



# COUNTY *of* VENTURA

Community Development Block Grant –  
Disaster Recovery  
Multifamily Housing Program (CDBG-DR MHP)  
Notice of Funding Availability

November 5, 2020

**Community Development Block Grant – Disaster Recovery  
Multifamily Housing Program (CDBG-DR MHP)  
Notice of Funding Availability  
REQUEST FOR PROPOSALS (“RFP”)**

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## I. OVERVIEW.

This Request for Proposals (“RFP”) contains the program requirements for CDBG-DR Multifamily Housing Program (“CDBG-DR MHP”) allocated to the County of Ventura (the “County”) by the State of California Department of Housing and Community Development (“HCD”). This RFP satisfies the requirements for a Project Solicitation Process (PSP) under the State of California Department of Housing and Community Development Community Development Block Grant – Disaster Recovery Multifamily Housing Program Policies and Procedures Manual.

The CDBG-DR MHP Policies and Procedures Manual maybe viewed at the following website:

[https://www.hcd.ca.gov/community-development/disaster-recovery-programs/cdbg-dr/cdbg-dr-2017/docs/17dr\\_mhp\\_pp\\_v2.pdf](https://www.hcd.ca.gov/community-development/disaster-recovery-programs/cdbg-dr/cdbg-dr-2017/docs/17dr_mhp_pp_v2.pdf)

Additional CDBG-DR MHP information may be viewed on HCD’s website at:

<https://www.hcd.ca.gov/community-development/disaster-recovery-programs/cdbg-dr/cdbg-dr-2017/index.shtml>

- A. **Terminology.** Capitalized terms not defined herein have the meaning given to them in the **State of California Department of Housing and Community Development Community Development Block Grant – Disaster Recovery Multifamily Housing Program Policies and Procedures Manual** (the “CDBG-DR MHP P&P”). The term “Applicant” as used in this RFP means the Applicant seeking to receive funds under CDBG-DR MHP, which is generally defined as the Developer in the CDBG-DR MHP P&P.
- B. **County Web Site.** Additional information may be found on the County’s website: <https://www.ventura.org/county-executive-office/community-development/hud-grants/>
- C. **National Objective.** In accordance with 24 CFR 570.208, all CDBG-DR funded activities must satisfy a national objective. For CDBG-DR MHP, all developments must meet the low to moderate income housing (LMH) national objective, which requires that 51% of units are designated as LMH. Proposed developments that do not have more that 51% of units as LMI may only be funded for the proportional amount of assisted units; however, pursuant to 24 CFR 570.483(b)(3), if the project is a rehabilitation project or a senior new construction development, the development must include at least 51% of units as LMI-occupied, or a waiver must be requested. All waiver requests must document legal and justifiable good cause. While proposed developments may be mixed-income units, CDBG-DR MHP funds are limited to the Affordable Units restricted for occupancy by Low- to Moderate-Income Households in accordance Section 2.6 of the CDBG-DR MHP P&P.
- D. **Objective.** The objective of CDBG-DR MHP is to finance the development of affordable multifamily rental housing developments to meet the unmet rental housing need resulting from FEMA Disasters DR-4344 and DR-4353 (Thomas Fire). Applicants should carefully review this RFP and the CDBG-DR MHP P&P prior to submitting an application.

- E. **CDBG-DR MHP Funding.** County has set aside \$2,684,862.30 of CDBG-DR MHP funds, which may be utilized in combination with other sources of funding. Developments applying CDBG-DR MHP may apply for or receive other funds from County. Funds from sources other than County may also be used by Applicants as long as the requirements of the other funding are not in conflict with the requirements of CDBG-DR MHP. The County reserves the right to increase or decrease the level of funding available.
- F. **Form of CDBG-DR Funding.** CDBG-DR MHP funding is to be provided to Applicants for eligible developments in the form of a 0% interest, forgivable loan.
- G. **Successful Applicant Responsibilities.** Selected Applicants shall be responsible for ensuring compliance with all requirements of CDBG-DR MHP funding, including but not limited to the functions described in section 4.6 of the CDBG-DR MHP P&P.
- H. **Timeline.**

Date	Milestone
November 5, 2020	RFP published & Mandatory Public Hearing for all potential Applicants
November 20, 2020	Letter of Intent to Apply due to the County by 4:00 p.m.  Upon receipt of a Letter of Intent, the County will provide each Applicant with access to an online system ("Procorem") which will contain the full application.
January 6, 2021	Last day to submit questions to the County related to this RFP.
January 15, 2021	Applications due by 4:00 p.m. Applications received by this date will be reviewed and competitively ranked per the Scoring Criteria included in Section III of this NOFA.
January 16, 2021 – December 1, 2021	Pending availability of funds, applications will be accepted on an over-the-counter basis for consideration until all CDBG-DR MHP funds are reserved.
March 2021	Notification to all Applicants of award recommendations.
May 2021	Funding recommendations submitted to the County Board of Supervisors for approval.
May/June 2021	Successful applications submitted by the County to HCD for review/approval.
August/September 2021	HCD anticipates approval or rejection within 60 days of the CDBG-DR MHP Board's review.
September 2021 – March 2022	Notice to Proceed issued by HCD.
December 2021	Deadline to submit applications to HCD for consideration.
January 31, 2025	Final date to submit certificate(s) of occupancy for all developments funded with CDBG-DR MHP.
April 30, 2025	Final date to complete and fully occupy the development.

- I. **Award Process.**
1. **Method of Award.**
    - a. **Competitive Awards.** Complete applications received on or before January 15, 2021 at 4:00 p.m. will compete against each other for funding. Awards will be

made among acceptable applications<sup>1</sup> in decreasing order of point score. To be funded, applications must achieve a minimum point score of 75.

- b. **Over the Counter Awards.** Starting January 15, 2021 at 4:01 p.m., applications that meet the requirements of this RFP and that have a point score of 75 points or above will be accepted over the counter. All acceptable applications<sup>1</sup> received by 5:00 p.m. on the last day of each month, beginning on February 28, 2021, will compete against any other application(s) received during the month and will be funded in decreasing order of point score. If no applications are received that meet the minimum point score, developments not meeting the minimum point score may be funded at the County's sole discretion.
2. **Point System.** Points will be awarded according to the Scoring Criteria described in Section III of this RFP.
3. **Local Appeal Process.** For an appeal to be considered, the appeal must be made in writing, signed by the Applicant's authorized representative, and delivered to the County Executive Office C/O Tracy McAulay, Management Analyst, at 800 South Victoria Avenue, L#1940, Ventura, CA 93009 or submitted via e-mail to [tracy.mcaulay@ventura.org](mailto:tracy.mcaulay@ventura.org). The County Executive Office reserves the right to refuse to consider appeals that do not follow these procedures.

Appeals must be received by the County Executive Office no later than five (5) calendar days after the Applicant is notified of the County's award recommendations (estimated in mid-March).

#### Appeal Content

All appeals must include the following information:

- The name, address, and telephone number of the party appealing the decision.
- The signature of the authorized representative of the appealing party.
- A detailed and specific statement of the legal and/or factual grounds for the appeal.
- The form of relief requested.

The Community Development Management Analyst will review and provide a response to the appeal within 5 calendar days of receipt. If the response is accepted, there is no further action required. If the Applicant is still not satisfied, they may respond to the Management Analyst's response requesting to continue the appeal process and the issue will be referred by the Management Analyst to the County's Community Development Senior Deputy Executive Officer who will make a determination on the issue. This determination will be final.

4. **HCD Approval.**
  - a. After review and selection of application(s) by the County, successful applications will be submitted to HCD for review and approval by HCD's CDBG-DR MHP Review Board. Developments selected by the County are not deemed fully approved until HCD approval is received.

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<sup>1</sup> That is, applications that are complete, that resolved any deficiencies, and that meet the requirements of this RFP.

- b. Approvals from HCD may be provided in the form of a conditional commitment or a commitment. A conditional commitment is an approval of a development if specific conditions are met. Should a development receive a conditional commitment, the County and Applicant will work together to satisfy conditions.
  - ◆ Should HCD reject an application, the County may, at its discretion, appeal the decision, in accordance with section 3.10 of the CDBG-DR MHP P&P.
- c. After commitment of funds by HCD, HCD will release a Notice to Proceed, which is a binding document that amends the allocation agreement between the County and HCD and commits funds to a specific development.
- d. Upon issuance of the Notice to Proceed, the Development Agreement, including HCD's Development Agreement Rider, Regulatory Agreement and other loan documents will be executed by the County and Applicant and recorded against the property.

J. **CDBG-DR Application Submission.** At the mandatory November 5<sup>th</sup> hearing, potential Applicants will be given instructions on how to submit a Letter of Intent (LOI) to start the application process for CDBG-DR MHP. Upon receipt of a LOI, Applicants will be given access to the application package through Procorem, a web-based project management system.

Exhibit B contains a pdf of the contents of the application package. The County reserves the right to amend these documents at any time during this funding cycle at its discretion in order to collect necessary information to evaluate applications.

Applications must be submitted in Excel format through Procorem. Attachments may be submitted in the most appropriate format through Procorem; searchable pdfs are preferred whenever possible.

K. **Potential Supplemental Funding.**  
In the event that HCD increases the funds allocated to the CDBG-DR MHP, County reserves the right at its option to increase the number of CDBG-DR MHP-assisted units at developments selected for funding or to re-consider acceptable applications submitted for consideration in the competitive or over-the-counter rounds which were not previously funded without the need of re-opening a new RFP.

## II. **THRESHOLD ELIGIBILITY.**

In accordance with the CDBG-DR MHP P&P, the local selection process must include the following reviews at a minimum: eligibility review, assessment of long-term project viability, verification of financial feasibility and cost reasonableness, project timeliness and schedule, and Applicant capacity. The evaluation should be consistent with HCD's prioritization criteria and any local evaluation, selection, or underwriting criteria included in the local Project Solicitation Process.

A. **Eligible Activities.** Because CDBG-DR MHP was allocated to the County to replace rental units lost in the Thomas Fire, the County will only accept applications for new construction of affordable rental housing units which increase the supply of affordable housing under this RFP.

CDBG-DR MHP may only be used to fund the development of new units of rental housing affordable to households at or below 80% AMI.

Proposed developments may include market rate units or commercial uses; however, CDBG-DR MHP funding may only be used to develop the portions of the development attributed to the income-restricted, affordable residential units.

Scattered Site developments are eligible provided Applicants can demonstrate their ability to adequately supervise and maintain the properties.

- B. **Eligible Applicants.** Eligible applicants are private and non-profit organizations with the necessary knowledge and capacity to develop and manage affordable housing developments.
- C. **Minimum and Maximum Development Size.** Developments must have at least 8 residential rental units. The greater of 4 units or 30% of the total number of units must be restricted as affordable. If a proposed development is a new construction development for seniors, the development must include at least 51% of units restricted as low-to moderate-income units.

There is no maximum development size.

- D. **Minimum and Maximum CDBG-DR MHP Awards.** The minimum CDBG-DR MHP award will be \$200,000. The maximum CDBG-DR MHP award is the lesser of (1) the Per Unit CDBG-DR MHP Subsidy Limit, or (2) 40% of the Total Development Costs. Applicants proposing CDBG-DR MHP funding from other jurisdictions are eligible to apply provided that any commitment of funds or intention to jointly apply for funds is clearly stated in the application submitted under this RFP. The calculations of maximum subsidy will apply based upon proposed contributions of all CDBG-DR MHP funds. While jointly funded developments are permissible, the most competitive applications will be located within Fire-Impacted Areas defined in Section III of this RFP.
- E. **Eligible Project Types.** Eligible developments must meet all requirements for one of the following project types, as defined in Section 7302(e) of the 2019 Multifamily Housing Program Guidelines published by HCD:
  - 1. Large Family
  - 2. Special Needs
  - 3. Senior Project
  - 4. Supportive Housing
- F. **Project Priority Criteria.** Proposed developments must meet one of the Project Priority Criteria identified by HCD in Section 2.4 of the CDBG-DR MHP P&P as follows:
  - 1. Projects providing housing for Extremely Low Income (ELI) individuals or families.
  - 2. Projects providing a greater ratio of affordable rent units to total units (i.e. a project where 51% or more of the total units are affordable).
  - 3. Project accommodating “Deep Affordability” with at least 10% of units below 30% AMI.
  - 4. Projects providing permanent Supportive Housing (PSH) units. The 2019 Multifamily Housing Program Guidelines define supportive housing as a housing type that meets the requirements of Article 2, Section 7302(e)(4).
  - 5. Projects which are providing residential units for Elderly Persons.

6. Projects providing residential units for people with at least one Disability. Disabled people are among the groups considered as being most vulnerable and at risk of suffering negative effects from natural disasters.
  7. Projects which are providing residential units for Low-Income Immigrants. Post-disaster Low-Income Immigrants face additional barriers to disaster relief based on immigration status, Limited English Proficiency, and fear of compromising future efforts for permanent legal status.
- G. **Local Support Requirement.** Proposed developments must demonstrate the support of the jurisdiction in which the property is located.
  - H. **Most Impacted and Distressed Areas.** Under DR-4353 the County of Ventura was designated as a Most Impacted and Distressed Area. As a result, projects located anywhere within the County of Ventura are eligible for CDBG-DR MHP funds.
  - I. **Site Control.** The Applicant must demonstrate site control of the property at application.
  - J. **Applicant Experience.** Eligible Applicants must have completed at least 3 multifamily developments and at least 2 affordable housing multifamily developments within the last 10 years.
  - K. **Affordable Rent and Income Requirements.** During the full affordability period, maximum affordable rents (inclusive of utilities) may not exceed the High HOME rents as published by HUD for the County. Units may be leased to Households with an annual income that is at or below 80% AMI.
  - L. **Affordability Period.** New construction developments must commit to a minimum affordability period of 20 years.
  - M. **CDBG-DR MHP Eligible Costs.** Not all costs may be funded by CDBG-DR MHP. Eligible costs for CDBG-DR MHP include: costs of architectural and engineering; permitting fees; developer fees; mobilization, site preparation and clean up; and construction costs. Other costs are eligible to be included in the development budget but must be paid for with other sources of funds.
  - N. **Underwriting Requirements.** Underwriting requirements are summarized in Exhibit A of this RFP.
  - O. **Duplication of Benefits.** In accordance with Section 2.7 of the CDBG-DR MHP P&P, the County will review application materials to ensure that there is no Duplication of Benefits. Successfully funded projects will also be reviewed for Duplication of Benefits by the County at the time the loan documents are executed and at project close-out.
  - P. **Non-compliance in Federal or Other Agency Programs.** Applicants (including affiliates) cited for non-compliance in federal housing programs or in a development/program administered by County shall not receive a reservation of CDBG-DR MHP funds unless or until such non-compliance is cleared to the satisfaction of County in its sole discretion.

- Q. **Article XXXIV.** Each Applicant must demonstrate, to the satisfaction of the County and HCD, that the development is in compliance with Article XXXIV, section 1 of the California Constitution or that it falls within one or more of the statutory carveouts set forth by California’s Public Housing Election Implementation Law (PHEIL) (Health & Safety Code, §§ 37000 – 37002).

At application, Applicants shall provide a legal opinion letter demonstrating that the proposed housing development is either exempt from Article XXXIV, or that it has sufficient local Article XXXIV authority. Developments that cannot demonstrate an acceptable exemption or authority will not be approved for funding.

- **Article XXXIV Allocation Letter.** Here, the locality where the Project is sited will show compliance with Article XXXIV by making a directed allocation of its local voter authority to the Project. The corresponding Article XXXIV allocation letter must be from the locality, it must be on the locality’s official letterhead, and it must be signed by a government official with authority. The letter must show the following:
  - The name and date of the ballot measure which provides Article XXXIV authority to the locality;
  - The scope of Article XXXIV authority approved by the ballot measure (e.g., the number of affordable housing units authorized by the local voters);
  - The number of affordable housing units which the locality has in its “bank” of Article XXXIV authority;
  - A statement of commitment that the locality is affirmatively allocating enough units to cover the entire Project, including the manager’s unit; and
  - The number of units remaining to the locality after this allocation.
- **Article XXXIV Opinion.** Here, the Applicant will provide an attorney opinion which explains the legal bases for the Project’s exemption from Article XXXIV. In this opinion, counsel must consider and discuss the legal requirements of Article XXXIV, the PHEIL’s statutory exceptions to those requirements, and the relevant facts of the project. Importantly, the Article XXXIV opinion must address each “state public body” source of permanent funding.

Legal opinion letters providing a blanket statement that a development has authority or is exempt will not be accepted. The legal opinion letter shall provide specific evidence supporting the conclusion. Acceptable evidence includes: a voter referendum for a specific development; a blanket referendum with a letter from the local jurisdiction confirming that there is sufficient Article XXXIV authority remaining; or specific facts supporting an exemption.

### III. **SCORING CRITERIA.**

Applications shall be scored competitively based upon the following criteria:

A. **Priority Within Areas Impacted by the Thomas Fire (25 points).**

1. Fire-Impacted Areas are defined as:
  - a. the unincorporated areas of the County near Fillmore, Ojai, Santa Paula, and Ventura, and

b. the Cities of Fillmore, Ojai and Santa Paula.

**B. Project Readiness (35 points)**

**1. Firm Commitments of all Other Funding Necessary to Complete the Project (20 points).**

a. Firm commitments must be available no later than April 30, 2021. Applicants will be scored based upon the percentage of the total development cost represented by funding commitments already received as well as funding commitments anticipated to be received before April 30, 2021. For commitments not yet received, points are awarded at the County's discretion. An explanation of the funding source and the Applicant's ability to obtain the funds by this date must be provided to be considered for points.

**2. Compliance with the General/Area Plans, Zoning and Permit Readiness (15 points).**

a. Points will be allocated as follows:

- ◆ 10 points for demonstrated compliance with General/Area Plan and Zoning of the existing site.
- ◆ 5 points for demonstration of permits pulled or permit ready projects.

**C. Vulnerable Populations (20 points).** Several years ago, the Board of Supervisors took action to prioritize County HUD grant funding for vulnerable populations (defined as persons who are homeless, very low-income [ $\leq$  50% AMI], elderly [62 years of age or older], or victims of domestic violence, abuse or trafficking).

**1. Creation of Units at or Below 50% AMI (10 points).** Points will be awarded based upon the number of proposed deed restricted units at or below 50% AMI. Resident Manager's Units are excluded for the purpose of this calculation.

Developments proposing 100% of units at or below 50% AMI will receive full points. Developments proposing a percentage of units at or below 50% AMI will receive a percentage of points based upon the percentage of units at or below 50% AMI. For example, a development proposing 40% of the total units at or below 50% AMI would receive 40% of the available points in this category.

**2. Extent to Which Project Commits to Providing Housing for Other Vulnerable Populations (10 points).** This category scores projects on a sliding scale based on the extent to which units are restricted, either by the County under this application or by other funding, for households experiencing homelessness, who have been victims of domestic violence, abuse or trafficking or developments for persons who are elderly.

The development submitted to the County for consideration for CDBG-DR MHP, HOME and/or PLHA funds that proposes the highest number of restricted units for other vulnerable populations as defined will receive full points. All other developments will receive a percentage of points based upon the number of restricted units the development proposes for other vulnerable populations divided by the highest number of restricted units for other vulnerable populations proposed by any development this cycle.

During the over the counter competition, applications will be scored as compared to the project that proposed the highest number of restricted units for vulnerable populations, as defined, during the competition ending January 15, 2021.

*In compliance with the 2018 Ventura County-wide Memorandum of Understanding related to homelessness, units reserved for persons experiencing homelessness will only*

*be considered for points in this category if the housing provider commits to filling all homeless units at the property through the Continuum of Care's Coordinated Entry System and to entering households at initial move-in into the Homeless Management Information System (HMIS).*

D. **Other (20 points).**

1. **Past Performance (15 points).** All applications start with full points. Points will be deducted if an Applicant has negative findings on past awards with the County or with other state or federal agencies. For sponsors without previous experience with the County, demonstration of successful state/federal funding contracts, including references, will be required. The number of points deducted will be based upon the number and severity of negative findings, at the County's discretion.
2. **Site and Neighborhood Standards (5 points).** The HOME program requires Participating Jurisdictions try to locate housing to the extent possible outside of areas of minority concentration. The County incorporated this requirement into CDBG-DR MHP to help further the goals of the HOME program. Full points will be awarded to developments proposed outside of areas of minority concentration. No points will be awarded to developments proposed within areas of minority concentration.

IV. **CDBG-DR AWARD PROCESS**

- A. **Questions Regarding This RFP.** Applicants and other stakeholders may submit questions by email to [tracy.mcaulay@ventura.org](mailto:tracy.mcaulay@ventura.org). Once Applicants have access to their application through Procorem, Applicants are encouraged to post questions through Procorem.

The County will respond directly to persons submitting questions and will prepare a Q&A with all questions asked to all Applicants through Procorem. The County will use its best efforts to answer questions within five calendar days. The last date for submission of questions related to this RFP is January 6, 2021.

B. **Process for Reviewing Applications.**

1. **Communication with Contact Person.** The County will communicate only with the contact person(s) listed in the Application. Information received from persons other than the contact person(s) will be disregarded by the County.
2. **Completeness.** The review process will begin with a review for completeness. Applications that are incomplete may be rejected without further review or opportunity to complete the application.
3. **Potential County Requests for Clarification.** The County may, but shall not be obligated to, follow-up with an Applicant's contact person during the application review process in a telephone conversation or in writing in order to obtain clarification should the County determine it to be advisable or necessary. Applicants should endeavor to provide thorough and complete applications as they may not have an opportunity for subsequent communications about submitted applications.
4. **Order of Award.**
  - a. During the competitive application period, complete applications without deficiencies (including applications that cure deficiencies within the allowed response period), and that are determined to meet threshold requirements and comply with the requirements hereof, will be awarded in descending order of point score (subject to availability of CDBG-DR MHP funding). The County

reserves the right to reduce requested awards and number of CDBG-DR MHP-assisted units at its sole discretion.

- b. During the over the counter application process, complete applications without deficiencies (including applications that cure deficiencies within the allowed response period), and that are determined to meet threshold requirements, comply with the requirements hereof, and that achieve a minimum score of 75 points, will be awarded in the order they were received. The County reserves the right to reduce requested awards and number of CDBG-DR MHP-assisted units at its sole discretion.

- C. **Rejected Applications.** If an application is rejected by County (for example, for failure to submit a complete application), or if the Applicant fails to cure all deficiencies within the allowed period, a new application for the same site may be re-submitted during the over-the-counter application period.

## V. CDBG-DR COMPLIANCE REQUIREMENTS.

Funding for CDBG-DR MHP is provided through the United States Department of Housing and Urban Development and HCD. Applicants and their counsel should be familiar with the full range of CDBG-DR MHP compliance requirements. The following is a summary of certain aspects of some of these compliance requirements.

- A. **Accessibility.** Developments will be subject to accessibility requirements under Section 504 of the Rehabilitation Act of 1973.
- B. **Affirmative Marketing Plan.** Developers must advertise developments and units to fill vacant units or to develop a waiting list of interested applicants for the subsidized housing. CDBG-DR MHP applications must include an Affirmative Marketing Plan developed using the Affirmative Fair Housing Marketing Plan Form HUD-935.2A. Affirmative Marketing involves special outreach and advertising efforts designed to communicate the availability of CDBG DR-MHP assisted housing to those groups or individuals who might otherwise be unlikely to apply. Those groups are identified through analysis of local housing market area demographics using statistics readily available from the U.S. Census Bureau and determining appropriate advertising and outreach efforts to be followed by Applicants to reach out to those least likely to apply for the housing opportunity. Affirmative marketing efforts must begin at least 90 days prior to initial or renewed occupancy.

HCD has determined that in addition to the required demographic analysis, individuals and families that were impacted by the disasters and Section 8 Housing Choice Voucher holders are least likely to apply. Examples of renters impacted by the disasters include renters that have lost rental units or have been displaced due to the impacts of DR-4344 and DR-4353.

All Applicants shall prepare the Affirmative Marketing Plan in compliance with Section 2.12 of the CDBG-DR MHP Policies and Procedures.

### C. Construction Requirements

- 1. **California Building Codes.** All residential construction developments shall comply with the housing construction codes of the State of California, including all units developed under CDBG-DR MHP. Housing construction codes for building in California follow

federal and state laws, regulations, and adaptations for construction of single family and multifamily units.

2. **California Green Buildings Standards Code (CALGreen).** CALGreen is California's first green building code, enacted as mandatory in 2011, and adopted to address five divisions of building construction and improve public health, safety and general welfare. HCD determined that CALGreen meets the standards as equivalent comprehensive green building program per 84 FRN 4836, Section VI: "Meaning of Green Building Standard" and has received HUD concurrence. As a mandatory standard, all Applicants are required to follow CALGreen requirements for construction permits and approvals. Applicants shall provide verifications that demonstrate CALGreen compliance in the Development plans and in the constructed Development at construction close out. More information may be reviewed in the CDBG-DR MHP Policies and Procedures, Section 2.10(E).

The CALGreen requirements <https://www.hcd.ca.gov/building-standards/calgreen/index.shtml> and checklist (<https://calgreenenergyservices.com/wp/wp-content/uploads/2019-HCD-CalGreen-Checklist.pdf>) are available at the following websites.

3. **Sustainability Requirements.** All new construction must be designed to incorporate principles of sustainability, including water and energy efficiency, resilience, and mitigating the impact of future disasters. Wherever feasible, Developments shall follow best practices, such as those provided by the U.S. Department of Energy, Home Energy Professionals: Professional Certifications and Standard work specifications. More information may be reviewed in the CDBG-DR MHP Policies and Procedures, Section 2.10(F).
4. **National Floodplain Elevation Standards.** The County and Developers must comply with the national floodplain elevation standards for new construction, repair of substantially damaged structures, or substantial improvements to residential structures in flood hazard areas. All structures designed for residential use within a 100-year (or one percent annual chance) floodplain will be elevated with the lowest floor at least two feet above the base flood elevation level and comply with the requirements of 83 FR 5850 and 83 FR 5861 as well as Executive Order 11988 and 24 CFR Part 55. Additionally, Developers with Developments approved to build within a 100-year floodplain must obtain and maintain flood insurance in perpetuity, per part 24 CFR Part 58.6, as a condition of federal assistance.
5. **Wildland-Urban Interface Building Codes (WUI).** California continues to be a national leader in implementing statewide policy to both prepare for climate change and reduce greenhouse gas emissions and has dedicated substantial resources to mitigating the impacts of climate change. Housing resilience measures are set forth in state legislation, including requirements for local building codes, such as the [Wildland-Urban Interface building codes](#) (WUI codes) addressing wildfire risk since 2005. Therefore, all eligible multifamily housing under this program that is located in a CAL FIRE high fire zone must comply with WUI codes, found in Title 24, Chapter 7a of the California Building Code, which offer specific material, design and construction standards to maximize ignition-resistance. All Applicants must adhere to WUI standards.
6. **Broadband Infrastructure.** Per 83 FRN 40314, any Substantial Rehabilitation or new construction of a building with more than four rental units must include installation of broadband infrastructure, except where the Applicant documents that: 1) The location

of the new construction or Substantial Rehabilitation makes installation of broadband infrastructure infeasible; 2) The cost of installing broadband infrastructure would result in a fundamental alteration in the nature of its program or activity or in an undue financial burden; or 3) The structure of the housing to be substantially rehabilitated makes installation of broadband infrastructure infeasible.

7. **Resilient Home Construction Standards.** Applicants are strongly encouraged to incorporate Resilient Home Construction Standards, meaning that all non-substantial or Substantial Rehabilitation or new construction meet an industry-recognized standard such as those set by the FORTIFIED Home Silver and Bronze levels.

- D. **Environmental Clearance.** Applicants selected for funding will be required to submit an Environmental Review Record (ERR) pursuant to 24 CFR Part 58. The ERR will be reviewed by the County. Upon approval by the County, the ERR will be submitted to HCD for review and approval prior to issuance of an Authority to Use Grant Funds by HCD.

Applicants are strongly encouraged to review Section 2.14 of the CDBG-DR MHP Policies and Procedures for additional information on the ERR and Choice Limiting Actions.

- E. **Labor Standards.** Applicants shall comply with all applicable labor standards, including but not limited to:

1. **Davis-Bacon.** For properties of 8 units or more, construction will be subject to Davis-Bacon wage and record-keeping requirements.
2. **California Prevailing Wages**
3. **Copeland Anti-Kickback Act**
4. **Contract Work Hours and Safety Standards Act**
5. **Fair Labor Standards Act**

For more information, please see Section 2.10(A) of the CDBG-DR MHP Policies and Procedures.

- F. **Lead Based Paint.** CDBG-DR MHP activity(ies) are subject to lead-based paint hazard regulations contained in Title 8 (Industrial Relations) and Title 17 (Public Health) of the CCR and 24 CFR, Part 35 (Lead Disclosure). Developments are subject to the provisions for the elimination or mitigation of lead-based paint hazards under these regulations. The Applicant shall be responsible for the notifications, inspections, and clearance certifications required under these regulations.

Applicants should be aware that neither compliance with the requirements of the State agency responsible for environmental regulation, nor compliance with the requirements of OSHA, is sufficient to meet HUD's Part 35 requirements. The HUD regulations require, among other things, that lead hazard evaluation and reduction activities be carried out for buildings originally constructed before 1978 and receiving CDBG-DR MHP assistance. Capitalized terms in this paragraph are as defined in 24 CFR Part 35.

1. For any property that includes acquisition/rehab and/or demolition of an existing building that was completed prior to January 1, 1978, the application must include a discussion that establishes whether each such building is Target Housing (as defined in Part 35).
  - a. Prior to commencement of rehab on an existing building or demolition, an Inspection (to determine the location of any lead-based paint) is required. The

Inspection must identify the components that contain lead paint in sufficient detail to permit construction personnel to formulate a hazard control plan.

- b. Prior to demolition and/or during any proposed rehab, any Lead Hazards (that were identified in the Risk Assessment) must be Abated, and this Abatement work must be performed by State-licensed Abatement Contractors.
- c. A lead hazard clearance report, based on Dust Testing by a State-accredited Risk Assessor or Inspector, is required after completion of demolition and/or rehabilitation. Dust Testing must be carried out, and evaluated, in accordance with HUD's regulations at 24 CFR Part 35.
- d. The application must include a line item for the costs of lead hazard abatement and control, with an explanation that adequately supports the estimated cost, based on the risk assessment and inspection.
- e. Applicants must determine whether compliance with the requirements of County will be sufficient to satisfy any applicable lead-based paint requirements of the State and/or OSHA.

- G. **Minority and Women Business Enterprise (MBE/WBE).** Applicants and their contractors/vendors must take all necessary affirmative steps to ensure that minority businesses and women's business enterprises are used whenever possible. See Section 2.10(B) for additional information.
- H. **Recapture Requirements.** In compliance with Section 4.5 of the CDBG-DR MHP P&P, Applicants may be required to repay all, or a portion of, CDBG-DR MHP funds received in the event of non-compliance. Reasons for recapture include, but are not limited to:
  - 1. The Applicant does not comply with the terms of the loan documents;
  - 2. The funded project fails to meet a National Objective;
  - 3. The funded project fails to remain affordable for the period specified in the loan documents (minimum of 20 years);
  - 4. CDBG-DR MHP funds are used for ineligible activities or costs;
  - 5. Applicants do not report the receipt of additional funding that impact the Duplication of Benefits analysis; or
  - 6. Funds remain undisbursed after the project is completed or beyond the expenditure deadline.
- I. **Section 3.** HUD's Section 3 requirements apply. See Section 2.10(C) of the CDBG-DR MHP Policies and Procedures for Applicant's requirements. In general, Section 3 requires outreach, prior to awarding contracts and subcontracts to construct a federally funded development. Applicants must conduct outreach to low-income individuals living in the area where the development is located and to certain businesses located in the area in which the development is located. The intent of the Section 3 requirements is to encourage employment of such individuals and businesses in connection with the construction of the development. These requirements apply to any construction/rehab contract or subcontract in excess of \$100,000.
  - 1. For additional information concerning Section 3, see [https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opp/section3/section3](https://www.hud.gov/program_offices/fair_housing_equal_opp/section3/section3)
  - 2. The County's Section 3 Plan may be viewed at: [https://vcportal.ventura.org/CEO/community-dev/docs/2013\\_Section\\_3\\_Plan\\_ver\\_3.0\\_final.pdf](https://vcportal.ventura.org/CEO/community-dev/docs/2013_Section_3_Plan_ver_3.0_final.pdf)

- J. **Uniform Relocation Assistance and Real Property Acquisition Act (“URA”).** The URA contains requirements for carrying out real property acquisition or the displacement of a person, regardless of income status, for a development in which HUD financial assistance is provided. The implementing regulations, 49 CFR Part 24, include steps which must be taken with tenant occupants, including those who will not be impacted by the HUD assisted activity. Section 104(d). The one for one-replacement provisions of Section 104(d) of the Housing and Community Project Act of 1974 as amended are not applicable. The remaining requirements of Section 104(d) are applicable.

If acquisition and/or relocation is required, Applicants shall make every effort to minimize displacement of families from their home and/or neighborhood, according to the HCD’s Residential Anti-displacement and Relocation Assistance Plan. Additionally, compliance with Federal Acquisition and Relocation laws will be required. Please reference the HCD’s CDBG-DR Grant Administration Manual, Section XIV for additional acquisition and relocation procedures and requirements.

K. **Equal Opportunity Requirements and Responsibilities**

1. Title VI of the Civil Rights Act of 1964: This act provides that no person shall be excluded from participation, denied program benefits, or subject to discrimination based on race, color, and/or national origin under any program or activity receiving federal financial assistance.
2. Title VII of the Civil Rights Act of 1968 (The Fair Housing Act): This act prohibits discrimination in housing on the basis of race, color, religion, sex and/or national origin. This law also requires actions which affirmatively promote fair housing.
3. Restoration Act of 1987: This act restores the broad scope of coverage and clarifies the application of the Civil Rights Act of 1964. It also specifies that an institution which receives federal financial assistance is prohibited from discriminating on the basis of race, color, national origin, religion, sex, Disability or age in a program or activity which does not directly benefit from such assistance.
4. Section 109 of Title 1 of the Housing and Community Development Act of 1974 [42 U.S.C. 53091]: This Section of Title 1 provides that no person shall be excluded from participation (including employment), denied program benefits, or subject to discrimination on the basis of race, color, national origin, or sex under any program or activity funded in whole or in part under Title 1 of the Act.
5. The Fair Housing Amendment Act of 1988: This act amended the original Fair Housing Act to provide for the protection of families with children and people with disabilities, strengthen punishment for acts of housing discrimination, expand the Justice Department jurisdiction to bring suit on behalf of victims in federal district courts, and create an exemption to the provisions barring discrimination on the basis of familial status for those housing developments that qualify as housing for persons age 55 or older.
6. The Age Discrimination Act of 1975: This act provides that no person shall be excluded from participation, denied program benefits, or subject to discrimination on the basis of age under any program or activity receiving federal funding assistance. Effective January 1987, the age cap of 70 was deleted from the laws. Federal law preempts any State law

- currently in effect on the same topic including: KRS 18A.140; KRS 344.040; 1 01 KAR 1 :350 Paragraph 11; 1 01 KAR 1 :375 Paragraph 2(3); 101 KAR 2:095 Paragraphs 6 and 7.
7. Section 504 of the Rehabilitation Act of 1973: It is unlawful to discriminate based on Disability in federally assisted programs. This Section provides that no otherwise qualified individual shall, solely by reason of his or her Disability, be excluded from participation (including employment), denied program benefits, or subjected to discrimination under any program or activity receiving federal funding assistance. Section 504 also contains design and construction accessibility provisions for multi-family dwellings developed or substantially rehabilitated for first occupancy on or after March 13, 1991.
  8. The Americans with Disabilities Act of 1990 (ADA): This act modifies and expands the Rehabilitation Act of 1973 to prohibit discrimination against "a qualified individual with a Disability" in employment and public accommodations. The ADA requires that an individual with a physical or mental impairment who is otherwise qualified to perform the essential functions of a job, with or without reasonable accommodation, be afforded equal employment opportunity in all phases of employment.
  9. Executive Order 11063: This executive order provides that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in housing and related facilities provided with federal assistance and lending practices with respect to residential property when such practices are connected with loans insured or guaranteed by the federal government.
  10. Executive Order 11259: This executive order provides that the administration of all federal programs and activities relating to housing and urban development be carried out in a manner to further housing opportunities throughout the United States.
  11. The Equal Employment Opportunity Act: This act empowers the Equal Employment Opportunity Commission (EEOC) to bring civil action in federal court against private sector employers after the EEOC has investigated the charge, found "probable cause" of discrimination, and failed to obtain a conciliation agreement acceptable to the EEOC. It also brings federal, state, and local governments under the Civil Rights Act of 1964.
  12. The Immigration Reform and Control Act CIRCA) of 1986: Under IRCA, employers may hire only persons who may legally work in the U.S., i.e., citizens and nationals of the U.S. and aliens authorized to work in the U.S. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verification Form (1-9).
  13. The Uniform Guidelines on Employee Selection Procedures adopted by the Equal Employment Opportunity Commission in 1978: This manual applies to employee selection procedures in the areas of hiring, retention, promotion, transfer, demotion, dismissal and referral. It is designed to assist employers, labor organizations, employment agencies, licensing and certification boards in complying with the requirements of federal laws prohibiting discriminatory employment.
  14. The Vietnam Era Veterans' Readjustment Act of 1974 (revised Jobs for Veterans Act of 2002): This act was passed to ensure equal employment opportunity for qualified disabled veterans and veterans of the Vietnam War. Affirmative action is required in the hiring and promotion of veterans.
  15. Executive Order 11246: This executive order applies to all federally assisted construction contracts and subcontracts. It provides that no person shall be discriminated against on the basis of race.

- L. **Prohibition against eminent domain.** An Applicant may not undertake any involuntary acquisition of property in connection with an eligible development unless the County has given its advance written consent.

**Exhibit A**  
**Underwriting Requirements**

## UNDERWRITING CRITERIA

The County will employ the following minimum criteria, which incorporates requirements from the CDBG-DR P&P and the County's HOME program underwriting standards, when evaluating applications.

- A. **Cost Reasonableness.** To assess cost reasonableness, the County has set a benchmark that proposed developments should not exceed a total development cost ("TDC") of \$547,218 per unit. This number was derived by averaging the per unit TDC of all applications received over the last four funding cycles and adjusting it upwards by 10% to account for inflation and fluctuations in costs. Proposed Developments with TDC's exceeding this benchmark must provide an explanation of the reason(s) for the elevated per unit TDC. Waivers will be provided at the County's sole discretion.
- B. **Rent Loss and Vacancy Assumptions.**
  - 1. The proforma must demonstrate a stabilized vacancy of not to exceed the following:
    - a. 7.0% for affordable units, and
    - b. 12% for supportive housing/special needs units.
- C. **Development Costs.**
  - 1. **Construction Contingency.** A Construction Contingency must be budgeted in an amount of at least 5% of the costs of construction, including demolition, environmental remediation, site work and structures.
  - 2. **Sources and Uses.** Applicants must demonstrate that all development-related costs are covered by sources in the Sources and Uses tab of the application.
- D. **Reserves.**
  - 1. **Operating Reserve Minimum.** An operating reserve in the amount of at least 4 months of projected operating expenses (excluding the cost of on-site supportive services coordination), 4 months of required replacement reserve deposits, and 4 months of non-contingent debt service must be included in the proforma. For developments utilizing tax credits, the requirement shall be reduced to 3 months of the above-referenced costs.
  - 2. **Operating Reserve Maximum.** No more than 18 months of Operating Expenses, Debt Service and Payments to Reserves.
  - 3. **Replacement Reserve Deposit.** The proposed replacement reserve deposit must reflect a minimum of 0.6% of the replacement cost of the structure, up to \$500 per unit per year.
- E. **Operating Expenses and Cash Flow.**
  - 1. **Management Fees.** The total Management Fee charged may not exceed \$78 per unit per month.
  - 2. **Bookkeeping Fees.** The total Bookkeeping Fee charged may not exceed \$15 per unit per month.
  - 3. **Inflation.** The proforma must demonstrate annual rent increases of no more than 2% per year for affordable units and no more than 6% per year for market rate units, if applicable.

4. **Positive Cash Flow.** The proforma must demonstrate projected positive cash flow during the first 20 years of operations.
  5. **Sponsor Distributions of Cash Flow.** No more than 50% of Cash Flow remaining after payment of all operating expenses, reserves, debt service may be distributed to the Applicant/Sponsor.
  6. **Other Fees.** Other fees, including incentive management and asset management fees, may not exceed \$17,500 collectively in year 1 with a maximum 3.0% per year inflation factor.
- F. **Debt Service Coverage Ratio (DSCR).**
1. In year 1, the DSCR may not be less than 1.1 and may not exceed 1.2.
  2. During stabilized occupancy, the DSCR must be projected to be at least 1.15 in years 2 through 20. A lower DSCR may be approved by the County/HCD if allowed by other development lenders.
  3. DSCR is defined in Appendix B of the CDBG-DR MHP P&P as the ratio of (1) Operating Income less the sum of Operating Expenses and required reserves to (2) debt service payments, excluding voluntary prepayments and non-mandatory debt service.
  4. In calculating the Debt Service Coverage Ratio, the County may include all Operating Income, and may exclude Operating Income that cannot be reasonably underwritten by lenders making amortized loans or that is approved by the County to be deposited into a reserve account to defray projected operating deficits.
- G. **Operating Expense Minimums.** Operating expense minimums may not be less than the benchmarks outlined in the California Tax Credit Allocation Committee's 2019 Operating Expense Benchmarks for the type of development proposed.
- H. **Developer Fees.**
1. The proposed developer fee in the CDBG-DR MHP Application is limited to:
    - a. The maximum allowable fee permitted by the California Tax Credit Allocation Committee for a 9% or 4% Tax Credit Project, as applicable, or
    - b. For developments not proposing Low Income Housing Tax Credits, the maximum allowable fee permitted by Section 8312 of the State of California Uniform Multifamily Regulations
    - c. No more than 50% of the Total Developer Fee may be shown as deferred at application.
    - d. Additional information on costs included and excluded from the calculation of Developer Fee is provided in Appendix B of the CDBG-DR MHP P&P.

**Exhibit B**  
**Application for Funding**

<b>Project Name</b>
Summary
Complete this workbook <u>only</u> if your project is for Rental Housing. Your application must meet all applicable program requirements as well as the underwriting benchmarks included in this Supplement.
Cells to be completed by the Applicant are highlighted in yellow. When completing the form, <u>review all comments to ensure that the project meets program and underwriting requirements.</u>
<b>Do not make changes to white cells.</b> Overwriting white cells may cause errors in other sections of the application. If changes to white cells are needed, please upload your workbook to Procorem and create a comment within the Procorem system asking County staff to edit your application.
Complete Cell A1 by inserting the Project Name followed by the Applicant Name. This information will carry over to the remaining tabs.
<b>Summary Tab</b>
New this year, applicants are requested to indicate what funding they are requesting (HOME/PLHA and/or CDBG-DR MHP). Please also indicate if HOME and/or CDBG-DR MHP is committed or anticipated from other jurisdictions.
Upon completing the Workbook, carefully review the "Underwriting, Developer Benefits and Rates of Return" table, which provides important information on benchmarks that proposed projects must meet in order to be considered for funding. Note that this information will not be accurate until all other portions of the Workbook are
Affordability Period: If the Applicant requests an affordability period longer than the minimum requirements, please indicate the length of the affordability period requested and explain.
Occupancy Requirements: These are HOME requirements. Indicate that the Applicant agrees to comply.
<b>Sources of Funds Tab</b>
Include all other sources of Permanent and Construction sources, their commitment status and terms.
Include allocations of HOME and/or CDBG-DR MHP funding from other jurisdictions or previous year's allocations as separate sources.
If a project has more sources than are allowed in the Workbook, please upload your Workbook to Procorem and make a comment requesting that County staff add lines.
If funding is not already committed to the project, provide an estimate of when the funding will be committed in the "Comments" column as well as any other information you feel is important.
Cell F40 should = \$-. If there is a value in the cell, then permanent sources do not match construction sources.
After completion of the Dev. Budget Tab, Cell C34 should equal \$-. If there is a value in this cell, then the sources do not match the proposed uses as detailed in the Dev. Budget Tab.
<b>Dev. Budget</b>
Include all costs necessary to develop the project. Include comments as necessary. Note that deviations of more than 5% for line items less than \$49,999 and 10% for line items more than \$50,000 from the projected budget submitted at Application will need to be explained at commitment of funds, construction loan closing and permanent
Feel free to use the "Other" line items as appropriate and specify the use of the funding.
Cell C15 should only reflect HOME eligible off-site costs, which include utility connections from the property to the street. Other off-sites are not HOME eligible and should be included in one of the "Other" categories below the "Construction" heading.
<b>Sources &amp; Uses</b>
Identify which funding sources are expected to pay for each line item. Note that certain costs are ineligible to be paid for with HOME and/or CDBG-DR funds. These costs are indicated with grey cells and HOME/CDBG-DR expenditures should not be input into these cells. Be sure to reference the comments when completing this portion of the Workbook, which discuss several other items which are HOME eligible or ineligible based on specific circumstances.
Double check that Row 124 and Column P are \$0 to indicate that the budget is balanced.
If the Applicant intends to reimburse costs incurred prior to the commitment of HOME funds, please respond to the questions in Rows 127 – 129 and ensure that the timing of the costs to be incurred meets HOME requirements. Ensure that any costs to be reimbursed prior to the commitment of HOME funds are indicated as being paid with HOME funds in the Sources & Uses table.
<b>Unit Mix and Rental Income</b>
HOME no longer permits Applicants to rely on Utility Allowances published by the local Housing Authority. Please select one of the HUD approved methods of determining a Utility Allowance for the project. If this information is unavailable at the time of application, you may use a Housing Authority Utility Allowance for the purpose of this application but will be required to update this information prior to Commitment of Funds with a HUD-approved method of determining the Utility Allowance.
Applicants are free to adjust the AMI levels as appropriate; however if more lines are needed to indicate HOME/PLHA and/or CDBG-DR MHP units, please upload your Workbook to Procorem and make a comment in the system asking staff to create more sections for additional AMI levels/funding sources.
Section 8 Income: Complete the Type of Unit, No. of Units, Income Tier (for example, 30% AMI, 50% AMI, etc.), the Income Tier monthly rent and Section 8 Payment Standard. The table will automatically calculated the Section 8 revenue for each unit type.
Rent Limits: The most current HOME Rent Limits have been provided. If the project has other rent restrictions for the non-HOME units or the Applicant is proposing lower rents than the HOME rents on HOME-assisted units, use the additional tables and link these rents to the calculation of rental income above. If more sections are needed for the calculation of Residential Income (rows 15 – 70) please upload the Workbook to Procorem and make a comment asking staff to make the necessary revisions.
<b>Year 1 Operating Budget</b>
Note the replacement reserve and Operating Expense Benchmarks.
<b>Proforma</b>
Input any Operating Subsidies (other than PBS8) and provide backup documentation if the subsidy is committed.
Input any deferred developer fee or other fees as well as the anticipated distribution of residual receipts to other soft financing sources.
<b>Property Standards</b>
This section is informative for Applicants. The applicability of Section 504 and the Property Standards requirements for the HOME Program are provided on this page.
If a project is a Substantial Rehabilitation Project, Section 504 may apply (if the project has 15 or more units and the rehabilitation costs are more than 75% of the replacement costs of the completed facility). Estimates of the Replacement Costs are accepted at this time but documentation will be required at Commitment of Funds. The most conservative option is to assume that Section 504 will apply to your project and account for the design and cost of the accessible units in your project plans.
<b>Developer/Owner Capacity &amp; Development Experience and Pipeline.</b>
Please complete the requested information.
<b>If you have any questions about this Workbook, please comment through the Procorem system or contact Tracy McAulay at <a href="mailto:tracy.mcaulay@ventura.org">tracy.mcaulay@ventura.org</a></b>

## Project Name - Applicant Name

### CDBG-DR MHP Applicants Only

CDBG-DR MHP Applicants Only - please review the following information carefully before requesting CDBG-DR MHP Funding. This worksheet pulls information from other tabs in the workbook. After the remaining tabs are completed and prior to submitting this application to the County of consideration, re-review to ensure that information is captured correctly.

After the application deadline, should insufficient eligible projects be identified to fully utilize the County's CDBG-DR MHP allocation, this solicitation shall remain open on a competitive monthly basis until all funds awarded through HCD's project submission deadline of December 2021.

Because this funding is intended to replace housing stock lost during the Thomas Fire, the County will only accept applications for new construction affordable housing developments that will expand the supply of affordable housing in our community.

HCD's CDBG-DR MHP Policies and Procedures (DR P&P) shall govern all projects funded with CDBG-DR MHP. Please review the DR P&P carefully prior to submitting an application for CDBG-DR MHP funds. This tab and workbook are not meant to replace the DR P&P and Applicants are encouraged to carefully review the DR P&P prior to submitting an application for funds. The DR P&P may be accessed here:

[https://www.hcd.ca.gov/community-development/disaster-recovery-programs/cdbg-dr/cdbg-dr-2017/docs/17dr\\_mhp\\_pp\\_v2.pdf](https://www.hcd.ca.gov/community-development/disaster-recovery-programs/cdbg-dr/cdbg-dr-2017/docs/17dr_mhp_pp_v2.pdf)

Additional information on HCD's CDBG-DR MHP Program is located on HCD's website at:

<https://www.hcd.ca.gov/community-development/disaster-recovery-programs/cdbg-dr/cdbg-dr-2017/index.shtml>

CDBG-DR MHP Benchmarks	Does the Proposed Project Meet the Benchmark?
Minimum CDBG-DR MHP Award is \$200,000.	No
Maximum County CDBG-DR MHP Award is no more than 40% of TDC.	#REF!
Maximum Combined CDBG-DR MHP Award (if applicable) is no more than 40% of TDC.	#REF!
Leverage (60% of TDC covered by other sources)	#REF!
Are the Per Unit Subsidy Limits in compliance?	Yes
Does the Developer have site control of the property?	0
Does the development include a minimum of 8 total units?	No
Does the development include a minimum of 4 affordable units?	No
Are 30% of the total number of units designated as affordable?	Yes
Total Number of Proposed Affordable Units	0
Minimum Number of Affordable Units Required:	4

Developer Qualifications	Does the Proposed Project Meet the Benchmark?
Has the Developer completed at least 3 multifamily developments?	Yes
Has the Developer successfully completed at least 2 affordable multifamily developments within the last 10 years?	Yes

CDBG-DR MHP Specific Information	Does the Proposed Project Meet the Benchmark?
Under CDBG-DR MHP for the Thomas Fire, Ventura County was Designated as a Most Impacted and Distressed (MID) Area.	Yes
Source of CDBG-DR MHP Funds	Federal Funds passed through the State of California Department of Housing and Community Development to the County of Ventura, as subrecipient.

Project Prioritization	Does the Proposed Project Meet the Benchmark?
Per Section 2.4 of the CDBG-DR MHP Policies and Procedures, HCD requires that CDBG-DR MHP-funded projects meet at least one of their priority project criteria.	
Projects providing housing for extremely low-income households.	No
Projects providing "Deep Affordability" with at least 10% of units at or below 30% AMI.	Yes
Projects providing Permanent Supportive Housing.	0
Projects that are providing residential units for Elderly Persons.	0
Projects providing residential units for people with at least one disability.	0
Projects providing residential units for Low-Income Immigrants.	0

HCD Underwriting Criteria	Does the Proposed Project Meet the Benchmark?
Is stabilized debt service coverage ratio at least 1.15 in years w through 20?	No
Does the development budget include a construction contingency at a minimum of 5% of construction costs?	Yes
Does the proforma reflect projected annual rent increases of not more than 2% per year?	Yes
Does the proforma reflect a projected stabilized vacancy of 7% or below for affordable units?	Yes
Does the proforma reflect a projected stabilized vacancy of not more than 12% for supportive housing/special needs units?	Yes
Does the operating profoma reflect projected positive cash flow during the 20 year affordability period?	No

Other CDBG-DR MHP Misc. Criteria
Upon issuance of the Notice To Proceed, HCD will provide the County with the DR-MHP Development Agreement Rider and ensure the DR-MHP Rider is included with the Development Agreement between the County and Developer. The Rider includes HUD, CDBG-DR and State requirements for Developers. Additionally, HCD will provide the County with a Regulatory Agreement to be recorded against each property that will enforce requirements on affordability periods, restricted units, income targeting, rents, property standards, and records and reports.
The County shall withhold as retainage 10% of all DR-MHP funded Developer payments. No retainage payments shall be released to the Developer or reimbursed to the County until receipt and approval by HCD of all required and approved Project closeout documents identified in the Master Standard Agreement and Development Agreement Rider.

# Project Name

Summary

Project Summary			
Date Prepared			
Project Name	Project Name		
Project Street Address			
Project City, State & Zip		CA	
APNs			
Project Type			
Project Description: Describe the type of project (new construction, acquisition/rehab, etc.); number of buildings; on-site amenities; unit type, mix, and affordability; proposed number of HOME-assisted units; target population(s) proposed; proximity of off-site amenities; and any other relevant information.			
Total HOME/PLHA Request Under this County Application		If there is a preference for type of funds (HOME or PLHA), please explain:	
Total Amount of HOME Funds Invested or Requested From Other Jurisdictions, if applicable	\$	-	Enter Name of Jurisdiction Here
Total Number of County HOME/PLHA-assisted Units	0		
HOME/PLHA Per Unit Subsidy Amount	#DIV/0!		
Total County CDBG Request Under this Application	\$	-	Note that a separate application must be submitted for CDBG funds. Please contact MaryAnn.Guariento@ventura.org for more information.
Total CDBG-DR MHP Request Under this Application		CDBG-DR MHP funding will be provided as a forgivable loan only.	
Total CDBG-DR MHP Invested or Requested from Other Jurisdictions, if applicable	\$	-	Enter Name of Jurisdiction Here
Total Number of CDBG-DR MHP units	0		
CDBG-DR MHP Per Unit Subsidy Amount	#DIV/0!		

<b>Unit Mix</b>
Unit Mix (table below populations from Unit Mix & Rental Income tab)

Unit Type	HOME/PLHA Units	CDBG-DR MHP Units	Other Affordable	Market Rate Units	Resident Manager's	Total No. of Units
0 BR	0	0	0	0	0	0
1 BR	0	0	0	0	0	0
2 BR	0	0	0	0	0	0
3 BR	0	0	0	0	0	0
4 BR	0	0	0	0	0	0
5 BR	0	0	0	0	0	0
6 BR	0	0	0	0	0	0
Total	0	0	0	0	0	0

If proposing SRO Units,	
The SRO Unit(s) have no sanitary or food preparation facilities, or only one of the two.	
The SRO Unit(s) have both sanitary and food preparation facilities.	

<b>HOME &amp; CDBG-DR MHP Loan Limits</b>
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HOME/PLHA

Unit Type	No of Units	HOME Maximum Subsidy	HOME Maximum Subsidy
0 BR	0	\$ 153,314.00	\$ -
1 BR	0	\$ 175,752.00	\$ -
2 BR	0	\$ 213,718.00	\$ -
3 BR	0	\$ 276,482.00	\$ -
4+ BR	0	\$ 303,490.00	\$ -
<b>Total</b>	<b>0</b>		<b>\$ -</b>

CDBG-DR MHP

Unit Type	No of Units	HOME Maximum Subsidy	HOME Maximum Subsidy
0 BR	0	\$ 153,314.00	\$ -
1 BR	0	\$ 175,752.00	\$ -
2 BR	0	\$ 213,718.00	\$ -
3 BR	0	\$ 276,482.00	\$ -
4+ BR	0	\$ 303,490.00	\$ -
<b>Total</b>	<b>0</b>		<b>\$ -</b>

**HOME Project Rule: If five or more units will be HOME-assisted, at least 20% of the HOME-assisted units must be designated as Low-HOME Units.**

Total Number of Units in Project	0
Total Number of HOME Units	0

HOME Rent Limits	Minimum No. of Low-HOME Units	# of Low/High Units	% of HOME Units	Unit Types (# of Units/# of bedrooms)
High HOME	N/A	0	#DIV/0!	
Low HOME	0	0	#DIV/0!	

2020 HOME & CDBG-DR MHP Rent Limits	0	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Low HOME (50% AMI)	\$988	\$1,059	\$1,271	\$1,468	\$1,637	\$1,806	\$1,975
High HOME (60% AMI)	\$1,265	\$1,357	\$1,631	\$1,875	\$2,071	\$2,267	\$2,463
Low HOME Unit Rents at or below 2020 Rent Limits?	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE
High HOME Unit Rents at or below 2020 Rent Limits?	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE
CDBG-DR MHP Rent Limits (High-HOME)	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE

#### Environmental Review

Status of NEPA Environmental Review		For HOME-assisted projects, the County will serve as the Responsible Entity. Successful applicants will be required to hire appropriate consultants to prepare studies and analyses demonstrating NEPA compliance for the Environmental Review Record. Upon review, the County will submit Requests for Release of Funds to HUD. This process typically takes between 4 - 6 months.  For projects funded with CDBG-DR, the same process and timing described above will be completed, except that the County will submit the completed Environmental Review Record to HCD for the Request for Release of Funds.
Status of CEQA Environmental Review		

#### HOME Match

	Amount	Percentage	Source	Currently Committed?
Match Amount, Percentage & Source (minimum 25% req.):		#DIV/0!		
Comments?				

**Underwriting, Developer Benefits & Rate of Return (review and complete after the remainder of the workbook is complete)**

Category	Proposed Amount	Benchmark	Within Benchmark?	Comments if not within benchmark
Cost Reasonableness & Total Development Costs Per Unit	#DIV/0!	No more than \$547,318 per unit	#DIV/0!	
Capitalized Operating Reserve	\$0	No more than 18 months Operating Expenses, Debt Service & Payments to Reserves	Yes	
Deferred Developer Fee	\$0	No more than 50% of Total Developer Fee can be shown as deferred at application	No	
Total Developer Fee - complete the appropriate row	Non LIHTC: \$/Unit	#DIV/0!		
	\$0	Non-LIHTC projects proposing >= \$35,000/unit in construction costs: Max Dev. Fee <= \$26,000/unit		
		Non-LIHTC projects proposing < \$35,000/unit in construction costs: Max Dev. Fee <= \$12,000/unit		
	LIHTC Projects: Developer Fee complies with the amount that may be included pursuant to California Code of Regulations, Title 4, Section 10327			
For rental projects, total Management Fee (PUPM)	#DIV/0!	Management Fee <= \$78 PUPM	#DIV/0!	
For rental projects, total Bookkeeping Fee (PUPM)	#DIV/0!	Bookkeeping Fee <= \$15 PUPM	#DIV/0!	
Sponsor Distributions from cash flow	50%	No more than 50%	Yes	
Other Fees (incentive management, asset management, etc.)	\$0	No more than \$17,500 in year 1 with a max. of a 3.0% inflation factor for all other fees.	Yes	
Is an internal construction company proposed?				
Debt Service Coverage Ratio (Year 1)	0.00	No greater than 1.2	Yes	
		No less than 1.10	No	
Operating Expense Minimum Selection (select most appropriate)	Special Needs elevator			
Operating Expenses Per Unit Per Month	#DIV/0!	\$5,400	#DIV/0!	

**Summary of Sponsor Distributions**

	Year 1	Year 5	Year 10	Year 15	Year 20
Sponsor Distributions	0	0	0	0	0
Debt Service Coverage Ratio	0.00	0.00	0.00	0.00	0.00

20-Year Total
0

Project Timeline		
Action	Completion Date	Comments
Site Control/Acquisition Date		
Architectural Design		
NEPA Review		
Commitment of All Other Financing		
Building Permits		
Execution of HOME Agreement		
Submission of CDBG-DR MHP Application to HCD, if applicable		
Construction Loan Closing & Draw #1		
Construction Start		
2nd Drawdown		
3rd Drawdown		
4th Drawdown		
5th Drawdown		
5th Drawdown	2/10/2019	
6th Drawdown		
Construction Completion		
7th Drawdown		
Lease-Up Deadline/Homeowner Agreement Deadline		
8th/Final Drawdown		
Close-out in IDIS	4/30/1900	
Permanent Loan Closing		
Income Recertification (Year 6)	5/30/1906	
Income Recertification (Year 12)	5/30/1912	
Income Recertification (Year 18)	5/30/1918	
End of HOME/PLHA/CDBG-DR Affordability Period	4/30/1920	
End of Extended Affordability Period, if applicable	4/30/1955	

Affordability Period		
HOME Activity		Req'd Affordability Period
	Rehabilitation or Acquisition of Existing Housing < \$14,999.99 per unit	5 Years
	Rehab. or Acq. of Existing Housing \$15,000 - \$39,999.99 per unit	15 Years
	More than \$40,000 per unit or Refinancing of Existing Rental Housing	15 Years
	New Construction/Acquisition of Housing	20 Years
	Longer Affordability Period Requested	

CDBG-DR MHP Activity		Req'd Affordability Period
	New Construction	20 Years
	Longer Affordability Period Requested	

#### Occupancy Requirements

	All HOME-assisted units will be occupied by tenants at or below 80% AMI
	90% of Initial Occupants will have incomes at or below 60% AMI
	The remaining 10% of initial tenants must have incomes at or below 80% AMI
	Owner has adopted written tenant selection policies and procedures. Indicate if you have Tenant Selection Policies/Procedures in place and attach a copy to the application.
	If no Tenant Selection Policies/Procedures are in place, please explain below:

#### HOME Comparability of Units

	Are all units (of each unit type) similar in layout and square footage?
	Are all amenities and finishes consistent throughout the property?
	Do all units with the same configuration (# of bedrooms) have roughly the same market value?

#### Relocation

	Is temporary or permanent relocation required?
	If yes, please describe the relocation needs below.
	Has a Relocation Plan been prepared for this project?

#### Site Control

	Has site control been obtained? If so, evidence of site control must be attached to this application.
	If site control has not been obtained, please describe the plans to obtain site control.

## Project Name

### Checklist

Please submit all requested documentation. If documentation is currently unavailable, please explain why **and** when it is expected to be available. When uploading documentation, please upload each document to the folder corresponding to the section heading in Procorem. If marking N/A, please provide a clear explanation of why an item doesn't apply.

Organizational Documents		
	Governing Board Resolution authorizing and application to the County for HOME, PLHA and/or CDBG-DR MHP funds.	
	Applicant's By-Laws	
	Applicant's Articles of Incorporation	
	Organizational Chart of Ownership	
	When the ultimate Borrower is a Limited Partnership, organizational documents of	
	List of Board of Directors and affiliations	
	Non-profit Determination Letter from the Federal Internal Revenue Service	
	Non-profit Determination Letter from the State Franchise Tax Board	
	Evidence of Insurance Coverage	
	Most Recent Audited Financial Statement of Applicant	
	Explanation of Outstanding Audit Findings	
	Five Year Strategic or Financial Plan	
	System for Award Management confirmation of Applicant eligibility (all developers and co-developers). Print to pdf documentation from <a href="http://www.sam.gov">www.sam.gov</a>	
	Other (please specify)	
Staffing and Contracts		
	Resumes of Project Lead Staff Members. At a minimum, please include the Executive Director, CFO, and Project Managers assigned to this project.	
	Project Team contract signed to-date, including architectural, engineering, general contractor, lenders, property managers, relocation and green consultants, market analysts, service providers, etc.	
	Other (please specify)	
Jurisdiction Support		
	Letter of Support for the project from the Local Jurisdiction	
	Letters of Financial Support (loans, grants, fee waivers, etc.) from the local jurisdiction.	
	Letter from a certified Planner of the local jurisdiction confirming that the proposed project is in compliance with the existing General/Area Plan and Zoning and meets all requirements for local approval under a non-discretionary process.	
	Other (please specify)	

Project Site & Proposed Project Information		
	Legal Description of the Property	
	Project Location Map	
	Photos of Existing Site and Surrounding Properties.	
	Site Control Documentation	
	Preliminary Title Report	
	Architectural Plans, including site plan, elevations and floor plans.	
	Utility Allowance Schedule and Explanation of Method To Determine the Final Utility	
	Market Study demonstrating local rents and vacancy rates supporting the need for the proposed development.	
	Relocation Plan	
	<p>Article XXXIV Documentation.</p> <p>Given that the County may fund projects in the unincorporated areas of the County or in cities, the County of Ventura will assess the Article XXXIV Authority of each project on a case-by-case basis. Applicants shall provide a legal opinion letter demonstrating that the proposed housing project is either exempt from Article XXXIV, or that it has sufficient local Article XXXIV authority. Projects that cannot demonstrate an acceptable exemption or authority will not be approved for funding.</p> <p>Legal opinion letters providing a blanket statement that a project has authority or is exempt will not be accepted. The legal opinion letter shall provide specific evidence supporting the conclusion. Acceptable evidence includes: a voter referendum for a specific project; a blanket referendum with a letter from the local jurisdiction confirming that there is sufficient Article XXXIV authority remaining; or specific facts supporting an exemption.</p>	
	For Scattered Site projects only, a description of Applicant's ability to supervise and maintain the properties.	
	Other (please specify)	

Financing		
	<p>Financing Commitment Letters Obtained to-date. Please include financing commitments designated as match under the HOME program.</p> <p>For CDBG-DR MHP projects, all other financing must be committed by 4/30/2021. <u>If firm commitments are not in place, please include a narrative clearly explaining the funding sources sought and the Applicant's ability to obtain the commitment prior to 4/30/2021.</u></p>	
	For CDBG-DR MHP projects only, please provide the most recent audited financial statements for all projects placed into service within the last five years.	
	Other (please specify)	
Environmental		
	Environmental Assessment and Authority to Use Grant Funds for previously completed NEPA ERRs.	
	Phase I Environmental Site Assessment	
	Phase II ESA	
	Vapor Encroachment Study (VES)	
	Archaeological Phase I Survey	
	Noise Study	
	Lead Survey Report	
	Asbestos Containing Materials Report	
	Mold Report	
	Other (please specify)	
Federal Overlay Requirements		
	Affirmative Marketing Plan (AMP). For CDBG-DR MHP, the AMP must be made on HUD Form 935.2A and include additional outreach to fire-impacted households as outlined in Section 2.12 of the CDBG-DR MHP Policies and Procedures.	
	Tenant Selection Policies and Procedures	
	Forms to be used to Collect Race and Ethnicity Data	
	Other (please specify)	
Supportive Services		
	If proposing CDBG-DR MHP funded units under the Supportive Housing Project Type, attach a Supportive Services Plan demonstrating what services will be provided, how they will be funded.	
	Other (please specify)	



Project Team	
Application Primary Contact Person	
Contact Phone Number	
Contact Email	
Contact Street Address	
Contact City and Zip Code	
Organization Website	

Application Secondary Contact Person	
Contact Phone Number	
Contact Email	
Contact Street Address	
Contact City and Zip Code	
Organization Website	

Project Architect & Firm	
Phone Number	
Email	
Street Address	
City and Zip Code	
Organization Website	

Property Management Contact and Organization	
Phone Number	
Email	
Street Address	
City and Zip Code	
Organization Website	

Relocation Consultant Contact and Organization	
Phone Number	
Email	
Street Address	
City and Zip Code	
Organization Website	

Market Study Contact and Organization	
Phone Number	
Email	
Street Address	
City and Zip Code	
Organization Website	

Primary Service Provider Contact and Organization	
Phone Number	
Email	
Street Address	
City and Zip Code	
Organization Website	

Green Consultant Contact and Organization	
Phone Number	
Email	
Street Address	
City and Zip Code	
Organization Website	

Other Members of the Project Team (please specify)	
Phone Number	
Email	
Street Address	
City and Zip Code	
Organization Website	

Please provide a brief description of the roles, financial structure and legal relationships of the entities identified above, particularly as it relates to ownership.

Please describe the applicant's capacity to carry out the project. Describe the processes in place to monitor and ensure compliance for this project should state and/or federal funds be awarded, including project management, property management, financing and staff development experience.

## Project Name

Target Population

### County of Ventura HOME Funds

In 2018-19, the Board of Supervisors placed a priority on projects serving vulnerable populations, including persons who are experiencing homelessness, are elderly, or are victims of domestic violence/trafficking.

Unit Type	Number of Units for:		
	Persons Experiencing Homelessness*	Persons who are 55+	Victims of Domestic Violence/Trafficking
Studio			
One-Bedroom			
Two-Bedroom			
Three-Bedroom			
Four-Bedroom			
Five +			
<b>Total Number of Units</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*To be eligible for funding, all units designated for persons experiencing homelessness at the development **must** be filled through the Coordinated Entry System and all clients entered into HMIS at initial move-in.

### CDBG-DR MHP

In accordance with HCD's CDBG-DR MHP Policies and Procedures Manual:

Proposed CDBG-DR MHP projects may be mixed income projects, including market rate units; however all units funded by CDBG-DR MHP must be restricted to households at or below 80% AMI.

Yes	The proposed project ties back to the Thomas Fire by increasing the supply of affordable housing units.
	The proposed project is scattered site?

If the proposed project is scattered site, please provide an explanation of the sites and of your plan to adequately supervise and maintain the properties.

The proposed project must meet one of the following HCD Project Types, as defined in the Section 7302(e) of the 2019 Multifamily Housing Program Guidelines, located on HCD's website at:

<https://www.hcd.ca.gov/grants-funding/active-funding/mhp/docs/round-1-mhp-final-guidelines.pdf>

Unit Type	Number of Units for:			
	Large Family	Special Needs*	Senior Project	Supportive Housing*
Mark Y/N as applicable				
Studio				
One-Bedroom				
Two-Bedroom				
Three-Bedroom				
Four-Bedroom				
Five +				
<b>Total Number of Units</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*To be eligible for funding, all units designated for persons experiencing homelessness at the development **must** be filled through the Coordinated Entry System and all clients entered into HMIS at initial move-in.

Is the development providing housing for persons with disabilities, as defined by HCD in the Special Needs Category?

Is the development providing housing for Low Income Immigrants as defined by HCD's CDBG-DR MHP Policies and Procedures?

If proposing units under the Special Needs or Supportive Housing Project Types, please provide a description of your Target Population:

If proposing units under the Special Needs or Supportive Housing Project Types, please provide a description of how your project will integrate targeted populations in compliance with Section 73023(g) of the MHP Guidelines:

If proposing units under the Supportive Housing Project Type, please provide a description of how your project qualifies as SH under Section 7302(f) of the MHP Guidelines and attach a Supportive Services Plan demonstrating what services will be provided, how they will be funded.

#### **MHP Guidelines - Project Type Definitions**

The Large Family Project Type is defined by HCD as projects where, of the Restricted Units, at least 25 percent have three or more bedrooms, and at least an additional 25 percent have two or more bedrooms.

The Special Needs Project Type is defined by HCD as projects where at least 25 percent of the Restricted Units are restricted to occupancy by Special Needs Populations, and the Project complies with the integration requirements specified in subdivision 7302(g) of the MHP Guidelines.

Special Needs Populations is defined by HCD as agricultural workers, individuals living with physical or sensory disabilities and transitioning from hospitals, nursing homes, development centers, or other care facilities; individuals living with developmental disabilities, serious mental illness or substance abuse disorders; individuals who are survivors of domestic violence, sexual assault, and human trafficking; individuals who are experiencing Homelessness; individuals with HIV; homeless youth as defined in Government Code (GC) Section 12957(e)(2); families in the child welfare system for whom the absence of housing is a barrier to family reunification, as certified by a county; frequent users of public health or mental health services, as identified by a public health or mental health agency; Frail Elderly persons; or other specific groups with unique housing needs as determined by the Department. "Special Needs Populations" do not include seniors unless they otherwise qualify as a Special Needs Population.

Senior Projects are defined by HCD as projects where all units are restricted to residents who are 62 years of age or older under applicable provisions of Cal. Civ. Code, Section 51.3 and the federal Fair Housing Act (except for Projects utilizing federal funds whose programs have differing definitions for senior projects, or have the Rehabilitation of occupied developments restricted to residents 55 or older, or have Supportive Housing or Special Needs Projects also restricting occupancy to residents who are 55 years of age or older), and further be subject to state and federal fair housing laws with respect to senior housing. Note that senior housing must include 51% of the units as affordable under CDBG-DR MHP.

Supportive Housing is defined by HCD as projects where at least 15 percent of the Restricted Units, and not less than 10 units, are restricted to occupancy by people experiencing Chronic Homelessness, and where the Project meets the requirements set forth in subsection 7302(f) of the MHP Guidelines. Where the local Coordinated Entry System prioritizes placements in supportive housing using an acuity measure that considers factors beyond chronic homelessness, the local measure may be employed, in lieu of requiring occupancy by people experiencing Chronic Homelessness.

<b>Project Name</b>
Misc.

<b>Regional Con Plan Priorities, Citizen Participation and Community Involvement</b>
Please describe all citizen participation or community outreach complete to-date or is planned for this project. Includes dates, time and location.

All applications must address housing related Goals, Priority Needs and Outcomes identified in the Ventura County FY2020-24 Regional Consolidated Plan (RCP). The County's RCP may	
Please indicate the most appropriate goal pertaining to your project.	
	Goal 1: Create and preserve stable, safe, and resilient affordable housing opportunities for homeowners and renters including special needs groups such as farmworkers, persons with disabilities, and the elderly throughout Ventura County.
	Goal 4: Work alongside the Ventura County Continuum of Care to end homelessness within Ventura County by providing housing, emergency shelter, and social services to homeless persons or those at risk of homelessness.
Please indicate the most appropriate Priority Need and related Outcome pertaining to your project	
	Priority Need 1: New Rental Housing: Jurisdictions will create quality rental housing through construction of new rental housing units primarily for low- and moderate-income persons. The highest priority will be for the creation of new affordable rental units
	Rental Units Rehabilitated
	Rental Units Constructed

<b>Local Jurisdiction Support</b>	
Has your organization discussed this project with the jurisdiction in which the project is located?	
Has the local jurisdiction provided a letter of support?	
Contact person(s) and phone numbers/e-mail addresses for the local jurisdiction	
Will the local jurisdiction be contributing financially to the project (grant, loan, fee waiver, concession, etc.)?	
What is the value of the local jurisdiction's financial support?	

Beneficiaries	
What is the estimated number of beneficiaries served by this project annually?	
The County is required to report information on the race and ethnicity of all initial beneficiaries at the time the project is closed-out in HUD's Integrated Disbursement and Information System. In order to ensure the County can comply with HUD's requirement, please provide information below as it applies to the project.	
Does your organization request information from beneficiaries on whether or not beneficiaries identify as of Hispanic Ethnicity?	
Does your organization ask all beneficiaries (including those identifying as Hispanic or Not Hispanic) and collect information pertaining to which race category with which beneficiaries identify, including White, Black or African American, American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander, Asian and White, Black or African American and White, American Indian or Alaska Native and Black or African American, or Other Multi-Racial? Note these categories are defined by HUD.	

Section 3	
	Applicant has downloaded and reviewed the County of Ventura Section 3 Plan at <a href="http://vcportal.ventura.org/CEO/community-dev/docs/2013_Section_3_Plan_ver_3.0_final.pdf">http://vcportal.ventura.org/CEO/community-dev/docs/2013_Section_3_Plan_ver_3.0_final.pdf</a>
	Applicant commits to adopting the County's Section 3 Plan to ensure compliance with Section 3 requirements.
	Applicant has reviewed Title 24 CFR Part 135.
	Applicant is prepared to fully comply with the requirements of Section 3.
	Applicant has or will have a Section 3 Compliance Office on Staff? Please describe.

Labor and Davis Bacon Compliance	
Compliance with prevailing wage requirements ("Davis Bacon") may be required for projects receiving HOME assistance. Compliance will be required for all projects funded with CDBG-DR MHP.	
	Applicant is prepared to comply with all labor and Davis Bacon and related labor requirements.

HOME Funds and Public Housing: 24 CFR 92.213 states that "HOME funds may not be used for public housing units...may not receive Operating Fund or Capital Fund assistance under section 9 of the 1937 Act during the HOME period of affordability.	
	Will HOME funds be used in combination with Capital Funds for public housing units?
	Will HOME funds be used in combination with public housing Operating Funds?
	Will HOME funds be used in combination with HOPE VI funding to develop a new unit that will serve as public housing?
	Will HOME funds be used in a project that contains public housing units, however the HOME units are separately designated and will not fund the public housing units?

Market Study		
A market study specific to the proposed project must be completed prior to commitment of funds.		
	Has a Market Study been prepared for this project?	
		If yes, is it attached?
		If no, when will the Market Study be available for review?

HOME Milestones	
In 2013, the HOME program was revised to implement specific timeline for commitments and expenditure of HOME funds. In response, the County has adopted the following milestones which must be met to ensure we do not lose access to annual allocations of funds. The County strongly recommends applicants to move forward well in advance of these milestones to ensure that the funding reservation does not get cancelled. Please indicate if the project will be able to meet the following milestones:	
	All other financing firmly committed to the project no later than March 15, 2023.
	Execution of the HOME Agreement no later than May 15, 2023.
	The project must start construction within 12 months of execution of the HOME Agreement (May 15, 2024)
	The project must begin drawing funds within 12 months of execution of the HOME Agreement (May 15, 2024). Funds which have been committed for 12 months without disbursement may be canceled by HUD.
	The project expects to be able to expend all HOME funds, complete construction and provide all necessary close-out documentation to the County no later than May 15, 2026.
	The applicant commits to fully leasing the project within six months of completing construction.

Signage and Advertisements	
	All signage and advertisements related to this project will contain the HUD Equal Opportunity (EEO) Emblem.
	HUD and the County of Ventura will be identified as project lenders/supporters on printed materials, signage and other project information.
	The California Department of Housing and Community Development will be identified as a project lender/supporter on printed materials, signage and other project information for projects funded with CDBG-DR MHP.

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## Project Name

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Environmental

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A NEPA Environmental Review (ER) specific to the County funds invested must be completed for all projects funded with County HOME and CDBG-DR MHP. The ER must document compliance with 24 CFR Part 58 and all related laws, authorities and executive orders. The information collected below does not substitute for a full Environmental Review Record (ERR) and is informational only.

Applicants who receive a reservation of HOME and/or CDBG-DR MHP are responsible for hiring appropriate professionals and consultants to help prepare the ERR.

### Choice Limiting Actions

As stated in the CDBG-DR MHP Policies and Procedures "No work may start on a proposed Project, or proposed site acquisition, if applicable, before both the federal and state environmental review processes are completed, even if that work/acquisition is being done using non-federal funds. Subsequent to submission of an application by a Developer to a Subrecipient for the use of DR-MHP funds, there can be no choice-limiting actions on the part of the Developer/owner until environmental clearance is received in the form of an Authority to Use Grant Funds (ATUGF) or environmental clearance letter issued by the Department. The concept of prohibiting "choice-limiting" actions is to prevent the Developer from investing in a Project before all necessary environmental clearances are obtained. Market studies, environmental studies, plan development, engineering or design costs, inspections and tests are not considered "choice-limiting" actions. "Choice-limiting actions" are defined as any activity that would have an adverse environmental impact or limit the choice of reasonable alternatives, such as acquisition by the Developer/owner (or any subsidiary of the Developer), construction, demolition of buildings, or rehabilitation or reconstruction of buildings. Per 24 CFR Part 58.22, failure to comply with the prohibition against committing funds or taking physical action (using either HUD funds or non-HUD funds) before the completion of the environmental review process could result in loss of HUD assistance, cancellation of the Project, reimbursement by the Developer/owner to HUD for the amount expended, or suspension of the disbursement of funds for the affected activity."

For HOME-assisted projects, successful Applicants will submit the ERR to the County, who will serve as the Responsible Entity, for review and submission to HUD for an Authority to Use Grant Funds. For CDBG-DR MHP-assisted projects, Applicants will submit the ERR to the County, who will review the ERR and submit it to HCD, who will serve as the Responsible Entity and provide the Authority to Use Grant Funds.

Please contact [tracy.mcaulay@ventura.org](mailto:tracy.mcaulay@ventura.org) with any questions about NEPA and the ERR.

Site Information		
Please provide a brief description of the property, including acreage, shape, and unique features.		
Please describe the surrounding land uses.		
	Has the applicant completed a NEPA Environmental Review of this site?	
	If yes, please attach the Authority to Use Grant Funds	
	If no, please describe the timeframe for the review to be completed.	
	Does the project site include any existing structures?	
	If yes, please describe the age each structure was constructed.	
	Please describe the current use of each existing structure (e.g. residential, commercial, vacant, etc.)	
	Is the Applicant aware of any structures on the site or nearby designated on or eligible for the National Register of Historic Places? If so, describe?	
	Is the Applicant aware of any structures on the site or nearby of state or local historical significance? If so, describe?	

  

Land Use	
What are the current General Plan/Area Plan and Zoning Designations for the property?	
Is the proposed use of the site consistent with the GP/AP and Zoning Designations?	
Please list all local approvals and permits necessary to approve the proposed project (e.g. General Plan or Zoning Amendments, Special Use Permits, Planned Dev. Permit, Building Permits, etc.)	
When does the Applicant expect the local jurisdiction to approve the above-listed approvals	
	Is the proposed site located in the Coastal Zone?
Has a CEQA review been prepared for this project by the local Planning Department?	
If the CEQA review is completed, what was the determination? If not, when does the Applicant anticipate starting and completing this review?	

Other Environmental Conditions		
	Is the project site located near areas where flammable, explosive or toxic chemicals are stored or transported?	
	Is the project within line-of-sight of an arterial roadway or railway?	
	Is the project site located on existing or previously cultivated farmland?	
	Is any part of the project site located in a Special Flood Hazard Area?	

Additional Questions. Please respond to the following questions if structures are currently on-site.		
Please describe any rehabilitation, demolition or conversion activities in detail. If no rehab, demolition or conversion is proposed, please indicate N/A.		
	Has a Lead Survey Report been completed?	
	Has an Asbestos Containing Materials Report been completed?	
	For rehabilitation or conversion only, has a Mold Report been completed?	

Project Name

Sources of Funds

Sources of Funds									
Permanent									
Source	Committed?	Lien No.	Amount	Interest	Term (years)	Loan Type	Amortization	Annual Debt. Service	Comments:
Other HOME			\$ -						
Other CDBG-DR			\$ -	0.00%					
County CDBG-DR			\$ -	0.00%		Other: please specify			CDBG-DR MHP will be provided as a 0% interest, forgivable loan.
County HOME			\$ -	3.00%					
Total Sources			\$ -						

Construction							
Source	Committed?	Lien No.	Amount	Interest	Term (months)	Loan Type	Comments
			\$ -				
HOME			\$ -	3.00%		Residual Receipts	
Total Sources			\$ -				

\$ -

Total Development Costs	\$ 600,000
Differential	\$ (600,000)

Project Name

Development Budget

	Total Cost	Per Unit	Per Square Foot	Comments
ACQUISITION				
Lesser of Land Cost or Value	\$0	#DIV/0!	#DIV/0!	
Legal & Closing Costs	\$0	#DIV/0!	#DIV/0!	
Verifiable Carrying Costs	\$0	#DIV/0!	#DIV/0!	
Subtotal	\$0	#DIV/0!	#DIV/0!	
Existing Improvements Cost	\$0	#DIV/0!	#DIV/0!	
Other: (specify)	\$0	#DIV/0!	#DIV/0!	
Total Acquisition	\$0	#DIV/0!	#DIV/0!	
CONSTRUCTION				
Off-Site Improvements	\$0	#DIV/0!	#DIV/0!	
Demolition	\$0	#DIV/0!	#DIV/0!	
Environmental Remediation	\$0	#DIV/0!	#DIV/0!	
Site Work	\$500,000	#DIV/0!	#DIV/0!	
Structures	\$0	#DIV/0!	#DIV/0!	
General Requirements	\$0	#DIV/0!	#DIV/0!	
GC Overhead	\$0	#DIV/0!	#DIV/0!	
GC Profit	\$0	#DIV/0!	#DIV/0!	
General Liability Insurance	\$0	#DIV/0!	#DIV/0!	
Performance & Payment Bonds	\$0	#DIV/0!	#DIV/0!	
Other: (specify)	\$0	#DIV/0!	#DIV/0!	
Other: (specify)	\$0	#DIV/0!	#DIV/0!	
Total Rehabilitation Costs	\$500,000	#DIV/0!	#DIV/0!	
RELOCATION				
Temporary Relocation	\$0	#DIV/0!	#DIV/0!	
Permanent Relocation	\$0	#DIV/0!	#DIV/0!	
Total Relocation	\$0	#DIV/0!	#DIV/0!	
ARCHITECTURAL				
Design	\$0	#DIV/0!	#DIV/0!	
Supervision	\$0	#DIV/0!	#DIV/0!	
Other: (specify)	\$0	#DIV/0!	#DIV/0!	
Total Architectural Costs	\$0	#DIV/0!	#DIV/0!	
SURVEY & ENGINEERING				
Engineering	\$0	#DIV/0!	#DIV/0!	
ALTA Land Survey	\$0	#DIV/0!	#DIV/0!	
Other: (specify)	\$0			
Total Survey & Engineering	\$0	#DIV/0!	#DIV/0!	
CONTINGENCY COSTS				
Hard Cost Contingency	\$100,000	#DIV/0!	#DIV/0!	
Soft Cost Contingency	\$0	#DIV/0!	#DIV/0!	
Total Contingency Costs	\$100,000	#DIV/0!	#DIV/0!	
CONSTRUCTION PERIOD EXPENSES				
Construction Loan Interest	\$0	#DIV/0!	#DIV/0!	
Origination Fee	\$0	#DIV/0!	#DIV/0!	
Credit Enhancement & App. Fee	\$0	#DIV/0!	#DIV/0!	
Owner Paid Bonds/Insurance	\$0	#DIV/0!	#DIV/0!	
Lender Inspection Fees	\$0	#DIV/0!	#DIV/0!	
Taxes During Construction	\$0	#DIV/0!	#DIV/0!	
Prevailing Wage Monitor	\$0	#DIV/0!	#DIV/0!	
Insurance During Construction	\$0	#DIV/0!	#DIV/0!	
Title and Recording Fees	\$0	#DIV/0!	#DIV/0!	
Green Consultant	\$0	#DIV/0!	#DIV/0!	
Predevelopment Loan Interest & Fees	\$0	#DIV/0!	#DIV/0!	
Other: (specify): Other Lender Expenses	\$0	#DIV/0!	#DIV/0!	
Other: (specify): Construction Period Interest	\$0	#DIV/0!	#DIV/0!	
Other: (specify): Utility Company Fees	\$0	#DIV/0!	#DIV/0!	
Total Construction Expenses	\$0	#DIV/0!	#DIV/0!	
PERMANENT FINANCING EXPENSES				
Loan Origination Fee(s)	\$0	#DIV/0!	#DIV/0!	
Credit Enhancement & App. Fee	\$0	#DIV/0!	#DIV/0!	
Title and Recording	\$0	#DIV/0!	#DIV/0!	
Property Taxes	\$0	#DIV/0!	#DIV/0!	
Insurance	\$0	#DIV/0!	#DIV/0!	
Other: (specify)	\$0	#DIV/0!	#DIV/0!	
Other: (specify)	\$0	#DIV/0!	#DIV/0!	
Total Permanent Financing	\$0	#DIV/0!	#DIV/0!	

<b>LEGAL FEES</b>				
Construction Lender Legal Expenses	\$0	#DIV/0!	#DIV/0!	
Permanent Lender Legal Fees	\$0	#DIV/0!	#DIV/0!	
Organizational Legal Fees	\$0	#DIV/0!	#DIV/0!	
Other: (specify): Syndication Legal	\$0	#DIV/0!	#DIV/0!	
Other: (specify): Bond Counsel	\$0	#DIV/0!	#DIV/0!	
<b>Total Legal Fees</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	
<b>CAPITALIZED RESERVES</b>				
Operating Reserve	\$0	#DIV/0!	#DIV/0!	
Replacement Reserve	\$0	#DIV/0!	#DIV/0!	
Rent-Up Reserve	\$0	#DIV/0!	#DIV/0!	
Transition Reserve	\$0	#DIV/0!	#DIV/0!	
Other: (specify)	\$0	#DIV/0!	#DIV/0!	
Other: (specify)	\$0	#DIV/0!	#DIV/0!	
<b>Total Capitalized Reserves</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	
<b>REPORTS &amp; STUDIES</b>				
Appraisal(s)	\$0	#DIV/0!	#DIV/0!	
Market Study	\$0	#DIV/0!	#DIV/0!	
Physical Needs Assessment	\$0	#DIV/0!	#DIV/0!	
Env. Studies (specify in comments)	\$0	#DIV/0!	#DIV/0!	
Geotechnical Study	\$0	#DIV/0!	#DIV/0!	
NEPA Studies	\$0	#DIV/0!	#DIV/0!	
Other: (Construction Management & Testing)	\$0	#DIV/0!	#DIV/0!	
Other: (specify):	\$0	#DIV/0!	#DIV/0!	
<b>Total Reports &amp; Studies</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	
<b>OTHER</b>				
CTCAC App./Alloc./Monitor Fees	\$0	#DIV/0!	#DIV/0!	
CDLAC Fees	\$0	#DIV/0!	#DIV/0!	
Local Permit Fees	\$0	#DIV/0!	#DIV/0!	
Local Development Impact Fees	\$0	#DIV/0!	#DIV/0!	
Other Costs of Bond Issuance	\$0	#DIV/0!	#DIV/0!	
Syndicator / Investor Fees & Expenses	\$0	#DIV/0!	#DIV/0!	
Furnishings	\$0	#DIV/0!	#DIV/0!	
Final Cost Audit Expense	\$0	#DIV/0!	#DIV/0!	
Marketing	\$0	#DIV/0!	#DIV/0!	
Financial Consulting	\$0	#DIV/0!	#DIV/0!	
Other: (specify)	\$0	#DIV/0!	#DIV/0!	
Other: (specify)	\$0	#DIV/0!	#DIV/0!	
Other: (specify)	\$0	#DIV/0!	#DIV/0!	
Other: (specify)	\$0	#DIV/0!	#DIV/0!	
<b>Total Other Costs</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	
<b>SUBTOTAL</b>	<b>\$600,000</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	
<b>DEVELOPER COSTS</b>				
Up-Front Developer Fee	\$0	#DIV/0!	#DIV/0!	
Deferred Developer Fee	\$0	#DIV/0!	#DIV/0!	
Other: (specify)	\$0	#DIV/0!	#DIV/0!	
Other: (specify)	\$0	#DIV/0!	#DIV/0!	
<b>Total Developer Costs</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	
<b>TOTAL DEVELOPMENT COST</b>	<b>\$600,000</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	

# Project Name

Sources & Uses

	Dev. Expenses	0	0	0	0	0	0	0	0	0	Other HOME	Other CDBG-DR	County CDBG-DR	County HOME	Total	Differential
<b>ACQUISITION</b>																
Lesser of Land Cost or Value	\$0														\$0	\$0
Legal & Closing Costs	\$0														\$0	\$0
Verifiable Carrying Costs	\$0														\$0	\$0
<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Existing Improvements Cost	\$0														\$0	\$0
Other: (specify)	\$0														\$0	\$0
<b>Total Acquisition</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CONSTRUCTION</b>																
Off-Site Improvements	\$0														\$0	\$0
Demolition	\$0														\$0	\$0
Environmental Remediation	\$0														\$0	\$0
Site Work	\$500,000														\$0	\$500,000
Structures	\$0														\$0	\$0
General Requirements	\$0														\$0	\$0
GC Overhead	\$0														\$0	\$0
GC Profit	\$0														\$0	\$0
General Liability Insurance	\$0														\$0	\$0
Performance & Payment Bonds	\$0														\$0	\$0
Other: (specify)	\$0														\$0	\$0
Other: (specify)	\$0														\$0	\$0
<b>Total Rehabilitation Costs</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500,000</b>
<b>RELOCATION</b>																
Temporary Relocation	\$0														\$0	\$0
Permanent Relocation	\$0														\$0	\$0
<b>Total Relocation</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>ARCHITECTURAL</b>																
Design	\$0														\$0	\$0
Supervision	\$0														\$0	\$0
Other: (specify)	\$0														\$0	\$0
<b>Total Architectural Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>SURVEY &amp; ENGINEERING</b>																
Engineering	\$0														\$0	\$0
ALTA Land Survey	\$0														\$0	\$0
Other: (specify)	\$0														\$0	\$0
<b>Total Survey &amp; Engineering</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CONTINGENCY COSTS</b>																
Hard Cost Contingency	\$100,000		\$100,000												\$100,000	\$0
Soft Cost Contingency	\$0	\$0													\$0	\$0
<b>Total Contingency Costs</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$0</b>

CONSTRUCTION PERIOD EXPENSES																	
Construction Loan Interest	\$0															\$0	\$0
Origination Fee	\$0															\$0	\$0
Credit Enhancement & App. Fee	\$0															\$0	\$0
Owner Paid Bonds/Insurance	\$0															\$0	\$0
Lender Inspection Fees	\$0															\$0	\$0
Taxes During Construction	\$0															\$0	\$0
Prevailing Wage Monitor	\$0															\$0	\$0
Insurance During Construction	\$0															\$0	\$0
Title and Recording Fees	\$0															\$0	\$0
Green Consultant	\$0															\$0	\$0
Predevelopment Loan Interest & Fees	\$0															\$0	\$0
Other: (specify): Other Lender Expenses	\$0															\$0	\$0
Other: (specify): Construction Period Interest	\$0						\$0									\$0	\$0
Other: (specify): Utility Company Fees	\$0															\$0	\$0
Total Construction Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PERMANENT FINANCING EXPENSES																	
Loan Origination Fee(s)	\$0															\$0	\$0
Credit Enhancement & App. Fee	\$0															\$0	\$0
Title and Recording	\$0															\$0	\$0
Property Taxes	\$0															\$0	\$0
Insurance	\$0															\$0	\$0
Other: (specify)	\$0															\$0	\$0
Other: (specify)	\$0															\$0	\$0
Total Permanent Financing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LEGAL FEES																	
Construction Lender Legal Expenses	\$0															\$0	\$0
Permanent Lender Legal Fees	\$0															\$0	\$0
Organizational Legal Fees	\$0															\$0	\$0
Other: (specify): Syndication Legal	\$0															\$0	\$0
Other: (specify): Bond Counsel	\$0															\$0	\$0
Total Legal Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITALIZED RESERVES																	
Operating Reserve	\$0										\$0					\$0	\$0
Replacement Reserve	\$0															\$0	\$0
Rent-Up Reserve	\$0															\$0	\$0
Transition Reserve	\$0										\$0					\$0	\$0
Other: (specify)	\$0															\$0	\$0
Other: (specify)	\$0															\$0	\$0
Total Capitalized Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
REPORTS & STUDIES																	
Appraisal(s)	\$0															\$0	\$0
Market Study	\$0															\$0	\$0
Physical Needs Assessment	\$0															\$0	\$0
Env. Studies (specify in comments)	\$0															\$0	\$0
Geotechnical Study	\$0															\$0	\$0
NEPA Studies	\$0															\$0	\$0
Other: (Construction Management & Testing)	\$0															\$0	\$0
Other: (specify):	\$0															\$0	\$0
Total Reports & Studies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

OTHER																	
CTCAC App./Alloc./Monitor Fees	\$0															\$0	\$0
CDIAC Fees	\$0															\$0	\$0
Local Permit Fees	\$0															\$0	\$0
Local Development Impact Fees	\$0															\$0	\$0
Other Costs of Bond Issuance	\$0															\$0	\$0
Syndicator / Investor Fees & Expenses	\$0															\$0	\$0
Furnishings	\$0															\$0	\$0
Final Cost Audit Expense	\$0															\$0	\$0
Marketing	\$0															\$0	\$0
Financial Consulting	\$0															\$0	\$0
Other: (specify)	\$0															\$0	\$0
Other: (specify)	\$0															\$0	\$0
Other: (specify)	\$0															\$0	\$0
Other: (specify)	\$0															\$0	\$0
Other: (specify)	\$0															\$0	\$0
Total Other Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL	\$600,000	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$500,000
DEVELOPER COSTS																	
Up-Front Developer Fee	\$0															\$0	\$0
Deferred Developer Fee	\$0															\$0	\$0
Other: (specify)	\$0															\$0	\$0
Other: (specify)	\$0															\$0	\$0
Total Developer Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL DEVELOPMENT COST	\$600,000	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$500,000

Total Expenses		\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	
Total Amount of Source	\$	-	\$-	\$0	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	
Differential		\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	

Costs Incurred Before Commitment of HOME Funds:	
The Applicant intends to submit a request for reimbursement of architectural, engineering and other professional costs incurred before the commitment of HOME funds.	
If Yes, the Applicant understands that reimbursement of costs cannot exceed 24 months prior to the signed HOME Agreement (typically executed close to construction loan closing).	

## Project Name

### Unit Mix & Rental Income

#### Residential Income

Applicants may revise AMI levels as necessary. Please do not change the funding source designations. If you need additional charts for HOME/PLHA or CDBG-DR MHP, please reach out to [tracy.mcaulay@ventura.org](mailto:tracy.mcaulay@ventura.org).

Please carefully designate units proposed to be funded with each appropriate funding sources in this table. Errors in this section will carry over into other sections of the application and will impact the County's analysis of feasibility and eligibility.

Unit Mix							
Unit Type	PLHA/ HOME	CDBG-DR MHP	Units Restricted as Affordable by Other Sources	Market Rate Units	Manager's Unit(s)	Total No. of Units	Total No. of Bedrooms
0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0
3	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0
5	0	0	0	0	0	0	0
6	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	0

Utility Allowance Schedule	
<i>Please specify source:</i>	
0	
1	
2	
3	
4	
5	
6	

County Occupancy Standards					
Unit Type	Number of Units	Minimum	Maximum	Average Assumed Per Unit	Total Assumed Occupancy
0	0	1	2	1.25	0
1	0	1	3	1.5	0
2	0	2	5	2.5	0
3	0	4	7	4.5	0
4	0	6	9	4	0
5	0	8	11	8	0
6	0				0
	0				0

Rental Income Schedule							
30% AMI - PLHA or HOME-assisted (low-HOME)							
Unit Type	No. of Units	Per Unit SF	Total SF	Gross Rent	UA	Net Rent	Total Annual Rent
0			0		\$0	\$0	\$0
1			0		\$0	\$0	\$0
2			0		\$0	\$0	\$0
3			0		\$0	\$0	\$0
4			0		\$0	\$0	\$0
5			0		\$0	\$0	\$0
6			0		\$0	\$0	\$0
Total	0		0			\$0	\$0

30% AMI - CDBG-DR MHP-assisted							
Unit Type	No. of Units	Per Unit SF	Total SF	Gross Rent	UA	Net Rent	Total Annual Rent
0			0		\$0	\$0	\$0
1			0		\$0	\$0	\$0
2			0		\$0	\$0	\$0
3			0		\$0	\$0	\$0
4			0		\$0	\$0	\$0
5			0		\$0	\$0	\$0
6			0		\$0	\$0	\$0
Total	0		0			\$0	\$0

30% AMI - restricted affordable by other funding							
Unit Type	No. of Units	Per Unit SF	Total SF	Gross Rent	UA	Net Rent	Total Annual Rent
0			0		\$0	\$0	\$0
1			0		\$0	\$0	\$0
2			0		\$0	\$0	\$0
3			0		\$0	\$0	\$0
4			0		\$0	\$0	\$0
5			0		\$0	\$0	\$0
6			0		\$0	\$0	\$0
Total	0		0			\$0	\$0

50% AMI - PLHA or HOME-assisted (low-HOME)							
Unit Type	No. of Units	Per Unit SF	Total SF	Gross Rent	UA	Net Rent	Total Annual Rent
0			0		\$0	\$0	\$0
1			0		\$0	\$0	\$0
2			0		\$0	\$0	\$0
3			0		\$0	\$0	\$0
4			0		\$0	\$0	\$0
5			0		\$0	\$0	\$0
6			0		\$0	\$0	\$0
Total	0		0			\$0	\$0
50% AMI - CDBG-DR MHP-assisted							
Unit Type	No. of Units	Per Unit SF	Total SF	Gross Rent	UA	Net Rent	Total Annual Rent
0			0		\$0	\$0	\$0
1			0		\$0	\$0	\$0
2			0		\$0	\$0	\$0
3			0		\$0	\$0	\$0
4			0		\$0	\$0	\$0
5			0		\$0	\$0	\$0
6			0		\$0	\$0	\$0
Total	0		0			\$0	\$0
50% AMI - restricted affordable by other funding							
Unit Type	No. of Units	Per Unit SF	Total SF	Gross Rent	UA	Net Rent	Total Annual Rent
0			0		\$0	\$0	\$0
1			0		\$0	\$0	\$0
2			0		\$0	\$0	\$0
3			0		\$0	\$0	\$0
4			0		\$0	\$0	\$0
5			0		\$0	\$0	\$0
6			0		\$0	\$0	\$0
Total	0		0			\$0	\$0

60% AMI - PLHA or HOME-assisted (High-HOME)							
Unit Type	No. of Units	Per Unit SF	Total SF	Gross Rent	UA	Net Rent	Total Annual Rent
0			0		\$0	\$0	\$0
1			0		\$0	\$0	\$0
2			0		\$0	\$0	\$0
3			0		\$0	\$0	\$0
4			0		\$0	\$0	\$0
5			0		\$0	\$0	\$0
6			0		\$0	\$0	\$0
Total	0		0			\$0	\$0
60% AMI - CDBG-DR MHP-assisted							
Unit Type	No. of Units	Per Unit SF	Total SF	Gross Rent	UA	Net Rent	Total Annual Rent
0			0		\$0	\$0	\$0
1			0		\$0	\$0	\$0
2			0		\$0	\$0	\$0
3			0		\$0	\$0	\$0
4			0		\$0	\$0	\$0
5			0		\$0	\$0	\$0
6			0		\$0	\$0	\$0
Total	0		0			\$0	\$0
60% AMI - restricted affordable by other funding							
Unit Type	No. of Units	Per Unit SF	Total SF	Gross Rent	UA	Net Rent	Total Annual Rent
0			0		\$0	\$0	\$0
1			0		\$0	\$0	\$0
2			0		\$0	\$0	\$0
3			0		\$0	\$0	\$0
4			0		\$0	\$0	\$0
5			0		\$0	\$0	\$0
6			0		\$0	\$0	\$0
Total			0			\$0	\$0

80% AMI - CDBG-DR MHP-assisted							
Unit Type	No. of Units	Per Unit SF	Total SF	Gross Rent	UA	Net Rent	Total Annual Rent
0			0		\$0	\$0	\$0
1			0		\$0	\$0	\$0
2			0		\$0	\$0	\$0
3			0		\$0	\$0	\$0
4			0		\$0	\$0	\$0
5			0		\$0	\$0	\$0
6			0		\$0	\$0	\$0
Total			0			\$0	\$0

80% AMI - restricted affordable by other funding							
Unit Type	No. of Units	Per Unit SF	Total SF	Gross Rent	UA	Net Rent	Total Annual Rent
0			0		\$0	\$0	\$0
1			0		\$0	\$0	\$0
2			0		\$0	\$0	\$0
3			0		\$0	\$0	\$0
4			0		\$0	\$0	\$0
5			0		\$0	\$0	\$0
6			0		\$0	\$0	\$0
Total			0			\$0	\$0

Market Rate Units							
Unit Type	No. of Units	Per Unit SF	Total SF	Gross Rent	UA	Net Rent	Total Annual Rent
0			0	\$1	\$0	\$1	\$0
1			0		\$0	\$0	\$0
2			0		\$0	\$0	\$0
3			0		\$0	\$0	\$0
4			0		\$0	\$0	\$0
5			0		\$0	\$0	\$0
6			0		\$0	\$0	\$0
Total			0			\$1	\$0

Manager's Unit(s)							
Unit Type	No. of Units	Per Unit SF	Total SF	Gross Rent	UA	Net Rent	Total Annual Rent
0				1		\$1	\$0
1						\$0	\$0
2			0			\$0	\$0
3						\$0	\$0
4						\$0	\$0
5						\$0	\$0
6						\$0	\$0
Total			0			\$1	\$0

Total Annual Restricted Income	\$0
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Section 8 Income							
Unit Type	No. of Units	Income Tier	Monthly Rent	Per Unit S8 Rent	Per Unit Monthly S8 Premium	Total Monthly Premium	Total Annual Premium
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
Total Section 8 Premium (annual Section 8 income less total annual base rents)						\$ -	\$ -

Total - Monthly Base Rent Plus Section 8 Premium	\$0
--	-----

Vacancy Calculation	% Sp. Needs	TCAC	Vacancy Rate
Percent Special Needs		10%	0.0%
Percent Non-Special Needs		5%	0%
Weighted Average			0.0%

Rent Limits: 2020 HOME & CDBG-DR

	0	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Low HOME (50% AMI)	\$988	\$1,059	\$1,271	\$1,468	\$1,637	\$1,806	\$1,975
High HOME (60% AMI)	\$1,265	\$1,357	\$1,631	\$1,875	\$2,071	\$2,267	\$2,463

Rent Limits: PLHA

	0	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
30% AMI	\$593	\$635	\$762	\$880	\$982	\$1,084	
50% AMI	\$988	\$1,059	\$1,271	\$1,468	\$1,637	\$1,806	
60% AMI	\$1,186	\$1,271	\$1,525	\$1,761	\$1,965	\$2,168	
80% AMI	-	-	-	-	-	-	

Rent Limits: LIHTC

	0	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
30% AMI							
50% AMI							
60% AMI							
80% AMI							

Rent Limits: please specify

	0	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
30% AMI							
50% AMI							
60% AMI							
80% AMI							

	0	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
No. of HOME-Assisted Units	0	0	0	0	0	0	0
Square Footage		0	0	0	0		
HOME Sq. Footage	0	0	0	0	0	0	0

HOME Sq. Ft.	0
Total Residential Sq. Ft.	
Total Common Area Sq. Ft.	

# Project Name

Year 1 Operating Budget

Income	
Scheduled Gross Rental Income	\$ -
Section 8 Premium	\$ -
Misc. Income (laundry & vending)	
<b>Gross Potential Income</b>	<b>\$ -</b>

Vacancies	
Rental Vacancy	0%
Section 8 Vacancy	0%
Misc. Income Vacancy	0%
<b>Total Vacancy</b>	<b>\$ -</b>
<b>Effective Gross Income</b>	<b>\$ -</b>

Payroll/On-site Employees			
	No.	FTE (%)	Salary/Wages
On-Site Manager			\$ -
On-Site Assistant Manager			\$ -
On-Site Maintenance Employee			\$ -
Services			\$ -
Other (please specify)			\$ -
<b>Salary Subtotal</b>			<b>\$ -</b>
Payroll Taxes, Benefits & Worker's Comp.			\$ -
<b>Total Payroll Expenses</b>			<b>\$ -</b>

Expenses		PUPY	PUPM
<i>Administrative Expenses</i>	\$ -	#DIV/0!	#DIV/0!
<i>Conventions &amp; Meetings</i>	\$ -	#DIV/0!	#DIV/0!
<i>Advertising</i>	\$ -	#DIV/0!	#DIV/0!
<i>Office Expenses</i>	\$ -	#DIV/0!	#DIV/0!
<i>Management Fee</i>	\$ -	#DIV/0!	#DIV/0!
<i>Legal Expense</i>		#DIV/0!	#DIV/0!
<i>Audit Expense</i>	\$ -	#DIV/0!	#DIV/0!
<i>Bookkeeping Fees/Accounting Services</i>	\$ -	#DIV/0!	#DIV/0!
<i>Misc. Administrative Expenses</i>	\$ -	#DIV/0!	#DIV/0!
<i>Social Services</i>	\$ -	#DIV/0!	#DIV/0!
<b><i>Total Administrative Expenses</i></b>	<b>\$ -</b>	<b><i>#DIV/0!</i></b>	<b><i>#DIV/0!</i></b>
Utilities		PUPY	PUPM
<i>Electricity</i>	\$ -	#DIV/0!	#DIV/0!
<i>Water</i>	\$ -	#DIV/0!	#DIV/0!
<i>Gas</i>	\$ -	#DIV/0!	#DIV/0!
<i>Sewer</i>	\$ -	#DIV/0!	#DIV/0!
<i>Other Utilities (Cable, Internet, etc.)</i>	\$ -	#DIV/0!	#DIV/0!
<b><i>Total Utilities</i></b>	<b>\$ -</b>	<b><i>#DIV/0!</i></b>	<b><i>#DIV/0!</i></b>
Operating and Maintenance Expenses		PUPY	PUPM
<i>Supplies</i>	\$ -	#DIV/0!	#DIV/0!
<i>Contracts</i>	\$ -	#DIV/0!	#DIV/0!
<i>Garbage/Recycling</i>	\$ -	#DIV/0!	#DIV/0!
<i>Security Contract</i>	\$ -	#DIV/0!	#DIV/0!
<i>Vehicle &amp; Maintenance Equipment/Operations</i>	\$ -	#DIV/0!	#DIV/0!
<i>Misc. O&amp;M Expenses</i>	\$ -	#DIV/0!	<b><i>#DIV/0!</i></b>
<b><i>Total Operating and Maintenance Expenses</i></b>	<b>\$ -</b>	<b><i>#DIV/0!</i></b>	<b><i>#DIV/0!</i></b>

Taxes & Insurance		PUPY	PUPM
<i>Real Estate Taxes</i>	\$ -	#DIV/0!	#DIV/0!
<i>Property &amp; Liability Insurance (Hazard)</i>	\$ -	#DIV/0!	#DIV/0!
<i>Other Insurance (Earthquake or Flood)</i>	\$ -	#DIV/0!	#DIV/0!
<i>Fidelity Bond</i>	\$ -	#DIV/0!	#DIV/0!
<i>Misc. Taxes, Permits &amp; Licenses</i>	\$ -	#DIV/0!	#DIV/0!
<b><i>Total Taxes &amp; Insurance</i></b>	<b>\$ -</b>	<b><i>#DIV/0!</i></b>	<b>#DIV/0!</b>
<b><i>Total Operating Expenses</i></b>	<b>\$ -</b>	<b>\$ -</b>	
Reserves		PUPY	PUPM
<i>Replacement Reserve Deposits</i>	\$ -	#DIV/0!	#DIV/0!
<i>Other Reserves: specify</i>	\$ -	#DIV/0!	#DIV/0!
<i>Other Reserves: specify</i>	\$ -	#DIV/0!	#DIV/0!
<b><i>Total Reserves</i></b>	<b>\$ -</b>	<b><i>#DIV/0!</i></b>	<b>#DIV/0!</b>
<b>Net Operating Income (NOI)</b>	<b>\$ -</b>		
Financial Expenses		PUPY	PUPM
<i>1st Mortgage Debt Service</i>	\$ -	#DIV/0!	#DIV/0!
<i>2nd Mortgage Debt Service</i>	\$ -	#DIV/0!	#DIV/0!
<i>Must Pay Soft Debt Payments (Please specify: for ex. MHP, MHSA 0.42%):</i>	\$ -	#DIV/0!	#DIV/0!
<i>Bond Maintenance Fee</i>	\$ -	#DIV/0!	#DIV/0!
<b><i>Total Debt Service</i></b>	<b>\$ -</b>	<b><i>#DIV/0!</i></b>	<b>#DIV/0!</b>
<b>Net Cash Flow</b>	<b>\$ -</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>

Total Operating Expenses PUPY (without RE taxes, social services, replacement reserves)	#DIV/0!
Total Operating Expenses PUPM (with RE taxes, social services, replacement reserves)	#DIV/0!

## 20-Year Proforma

[illegible]

## Project Name

Property Standards

Section 504 - If cell A5, A6, A7 or A8 is "yes", Section 504 will apply to the project. Ensure that all requirements of Section 504 are met and review the minimum required number of Section 504 units below.

No	New Construction			
No	Reconstruction			
No	Conversion			
No	Substantial Rehabilitation (defined as a project with 15 or more units where rehab costs are 75% or more of the replacement costs of the completed facility. If Cell A8 is "Yes", complete the steps below.			
	Step 1	Does the project include Rehabilitation?	No	If yes, proceed to the next step.
	Step 2	Does the project contain 15 or more units?	No	If yes, proceed to the next step. If no, Row 13
	Step 3	Estimated Cost of Replacement of Completed Facility?		Est. Rehab Costs
		Estimated Rehab >= 75% of Estimated Replacement?	Yes	If yes, Section 504 triggered. If no, see Row 13.
Yes	Rehab of any size multi-family project must, to the maximum extent feasible, make 5% of dwelling units in project (not less than 1) accessible to persons with mobility impairments. Alterations to common spaces must, to the maximum extent feasible, also make those areas accessible.			

### Section 504 Requirements (Cell A5, A6, A7 or A8 = "Yes")

5% of units in the project (but no less than 1 unit) must be accessible to individuals with mobility impairments.  
 2% of the units in the project (but no less than 1 unit) must be accessible to individuals with sensory impairments.  
 Note that the mobility accessible and sensory accessible units cannot be the same unit.  
 Accessible Units should be disbursed throughout the property (e.g. not located in one building or group).

Total Proposed Number of Units in the Project	Minimum Required Number of Units for Persons with Mobility Impairments (5%)	Minimum Required Number of Units for Persons with Sensory Impairments (2%)
0	1	1

Property Standards (mark all that apply)	
Acquisition of existing housing (no rehabilitation or construction)	
	Applicable state or local housing quality standards and code requirements.
	If no State or local standards/codes apply, Section 8 HQS (Housing Quality Standards) apply.
	Must comply with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Executive Order 11063 and HUD regulations issued pursuant thereto so as to promote greater choice of housing opportunities.
	Owners must maintain properties in accordance with property standards throughout the affordability period. This will require periodic property inspections and monitoring.

Rehabilitation of housing	
	Local written rehabilitation standards apply to all rehabilitation work. These standards are similar to work specifications, and generally describe the methods and materials to be used when performing rehabilitation activities. The PJ has written standards for the rehabilitation of multi-family units, senior rental housing and SRO (Single Room Occupancy) projects. If the project is approved, the appropriate rehabilitation standards will be a component of the development agreement.
	AND applicable state or local housing quality standards and code requirements.
	AND Minimum Property Standards* at 24 CFR 200.925 or 200.926 (FHA)
	AND all assisted housing must meet the accessibility requirements of the Fair Housing Act and Section 504 of the Rehabilitation Act of 1973.
	AND Handicapped accessibility requirements, where applicable.
	Must comply with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Executive Order 11063 and HUD regulations issued pursuant thereto so as to promote greater choice of housing opportunities.
	Owners must maintain properties in accordance with property standards throughout the affordability period. This will require periodic property inspections and monitoring.

New Construction of Rental Projects	
	Applicable state or local housing quality standards and code requirements, including the California Building Codes.
	AND Minimum Property Standards* at 24 CFR 200.925 or 200.926 (FHA)
	AND handicapped accessibility requirements, where applicable.
	AND new construction requires compliance with the International Energy Conservation Code.
	AND all assisted housing must meet the accessibility requirements of the Fair Housing Act and Section 504 of the Rehabilitation Act of 1973 (Refer to Attachment H – Notice CPD-00-09 Section 504).
	California Green Building Standards
	CDBG-DR MHP projects must be designed to incorporate principles of sustainability, per Section 2.10(F) of the CDBG-DR MHP Policies and Procedures.
	Projects located within a 100-year (or one percent annual chance) floodplain will be elevated with the lowest floor at least two feet above the base flood elevation level and comply with the requirements of 83 FR 5850 and 83 FR 5861, as well as EO 11988 and 24 CFR Part 55. Additionally projects located within a 100-year floodplain must obtain and maintain flood insurance in perpetuity, per part 24 CFR Part 58.6.
	CDBG-DR MHP funded projects located in a CAL FIRE high fire zone must comply with Wildland-Urban Interface building codes, found in Title 24, Chapter 7a of the California Building Code.
	Per 83 FRN 40314, all new construction with more than four rental units must include installation of broadband infrastructure.
	All CDBG-DR MHP funded projects are strongly encouraged to incorporate Resilient Home Construction Standards, meeting an industry-recognized standard such as those set by the FORTIFIED Home Silver and Bronze Levels.
	Units will be maintained to property standards for the entire affordability period
	Must comply with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Executive Order 11063 and HUD regulations issued pursuant thereto so as to promote greater choice of housing opportunities.

	Is the project an affordable housing development that includes density bonus units? If so, please explain:

**Project Name**

Developer/Owner Capacity \_\_\_\_\_

Please print this page and upload a signed pdf to Procorem.

**Developer Experience & Capacity**

Developer			
Community Development Housing Organization		Date of last County CHDO certification letter:	
Is the Developer organized under CA law?			
Developer Role in Ownership Entity (if any)			
Ownership Entity Structure		Year Organized	
No. of completed multifamily housing projects w/in last 10 years (incl. projects in which the dev. or its affiliate is the MGP/managing member?			5
No. of completed affordable housing projects w/in last 10 years (incl. projects in which the dev. or its affiliate is the MGP/managing member?			5
Number of projects currently in pre-development (including this project)?			
Of these, how many will begin construction within the next 3 years?			
Number of projects currently in construction?			
Will the General Contractor be a separate, outside entity?			
Will any construction work be performed directly by the developer's own personnel?			
Corporate/Organizational experience of the Developer related to affordable housing development.			
Experience with affordable housing financing. Include experience with HOME funds and other federal funding.			
Experience of the staff assigned to this project (include relevant experience with the organization and any previous relevant experience).			
Current pipeline of projects and staffing plan.			
Can the developer obtain 100% payment & performance bonds for this project?			
For homebuyer projects, development team experience marketing and selling units.			
Property Manager			
Property Management Experience			
Please describe historical vacancy rates for similar projects?			
Asset Management Experience			
Experience providing supportive services (if applicable).			

<b>Risk Assessment</b>		
Has the developer, under its present name or any other previously-used name, or any of its principals, ever commenced construction of a project that it has not completed, except those currently under construction? If yes, please explain.		
Has the developer, or any of its principals or affiliates, ever had a limited denial of participation from HUD or been debarred, suspended or voluntarily excluded from participation in any federal or state program? If yes, explain.		
Has the developer, or any of its principals or affiliates, participated in the development or operation of a project that experienced a default? If yes, provide the number of developments and explain (including the name and location of the development(s), circumstances surrounding each default, its cure, workout, foreclosures, etc.).		
Does the developer, employees or any agent associated with the developer or any person, firm or corporation have any financial interest in said property, that will receive any benefit from the acquisition of said property, including but not limited to rebates, refunds, commissions or fees, except hereunder disclosed? If none, state "none".		
Does the developer, or any of its principals or affiliates, have any unpaid state or federal income, payroll or other taxes or a record within the past five years of any chronic past due accounts, substantial liens or judgements, foreclosures or bankruptcies, or deeds in lieu of foreclosure? If yes, explain.		
Does the developer have any current lawsuits, pending litigation or judgements outstanding? If yes, explain.		
<b>Financial Capacity</b>		
Developer/Owner has adequate financial management systems and practices in place (for CHDOs & nonprofits, financial accountability standards must meet the requirements of 2 CFR 200.302 (Financial Management) and 2 CFR 200.303 (Internal Controls)?		
Liquidity: What financial resources does the Owner/Developer have in place to carry out the project? Are there sources to pay for expenses during pre-development? What is the contingency plan if the project experiences cost over-runs at any time during development through lease-up?		
Describe the organization's liquid assets (type, amount, availability)		
Organization's Total Assets		
Organization's Total Liabilities		
Organization's Net Worth		
I, <span style="border: 1px solid black; padding: 0 20px;"> </span> insert name and title or ED hereby certify under penalty of perjury that the information above and submitted with this application is true and accurate to the best of my knowledge.		

insert name and title or ED

insert date

## Project Name

### Developer Experience and Pipeline

[illegible]

[illegible]



**Exhibit C**  
**Federal Award Information**

## Exhibit C: Federal Award Information

Pursuant to 2 CFR 200.331, the following federal award information is incorporated into this RFP as informational only.

1. Subrecipient Information:

<b>Subrecipient:</b>
County of Ventura
Christy Madden
Senior Deputy Executive Officer
800 South Victoria Avenue, L#1940 Ventura, CA 93009
805-654-2679
Ventura County DUNS #06-669-1122

**Table 1**

2. Unique Federal Award Identification Number (FAIN): See Table 1

<b>Program Year</b>	<b>FAIN</b>	<b>Federal Award Date</b>	<b>Amount</b>
TBD	TBD	TBD	TBD
<b>Total</b>			

**Table 2**

3. Subrecipient Name and Unique Entity Identifier: County of Ventura & 06-669-1122

4. Federal Award Date(s): TBD

5. Period of Performance Start and End Date:

- November 5, 2020 – April 30, 2025
- Per CDBG-DR MHP requirements, monitoring during the Affordability Period will continue for a minimum of twenty (20) years after completion of construction.

6. Total Amount of Federal Funds Obligated by HCD to the Subrecipient: \$2,756,047

7. Total Approved Cost Sharing or Matching, where applicable: None.

8. Federal Award Project Description (to comply with statutory requirements (e.g. FFATA):

*The California Department of Housing and Community Development (HCD) is the lead and Responsible Entity for administering the CDBG-DR funds allocated to the State of California. CDBG-DR supports the State of California's unmet recovery needs related to the Federal Emergency Management Agency (FEMA) Major Disaster Declarations DR-4344 in October 2017 and DR-4353 in December 2017. HCD created the CDBG-DR Multifamily Housing Program to be used to towards the new construction of affordable rental housing developments to assist communities to re-build housing lost to wildfires.*

9. Name of Federal Awarding Agency and Contact Information for Awarding Official:

U.S. Department of Housing and Urban Development

Office of Community Planning and Development  
Los Angeles Field Office, Region IX  
300 N. Los Angeles Street, Suite 4054  
Los Angeles, CA 90012

10. CFDA Number and Name: CFDA 14.228 Community Development Block Grant – Disaster Recovery  
(state recipients)
11. Identification of whether the Award is R&D: No
12. Indirect Cost Rate for the Federal Award: N/A