rehab and Construction Projects

Will the affordable housing project be applying for tax credits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes , what round?	<input type="checkbox"/> March	<input type="checkbox"/> June
If March was selected and if your project is identified to receive funds, will your project require a Reservation Letter for the state tax creditors	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has NEPA been completed on this project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

What is the age of the property/building in years?		
Has a property inspection report been completed if undertaking rehab?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
For buildings/structures constructed prior to 1978:		
Have asbestos and lead hazard risk assessment reports been issued for the facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the facility been abated for asbestos and lead paint?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will children occupy the facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, indicate the age range of children:		
Has a Phase I or Phase II environmental assessment been conducted for the property? If so, please provide a copy.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

List and describe any known hazards (e.g. asbestos, storage tanks - underground, aboveground):

Has the property been designated or been determined to be potentially eligible for designation as a local, state, or national historic site? If Yes, describe below:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

CDBG-CV3 APPLICATION

Is the building/structure located on a Historic Site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the building/structure located in a Historic District?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the building/structure in a Flood Zone?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the building/structure in a Flood Plain?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your agency have flood insurance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be demolition required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

The questions below ask about zoning. If zoning information is not known, contact the local municipality to request assistance.

What is the project structure type?

<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Public facility	<input type="checkbox"/> Public right-of-way
--------------------------------------	-------------------------------------	--	--

What is the current zoning of the project site?

Is the project site zoned correctly for the proposed activity?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

If no, provide below an explanation of efforts and a timetable to change the zoning or obtain a variance:

B.15. Does the project require temporary/permanent relocation of occupants? Yes No

If yes, this project is subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). Describe the relocation plans, including timetable and notifications to occupants. List how many of the occupied units are: (a) owner-occupied; (b) renter-occupied; or (c) businesses. Indicate whether temporary and/or permanent displacement is required. [NOTE: This will be for site information only. Relocation activities may not be eligible for funding with CDBG-CV3 funds and full relocations costs may be assumed by the project applicant. If eligible as a CDBG-CV3 costs, the County has the option to not consider the project for funding and/or not assume these costs.]

CDBG-CV3 APPLICATION

Federal regulations require that all facilities and/or services assisted with CDBG-CV3 funds be accessible to the disabled. Accessibility includes such things as: entrance ramps, parking with universal logo signage, grab bars around commodes and showers, top of toilet seats that meet required height from the floor, drain lines under lavatory sink either wrapped or insulated, space for wheelchair maneuverability, accessible water fountains, access between floors (elevators, ramps, lifts), and other improvements needed to assure full access to funded facilities/programs, including serving the blind and deaf.

Describe below whether the project currently meets ADA standards for accessibility by the disabled. If not, describe the accessibility problems and methods to be utilized to address the problems, including funding and timetable.