

**SONOMA COUNTY COMMUNITY
DEVELOPMENT COMMISSION
CDBG and CDBG-CV FUNDING APPLICATION:
FAIR HOUSING SERVICES AND HOUSING
JUSTICE PROGRAMS**

This space reserved for CDC date and time stamp

Please review the Notice of Funding Availability (NOFA), Application Guidelines, and the FY 2022–2023 CDBG and HOME Funding Policies before submitting your application. All applications must meet the eligibility criteria found in the Funding Policies and the requirements set forth in the NOFA.

Part 1: Applicant Information

Legal name of organization:		
Organization's DUNS number:		
Contact Information		
Authorized Representative (City/Town Manager, Executive Director, or other):	Name, title:	
	Phone:	
	Email:	
Primary point of contact:	Name, title:	
	Phone:	
	Email:	
Organization is a:	<input type="checkbox"/> Non-profit organization <input type="checkbox"/> Local government	
Organization mailing address:		
Organization website:		
Organizational Capacity and Experience		
Describe applicant's record of administrative and programmatic capacity using federal, state, local, and/or private grant funds, explaining any past issues or challenges administering grant funds.		

Part 2: Project Description

Brief Description of Project or Program

The description provided here will be incorporated into the staff reports provided to the Community Development Committee, Cities and Towns Advisory Committee, and/or the Board of Supervisors. Descriptions MUST BE 125 words or less. It will not be edited and will be truncated at 125 words. A longer project description may be attached.

Part 3: Project Information

Project Name

Fair Housing Project Type

Please check all types of activities or services your organization will provide with the funding requested:

Provides education about fair housing laws Provides investigative testing and auditing Advocates for tenants who may be targets of discrimination Enforcement of fair housing laws Legal services for eviction prevention

Funding Request

Amount of CDBG funds requested: \$

Amount of CDBG-CV funds requested: \$

CDBG-CV Requirements

If you are applying for CDBG-CV funds, please describe the how the proposed activity will prevent, prepare for or respond to Coronavirus (*activities must demonstrate they respond to one of more*):

Primary Physical Location of Activities or Program (if applicable)

Address:

Fair Housing Program Information

Describe your organization's experience providing Fair Housing services. Include a general description of your organization's strategies, program model, and past achievements:

Describe your understanding of the expectations related to the provision of Fair Housing services under HUD's Affirmatively Furthering Fair Housing (AFFH) rule:

Describe activities in your proposed program model that will raise awareness of Fair Housing issues in Sonoma County including technical training for housing industry representatives and organizations, education and outreach activities geared to the public, and advocacy campaigns:

Describe activities and the anticipated impact of components of your proposed program model that will address the requirements for fair housing testing, and enforcement under the AFFH rule:

Describe your proposed project's capacity for Intake of Complaints, and Investigation & Enforcement, including filing lawsuits.

Describe the proposed project's strategy to provide Fair Housing training for property owners and renters.

Describe your strategy for providing counseling for low-income/disabled residents to understand their rights.

Describe your proposed strategy to provide educational seminars for residents most vulnerable to housing discrimination.

How will your proposed Fair Housing program help to reduce discriminatory activities against protected classes?

What marketing strategies (online or otherwise) will your organization will use to conduct public outreach to share information about fair housing?

Please describe services provided to landlords such as consultation, training, or landlord/tenant mediation services.

Please describe how your organization collaborates with other entitlement jurisdictions within Sonoma County (Petaluma and Santa Rosa) and other Fair Housing or Housing Justice programs to provide consistent and cost-effective service and assistance to citizens of the entire County.

The County of Sonoma, as well as the seven municipalities of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and Windsor, comprise the Urban County. At least 51% of beneficiaries served by the program or activity funded by the Sonoma County Community Development Commission with CDBG or CDBG-CV funds must be Urban County residents. Please state how your organization will obtain, verify and document program beneficiaries meet this requirement:

Sonoma County uses CDBG funding for Fair Housing and Housing Justice services. Federal regulations require that 51% of participants be low income. What method will your organization use to verify and track income eligibility?

Please fill out the table below by stating the numbers served per category according to the stated time frames.

	<u>Proposed</u> number to be served by project in upcoming Fiscal Year	Current number served as of the filing of this application (if project is currently in operation)	Number served by project last Fiscal Year
	July 1, 2022 – June 30, 2023	July 1, 2021 to Current Date	July 1, 2020 - June 30, 2021
Number of <u>households</u> served			
Number of <u>persons</u> served			

List the estimated percentage of the target population served in each of the income categories below:		
Household Income	List the total estimated percentage of the households served in each of the income categories below	<u>Considering only Urban County residents</u>, list the estimated percentage of households served in each of the income categories below
Extremely Low (Below 30% AMI)		
Very Low (Between 31% -50% AMI)		
Low (Between 51% -80% AMI)		
Moderate (Over 80% AMI)		

Part 4: Project Financing and Budget

Funding Status				
Is this application for new or renewal funding?		<input type="checkbox"/> New <input type="checkbox"/> Renewal		
Has this project been previously funded by the CDC?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
If this project received funding under a different name, please state the name of the program (<i>If "No" = NA</i>)				
What percentage of your project budget does your request make up?				
Will funding requested supplant existing funding for the project?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Community Development Commission Funding History				
	FY 2019-20	FY 2020-21	FY 2021-22	Request for FY 2022-2023
Funds Requested				
Funds Awarded				
Application Budget Overview				
Total Organization Budget:				
Total Project Budget:				
The request represents this percentage of the project budget:				
Please state funding sources leveraged to support your proposed project and approximate percentage of the total project budget that these represent.				
Describe the aspects of the project design that are scalable. Indicate how many fewer participants will receive services if the award is less than the amount requested.				

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What is your organization's plan for the long-term financial sustainability of this project?

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Part 5: Attachments Required

Project sponsors must submit the following documents, as applicable, with their funding application:

- Project Description: Provide a description of the project that includes specific location information and geographic boundaries. It should identify the maximum anticipated scope of the entire project, and delineate the specific activities for which the applicant is requesting funding at this time.
- Authorizing Resolution: For non-profit organizations, attach a resolution from the Board of Directors authorizing the submittal of the application.
- IRS Letter of Determination: Non-profit organizations only must submit an IRS Letter of Determination. Non-profit organizations are not eligible for consideration unless non-profit status has been verified.
- Letters of Commitment: Submit letters of commitment from all other funding sources.
- Financial Documentation:
 - Non-profit organizations must attach the following:
 - Current operating budget
 - Most recent completed final audit report
 - IRS Form 990 for the most current tax year
 - If organization is not audited, attach a copy of the most recent internal financial statement that has been approved by Board of Directors.

**Additional financial information may be requested by CDC staff as deemed appropriate.*

- Sonoma County departments or agencies, the cities of Cotati, Cloverdale, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and the Town of Windsor are exempt from this requirement.
- Organizations are **required** to have **written** policies and procedures. The applicant must submit certification that they have the following policies and procedures. (Please complete the forms found in Part 7 – Certifications)
 - Accounting
 - Conflict of Interest
 - Procurement
 - Record Retention

Part 6: Certifications

- Grant Certification Form – 1 (Application Completeness & Accuracy & Signatory Authority)
- Grant Certification Form – 2 (Federal Regulations)
- Grant Certification Form – 3 (Conflict of Interest)
- Grant Certification Form – 4 (Policies and Procedures)

Grant Certification Form – 1

Application Completeness & Accuracy & Signatory Authority

I hereby certify that _____ (*insert name of organization requesting funds*) has complied with all applicable laws and regulations pertaining to the application and is an eligible applicant for the requested funding.

The organization proposes to provide the program services or complete the project identified in this application. If this application is approved and this organization receives the requested funding this organization agrees to adhere to all relevant Federal, State, and local regulations and other assurances as required by the Commission.

In addition, the content of the application shall be incorporated as part of the written agreement and, as such, will be used to monitor performance. Activities, commitments, and representations described in the written agreement that are not subsequently made a part of the program/project as funded shall be considered a material contract failure and may result in a repayment of all awarded funds and/or suspension from participation in future funding rounds.

I hereby certify that the organization is fully capable of fulfilling its obligation under this application, as stated herein.

I further certify that the information provided in this Funding Application is correct, accurate, and complete.

Signature/Authorized Representative of Organization

Printed Name: _____

Title: _____

Date: _____

Grant Certification Form – 2

Federal Regulations – CDBG

Requirements	Federal Regulations	Other References
Federal Labor Standards - Davis-Bacon - Copeland Act (Anti-kickback) - Contract Work Hours and Safety Standards	24 CFR 92.354 29 CFR Parts 1, 3, and 5	40 U.S.C. 3141; 40 U.S.C. 3701
Section 3	24 CFR 135	Section 3 of the HUD Act of 1968, as amended (12 U.S.C. 1701u); 2 CFR 200.321
Minority and Women Business Enterprise Participation (MBE/WBE)	Small Business Act, Section 3(a) 15 U.S.C. 632	12 U.S.C. 1701
Civil Rights and Non-Discrimination	Title VI of Civil Rights Act of 1964 Title VIII of the Civil Rights Act of 1968 Section 104(b) and 109 of Title I of the Housing and Community Development Act of 1974	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990 Age Discrimination Act of 1975 Executive Orders 11063, 11246, 11375, 11478, 12107, 12086, and 13279
Equal Employment Opportunity	24 CFR 570.601-602; 570.607 41 CFR 60	Executive Orders 11246; 12086 12 USC 1701u
Fair Housing	Fair Housing Act (42 U.S.C. 3601-3620) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d) Equal Opportunity in Housing Section 504 of the Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990	24 CFR Parts 8, 107, and 146 42 U.S.C. 200(d) Executive Orders 11063, as amended by Executive Order 12259 Age Discrimination Act of 1975, as amended (42 U.S.C. 6101)
Debarred or Ineligible Contractors	24 CFR 570.609; 24 CFR 24	Executive Orders 12549 and 12689
Reasonable Accommodation	24 CFR Part 8; 24 CFR 570.601-602	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990

Fire Safety Codes		Local ordinances
Building, Housing, and Zoning Codes Housing Quality Standards	24 CFR 570.208(b)(1)(iv); 208(b)(2)	Local ordinances
Lead-Based Paint	24 CFR 570.608; 24 CFR Part 35	42 U.S.C 4821 et seq.
Anti-Lobbying	Appendix II to Part 200 J; 31 U.S.C. 1352	
Environmental, Historic Preservation, National Environmental Policy Act, Flood Insurance Requirements - Sitting near airports and coastal barrier - Fish and wildlife protection - Flood plain/flood insurance - National Historic Preservation - Noise abatement and control - Wetlands/Coastal zones - Air quality - Endangered species - Thermal/Explosive hazards	24 CFR 570.503(b)(5)(i); 570.604; 570.605; 570.202; 24 CFR 58 References at: 24 CFR 58.6; 58.5570.605	Section 104(g), HCDA 42 U.S.C 4001 et seq.
Relocation, Real Property Acquisitions, and One-for-One Housing Replacement - Uniform Relocation Act - Residential anti-displacement and relocation assistance	24 CFR 570.201(i); 570.606(b), (c), (d) 49 CFR 24 42 USC 4601 et seq	Sections 104(d); 105(a)(11), HCDA www.hud.gov/relocation
Competitive Procurement	2 CFR 200.319	
Insurance and Bonding	2 CFR 200.310 and 200.325	
Administrative and Accounting Standards	2 CFR Part 200	
Cost Considerations	2 CFR 200.402, 403, 404, 405, 406 and 407	
Documentation and Recordkeeping	24 CFR 570.506 24 CFR 570.502	
Conflict of Interest	2 CFR 200.112 and 24 CFR 570.611	
Section 108 Loan Guarantees	24 CFR 570.700-570.709	Section 108, HCDA

To the best of my knowledge and belief, I certify that all data contained in this application and all supportive documentation is true, correct and will incorporate the above requirements. This submission has been duly authorized by the governing body of _____.

Signature/Authorized Representative of Organization

Printed Name: _____

Title: _____

Date: _____

Grant Certification Form – 3

Conflict of Interest – CDBG

The standards in 2 CFR 200.318 provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

The CDBG regulations at 24 CFR 570.611 provide that no person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient or subrecipient that are receiving CDBG funds and (1) who exercises or has exercised any functions or responsibilities with respect to activities assisted with CDBG funds; or (2) who is in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest from a CDBG-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

- A. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to participate in the decision making process for approval of this application?
Yes No
- B. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to gain inside information with regard to approval of this application?
Yes No
- C. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds obtain a financial interest or substantial benefit from this activity?
Yes No
- D. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds have an interest in any contract, subcontract or agreement with respect to funding this application, either for themselves or those with whom they have family or business ties during the program year and one year thereafter? Yes No

If you answered YES to any of the above questions, a letter must be submitted with the application that includes the following information:

- 1) A disclosure of the nature and extent of the conflict
- 2) A description of how public disclosure will be made
- 3) A qualified attorney's opinion that the conflict of interest does not violate federal, state, or local law

Note: If you are approved for funding, the Commission must issue a public notice of the disclosure with a 15-day public comment period, and then submit to HUD for approval prior to execution of a grant agreement or release of funds.

Signature/Authorized Representative of Organization

Printed Name: _____

Title: _____

Date: _____

Grant Certification Form – 4

Policies & Procedures

The undersigned does hereby certify that the applicant organization has the following policies and/or procedures and can produce them if requested by the Commission:

1. Accounting policy/procedure
2. Procurement policy/procedure
3. Conflict of Interest policy/procedure
4. Record Retention policy/procedure
5. Language Access Plan & Limited English Proficiency Policy

Signature/Authorized Representative of Organization

Printed Name:_____

Title:_____

Date:_____