

**General Application Instructions
Fiscal Year (FY) 2022-2023 CDBG, HOME
and FY 2021-2022 HOME, CDBG-CV**

1. RELEVANT DOCUMENTS

All applicants should review the following documents prior to submitting an application:

1.1. Notice of Funding Availability for FY 2022-2023 CDBG, HOME and CDBG-CV for capital projects, affordable housing projects, tenant based rental assistance, supportive services, fair housing, noncongregate shelter, and economic development activities.

1.2. Application Materials:

1.2.1. Funding Timeline (See Exhibit 1)

1.2.2. FY 2022-2023 CDBG and HOME Funding Policies with Addendum for CDBG-CV Funds (See the Commission website to download)

1.2.3. Frequently Asked Questions & Resources (See Exhibit 2)

1.3. *New 2022-2023 Type of Application (select the applicable one for your project):*

1.3.1 CDBG, HOME, CDBG-CV Affordable Housing & Capital Projects Application

1.3.2 CDBG, CDBG-CV Economic Development Application

1.3.3 CDBG, CDBG-CV Fair Housing Services & Housing Justice Programs Application

1.3.4 CDBG-CV Public Services Application

2. GENERAL APPLICATION INSTRUCTIONS

Applicants must select the applicable funding application for their project and review the form carefully, including applicable attachments. Applications will be reviewed on the basis of the information provided. Applicants must use the current funding application.

Supplemental materials must be kept to a minimum and must be on letter-sized paper (legal size folded to letter-size allowed for maps and plans). Materials submitted in a different format and/or excessive supplemental materials will not be reproduced for review by the committees and Board of Supervisors. Submit applications in a 3-ring binder (unbounded) with labeled attachments.

2.1. Application Organization

2.1.1 Hard Copy Version

Please submit one hard copy version of the application and attachments, including the certifications with original signatures, in a 3-ring binder. Please do not double side the application pages, alter the pagination, or change the order of the questions/sections.

2.1.2 Electronic Version

Please submit a flash drive that contains an electronic version of the application. Submit the Application using the fillable pdf form, and each signed certification and attachment as a separate, clearly named and ordered electronic document.

2.1.3 Application Order:

The hardcopy and electronic version of the application selected must follow the order as shown in the applicaton form. Example:

Application Checklist for “CDBG-HOME (and CDBG-CV) Affordable Housing and Capital Projects”:

- **Part 1: Applicant Information**
- **Part 2: Project Description**
- **Part 3: Program/Project Information**
- **Part 4: Timeline**
- **Part 5: Sources and Uses**
- **Part 6: Attachments Required** (list the attachments in the order provided. If an attachment does not apply, please label as “not applicable”)
- **Supplemental Application: Public Facilities or Other Infrastructure (CDBG and CDBG-CVonly)**
- **Supplemental Application: Housing-Related Projects (CDBG, HOME and CDBG-CV)**
- **Part 7: Certifications**
Each applicable certification should be signed by the appropriate parties. If a certification does not apply, please label it as “not applicable” and submit without signature.
- **Grant Certification Form 1**
- **Grant Certification Form 2**
- **Grant Certification Form 3**
- **Grant Certification Form 4**

2.2. Application Submittal & Due Date

Applications are due no later than **Friday, January 21, at 2:00 pm**. Deliver one hard copy and one electronic version to the staff member listed below. If you are using a third party delivery service, staff recommends that overnight service not be used, as it cannot be guranteed:

ATTN: Valerie Johnson

Sonoma County Community Development Commission

1440 Guerneville Road

Santa Rosa, CA 95403

Email: Valerie.Johnson@sonoma-county.org

3. USE OF FUNDS

Funds may only be used for eligible activities, as described in **Appendix A and CDBG-CV addendum of the FY 2022-2023 CDBG & HOME Funding Policies**. Applications must demonstrate that the proposed project or program is an eligible activity and is located in the Urban County.

In order to comply with federal timeliness requirements, the Commission emphasizes that project proposals should be submitted for ready-to-proceed projects. This means that if a project has not yet completed predevelopment activities – such as the preparation of an environmental review document, the applicant should submit an application for the preparation of the environmental review or other predevelopment activity **ONLY**. This will ensure timely completion of the proposed activity.

4. CONFIDENTIALITY OF NOFA RESPONSES

Upon submission, all proposals shall be deemed public records. In the event that a proposer desires to claim portions of its proposal exempt from disclosure, it is incumbent upon the proposer to clearly identify those portions with the word “Confidential” printed on the top right-hand corner of each page for which such privilege is claimed, and to clearly identify the information claimed confidential by highlighting, underlining, or bracketing it, etc. Each page shall be clearly marked and readily separable from the proposal in order to facilitate public inspection of the nonconfidential portion of the proposal. The Commission will consider a proposer’s request for exemptions from disclosure; however, the Commission will make its decision based upon applicable laws. An assertion by a proposer that the entire proposal, large portions of the proposal, or a significant element of the proposal, are exempt from disclosure will not be honored, and the proposal may be rejected as non-responsive. Proposers are cautioned that materials designated as confidential may nevertheless be subject to disclosure. Proposers are advised that the Commission does not wish to receive confidential or proprietary information, and those proposers are not to supply such information except when it is absolutely necessary. If any information or materials in any proposal submitted are labeled confidential or proprietary, the proposal shall include the following clause:

[Legal name of proposer] shall indemnify, defend and hold harmless the County of Sonoma, the Sonoma County Community Development Commission and their officers, agents and employees from and against any request, action or proceeding of any nature and any damages or liability of any nature, specifically including attorneys' fees awarded under the California Public Records Act (Government Code §6250 et seq.) Arising out of, concerning, or in any way involving any materials or information in this proposal that [legal name of proposer] has labeled as confidential, proprietary, or otherwise not subject to disclosure as a public record.

5. ENVIRONMENTAL REVIEW REQUIREMENTS – NEPA & CEQA

5.1. National Environmental Policy Act (NEPA)

The award of federal funds to a project requires compliance with the review and clearance provisions of the National Environmental Policy Act (NEPA) and HUD's implementing regulations at 24 CFR 58.

Applicants for federal funds are prohibited from undertaking, committing, or expending any funds (including non-federal funds) to undertake any physical or choice-limiting actions on the project site prior to an environmental determination and/or clearance as required by Part 58. Physical and choice-limiting actions include, but are not limited to, property acquisition, demolition, movement, rehabilitation, conversion, repair, or construction. This prohibition applies regardless of whether federal or non-federal funds are used for such actions. Any Options to Purchase Property should be contingent upon a HUD Environmental Review being completed and approved by the Sonoma County Community Development Commission and accepted by HUD.

Award recommendations are conditional upon the successful completion of the project's environmental review and final approval from HUD.

5.2. California Environmental Quality Act (CEQA)

If applicable, all projects must receive local environmental clearance in accordance with the requirements of the California Environmental Quality Act (CEQA). If the project is located in the County jurisdiction, the Commission will request the CEQA status from Permit and Resource Management Department (Permit Sonoma) when reviewing the funding application. If the project is not located in the County jurisdiction, the applicant must submit a copy of the CEQA clearance to the Commission prior to a funding commitment being made. [See Cal. Code Regs. Tit. 14. Section 15000 et seq.;]

6. APPLICANT PAST PERFORMANCE

Agencies with unresolved monitoring findings may not be eligible to receive funding.

7. IMPORTANT INFORMATION/ITEMS TO CONSIDER

7.1. General

The Notice of Funding Availability and Application Guidelines briefly summarize some of main requirements for CDBG and HOME awards. These requirements are not all inclusive. Potential applicants should consider their capacity and program/project concept in relation to all requirements. It is an applicant's responsibility to thoroughly review all grant regulations and guidance before preparing an application for funding to ensure they have the ability to comply with all Federal requirements and funding regulations.

7.1.1. Supplemental Written Information

The Commission may request supplemental written information from an applicant concerning the applicant's ability to perform the services, or if the amount awarded is different from the amount requested. If an applicant fails to provide supplemental information within the time stated in the request, the Commission may refuse to consider the project application.

7.1.2. Applicant Interview

The Commission may request an interview with any applicant. If an application is unclear, the applicant may be given an opportunity to explain how the project proposal complies with this NOFA.

7.1.3. Dismissal of a Project Application

If an applicant provides false or misleading information, it will be grounds to dismiss their project application.

7.1.4. Commission's Right to Determine Intent of NOFA

In cases of doubt or differences of opinion concerning the interpretation of this NOFA, the Commission reserves the exclusive right to determine the intent, purpose, and meaning of any provision in this NOFA.

7.1.5. Compliance with applicable Federal regulations

Successful applicants must certify that they will comply with all applicable Federal regulations, State, county and/or city statutes, rules, regulations, and record-keeping requirements governing the use of CDBG or HOME funds. The applicant selected by the Commission will be required to enter into a written agreement requiring compliance with the application and any modifications and conditions imposed by the Commission including terms applicable to the program/project. If awarded funds, it is the responsibility of the applicant to understand and comply with a written agreement and federal regulations.

7.1.6. Availability of Funds Upon Completion of all regulatory requirements for use of federal funds

Funds will be available upon completion of all regulatory requirements for use of federal funds, including, but not limited to, completion of a HUD Environmental Review. If awarded, funds may be reimbursed from the effective date of a contract, but will not be disbursed to the awardee until the grant written agreement is executed by both parties.

7.1.7. Use of Funds for Acquisition or Rehabilitation

If an acquisition and/or rehabilitation project is proposed, the applicant can have no financial or legal commitment to purchase or begin rehabilitation.

7.1.8. Environmental Review must precede any project work

PROJECTS CANNOT START UNTIL THE COMMISSION HAS CONDUCTED OR APPROVED A HUD ENVIRONMENTAL REVIEW. AGENCIES FAILING TO WAIT UNTIL THE HUD ENVIRONMENTAL REVIEW IS COMPLETE WILL FORFEIT THE ALLOCATED FUNDS.

7.1.9. DUNS Number

This is a nine-digit number in a data universal numbering system that identifies business entities on a location-specific basis. A DUNS number is mandatory to receive a federal grant. If you do not have a DUNS number, you can register with Dun and Bradstreet at <http://fedgov.dnb.com/webform> (can take up to 30 days to complete) or by calling **866-705-5711** (takes 10-15 minutes to complete).

7.1.10. Construction Projects & Federal and California Prevailing Wage Rates

For certain projects funded with CDBG and HOME, workers must be paid the higher of California prevailing wage rates or Federal Davis-Bacon wage rates. These wage rates are triggered under the following circumstances:

- Non-housing construction projects over \$2,000
- CDBG-funded housing construction or rehabilitation of properties with eight (8) or more total residential units
- Any eligible use of HOME funds – including land acquisition, in which there are twelve (12) or more HOME-assisted units in the same project
- Housing projects that include 8 or more Project Based Vouchers

State prevailing wage rates and Davis Bacon wage rates are established by specific trades (examples: plumbers, electricians, carpenters, laborers, etc.) and are based on either a "residential" or "commercial" rate. Generally, these wages are higher than accepted local rates. This may increase the cost of the project.

Any project for which California prevailing wage rates or Davis-Bacon wage rates are triggered should work closely with Commission staff prior to going out to bid or commencing any project work to ensure compliance and eligibility for funding.

7.1.11. Lead-Based Paint

For any project involving an existing residential structure that was built before 1978, the project must meet the requirements of the HUD regulation to control lead-based paint hazards in housing receiving federal assistance, 24 CFR Part 35. This regulation, effective September 15, 2000, establishes procedures for evaluating whether a lead-based paint hazard may be present, controlling or eliminating the hazard, and notifying occupants of what was found and what work was done in such housing. Commission staff will provide technical assistance in determining the regulations that apply and the required lead abatement process. However, the applicant is responsible for conducting all required lead-based paint abatement procedures and should accommodate these activities in the project.

7.1.12. Demographics

Reporting requirements for HUD grants will involve data collection of demographic information for each person served, such as those that follow. Depending on the type of grant, some reporting requirements are more extensive.

1. **Income categories** (MFI = Median Family Income):

- Extremely Low (0% to 30% of MFI)
- Low (31% to 50% of MFI)
- Moderate (51% to 80% of MFI)
- Non Low to Moderate (greater than 80% MFI)

2. **Gender:** Male or Female

3. **Race and ethnicity:**

Racial Categories:

- American Indian/Alaska Native
- Asian
- Black/African American
- Native Hawaiian/Other Pacific Islander
- White
- American Indian/Alaska Native AND White
- Asian AND White
- Black/African American AND White
- American Indian/Alaska Native AND Black/African American
- Other Multi-Racial

Ethnic Designations:

- Hispanic/Latino
- Not Hispanic/Latino

Note: *Ethnic categories such as Hispanic and Latino cut across all races. Persons reporting Hispanic or Latino must also select a race.*

7.1.13. Low and Moderate-Income Guidelines

Activities for participants funded with HUD awards must meet low or moderate-income guidelines as determined by HUD. The current income guidelines for the County of Sonoma are located on the Commission's website. You can access them by clicking on this link:

https://sonomacounty.ca.gov/templates_portal/Page.aspx?id=2147552904

CAPITAL PROJECTS
 FUNDING APPLICATION PROCESS TIMELINE
 FISCAL YEAR 2022-2023
 SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION

The Funding Application Process for fiscal year 2022-2023 includes applications for Community Development Block Grant (CDBG) for capital projects and HOME Investment Partnerships Act (HOME) Programs.

Date	Description
Wednesday, September 15, 2021, 10am Meeting Held Via Zoom	Concurrent Cities and Towns Advisory Committee (CTAC) and CD Committee Public Hearings to identify housing and community development needs, review and discuss the FY 2020-2021 Consolidated Annual Performance and Evaluation Report (CAPER) and review draft FY 2022-23 Funding Policies for Capital Projects and Fair Housing
Wednesday, October 20, 2021, 10am Meeting Held Via Zoom	Concurrent Cities and Towns Advisory Committee (CTAC) and CD Committee Public Hearings to approve FY 2022-2023 Funding Policies for Capital Projects and Fair Housing
Wednesday, December 8, 2021	Notice of FY 2022-23 CDBG and HOME and FY 2021-22 HOME and CDBG-CV funding availability (NOFA) issued inviting submission of funding applications
Wednesday, January 12, 2022, 1pm Meeting Held Via Zoom	Technical Assistance Session for applicants interested in submitting a funding application for FY 2022-23 CDBG, HOME or FY 2021-22 HOME and CDBG-CV funds.
Friday, January 21, 2022, 2pm	All Capital Project Funding Applications are due at the Commission Office
Wednesday, February 16, 2022, 10am; Meeting Held Via Zoom	Presentation to Community Development Committee and CTAC of list of FY 2022-23 and FY 2021-22 applications received for funding.
Wednesday, March 16, 2022, 10am; Meeting Held Via Zoom	Workshop for CD Committee and CTAC review, take testimony, and provide feedback for applications received. All applicants must be present to be considered for funding.
Friday, April 1, 2022	Draft FY 2022-23 Action Plan and draft FY 2021-22 Action Plan Substantial Amendment published for 30-day public comment period.
Wednesday, April 20, 2022, 10am; Meeting Held Via Zoom	CD Committee and CTAC concurrent public hearings to make final recommendations for draft FY 2022-23 Action Plan and FY 2021-22 Action Plan Substantial Amendment. All applicants must be present to be considered for Funding.
Tuesday, May 3, 2022 (date subject to change)	Board of Supervisors to discuss and adopt the 2022-23 Action Plan and FY 2021-22 Action Plan Substantial Amendment
Friday, May 13, 2022	Deadline for FY 2022-2023 Action Plan and FY 2021-22 Action Plan Substantial Amendment to be received at HUD office.
July 1, 2022	Beginning of fiscal year 2022-2023 (through June 30, 2023)

Contact Information

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 Sonoma County Community Development Commission
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Exhibit 2: Frequently Asked Questions & Resources CDBG, HOME Funding Applications

FREQUENTLY ASKED QUESTIONS AND OTHER RESOURCES

1.1. How to look up your organization’s D-U-N-S number

Dun & Bradstreet D-U-N-S Number Lookup: <https://www.dnb.com/duns-number/lookup.html>

Select “My Company” from the drop down menu. Enter your organization’s name (or a portion of it) and address (at minimum the state).

Select your organization from the list. You will be taken to a form you must fill out to have the DUNS number emailed to you. Fill out the form, click “send DUNS number” and check your email. The number of the organization will be emailed to you.

1.2. How to look up your project’s FEMA FIRM panel number

Go to the FEMA Flood Map Service Center website: <https://msc.fema.gov/portal>

Type in your project’s street address and city.

There may or may not be a flood map available for your property. If there is, you will see “The flood map for the selected area is number _____” underneath “Search Results.” That number is the panel number.

If instead of a number, you see the message “There is no flood map printed for the selected location...” under “Search Results”, click on the “Interactive Map” logo to the right of the Search Results and click “OK” to acknowledge the warning that you are leaving a FEMA site. This will open a new website showing a map of your property. Locate your property on the map and find the “PANEL” label—the 11-digit number is your panel number.

1.3. How to look up your project’s census tracts

Visit the Census Reporter.org website:

<https://censusreporter.org/locate/>

Type in the address and hit “Enter” on your keyboard. You will see the block number and census tract number for the address along with other jurisdictional information.

1.4. How to obtain the “Guide to National Objectives and Eligible Activities for CDBG Entitlement Communities”

Visit HUD Exchange to download this helpful guide:

<https://www.hudexchange.info/resource/89/community-development-block-grant-program-cdbg-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities/>

The Guide is written with both public officials and citizens in mind, and can help applicants determine whether their project is eligible for funding.

Exhibit 2: Frequently Asked Questions & Resources CDBG, HOME Funding Applications

1.5. Download “Playing by the Rules: A Handbook for CDBG Subrecipients on Administrative Systems”

Visit HUD.gov to download this guide written for CDBG subrecipients:
www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/

The Handbook is meant to help subrecipients with common administrative problems.