



Council Agenda Report

From: Darren Nash, Associate Planner

Subject: 2018 CDBG Draft Action Plan: Deciding which applications should be recommended to the County in the *Draft* Annual Action Plan and setting a date for the public hearing for the 2018 CDBG Fund allocations

Date: December 5, 2017

Facts

1. October 20, 2017 was the deadline for submittal of applications for 2018 CDBG funds. As of that date, the City received five applications (including an application from the City for administrative use of CDBG funds). The total amount of funding requested for the five applications comes to \$219,760.
2. An Application Summary Table, along with each of the applications is attached (Attachment 1).
3. The U.S. Department of Housing and Urban Development (HUD) is not expected to publish the amounts of available 2018 CDBG funds to be distributed to recipients until Spring 2018. The City was allocated \$183,790 in 2017 and, based on information from HUD, it is anticipated the City will be entitled to \$219,718.
4. The City receives its allocations of federal CDBG funds through the County of San Luis Obispo. The County takes the lead role in administration of the CDBG program. This includes the preparation, adoption and annual updating of a "Consolidated Plan", which HUD approves following adoption by the County Board of Supervisors. Under a cooperation agreement with the County, the City retains the right to decide how its allocation of CDBG funds will be used.
5. In late December 2017 or early January 2018, the County will publish a Draft "Consolidated Plan", which will list summaries of the activities that are recommended for consideration by the local city councils and Board of Supervisors at public hearings to be conducted in February, March, and/or April 2018.
6. At its meeting of December 5, 2017, the City Council is scheduled to review all of the applications and recommend a list of applications to the San Luis Obispo County Board of Supervisors to be included in the Draft Consolidated Plan as being *recommended* for funding.
7. The Draft Consolidated Plan will be considered by the Council at a public hearing to be conducted in early March 2018. At that hearing, the Council will have the discretion to consider all of the applications filed by October 20, 2017, whether or not they are recommended for funding in the Draft Consolidated Plan.

8. Federal regulations impose several limits on the use of CDBG funds as follows:
 - a. At least 70% of all funds *must* be spent on activities that benefit low income persons, and no more than 30% *may* be spent on activities that eliminate blight;
 - b. No more than 15% of CDBG funds *may* be used for public service activities;
 - c. No more than 20% of CDBG funds *may* be used for administrative uses;

9. The \$219,718 is available to be divided among the proposed activities, as shown below:

\$142,816	for low income benefit – non-public service projects
\$32,958	maximum for low income benefit – public service programs
<u>\$43,944</u>	<u>maximum for administration</u>
\$219,718	Total

Options

- A. 1). Identify the following applications to be listed in the Draft One Year Action Plan as being recommended for funding:

a) Handicapped Ramps/Sidewalks (Oak Creek Park).....	\$ 142,816
b) Indicate which of the three (3) public service applications submitted, is to be listed in the Draft Consolidated Plan as being <i>recommended</i> for funding	\$ 32,958
c). <u>Administration & Capacity Building.....</u>	<u>\$ 43,944</u>
Total	\$ 219,718

- 2). Set Tuesday, March 6, 2018, the regular Council meeting as the date for the public hearing for 2018 CDBG allocations.

- B. 1). Identify the following applications to be listed in the Draft One Year Action Plan as being recommended for funding:

a). Handicapped Ramps/Sidewalks (Oak Creek Park).....	\$ 175,774
b). Do not recommend that public service applications be listed in the 2018 Draft Consolidated Plan for funding (the \$32,958 shown in Option A would shift to the handicap ramp project)	\$ 0
c). <u>Administration & Capacity Building.....</u>	<u>\$ 43,944</u>
Total	\$ 219,718

- 2). Set Tuesday, March 6, 2018, the regular Council meeting as the date for the public hearing for 2018 CDBG allocations.

- C. Refer the item back to staff for additional analysis and funding scenarios.

- D. Amend, modify or reject the foregoing options.

Analysis and Conclusions

Option A:

Public Improvement Projects. There is only one City application for \$142,816 (see Attachment 2) for a public improvement project for the 2018 CDBG Program, which would provide new sidewalk on the south side of Scott Street between Creston Road and the existing sidewalk at Sherwood Forest Park and replace four (4) existing non-compliant curb ramps at the intersection of Creston Road and Cedarwood Dr. and one (1) ramp SE corner of Scott Street and Creston Road.



Oak Creek Park – Handicapped Ramp & Sidewalk locations

Option A recommends allocations to the Oak Creek Park handicapped ramps and sidewalk project.

Public Service Applications. The City is expected to have \$32,958 for Public Service grants in 2018 that could be distributed as follows:

- a. Make one public service grant of \$32,958;
- b. Make two or three public service grants in which each grant is no less than \$10,000.

The City received three (3) applications for public service grants in 2018 totaling \$33,000. The City's allocation is very close to be able to accommodate the proposed three public service grants. The Public Service applications are attached to the staff report, Attachments 3-5.

#	Public Service Grant Applicant	Program/Project	Amount Requested
1	Community Action Partnership of SLO County (CAPSLO) Attachment 3	Senior Day Care Program	\$11,000
2	Lifestyles Recovery Center** Attachment 4	Group Counseling	\$10,000
3	El Camino Homeless Org. Attachment 5	Homeless shelter operating costs and motel vouchers	\$12,000
Total Requested			\$33,000
Total Available			\$32,958

****Note:** The County has indicated that based on Lifestyles not being able to comply with HUD guidelines related to documentation and reporting for 2017 program, that the County is recommending that the City not recommend 2018 grants for Lifestyles. See County Memo, Attachment 7.

Administration. Requesting \$43,944 in 2018 CDBG Funds (\$15,380 for the City, and 28,564 for County Administration purposes). See Attachment 6.

Administration refers to staff time and expenses directly related to managing the CDBG program and those activities funded with CDBG funds. As a condition of accepting CDBG funds, the city must ensure compliance with numerous federal regulations that govern aspects such as public hearings, environmental review, procurement, labor laws, and filing of quarterly reports on progress made and the socio-economic profile of beneficiaries served by the funded activities.

CDBG Regulations provide that no more than 20% of all entitlement CDBG funds in any Program Year may be used for administrative purposes.

As part of the Cooperation Agreement executed with the County in 2017, the City has agreed to allocate 13 percent of the City's CDBG allocation (or 65% of administration funding) to the County for its administrative activities that directly benefit the City. Therefore, of the \$43,944 proposed to be allocated for administrative purposes, \$28,564 would be allocated to the County and the remaining \$15,380 would be used by the City for administrative activities.

Regardless of which activities are listed in the Draft Consolidated Plan as being recommended for funding, the Council will have the authority to approve any of the submitted applications for CDBG funds following a public hearing to be scheduled for early March 2018.

Option B:

Council could approve the following funding scenario:

Public Improvement Project: Recommend allocations to the Oak Creek Park Ramps and Sidewalk project in the amount of \$142,816.

Public Service Applications: Make no public service grants in 2018, and provide additional \$32,958 funds to the Oak Creek Park Ramps and sidewalk project. This would allow the funding for additional handicapped ramps and sidewalk improvements.

Administration: Requesting \$43,944 in 2018 CDBG Funds (\$15,380 for the City, and 28,564 for County Administration purposes).

Option C:

Council could determine that more information and analysis is necessary and refer back to staff.

Option D:

Council could amend, modify or reject the foregoing options.

Based on the foregoing analysis, Option A is recommended. This option allows Oak Creek Park handicap ramp and sidewalk project to move forward and provides the maximum amount of funds available for public services.

Fiscal Impact

Participation in the federal CDBG Program has involved and will continue to demand a commitment of staff resources which are off-set by the 20% administration funding. Utilizing CDBG funds avoids adverse impacts on the City's General Fund for public accessibility improvements and public service funding support.

Recommendation

1. Direct that the following applications to be listed in the Draft One Year Action Plan as being recommended for funding:
 - a) Handicapped Ramps (Oak Creek Park)\$ 142,816
 - b) Indicate which of the three (3) public service applications submitted, which is to be listed in the Draft Consolidated Plan as being *recommended* for funding\$ 32,958
 - c) Administration\$ 43,944

Total **\$ 219,758**

2. Set the regular Council meeting on Tuesday, March 6, 2018 as the date for the public hearing for 2018 CDBG allocations.

Table 1

Summary of the 2018 CDBG Applications

A. Public Facilities, Building Rehab, Housing, Economic Development Projects (National Objective: Low Income Benefit)

#	Applicant	Program/Project	Amount Requested
1	City of Paso Robles	Oak Creek Park handicap ramps and sidewalk improvements.	\$142,816
	Total Requested		\$142,816
	Total Available		\$142,816 *

* Assumes that \$32,958 is used for Category B and 43,944 for Category C.

B. Public Services (National Objective: Low Income Benefit)

#	Applicant	Program/Project	Amount Requested
2	Community Action Partnership of SLO County (CAPSLO)	Senior Day Care Program	\$11,000
3	Lifestyles Recovery Center	Group Counseling	\$10,000
4	El Camino Homeless Org.	Homeless shelter operating costs and motel vouchers	\$12,000
	Total Requested		\$33,000
	Total Available		\$32,958

C. Administration and Capacity-Building

#	Applicant	Program/Project	Amount Requested
6	City of Paso Robles	Administration of City's CDBG Program and all CDBG-funded activities	\$15,380
	Total Requested		\$15,390
	Total Available		\$43,944

Funds used for administrative purposes is up to 20 percent of the grant amount, which equates to \$43,944. When taking in consideration the 13-percent that the City will forward to the County for administrative purposes, 7-percent or \$15,390 is left for the City for administrative purposes.

Summary of Public Service Applications

The City received three (3) applications for public service grants in 2018 totaling \$33,000. Since the City's allocation would be \$32,958 for public services grants, it appears that the City has enough CDBG funds to accommodate the three grants. A summary of the three public service organizations requesting 2018 CDGB grant funds are as follows:

- (1) CAPSLO Adult Day Center (CAPSLO) (Application 2): This program is requesting \$11,000 for their Adult Day Care program in Paso Robles, which provides supportive day care environment for seniors with early stages of Alzheimer's or other forms of dementia or cognitive impairments. CAPSLO has is not applying to any other municipalities for CDBG funds. The County has requested that CAPSLO provide additional information on their clientele and how the funds would be spent.
- (2) Lifestyles Recovery Center, Inc. (Lifestyles) (Application 3): This program is requesting \$10,000 for their drug/alcohol counseling program located in Paso Robles.
- (3) El Camino Homeless Org. (EHCO) (Application 4): This program is requesting \$12,000 for their homeless shelter operating costs and motel vouchers. ECHO has applied to Atascadero for \$12,000 and to the County for \$70,643.

Attachments

1. Application 1 - City's Oak Creek Park Handicap Ramp and sidewalk Application
2. Application 2 - CAPSLO Public Service Application
3. Application 3 - Paso Robles Lifestyles Recovery Center Public Service Application
4. Application 4 - El Camino Homeless Organization Public Service Application
5. Application 5 - City Administration funds application
6. County Memo regarding Lifestyles

Attachment 1 - City - Oak Creek Park Sidewalk



COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF PLANNING & BUILDING

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Community Development Block Grant (CDBG) Program Year 2018 Application

The County of San Luis Obispo is pleased to announce the availability of funds for the Community Development Block Grant (CDBG) program. Applications MUST address one of the three national objectives set by the U.S. Department of Housing and Urban Development (HUD), or they will NOT be considered for CDBG funding (see the section on Qualifying Criteria for detailed information on the objectives). Furthermore, completed applications should provide the necessary exhibits, budgets, or requested information on targeted populations. Please email grant applications to ActionPlan@co.slo.ca.us by the application deadline of **5:00 P.M., Friday, October 20, 2017**. Please label your email subject with the grant program name and the agency name (Example: CDBG – CAPSLO). *Note: Please attach additional sheets for more detailed information of your proposed project or program for any of the questions below.

APPLICANT INFORMATION

(1-1) Organization Name	City of Paso Robles
DUNS Number	09-946-0453
Contact Person/Title	Darren Nash, Associate Planner
Phone/Fax Numbers	(805) 237-3970
Email	dnash@prcity.com
Address	1000 Spring Street
City, State, Zip	Paso Robles, CA 93446

PROJECT SUMMARY

(2-1) Project/Program Title	Oak Creek Park - Sidewalks and Curb Ramps		
Project/Program Address	Oak Creek Park - South of Scott St., North of Cedarwood Dr., East of Creston Rd.		
Jurisdiction/Area Served	City of Paso Robles, Sierra Bonita, Senior Center		
Targeted clientele	Disabled Seniors		
Project type (select one):	<input type="checkbox"/> Public Service <input checked="" type="checkbox"/> Public Facilities <input type="checkbox"/> Economic Development <input type="checkbox"/> Housing		
(2-2) Brief Project Description:	Provide new sidewalk on the south side of Scott Street between Creston Road and the existing sidewalk at Sherwood Forest Park. Replace four (4) existing non-compliant curb ramps at the intersection of Creston Road and Cedarwood Dr. and one (1) ramp SE corner of Scott Street and Creston Road.		
(2-3) Total CDBG Funding Requested	\$142,816		
Total Cost to Complete Project	\$142,816		
Anticipated Start Date:	10/20/2018	Anticipated End Date:	5/20/2019

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AGENCY DETAILS, CAPACITY, AND EXPERIENCE (25 points)

(3-1) Type of Agency	<input type="checkbox"/> 501 (c)(3)	<input type="checkbox"/> For Profit	<input checked="" type="checkbox"/> Gov't/Public	<input type="checkbox"/> Faith-based	<input type="checkbox"/> Other:
Date of Incorporation	3/11/1889		Annual Operating Budget		
Number of Paid Staff			Number of Volunteers		
(3-2) Agency Mission Statement:					
<p>One of the City's responsibilities is to protect the health, safety and welfare of the citizens. The City is continuously improving sidewalks and curb ramps to insure that facilities are compliant with State and Federal requirements. The project that the City is applying for would help provide for a safer way for disabled seniors to access the City's Senior Center, Veteran's Center, Parks, and Dog Park.</p>					
(3-3) Please describe your organization's capacity to implement the proposed project/program. Who will be involved in the project/program? (In-house employees, contractors, other agency partners, etc.)					
<p>The City of Paso Robles has been participating in CDBG Grant programs for over 20 years. The Community Development Department along with the Public Works Department work together to find projects that meet the criteria for CDBG grants. The Associate Planner administers the CDBG program for the City along with San Luis Obispo County Staff. The City's Public Works Engineer is the program manager for public works projects. The City constructs many public works projects that are non-CDBG related on a daily basis. So, the administration and management of public works projects is a primary function of the City's public works department. As part of the design process, the City hires professional Civil Engineering companies to develop the plans.</p>					
(3-4) Briefly describe your agency's record keeping system with relevance to the proposed project/program:					
<p>The Associate Planner works with the Finance Department to track the financial records and prepare the necessary Quarterly Reports, and reimbursement requests. The Associate Planner keeps records of the CDBG process from the initial application process, to the Action Plan process, into the environmental process and construction. The Public Works Engineer keeps separate records related to the bidding and construction process.</p> <p>The Community Development Department will soon be implementing the Accela tracking system which will include CDBG grants.</p>					

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(3-5) Briefly describe your agency's auditing requirements, including those for the proposed project/program, and attach a copy of your most recent audit:

City staff works with County staff related to the administrative, public hearing, and financial reporting of CDBG public works projects. The Associate Planner keeps working files related to administration and public hearing process. For specific construction projects the Associate Planner keeps administrative files, as well as the Public Works Engineer keeps files related to the construction project. The Finance Dept. also keeps files related to financial aspects of the project.

(3-6) Will the services offered by your organization increase or expand as a result of CDBG assistance? If YES, please answer the following two questions.

Yes

No

What new programs or services will be provided?

Describe how existing programs or services will be expanded and what percentage of an increase is expected?

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

The public works project is not related to homeless programs.

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QUALIFYING CRITERIA (10 points)

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

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

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

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

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

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

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

Select one:

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

Clientele - The project benefits a specific group of people, at least 51% of whom are low/moderate-income persons. **Note:** Income verification for clients must be provided for this category; however, the following groups are presumed to be low/moderate-income: abused

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children; elderly persons; battered spouses; homeless persons; illiterate adults; adults meeting census definition of severely disabled; persons living with AIDS; and migrant farm workers.

Housing - The project adds or improves permanent residential structures that will be/are occupied by low/moderate-income households upon completion.

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

Assistance to Microenterprises - The project provides technical assistance to microenterprises owned by low/moderate-income persons.

B. Objective Two - Slums or Blight

Assists in the prevention or elimination of slums or blight. **Note:** To meet this national objective, the proposed activity must be within a designated slum or blighted area and must be designed to address one or more conditions that contributed to the deterioration of the area.

Select one:

Addressing Slums or Blight on an Area Basis

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

C. Objective Three - Urgent Need

Meets community development needs having a particular urgency where existing conditions pose a serious and immediate threat to the health or welfare of the community, and no other funding sources are available, i.e., a major catastrophe such as a flood or earthquake. **Note:** To meet this national objective, the proposed activity must deal with major catastrophes or emergencies such as floods or earthquakes.

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

The project will benefit disabled seniors.

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(4-2) Which of the 2015-2019 Consolidated Plan goal(s) does your project/program plan to address? Check all that apply.

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

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

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

- Acquisition of real property*
- Disposition of real property
- Public facilities and improvements (may include acquisition, construction, reconstruction, rehabilitation or installation)*†
- Privately owned utilities
- Public services
- Relocation of individuals, families, businesses, non-profit organizations, and/or farms
- Removal of architectural barriers
- Housing rehabilitation†
- Homeownership assistance
- Technical assistance to businesses/micro-enterprise development
- Administrative technical assistance and planning studies (specified)

* See relocation provisions in Exhibit A

† See lead-based paint provisions in Exhibit A

PROJECT DETAILS/DESCRIPTION (25 points)

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

The Oak Creek Park project will improve the pedestrian access ways from Creston Road to the City's Senior Center and Veterans Center. A 121 unit Senior Care Facility is located on Creston Road, and currently there is not an improved access between the care facility and the Senior and Veteran's Centers. This project will target disabled seniors and provide safe pedestrian walkways to the Senior and Vets Centers, Sherwood Park, Sherwood Forest Park, Sherwood Dog Park.

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

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

(Check box if project serves households or individual persons)	Number	Households	Persons
TOTAL Number of Persons or Households (regardless of income):	4,086	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Of the total number of persons or households entered above, how many will be low-income: (earning 51% - 80% or less of the County median-income)	773	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Of the total number of persons or households entered above, how many will be very low-income: (earning 50% or less of the County median-income)		<input type="checkbox"/>	<input type="checkbox"/>

(5-3) Please describe the proposed project or program in detail. Make a case for why your project should be funded. Describe the need and the degree of urgency for the proposed project or program. What would the consequences be if the proposed project or program is not funded in the next year? **Please attach a timeline of the project/program milestones.**

Providing a safe ADA compliant access for disabled seniors to access the Veteran's and Senior facilities and the park is an important project for the City. The Veteran's and Senior Centers as well as the 121 unit, Emeritus Assisted Living facility are projects that exist and offer many opportunities for residents in the area including residential care facility, the Dry Creek Apartment complex and the many other residential neighborhoods in the area of the park.

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(5-4) Does the project require the issuance of a permit? (State, local, or federal)

Yes No

If YES, please respond to the following:

Identify the permits necessary:
An encroachment permit will be necessary for constructing improvements within the street right of way.
Have the necessary permits been issued? Please provide proof of issuance:
The encroachment permit will not be issued until the project is ready for construction.
If permits are required but not yet obtained, when will the permits be issued?
At the time of construction.

BENEFICIARY DATA (15 points)

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

(6-1) How do you document and maintain income status of each client in compliance with HUD regulations? (Example: very low ($\leq 30\%$ AMI), low ($\leq 50\%$ AMI) and moderate-income ($\leq 80\%$ AMI)) Area Median Income (AMI). Please provide a sample of your intake process as an attachment if possible.

Does not apply to a public works project.

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

2000 US Census (summary file 3)

FINANCIAL INFORMATION (20 points)

For CDBG applications to the County of San Luis Obispo involving acquisition, construction, or rehabilitation projects, the County will require additional information on financial source and use of funds and other budget details prior to the draft Action Plan funding recommendations.

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

Does not apply to this public works project.

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(7-2) Do you have any CDBG funds remaining from prior Fiscal Year allocations?

Yes No If YES, answer the following:

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

(7-3) Itemize all sources of funding expected to be available for each category, if applicable (please include commitment letters if available):

CDBG Funds Requested	\$142,816
Other Federal Fund(s)	
State Source(s)	
Local Source(s)	
Applicants Matching Funds	
Other:	

(7-4) Will CDBG funds be used to match/leverage other funds from other sources? List below funding sources and amounts and identify award dates of these sources.

Source(s):	Amount:
No matching funds	
TOTAL	

(7-5) Identify all jurisdictions you are applying to for CDBG funds. Indicate the amount applied for at each jurisdiction, and the total amount requested. Note: Any project/program being recommended less than \$8,000 total will not be funded per the Cooperation Agreement.

<input type="checkbox"/>	City of Arroyo Grande	
<input type="checkbox"/>	City of Atascadero	
<input type="checkbox"/>	City of Morro Bay	
<input checked="" type="checkbox"/>	City of Paso Robles	\$142,816
<input type="checkbox"/>	City of Pismo Beach	
<input type="checkbox"/>	City of San Luis Obispo	
<input type="checkbox"/>	County of San Luis Obispo	
	TOTAL	

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(7-6) Please list expenditures under CDBG by item or cost category, and attach a timeline of the expenditures.

Install 2000-feet of Sidewalk, 5 ADA compliant curb ramps, and striping	\$105,786
Design, Engineering,	\$26,460
10 percent Contingency	\$10,570
Total	\$142,816
TOTAL	

FEDERAL REQUIREMENTS ACKNOWLEDGEMENTS

Every person or Agency awarded a 2018 CDBG Contract or grant by San Luis Obispo County for the provision of services shall be required to certify to the County that they will comply with federal and local requirements including, but not limited to, those listed below. Please initial each certification listed to indicate you or your agency can and will comply with these requirements if funded.

Federal Requirements		Initials
Americans with Disabilities Act	Certify that this agency has reviewed its projects, programs and services for compliance with all applicable regulations contained in Title II, Americans with Disabilities Act of 1990.	DN
Audits	Agrees to have an annual audit conducted in accordance with current San Luis Obispo County policy regarding audits and 2 CFR 200.501 audit requirements. Shall comply with current San Luis Obispo County policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided through the grant.	DN
Conflict of Interest	(2 CFR 200.112, 200.318, and 570.611) Certify and agree that no covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activity, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. A "covered person" includes any person who is an employee, agent, consultant, officer, or elected or	DN

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	appointed official of the agency	
Civil Rights Act	Certify that it complies with and prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964.	DN
Debarment Status of Contractors	Certify that, to the best of its knowledge and belief, that it and its principals will not knowingly enter into any subcontract with a person who is, or organization that is, debarred, suspended, proposed for debarment, or declared ineligible from award of contracts by any Federal agency (https://www.sam.gov/portal/public/SAM/)	DN
Drug-Free Workplace	Certify that it will provide a drug-free workplace.	DN
Financial Management	Accounting Standards: Agrees to comply with 2 CFR 200(E)(F) and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.	DN
	Cost Principles: Shall administer its program in conformance with 2 CFR 200(E), "Cost Principles for Non-Profit Organizations," or 2 CFR 225, "Cost Principles for State and Local Governments," as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.	DN
	Procurement Policies: Certify and agree to procure all materials, property, or services in accordance with the requirements of 2 CFR 200.320-326.	DN
Lobbying Activities	Certify that no Federal appropriated funds have been paid or will be paid, by or on behalf of the agency, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.	DN
Minority Business Enterprise (MBE), Women's Business Enterprise (WBE), Small Business Contracting	Certify that it will comply with 2 CFR 200.321 to take all necessary affirmative steps to assure that minority firms, women business enterprises, and labor surplus area firms are used when possible. Further certify that it will submit to San Luis Obispo County at the time of project completion a report of the MBE and WBE status of all subcontractors to be paid with CDBG funds with contracts of \$10,000 or greater, in a format that will be provided by the County.	DN
Real Property	Certify that it will comply with real property standards (24 CFR Part 570.505) applicable to any property within the owner's control that is acquired or improved in whole or in part using CDBG funds in excess of \$25,000.	DN

Attachment 1 - City - Oak Creek Park Sidewalk

AAA-XXXX
MM/DD/YYYY

2018 CDBG APPLICATION

Religious Activities	Certify and agree that funds provided to the agency will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.	DN
Section 3	Certify and agree to ensure that opportunities for training and employment arising in connection with contracts or subcontracts for a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project are given to low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to low- and very low-income persons within the service area of the project or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs; and award contracts for work undertaken in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project to business concerns that provide economic opportunities for low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to business concerns that provide economic opportunities to low- and very low-income residents within the service area or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs.	DN
Section 504	Section 504 of the Rehabilitation Act of 1973: Certify that it has read and understands all of its obligations under Section 504 to prohibit discrimination against persons with disabilities in the operation of programs receiving federal financial assistance.	DN
Liability	The County and cities require all grant recipients to maintain general liability, automobile and workman's compensation insurance with limits of not less than \$1 million (may vary by jurisdiction). If you are successful in obtaining a reward, you will be asked to provide documentation regarding your ability to provide the required coverage.	DN
Environmental Review	Prior to HUD's release of grant conditions and/or funds for the CDBG-funded project, a review of the project's potential impact on the environment must be conducted and approved by the County of San Luis Obispo prior to obligating or incurring project costs. The County must certify to HUD that it has complied with all applicable environmental procedures and requirements. Should project costs be obligated or incurred prior to the completion of the necessary environmental review, the project shall not benefit from the federal funds. The level of environmental review required depends on the nature of the project. 24 CFR Part 58 is available at http://www.hud.gov/offices/pih/ih/codetalk/onap/docs/24cfr58.pdf .	DN

Attachment 1 - City - Oak Creek Park Sidewalk

AAA-XXXX
MM/DD/YYYY

2018 CDBG APPLICATION

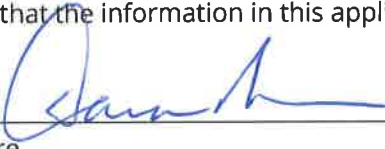
Relocation	Any project that involves the acquisition of property, construction, and/or rehabilitation and that is funded in whole or in part with federal CDBG funds is subject to federal relocation requirements. In general, any property owner, commercial business, or residential occupant who is displaced by a HUD-funded project may be eligible for relocation benefits. A project cannot be broken into separate "projects" in order to avoid the federal requirements connected with property acquisition and relocation. Any questions concerning the relocation regulations for a specific property acquisition project should be directed to the County Housing and Economic Development staff before any action is taken on the project.	DN
HMIS Reporting	All homeless service providers applying for CDBG funds to assist, house, or shelter the homeless must identify and demonstrate the capacity to participate in the County of San Luis Obispo Homeless Management Information System (HMIS) to provide: personnel for data entry, user licensing, and hardware and software necessary for compatibility with HMIS. HMIS is an electronic data collection system that stores client level information about persons who access the homeless services system in a Continuum of Care, and reports aggregate data for the County as per HUD's Data Standards. HUD updated its data standards in 2014, and the new standards are in effect as of October 1, 2014. More information can be found at https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf and https://www.hudexchange.info/resources/documents/HMIS-Data-Dictionary.pdf .	
Affirmative Marketing	Quarterly and annual reports shall be submitted by the project/program manager to the County for CDBG-funded public services and housing projects. Each report shall include the total number of project/program applicants and clients served with respect to race, ethnicity, gender, and disability status. Affirmative marketing efforts shall be taken to increase the participation of any underserved groups.	DN

Attachment 1 - City - Oak Creek Park Sidewalk

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2018 CDBG APPLICATION

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



Signature

10/19/2017
DATE

Darren Nash
Printed or Typed Name

Associate Planner
Title

Attachment 1 - City - Oak Creek Park Sidewalk

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2018 CDBG APPLICATION

Exhibit A - Housing Rehab and Construction Projects

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

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

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

Has the property been designated or been determined to be potentially eligible for designation as a local, state, or national historic site? If Yes, describe below:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the building/structure located on a Historic Site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the building/structure located in a Historic District?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the building/structure in a Flood Zone?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Attachment 1 - City - Oak Creek Park Sidewalk

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2018 CDBG APPLICATION

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

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

What is the project structure type?

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

What is the current zoning of the project site?

Is the project site zoned correctly for the proposed activity?

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

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

B.15. Does the project require temporary/permanent relocation of occupants?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If yes, this project is subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). Describe the relocation plans, including timetable and notifications to occupants. List how many of the occupied units are: (a) owner-occupied; (b) renter-occupied; or (c) businesses. Indicate whether temporary and/or permanent displacement is required. [NOTE: This will be for site information only. Relocation activities will not be eligible for funding with Fiscal Year 2018 CDBG funds.]</p> <div style="border: 1px solid black; height: 200px;"></div>		

Attachment 1 - City - Oak Creek Park Sidewalk

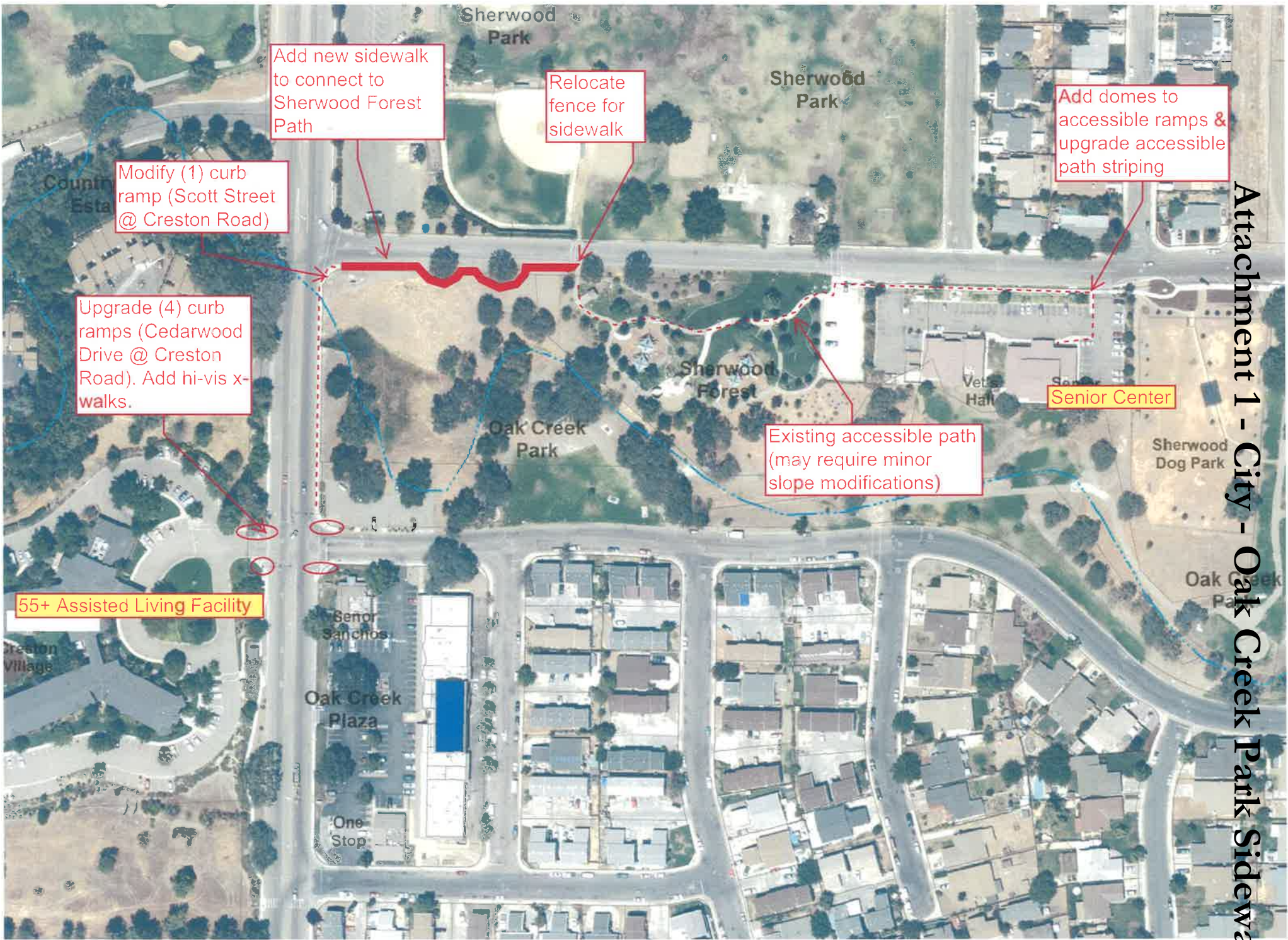
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MM/DD/YYYY

2018 CDBG APPLICATION

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

Describe below whether the project currently meets ADA standards for accessibility by the disabled. If not, describe the accessibility problems and methods to be utilized to address the problems, including funding and timetable. NOTE: The project site must first be fully ADA-compliant before other construction activities can be implemented with CDBG funding.

This project includes updated non compliant ADA sidewalks and handicap curb ramps to be compliant.



Add new sidewalk to connect to Sherwood Forest Path

Relocate fence for sidewalk

Add domes to accessible ramps & upgrade accessible path striping

Modify (1) curb ramp (Scott Street @ Creston Road)

Upgrade (4) curb ramps (Cedarwood Drive @ Creston Road). Add hi-vis x-walks.

Existing accessible path (may require minor slope modifications)

55+ Assisted Living Facility

Attachment 1 - City - Oak Creek Park Sidewalk

Attachment 2 - CAPSLO Public Service Grant



COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF PLANNING & BUILDING

HSG-1003
09/08/2017

Community Development Block Grant (CDBG) Program Year 2018 Application

The County of San Luis Obispo is pleased to announce the availability of funds for the Community Development Block Grant (CDBG) program. Applications MUST address one of the three national objectives set by the U.S. Department of Housing and Urban Development (HUD), or they will NOT be considered for CDBG funding (see the section on Qualifying Criteria for detailed information on the objectives). Furthermore, completed applications should provide the necessary exhibits, budgets, or requested information on targeted populations. Please email grant applications to **ActionPlan@co.slo.ca.us** by the application deadline of **5:00 P.M., Friday, October 20, 2017**. Please label your email subject with the grant program name and the agency name (Example: CDBG – CAPSLO). *Note: Supplemental documents and information or answers which exceed the allotted space or character limit may be added as attachments.

APPLICANT INFORMATION

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

PROJECT SUMMARY

(2-1) Project/Program Title	
Project/Program Address	
Jurisdiction/Area Served	
Targeted clientele	
Project type (select one):	
<input type="checkbox"/> Public Service <input type="checkbox"/> Public Facilities <input type="checkbox"/> Economic Development <input type="checkbox"/> Housing	
(2-2) Brief Project Description:	
(2-3) Total CDBG Funding Requested	
Total Cost to Complete Project	
Anticipated Start Date:	Anticipated End Date:

2018 CDBG APPLICATION

AGENCY DETAILS, CAPACITY, AND EXPERIENCE (25 points)

(3-1) Type of Agency	<input type="checkbox"/> 501 (c)(3)	<input type="checkbox"/> For Profit	<input type="checkbox"/> Gov't/Public	<input type="checkbox"/> Faith-based	<input type="checkbox"/> Other:
Date of Incorporation			Annual Operating Budget		
Number of Paid Staff			Number of Volunteers		
(3-2) Agency Mission Statement:					
(3-3) Please describe your organization's capacity to implement the proposed project/program. Who will be involved in the project/program? (In-house employees, contractors, other agency partners, etc.)					

2018 CDBG APPLICATION

(3-4) Briefly describe your agency's record keeping system with relevance to the proposed project/program:

(3-5) Briefly describe your agency's auditing requirements, including those for the proposed project/program, and attach a copy of your most recent audit:

2018 CDBG APPLICATION

(3-6) Will the services offered by your organization increase or expand as a result of CDBG assistance? If YES, please answer the following two questions.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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What new programs or services will be provided?

Describe how existing programs or services will be expanded and what percentage of an increase is expected?

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

2018 CDBG APPLICATION

QUALIFYING CRITERIA (10 points)

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

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

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

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

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

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

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

Select one:

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

Clientele – The project benefits a specific group of people, at least 51% of whom are low/moderate-income persons. **Note:** Income verification for clients must be provided for this category; however, the following groups are presumed to be low/moderate-income: abused

2018 CDBG APPLICATION

children; elderly persons; battered spouses; homeless persons; illiterate adults; adults meeting census definition of severely disabled; persons living with AIDS; and migrant farm workers.

Housing – The project adds or improves permanent residential structures that will be/are occupied by low/moderate-income households upon completion.

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

Assistance to Microenterprises – The project provides technical assistance to microenterprises owned by low/moderate-income persons.

B. *Objective Two – Slums or Blight*

Assists in the prevention or elimination of slums or blight. **Note:** To meet this national objective, the proposed activity must be within a designated slum or blighted area and must be designed to address one or more conditions that contributed to the deterioration of the area.

Select one:

Addressing Slums or Blight on an Area Basis

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

C. *Objective Three – Urgent Need*

Meets community development needs having a particular urgency where existing conditions pose a serious and immediate threat to the health or welfare of the community, and no other funding sources are available, i.e., a major catastrophe such as a flood or earthquake. **Note:** To meet this national objective, the proposed activity must deal with major catastrophes or emergencies such as floods or earthquakes.

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

2018 CDBG APPLICATION

(4-2) Which of the 2015-2019 Consolidated Plan goal(s) does your project/program plan to address? Check all that apply.

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

(4-3) Check any of the following eligible activity categories that apply to the proposed project or program: (Refer to CDBG regulations and <https://www.hudexchange.info/resources/documents/Basically-CDBG-Chapter-2-Activity.pdf>)

- Acquisition of real property*
- Disposition of real property
- Public facilities and improvements (may include acquisition, construction, reconstruction, rehabilitation or installation)*†
- Privately owned utilities
- Public services
- Relocation of individuals, families, businesses, non-profit organizations, and/or farms
- Removal of architectural barriers
- Housing rehabilitation†
- Homeownership assistance
- Technical assistance to businesses/micro-enterprise development
- Administrative technical assistance and planning studies (specified)

* See relocation provisions in Exhibit A

† See lead-based paint provisions in Exhibit A

PROJECT DETAILS/DESCRIPTION (25 points)

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

2018 CDBG APPLICATION

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

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

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

(5-3) Please describe the proposed project or program in detail. Make a case for why your project should be funded. Describe the need and the degree of urgency for the proposed project or program. What would the consequences be if the proposed project or program is not funded in the next year? **Please attach a timeline of the project/program milestones.**

2018 CDBG APPLICATION

(5-4) Does the project require the issuance of a permit? (State, local, or federal)

Yes No

If YES, please respond to the following:

Identify the permits necessary:

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

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

2018 CDBG APPLICATION

BENEFICIARY DATA (15 points)

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

(6-1) How do you document and maintain income status of each client in compliance with HUD regulations? (Example: very low ($\leq 30\%$ AMI), low ($\leq 50\%$ AMI) and moderate-income ($\leq 80\%$ AMI)) Area Median Income (AMI). Please provide a sample of your intake process as an attachment if possible.

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

2018 CDBG APPLICATION

FINANCIAL INFORMATION (20 points)

For CDBG applications to the County of San Luis Obispo involving acquisition, construction, or rehabilitation projects, the County will require additional information on financial source and use of funds and other budget details prior to the draft Action Plan funding recommendations.

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

(7-2) Do you have any CDBG funds remaining from prior Fiscal Year allocations?

Yes No If YES, answer the following:

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

Attachment 2 - CAPSLO Public Service Grant

FISG-1003
09/08/2017

2018 CDBG APPLICATION

(7-3) Itemize all sources of funding expected to be available for each category, if applicable (please include commitment letters if available):

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

(7-4) Will CDBG funds be used to match/leverage other funds from other sources? List below funding sources and amounts and identify award dates of these sources.

Source(s):	Amount:
TOTAL	

(7-5) Identify all jurisdictions you are applying to for CDBG funds. Indicate the amount applied for at each jurisdiction, and the total amount requested. Note: Any project/program being recommended less than \$8,000 total will not be funded per the Cooperation Agreement.

<input type="checkbox"/>	City of Arroyo Grande	
<input type="checkbox"/>	City of Atascadero	
<input type="checkbox"/>	City of Morro Bay	
<input type="checkbox"/>	City of Paso Robles	
<input type="checkbox"/>	City of Pismo Beach	
<input type="checkbox"/>	City of San Luis Obispo	
<input type="checkbox"/>	County of San Luis Obispo	
	TOTAL	

2018 CDBG APPLICATION

(7-6) Please list expenditures under CDBG by item or cost category, and attach a timeline of the expenditures.

TOTAL	

FEDERAL REQUIREMENTS ACKNOWLEDGEMENTS

Every person or Agency awarded a 2018 CDBG Contract or grant by San Luis Obispo County for the provision of services shall be required to certify to the County that they will comply with federal and local requirements including, but not limited to, those listed below. Please initial each certification listed to indicate you or your agency can and will comply with these requirements if funded.

Federal Requirements		Initials
Americans with Disabilities Act	Certify that this agency has reviewed its projects, programs and services for compliance with all applicable regulations contained in Title II, Americans with Disabilities Act of 1990.	
Audits	Agrees to have an annual audit conducted in accordance with current San Luis Obispo County policy regarding audits and 2 CFR 200.501 audit requirements. Shall comply with current San Luis Obispo County policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided through the grant.	
Conflict of Interest	(2 CFR 200.112, 200.318, and 570.611) Certify and agree that no covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activity, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. A "covered person" includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the agency	

2018 CDBG APPLICATION

Civil Rights Act	Certify that it complies with and prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964.	
Debarment Status of Contractors	Certify that, to the best of its knowledge and belief, that it and its principals will not knowingly enter into any subcontract with a person who is, or organization that is, debarred, suspended, proposed for debarment, or declared ineligible from award of contracts by any Federal agency (https://www.sam.gov/portal/public/SAM/)	
Drug-Free Workplace	Certify that it will provide a drug-free workplace.	
Financial Management	Accounting Standards: Agrees to comply with 2 CFR 200(E)(F) and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.	
	Cost Principles: Shall administer its program in conformance with 2 CFR 200(E), "Cost Principles for Non-Profit Organizations," or 2 CFR 225, "Cost Principles for State and Local Governments," as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.	
	Procurement Policies: Certify and agree to procure all materials, property, or services in accordance with the requirements of 2 CFR 200.320-326.	
Lobbying Activities	Certify that no Federal appropriated funds have been paid or will be paid, by or on behalf of the agency, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.	
Minority Business Enterprise (MBE), Women's Business Enterprise (WBE), Small Business Contracting	Certify that it will comply with 2 CFR 200.321 to take all necessary affirmative steps to assure that minority firms, women business enterprises, and labor surplus area firms are used when possible. Further certify that it will submit to San Luis Obispo County at the time of project completion a report of the MBE and WBE status of all subcontractors to be paid with CDBG funds with contracts of \$10,000 or greater, in a format that will be provided by the County.	
Real Property	Certify that it will comply with real property standards (24 CFR Part 570.505) applicable to any property within the owner's control that is acquired or improved in whole or in part using CDBG funds in excess of \$25,000.	

2018 CDBG APPLICATION

Religious Activities	Certify and agree that funds provided to the agency will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.	
Section 3	Certify and agree to ensure that opportunities for training and employment arising in connection with contracts or subcontracts for a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project are given to low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to low- and very low-income persons within the service area of the project or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs; and award contracts for work undertaken in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project to business concerns that provide economic opportunities for low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to business concerns that provide economic opportunities to low- and very low-income residents within the service area or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs.	
Section 504	Section 504 of the Rehabilitation Act of 1973: Certify that it has read and understands all of its obligations under Section 504 to prohibit discrimination against persons with disabilities in the operation of programs receiving federal financial assistance.	
Liability	The County and cities require all grant recipients to maintain general liability, automobile and workman's compensation insurance with limits of not less than \$1 million (may vary by jurisdiction). If you are successful in obtaining a reward, you will be asked to provide documentation regarding your ability to provide the required coverage.	
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2018 CDBG APPLICATION

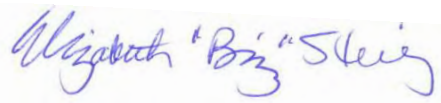
Relocation	Any project that involves the acquisition of property, construction, and/or rehabilitation and that is funded in whole or in part with federal CDBG funds is subject to federal relocation requirements. In general, any property owner, commercial business, or residential occupant who is displaced by a HUD-funded project may be eligible for relocation benefits. A project cannot be broken into separate "projects" in order to avoid the federal requirements connected with property acquisition and relocation. Any questions concerning the relocation regulations for a specific property acquisition project should be directed to the County Housing and Economic Development staff before any action is taken on the project.	
HMIS Reporting	All homeless service providers applying for CDBG funds to assist, house, or shelter the homeless must identify and demonstrate the capacity to participate in the County of San Luis Obispo Homeless Management Information System (HMIS) to provide: personnel for data entry, user licensing, and hardware and software necessary for compatibility with HMIS. HMIS is an electronic data collection system that stores client level information about persons who access the homeless services system in a Continuum of Care, and reports aggregate data for the County as per HUD's Data Standards. HUD updated its data standards in 2014, and the new standards are in effect as of October 1, 2014. More information can be found at https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf and https://www.hudexchange.info/resources/documents/HMIS-Data-Dictionary.pdf .	
Affirmative Marketing	Quarterly and annual reports shall be submitted by the project/program manager to the County for CDBG-funded public services and housing projects. Each report shall include the total number of project/program applicants and clients served with respect to race, ethnicity, gender, and disability status. Affirmative marketing efforts shall be taken to increase the participation of any underserved groups.	

Attachment 2 - CAPSLO Public Service Grant

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

Signature  _____

DATE

Printed or Typed Name

Title

2018 CDBG APPLICATION

Exhibit A - Housing Rehab and Construction Projects

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

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

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

2018 CDBG APPLICATION

Has the property been designated or been determined to be potentially eligible for designation as a local, state, or national historic site? If Yes, describe below:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the building/structure located on a Historic Site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the building/structure located in a Historic District?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the building/structure in a Flood Zone?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the building/structure in a Flood Plain?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your agency have flood insurance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be demolition required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

The questions below ask about zoning. If zoning information is not known, contact the local municipality to request assistance.			
What is the project structure type?			
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Public facility	<input type="checkbox"/> Public right-of-way
What is the current zoning of the project site?			
Is the project site zoned correctly for the proposed activity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If no, provide below an explanation of efforts and a timetable to change the zoning or obtain a variance:			

2018 CDBG APPLICATION

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

If yes, this project is subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). Describe the relocation plans, including timetable and notifications to occupants. List how many of the occupied units are: (a) owner-occupied; (b) renter-occupied; or (c) businesses. Indicate whether temporary and/or permanent displacement is required. [NOTE: This will be for site information only. Relocation activities will not be eligible for funding with Fiscal Year 2018 CDBG funds.]

2018 CDBG APPLICATION

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

Describe below whether the project currently meets ADA standards for accessibility by the disabled. If not, describe the accessibility problems and methods to be utilized to address the problems, including funding and timetable. NOTE: The project site must first be fully ADA-compliant before other construction activities can be implemented with CDBG funding.

Attachment 3 - Lifestyles Public Service Grant



COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF PLANNING & BUILDING

HSG-1003
09/08/2017

Community Development Block Grant (CDBG) Program Year 2018 Application

The County of San Luis Obispo is pleased to announce the availability of funds for the Community Development Block Grant (CDBG) program. Applications MUST address one of the three national objectives set by the U.S. Department of Housing and Urban Development (HUD), or they will NOT be considered for CDBG funding (see the section on Qualifying Criteria for detailed information on the objectives). Furthermore, completed applications should provide the necessary exhibits, budgets, or requested information on targeted populations. Please email grant applications to ActionPlan@co.slo.ca.us by the application deadline of **5:00 P.M., Friday, October 20, 2017**. Please label your email subject with the grant program name and the agency name (Example: CDBG – CAPSLO). *Note: Supplemental documents and information or answers which exceed the allotted space or character limit may be added as attachments.

APPLICANT INFORMATION

(1-1) Organization Name	Lifestyles Recovery Center
DUNS Number	128857849
Contact Person/Title	Karolyn London/Executive Director
Phone/Fax Numbers	(805) 238-2290
Email	klondon@hotmail.com
Address	715 24th Street, Suite P
City, State, Zip	Paso Robles, CA 93446

PROJECT SUMMARY

(2-1) Project/Program Title	Relapse Prevention		
Project/Program Address	715 24th Street, Suite P		
Jurisdiction/Area Served	Paso Robles		
Targeted clientele	Low to Moderate income individuals with difficulty maintaining a sober lifestyle		
Project type (select one):	<input checked="" type="checkbox"/> Public Service <input type="checkbox"/> Public Facilities <input type="checkbox"/> Economic Development <input type="checkbox"/> Housing		
(2-2) Brief Project Description:	Relapse Prevention is a cognitive-behavioral approach to relapse with the goal of identifying and preventing high-risk situations such as substance abuse, obsessive-compulsive behavior, sexual offending, and depression.		
(2-3) Total CDBG Funding Requested	\$10,000		
Total Cost to Complete Project	\$11,000		
Anticipated Start Date:	7/1/2018	Anticipated End Date:	1/5/2018

Attachment 3 - Lifestyles Public Service Grant

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2018 CDBG APPLICATION

AGENCY DETAILS, CAPACITY, AND EXPERIENCE (25 points)

(3-1) Type of Agency	<input checked="" type="checkbox"/> 501 (c)(3)	<input type="checkbox"/> For Profit	<input type="checkbox"/> Gov't/Public	<input type="checkbox"/> Faith-based	<input type="checkbox"/> Other:
Date of Incorporation	2/22/2005		Annual Operating Budget	\$29,000	
Number of Paid Staff	None		Number of Volunteers	16	
(3-2) Agency Mission Statement:					
<p>The Lifestyles Recovery Center exists to provide a safe place for individuals to receive services dealing with addictive behaviors.</p>					
(3-3) Please describe your organization's capacity to implement the proposed project/program. Who will be involved in the project/program? (In-house employees, contractors, other agency partners, etc.)					
<p>The Lifestyles facility is 1200 sq. ft. and has the capacity to hold 80 individuals. The Relapse Prevention project will have two paid staff and two volunteers (interns). Agency partners such as sober living homes and other low to moderate income individuals.</p>					

Attachment 3 - Lifestyles Public Service Grant

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2018 CDBG APPLICATION

(3-4) Briefly describe your agency's record keeping system with relevance to the proposed project/program:

Lifestyles has an area that is locked and not permitted by the general public to enter. There is a file cabinet labled appropriately to sort individual records.

(3-5) Briefly describe your agency's auditing requirements, including those for the proposed project/program, and attach a copy of your most recent audit:

Lifestyles records of the financial nature is presented to the entire board on a quarterly schedule at which time the records are meticulously gone over and approved with motion from the floor.
The same with CDBG with accompanying receipts.

Attachment 3 - Lifestyles Public Service Grant

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2018 CDBG APPLICATION

<p>(3-6) Will the services offered by your organization increase or expand as a result of CDBG assistance? If YES, please answer the following two questions.</p>	<p><input type="checkbox"/> Yes</p>	<p><input checked="" type="checkbox"/> No</p>
<p>What new programs or services will be provided?</p>		
<p>Continuation of the Relapse Program.</p>		
<p>Describe how existing programs or services will be expanded and what percentage of an increase is expected?</p>		
<p>Recovery programs are in place at Lifestyles The Relapse Prevention program will specialize in assisting those who are struggling to stay sober.</p>		
<p>(3-7) If your program serves homeless households, please describe how your program coordinates with other homeless service providers to connect homeless individuals and families to resources.</p>		
<p>The homeless are welcome to the class as alcohol plays a large part in our homeless population.</p>		

2018 CDBG APPLICATION

QUALIFYING CRITERIA (10 points)

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

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

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

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

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

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

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

Select one:

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

Clientele – The project benefits a specific group of people, at least 51% of whom are low/moderate-income persons. **Note:** Income verification for clients must be provided for this category; however, the following groups are presumed to be low/moderate-income: abused

2018 CDBG APPLICATION

children; elderly persons; battered spouses; homeless persons; illiterate adults; adults meeting census definition of severely disabled; persons living with AIDS; and migrant farm workers.

Housing - The project adds or improves permanent residential structures that will be/are occupied by low/moderate-income households upon completion.

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

Assistance to Microenterprises - The project provides technical assistance to microenterprises owned by low/moderate-income persons.

B. Objective Two - Slums or Blight

Assists in the prevention or elimination of slums or blight. **Note:** To meet this national objective, the proposed activity must be within a designated slum or blighted area and must be designed to address one or more conditions that contributed to the deterioration of the area.

Select one:

Addressing Slums or Blight on an Area Basis

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

C. Objective Three - Urgent Need

Meets community development needs having a particular urgency where existing conditions pose a serious and immediate threat to the health or welfare of the community, and no other funding sources are available, i.e., a major catastrophe such as a flood or earthquake. **Note:** To meet this national objective, the proposed activity must deal with major catastrophes or emergencies such as floods or earthquakes.

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

It is well documented in local, state and national headlines the negative effects of an addicted lifestyle. Overdoses, high crime, repeated ER visits (at the taxpayers expense) and disease etc. The specific groups of persons targeted to benefit from CDBG funding are individuals who have not been successful with traditional generalized recovery group settings.

2018 CDBG APPLICATION

(4-2) Which of the 2015-2019 Consolidated Plan goal(s) does your project/program plan to address? Check all that apply.

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

(4-3) Check any of the following eligible activity categories that apply to the proposed project or program: (Refer to CDBG regulations and <https://www.hudexchange.info/resources/documents/Basically-CDBG-Chapter-2-Activity.pdf>)

- Acquisition of real property*
- Disposition of real property
- Public facilities and improvements (may include acquisition, construction, reconstruction, rehabilitation or installation)*†
- Privately owned utilities
- Public services
- Relocation of individuals, families, businesses, non-profit organizations, and/or farms
- Removal of architectural barriers
- Housing rehabilitation†
- Homeownership assistance
- Technical assistance to businesses/micro-enterprise development
- Administrative technical assistance and planning studies (specified)

* See relocation provisions in Exhibit A

† See lead-based paint provisions in Exhibit A

PROJECT DETAILS/DESCRIPTION (25 points)

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

The targeted population will consist of individuals that continue to need specialized services in remaining sober. The age is not a factor group(s) will be set up for different age groups if necessary,

Attachment 3 - Lifestyles Public Service Grant

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

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

(Check box if project serves households or individual persons)	Number	Households	Persons
TOTAL Number of Persons or Households (regardless of income):	15	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Of the total number of persons or households entered above, how many will be low-income: (earning 51% - 80% or less of the County median-income)	8	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Of the total number of persons or households entered above, how many will be very low-income: (earning 50% or less of the County median-income)	7	<input type="checkbox"/>	<input checked="" type="checkbox"/>

(5-3) Please describe the proposed project or program in detail. Make a case for why your project should be funded. Describe the need and the degree of urgency for the proposed project or program. What would the consequences be if the proposed project or program is not funded in the next year? **Please attach a timeline of the project/program milestones.**

One of the largest area of concern is with those individual who have difficulty maintaining a sober lifestyle. The opioid epidemic is wreaking havoc on our city, state, and nation. Lifestyles has the knowledge and facility to assist and offer services to bring hope to the still-suffering addict. If not funded individuals may slip through the cracks and die.

Attachment 3 - Lifestyles Public Service Grant

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2018 CDBG APPLICATION

(5-4) Does the project require the issuance of a permit? (State, local, or federal)

Yes No

If YES, please respond to the following:

Identify the permits necessary:

--

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

--

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

--

2018 CDBG APPLICATION

BENEFICIARY DATA (15 points)

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

(6-1) How do you document and maintain income status of each client in compliance with HUD regulations? (Example: very low ($\leq 30\%$ AMI), low ($\leq 50\%$ AMI) and moderate-income ($\leq 80\%$ AMI)) Area Median Income (AMI). Please provide a sample of your intake process as an attachment if possible.

Each potential client schedules a 45-60 time slot for an in-depth assessment of the need for services. Clients are asked for proof of income and some form of identification. All records are locked inside an off that is off-limits to the general public.. Records are maintained for three years.

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

These areas are included on the assessment form.

Attachment 3 - Lifestyles Public Service Grant

Lifestyles Recovery Center Initial Assessment

Client Name _____ Circle: Adult Minor

Phone/Address _____

DOB/Age/Gender/Ethnicity _____

Insurance _____

Income _____

Source of Income _____

Location of Evaluation _____

Presenting problem _____

Medications (Current Psychiatric Meds & other meds): Yes___ No___

Additional Information Required:

Psyche or Probation Reports

Proof of Financial Information (Pay Stub, or W-2 Form)

Attachment 3 - Lifestyles Public Service Grant

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2018 CDBG APPLICATION

FINANCIAL INFORMATION (20 points)

For CDBG applications to the County of San Luis Obispo involving acquisition, construction, or rehabilitation projects, the County will require additional information on financial source and use of funds and other budget details prior to the draft Action Plan funding recommendations.

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

This specialized class will be time-limited. Additional assistance will be evaluated on an individual basis and if necessary referrals are made. Any additional maintenance with the program will be addressed by Lifestyles board of directors/

(7-2) Do you have any CDBG funds remaining from prior Fiscal Year allocations?

Yes No If YES, answer the following:

What fiscal year did you receive funding?	2017
What project did you receive funding for?	Relapse Prevention
How much is remaining?	none

Attachment 3 - Lifestyles Public Service Grant

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2018 CDBG APPLICATION

(7-3) Itemize all sources of funding expected to be available for each category, if applicable (please include commitment letters if available):

CDBG Funds Requested	\$10,000
Other Federal Fund(s)	
State Source(s)	
Local Source(s)	
Applicants Matching Funds	
Other:	Lifestyles \$1,000

(7-4) Will CDBG funds be used to match/leverage other funds from other sources? List below funding sources and amounts and identify award dates of these sources.

Source(s):	Amount:
TOTAL	

(7-5) Identify all jurisdictions you are applying to for CDBG funds. Indicate the amount applied for at each jurisdiction, and the total amount requested. Note: Any project/program being recommended less than \$8,000 total will not be funded per the Cooperation Agreement.

<input type="checkbox"/>	City of Arroyo Grande	
<input type="checkbox"/>	City of Atascadero	
<input type="checkbox"/>	City of Morro Bay	
<input checked="" type="checkbox"/>	City of Paso Robles	
<input type="checkbox"/>	City of Pismo Beach	
<input type="checkbox"/>	City of San Luis Obispo	
<input type="checkbox"/>	County of San Luis Obispo	
	TOTAL	

Attachment 3 - Lifestyles Public Service Grant

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2018 CDBG APPLICATION

(7-6) Please list expenditures under CDBG by item or cost category, and attach a timeline of the expenditures.

Relapse Materials	\$3,000
Facilitor One	\$5000
Facilitor Two	\$2,000
TOTAL	\$10,000

FEDERAL REQUIREMENTS ACKNOWLEDGEMENTS

Every person or Agency awarded a 2018 CDBG Contract or grant by San Luis Obispo County for the provision of services shall be required to certify to the County that they will comply with federal and local requirements including, but not limited to, those listed below. Please initial each certification listed to indicate you or your agency can and will comply with these requirements if funded.

Federal Requirements		Initials
Americans with Disabilities Act	Certify that this agency has reviewed its projects, programs and services for compliance with all applicable regulations contained in Title II, Americans with Disabilities Act of 1990.	KLL
Audits	Agrees to have an annual audit conducted in accordance with current San Luis Obispo County policy regarding audits and 2 CFR 200.501 audit requirements. Shall comply with current San Luis Obispo County policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided through the grant.	KLL
Conflict of Interest	(2 CFR 200.112, 200.318, and 570.611) Certify and agree that no covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activity, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. A "covered person" includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the agency	KLL

Attachment 3 - Lifestyles Public Service Grant

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Civil Rights Act	Certify that it complies with and prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964.	KLL
Debarment Status of Contractors	Certify that, to the best of its knowledge and belief, that it and its principals will not knowingly enter into any subcontract with a person who is, or organization that is, debarred, suspended, proposed for debarment, or declared ineligible from award of contracts by any Federal agency (https://www.sam.gov/portal/public/SAM/)	KLL
Drug-Free Workplace	Certify that it will provide a drug-free workplace.	KLL
Financial Management	Accounting Standards: Agrees to comply with 2 CFR 200(E)(F) and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.	KLL
	Cost Principles: Shall administer its program in conformance with 2 CFR 200(E), "Cost Principles for Non-Profit Organizations," or 2 CFR 225, "Cost Principles for State and Local Governments," as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.	KLL
	Procurement Policies: Certify and agree to procure all materials, property, or services in accordance with the requirements of 2 CFR 200.320-326.	KLL
Lobbying Activities	Certify that no Federal appropriated funds have been paid or will be paid, by or on behalf of the agency, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.	KLL
Minority Business Enterprise (MBE), Women's Business Enterprise (WBE), Small Business Contracting	Certify that it will comply with 2 CFR 200.321 to take all necessary affirmative steps to assure that minority firms, women business enterprises, and labor surplus area firms are used when possible. Further certify that it will submit to San Luis Obispo County at the time of project completion a report of the MBE and WBE status of all subcontractors to be paid with CDBG funds with contracts of \$10,000 or greater, in a format that will be provided by the County.	KLL
Real Property	Certify that it will comply with real property standards (24 CFR Part 570.505) applicable to any property within the owner's control that is acquired or improved in whole or in part using CDBG funds in excess of \$25,000.	KLL

Attachment 3 - Lifestyles Public Service Grant

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Religious Activities	Certify and agree that funds provided to the agency will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.	KLL
Section 3	Certify and agree to ensure that opportunities for training and employment arising in connection with contracts or subcontracts for a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project are given to low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to low- and very low-income persons within the service area of the project or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs; and award contracts for work undertaken in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project to business concerns that provide economic opportunities for low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to business concerns that provide economic opportunities to low- and very low-income residents within the service area or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs.	KLL
Section 504	Section 504 of the Rehabilitation Act of 1973: Certify that it has read and understands all of its obligations under Section 504 to prohibit discrimination against persons with disabilities in the operation of programs receiving federal financial assistance.	KLL
Liability	The County and cities require all grant recipients to maintain general liability, automobile and workman's compensation insurance with limits of not less than \$1 million (may vary by jurisdiction). If you are successful in obtaining a reward, you will be asked to provide documentation regarding your ability to provide the required coverage.	KLL
Environmental Review	Prior to HUD's release of grant conditions and/or funds for the CDBG-funded project, a review of the project's potential impact on the environment must be conducted and approved by the County of San Luis Obispo prior to obligating or incurring project costs. The County must certify to HUD that it has complied with all applicable environmental procedures and requirements. Should project costs be obligated or incurred prior to the completion of the necessary environmental review, the project shall not benefit from the federal funds. The level of environmental review required depends on the nature of the project. 24 CFR Part 58 is available at http://www.hud.gov/offices/pih/ih/codetalk/onap/docs/24cfr58.pdf .	KLL

Attachment 3 - Lifestyles Public Service Grant

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Relocation	Any project that involves the acquisition of property, construction, and/or rehabilitation and that is funded in whole or in part with federal CDBG funds is subject to federal relocation requirements. In general, any property owner, commercial business, or residential occupant who is displaced by a HUD-funded project may be eligible for relocation benefits. A project cannot be broken into separate "projects" in order to avoid the federal requirements connected with property acquisition and relocation. Any questions concerning the relocation regulations for a specific property acquisition project should be directed to the County Housing and Economic Development staff before any action is taken on the project.	KLL
HMIS Reporting	All homeless service providers applying for CDBG funds to assist, house, or shelter the homeless must identify and demonstrate the capacity to participate in the County of San Luis Obispo Homeless Management Information System (HMIS) to provide: personnel for data entry, user licensing, and hardware and software necessary for compatibility with HMIS. HMIS is an electronic data collection system that stores client level information about persons who access the homeless services system in a Continuum of Care, and reports aggregate data for the County as per HUD's Data Standards. HUD updated its data standards in 2014, and the new standards are in effect as of October 1, 2014. More information can be found at https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf and https://www.hudexchange.info/resources/documents/HMIS-Data-Dictionary.pdf .	KLL
Affirmative Marketing	Quarterly and annual reports shall be submitted by the project/program manager to the County for CDBG-funded public services and housing projects. Each report shall include the total number of project/program applicants and clients served with respect to race, ethnicity, gender, and disability status. Affirmative marketing efforts shall be taken to increase the participation of any underserved groups.	KLL

Attachment 3 - Lifestyles Public Service Grant

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



Signature

10/24/2017
DATE

Karolyn London

Printed or Typed Name

Executive Director

Title

Attachment 3 - Lifestyles Public Service Grant

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Exhibit A – Housing Rehab and Construction Projects

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

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

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

Attachment 3 - Lifestyles Public Service Grant

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Has the property been designated or been determined to be potentially eligible for designation as a local, state, or national historic site? If Yes, describe below:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the building/structure located on a Historic Site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the building/structure located in a Historic District?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the building/structure in a Flood Zone?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the building/structure in a Flood Plain?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your agency have flood insurance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be demolition required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

The questions below ask about zoning. If zoning information is not known, contact the local municipality to request assistance.			
What is the project structure type?			
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Public facility	<input type="checkbox"/> Public right-of-way
What is the current zoning of the project site?			
Is the project site zoned correctly for the proposed activity?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, provide below an explanation of efforts and a timetable to change the zoning or obtain a variance:			

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

If yes, this project is subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). Describe the relocation plans, including timetable and notifications to occupants. List how many of the occupied units are: (a) owner-occupied; (b) renter-occupied; or (c) businesses. Indicate whether temporary and/or permanent displacement is required. [NOTE: This will be for site information only. Relocation activities will not be eligible for funding with Fiscal Year 2018 CDBG funds.]

Attachment 3 - Lifestyles Public Service Grant

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

Describe below whether the project currently meets ADA standards for accessibility by the disabled. If not, describe the accessibility problems and methods to be utilized to address the problems, including funding and timetable. NOTE: The project site must first be fully ADA-compliant before other construction activities can be implemented with CDBG funding.



Attachment 4 - ECHO public services grant

**COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF PLANNING & BUILDING**

**HSG-1003
09/08/2017**

Community Development Block Grant (CDBG)
Program Year 2018 Application

The County of San Luis Obispo is pleased to announce the availability of funds for the Community Development Block Grant (CDBG) program. Applications MUST address one of the three national objectives set by the U.S. Department of Housing and Urban Development (HUD), or they will NOT be considered for CDBG funding (see the section on Qualifying Criteria for detailed information on the objectives). Furthermore, completed applications should provide the necessary exhibits, budgets, or requested information on targeted populations. Please email grant applications to **ActionPlan@co.slo.ca.us** by the application deadline of **5:00 P.M., Friday, October 20, 2017**. Please label your email subject with the grant program name and the agency name (Example: CDBG – CAPSLO). *Note: Supplemental documents and information or answers which exceed the allotted space or character limit may be added as attachments.

APPLICANT INFORMATION

(1-1) Organization Name	El Camino Homeless Organization
DUNS Number	091516745
Contact Person/Title	Aurora William – Executive Director
Phone/Fax Numbers	805-792-0090//805-464-4663
Email	awilliam@echoshelter.net
Address	P.O. Box 2077
City, State, Zip	Atascadero, CA 93423

PROJECT SUMMARY

(2-1) Project/Program Title	ECHO Emergency Shelter/Dinner/Shower Program
Project/Program Address	6370 Atascadero Ave. Atascadero, CA 93422
Jurisdiction/Area Served	North San Luis Obispo County
Targeted clientele	Homeless/food fragile/secure housing fragile
Project type (select one):	
<input checked="" type="checkbox"/> Public Service <input type="checkbox"/> Public Facilities <input type="checkbox"/> Economic Development <input type="checkbox"/> Housing	
(2-2) Brief Project Description:	
<p>ECHO is a 50-bed homeless shelter serving the homeless and emotionally fragile in north San Luis Obispo county. We have three types of beds; emergency shelter beds, individual 90-day program beds and 90-day family program beds. We also have a nightly open dinner program feeding the homeless and food fragile in the community and an open shower program open three evenings a week for non-residential clients to address personal hygiene needs. Dinner time is an opportunity for case managers to connect with non-resident clients and address needs & concerns, make referrals, issue gas and laundry vouchers and provide clothing, jackets, shoes, sleeping bags and other items that are requested.</p>	

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(2-3) Total CDBG Funding Requested	\$94,643.00		
Total Cost to Complete Project	\$229,959.00		
Anticipated Start Date:	7/1/18	Anticipated End Date:	6/30/19

AGENCY DETAILS, CAPACITY, AND EXPERIENCE (25 points)

(3-1) Type of Agency	<input checked="" type="checkbox"/> 501 (c)(3)	<input type="checkbox"/> For Profit	<input type="checkbox"/> Gov't/Public	<input type="checkbox"/> Faith-based	<input type="checkbox"/> Other:
Date of Incorporation	2001	Annual Operating Budget		669,113.00	
Number of Paid Staff	9	Number of Volunteers		1400	

(3-2) Agency Mission Statement:

The mission of the El Camino Homeless Organization (ECHO) is to provide homeless persons in northern San Luis Obispo County with a temporary residence and supportive services that lead to housing and self-sufficiency. ECHO has been serving the homeless for 17 years. ECHO started as a food program and moved rapidly to a shelter program, partnering with an initial six churches in the community. ECHO went on to purchase the current facility. Each and every night during these 17 years, ECHO has faithfully provided dinners and shelter for the homeless in the community. As the only homeless shelter in north San Luis Obispo County, we serve the needs of people from Atascadero and Paso Robles along with the unincorporated and rural areas in between. ECHO is a 50-bed Emergency/Transitional shelter with a daily open dinner meal program and includes a breakfast and to-go lunch for clients in the shelter. ECHO also offers showers to the public three times a week. ECHO provides comprehensive case management services, referrals to various service providers, job search workshops, parenting classes and tutoring for children. In addition to paid staff, ECHO is supported by over 1,400 volunteers each year who contribute in-kind support conservatively valued at \$230,000. ECHO also offers client supportive services which include: transportation assistance, laundry vouchers, clothing vouchers, phone minutes, rental assistance, and others as needed. ECHO serves as a hub of many resources for our clients to be able to receive the support needed to enter back into a stable lifestyle and work towards the following goals of: financial security, permanent housing, and mental and physical well-being. ECHO serves a diverse population of individuals and families, including: persons with behavioral health issues, elderly, disabled, veterans, domestic violence survivors, migrant farm workers, and those involved with recovery from drug and alcohol addiction. All populations share in common the fact that they are no or very low-income. ECHO is able to ensure access and inclusion of all eligible populations through our open meal program. Because ECHO has operated in Atascadero for 17 years, service providers, local agencies, and schools know about the agency and make referrals.

ECHO has demonstrated consistent success in supporting the homeless population as they utilize the security of the shelter to overcome the various barriers clients face. A stable place to stay, healthy meals, and comprehensive and individualized case management services have proven to be a successful model of services for our clients. ECHO meets the homeless population's basic needs first by providing shelter and food. The case managers offer the support needed to develop a solid Action

Attachment 4 - ECHO public services grant

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2018 CDBG APPLICATION

Plan and help clients navigate through other social service agencies and partners. ECHO continues to work closely with various local service providers to coordinate available services while identifying and filling gaps in the homeless service delivery system in the northern region of San Luis Obispo County.

ECHO has a board of directors who have served, in various capacities, on numerous non-profit boards throughout the community. ECHO has a professional staff who is led by an executive director with 17-years of non-profit management experience.

(3-3) Please describe your organization's capacity to implement the proposed project/program. Who will be involved in the project/program? (In-house employees, contractors, other agency partners, etc.)

ECHO has demonstrated the capacity to implement this program through the many years of continued service to the community, including increasing volunteer/donor development and commitment. ECHO has staff members who are working closely with clients, residential and non-residential, each evening at dinner time. This is an opportunity for engagement and to help move clients forward. ECHO partners with many community agencies for referrals, supports and advancing clients' needs. While ECHO is an active collaborative partner, this program is operated solely by ECHO staff and dinner and shower volunteers.

(3-4) Briefly describe your agency's record keeping system with relevance to the proposed project/program.

ECHO evaluates clients' success and outcomes based on individual Action Plans. Housing is a criterion that is always evaluated. Data is collected upon intake and again upon exit. ECHO participates in the county-wide HMIS initiative. Data is collected and entered into the system by trained intake and data management staff. Monthly reports are generated which track client mobility towards self-sufficiency and housing. For the purpose of tracking for this project; clients, monies allocated and outcome as to housing, job security and retention, and auto and safety repairs, would be tracked and reported to the funding agency. Additionally, tracking for this request would be through employee time sheets to track employee hours.

(3-5) Briefly describe your agency's auditing requirements, including those for the proposed project/program, and attach a copy of your most recent audit.

ECHO is currently evaluating and updating auditing policies. Our most recent audit is attached; however, it is outdated. We have a CPA on our board of directors and this person is helping ECHO develop stronger auditing practices.

(3-6) Will the services offered by your organization increase or expand as a result of CDBG assistance? If YES, please answer the following two questions.

Yes

No

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What new programs or services will be provided?
New programs will not be added from this funding.
Describe how existing programs or services will be expanded and what percentage of an increase is expected?
Funding from this grant will allow ECHO to expand case management services from 1.5 FTE to 2.5 FTE case management positions. ECHO is seeing increasingly high numbers of non-resident homeless individuals and families present to the shelter. Many of these individuals and families are not eligible to stay at the shelter, however intensive case management services can help them to address barriers to self-sufficiency and assist them in moving forward and finding permanent housing. An additional full-time case manager would allow for case management services, exclusively for clients who have left ECHO and warrant on-going support, and non-resident dinner and shower clients. Many of these are people who have the most difficulty navigating life's challenges; no income, no family to help, limited or diminished mental capacity and few marketable skills leave few opportunities and limited choices. A case manager who worked with this population will be better able to connect them to viable resources both within and out of the county. The expected case load would be 50 unduplicated people in the first year. The 2017 PIT count identified that the easier to house homeless in the community have been housed and they are people with greater needs and more difficult problems to help with.
(3-7) If your program serves homeless households, please describe how your program coordinates with other homeless service providers to connect homeless individuals and families to resources.
ECHO is involved with many county and community partnerships. We participate in Coordinated Entry Services and ensure that all clients who present to the homeless shelter have the opportunity to be assessed for need, services and referrals. ECHO is a participant of the Homeless Services Oversight Council in San Luis Obispo. ECHO also participates on the San Luis Obispo Sheriff's Mental Health Task Force to help identify mental health services needed within the county jail and the community at large. ECHO hosts the Homeless Services of North County Coalition and acts as the fiscal sponsor for the Atascadero Warming Center, as well as offering oversight for the working team. ECHO partners with agencies from all areas of the county to create tighter networks of support for some of the county's most economically fragile community members. ECHO is dedicated to creating and maintaining professional relationships with various partner agencies to help move clients forward towards personal success, self-sufficiency and permanent housing.

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QUALIFYING CRITERIA (10 points)

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

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

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

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

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

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

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

Select one:

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

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

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Housing – The project adds or improves permanent residential structures that will be/are occupied by low/moderate-income households upon completion.

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

Assistance to Microenterprises – The project provides technical assistance to microenterprises owned by low/moderate-income persons.

B. Objective Two – Slums or Blight

Assists in the prevention or elimination of slums or blight. **Note:** To meet this national objective, the proposed activity must be within a designated slum or blighted area and must be designed to address one or more conditions that contributed to the deterioration of the area.

Select one:

Addressing Slums or Blight on an Area Basis

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

C. Objective Three – Urgent Need

Meets community development needs having a particular urgency where existing conditions pose a serious and immediate threat to the health or welfare of the community, and no other funding sources are available, i.e., a major catastrophe such as a flood or earthquake. **Note:** To meet this national objective, the proposed activity must deal with major catastrophes or emergencies such as floods or earthquakes.

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

N/A

(4-2) Which of the 2015-2019 Consolidated Plan goal(s) does your project/program plan to address? Check all that apply.

- Create housing opportunities for residents
 Preserve and maintain existing affordable housing

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- Reduce and end homelessness
- Create a suitable living environment through public services
- Stabilize and revitalize diverse neighborhoods (public facility improvements)
- Improve educational and job readiness

(4-3) Check any of the following eligible activity categories that apply to the proposed project or program: (Refer to CDBG regulations and <https://www.hudexchange.info/resources/documents/Basically-CDBG-Chapter-2-Activity.pdf>)

- Acquisition of real property*
- Disposition of real property
- Public facilities and improvements (may include acquisition, construction, reconstruction, rehabilitation or installation)*†
- Privately owned utilities
- Public services
- Relocation of individuals, families, businesses, non-profit organizations, and/or farms
- Removal of architectural barriers
- Housing rehabilitation†
- Homeownership assistance
- Technical assistance to businesses/micro-enterprise development
- Administrative technical assistance and planning studies (specified)

* See relocation provisions in Exhibit A

† See lead-based paint provisions in Exhibit A

PROJECT DETAILS/DESCRIPTION (25 points)

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

ECHO serves a diverse population of individuals and families, including: people with behavioral/mental health issues and challenges, chronic mental illness, the elderly, domestic violence survivors, people with physical disabilities, veterans, members of the LGBTQ community, homeless teenagers, and those seeking recovery from drug and alcohol addiction.

All client populations are very-low or no income. Some may be on SSI, SSDI, or Cash-Aid. To date, all clients have been low-wage earners. Many come to ECHO with little or no education. One of our goals is to help clients identify what educational goals they may want to achieve and help them identify how that path may look.

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(5-2) If the project or program is designed specifically to provide benefit to low- and moderate-income persons, please estimate the number of unduplicated persons (or households) to benefit from the project, and break that estimate down by income group. Note: Unduplicated means the number who are served, i.e., the grant will allow 25 children to participate in preschool – not 25 children x 5 days x 52 weeks = 6,500.

(Check box if project serves households or individual persons)	Number	Households	Persons
TOTAL Number of Persons or Households (regardless of income):	530	292 <input type="checkbox"/>	<input type="checkbox"/>
Of the total number of persons or households entered above, how many will be low-income: (earning 51% - 80% or less of the County median-income)	32	8 <input type="checkbox"/>	<input type="checkbox"/>
Of the total number of persons or households entered above, how many will be very low-income: (earning 50% or less of the County median-income)	498	284	<input type="checkbox"/>

(5-3) Please describe the proposed project or program in detail. Make a case for why your project should be funded. Describe the need and the degree of urgency for the proposed project or program. What would the consequences be if the proposed project or program is not funded in the next year? **Please attach a timeline of the project/program milestones.**

People come to ECHO with the common need of basic shelter and food. However, once case management meets with a client we are better able to understand what the greater needs are that they have which are barriers to self-sufficiency, and what some of the personal issues are they may be facing, making tackling the barriers more difficult. For an aging veteran, viable work opportunities, at age 84, may provide challenges for him. For a mother seeking a better future, having two children and no education may provide some challenges, but those challenges become even more problematic when one child has medical issues that need attention, and the other child has Down syndrome and additional medical issues. No day is the same, nor are the clients. ECHO serves as the last line of defense between homelessness and hopelessness for many of our clients. Many of our non-resident clients depend on the meals ECHO provides for their nightly dinner. We have many people who come each night for dinner. This time allows people to connect with case managers for assistance with gas, clothing or laundry vouchers, or assistance with auto registration or insurance. Many of the shower clients come in asking for clean clothes and underwear. Women know that they can obtain feminine hygiene products from ECHO as needed. Jackets, hats and scarves are a staple for people during the colder months. Resident clients lean on ECHO to provide the element of stability so that they can begin the process of addressing the more difficult barriers to self-sufficiency. We have many clients who come to ECHO with small children, no job, few parenting skills and nowhere else to turn. Case managers help clients identify what an Action Plan looks like, and they hold clients accountable for setting and achieving goals.

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(5-4) Does the project require the issuance of a permit? (State, local, or federal)

Yes No

If YES, please respond to the following:

Identify the permits necessary:
Have the necessary permits been issued? Please provide proof of issuance:
If permits are required but not yet obtained, when will the permits be issued?

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BENEFICIARY DATA (15 points)

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

(6-1) How do you document and maintain income status of each client in compliance with HUD regulations? (Example: very low ($\leq 30\%$ AMI), low ($\leq 50\%$ AMI) and moderate-income ($\leq 80\%$ AMI)) Area Median Income (AMI). Please provide a sample of your intake process as an attachment if possible.

Data is collected upon intake and again upon exit. ECHO participates in the county-wide HMIS initiative. Data is collected and entered into the system by trained intake and data management staff. Monthly reports are generated which track client mobility towards self-sufficiency and housing.

See Attached

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

Data is collected upon intake and again upon exit. ECHO participates in the county-wide HMIS initiative. Data is collected and entered into the system by trained intake and data management staff.

See Attached

Attachment 4 - ECHO public services grant

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FINANCIAL INFORMATION (20 points)

For CDBG applications to the County of San Luis Obispo involving acquisition, construction, or rehabilitation projects, the County will require additional information on financial source and use of funds and other budget details prior to the draft Action Plan funding recommendations.

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

N/A

(7-2) Do you have any CDBG funds remaining from prior Fiscal Year allocations?

Yes No If YES, answer the following:

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

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(7-3) Itemize all sources of funding expected to be available for each category, if applicable (please include commitment letters if available):

CDBG Funds Requested	\$94,643.00
Other Federal Fund(s)	
State Source(s)	
Local Source(s)	
Applicants Matching Funds	
Other: Fundraising	\$145,533.00

(7-4) Will CDBG funds be used to match/leverage other funds from other sources? List below funding sources and amounts and identify award dates of these sources.

Source(s):	Amount:
N/A	
TOTAL	

(7-5) Identify all jurisdictions you are applying to for CDBG funds. Indicate the amount applied for at each jurisdiction, and the total amount requested. Note: Any project/program being recommended less than \$8,000 total will not be funded per the Cooperation Agreement.

<input type="checkbox"/>	City of Arroyo Grande	
XX	City of Atascadero	\$12,000
<input type="checkbox"/>		
<input type="checkbox"/>	City of Morro Bay	
XX	City of Paso Robles	\$12,000
<input type="checkbox"/>		
<input type="checkbox"/>	City of Pismo Beach	
<input type="checkbox"/>	City of San Luis Obispo	
XX	County of San Luis Obispo	\$70,643
<input type="checkbox"/>		
TOTAL		\$94,643

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(7-6) Please list expenditures under CDBG by item or cost category, and attach a timeline of the expenditures.

100% wages (excluding indirect and benefits) for 1FTE case manager	\$38,480
50% of wages for 1 FTE Shelter Coordinator	\$17,472
50% of wages for 1 FTE Overnight Shelter Supervisor	\$18,023
Project delivery costs	\$5,918
Security Dep/Rental Assistance	\$3,500
Motel Vouchers	\$4,750
General Supplies & Materials	\$6,500
TOTAL	\$94,643

FEDERAL REQUIREMENTS ACKNOWLEDGEMENTS

Every person or Agency awarded a 2018 CDBG Contract or grant by San Luis Obispo County for the provision of services shall be required to certify to the County that they will comply with federal and local requirements including, but not limited to, those listed below. Please initial each certification listed to indicate you or your agency can and will comply with these requirements if funded.

Federal Requirements		Initials
Americans with Disabilities Act	Certify that this agency has reviewed its projects, programs and services for compliance with all applicable regulations contained in Title II, Americans with Disabilities Act of 1990.	AW
Audits	Agrees to have an annual audit conducted in accordance with current San Luis Obispo County policy regarding audits and 2 CFR 200.501 audit requirements. Shall comply with current San Luis Obispo County policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided through the grant.	AW
Conflict of Interest	(2 CFR 200.112, 200.318, and 570.611) Certify and agree that no covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activity, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. A "covered person" includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the agency	AW
Civil Rights Act	Certify that it complies with and prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964.	AW

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Debarment Status of Contractors	Certify that, to the best of its knowledge and belief, that it and its principals will not knowingly enter into any subcontract with a person who is, or organization that is, debarred, suspended, proposed for debarment, or declared ineligible from award of contracts by any Federal agency (https://www.sam.gov/portal/public/SAM/)	AW
Drug-Free Workplace	Certify that it will provide a drug-free workplace.	AW
Financial Management	Accounting Standards: Agrees to comply with 2 CFR 200(E)(F) and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.	AW
	Cost Principles: Shall administer its program in conformance with 2 CFR 200(E), "Cost Principles for Non-Profit Organizations," or 2 CFR 225, "Cost Principles for State and Local Governments," as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.	AW
	Procurement Policies: Certify and agree to procure all materials, property, or services in accordance with the requirements of 2 CFR 200.320-326.	AW
Lobbying Activities	Certify that no Federal appropriated funds have been paid or will be paid, by or on behalf of the agency, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.	AW
Minority Business Enterprise (MBE), Women's Business Enterprise (WBE), Small Business Contracting	Certify that it will comply with 2 CFR 200.321 to take all necessary affirmative steps to assure that minority firms, women business enterprises, and labor surplus area firms are used when possible. Further certify that it will submit to San Luis Obispo County at the time of project completion a report of the MBE and WBE status of all subcontractors to be paid with CDBG funds with contracts of \$10,000 or greater, in a format that will be provided by the County.	AW
Real Property	Certify that it will comply with real property standards (24 CFR Part 570.505) applicable to any property within the owner's control that is acquired or improved in whole or in part using CDBG funds in excess of \$25,000.	AW
Religious Activities	Certify and agree that funds provided to the agency will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.	AW
Section 3	Certify and agree to ensure that opportunities for training and employment arising in connection with contracts or subcontracts for a housing rehabilitation (including reduction and abatement of lead-based	AW

Attachment 4 - ECHO public services grant

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	<p>paint hazards), housing construction, or other public construction project are given to low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to low- and very low-income persons within the service area of the project or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs; and award contracts for work undertaken in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project to business concerns that provide economic opportunities for low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to business concerns that provide economic opportunities to low- and very low-income residents within the service area or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs.</p>	
Section 504	<p>Section 504 of the Rehabilitation Act of 1973: Certify that it has read and understands all of its obligations under Section 504 to prohibit discrimination against persons with disabilities in the operation of programs receiving federal financial assistance.</p>	AW
Liability	<p>The County and cities require all grant recipients to maintain general liability, automobile and workman's compensation insurance with limits of not less than \$1 million (may vary by jurisdiction). If you are successful in obtaining a reward, you will be asked to provide documentation regarding your ability to provide the required coverage.</p>	AW
Environmental Review	<p>Prior to HUD's release of grant conditions and/or funds for the CDBG-funded project, a review of the project's potential impact on the environment must be conducted and approved by the County of San Luis Obispo prior to obligating or incurring project costs. The County must certify to HUD that it has complied with all applicable environmental procedures and requirements. Should project costs be obligated or incurred prior to the completion of the necessary environmental review, the project shall not benefit from the federal funds. The level of environmental review required depends on the nature of the project. 24 CFR Part 58 is available at http://www.hud.gov/offices/pih/ih/codetalk/onap/docs/24cfr58.pdf.</p>	AW
Relocation	<p>Any project that involves the acquisition of property, construction, and/or rehabilitation and that is funded in whole or in part with federal CDBG funds is subject to federal relocation requirements. In general, any property owner, commercial business, or residential occupant who is displaced by a HUD-funded project may be eligible for relocation benefits. A project cannot be broken into separate "projects" in order to avoid the federal requirements connected with property acquisition and relocation. Any questions concerning the relocation regulations for a specific property acquisition project should be directed to the County</p>	AW

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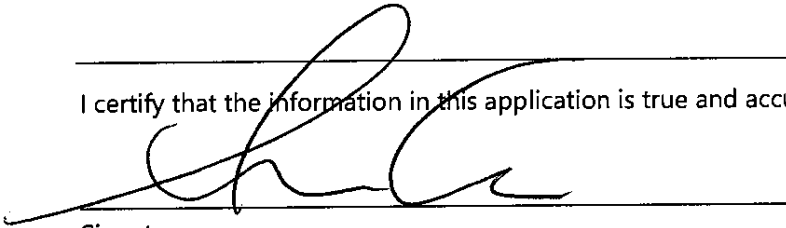
	Housing and Economic Development staff before any action is taken on the project.	
HMIS Reporting	All homeless service providers applying for CDBG funds to assist, house, or shelter the homeless must identify and demonstrate the capacity to participate in the County of San Luis Obispo Homeless Management Information System (HMIS) to provide: personnel for data entry, user licensing, and hardware and software necessary for compatibility with HMIS. HMIS is an electronic data collection system that stores client level information about persons who access the homeless services system in a Continuum of Care, and reports aggregate data for the County as per HUD's Data Standards. HUD updated its data standards in 2014, and the new standards are in effect as of October 1, 2014. More information can be found at https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf and https://www.hudexchange.info/resources/documents/HMIS-Data-Dictionary.pdf .	AW
Affirmative Marketing	Quarterly and annual reports shall be submitted by the project/program manager to the County for CDBG-funded public services and housing projects. Each report shall include the total number of project/program applicants and clients served with respect to race, ethnicity, gender, and disability status. Affirmative marketing efforts shall be taken to increase the participation of any underserved groups.	AW

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



Signature

Aurora Williams

Printed or Typed Name

10/20/17

DATE

Executive Director

Title

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Exhibit A – Housing Rehab and Construction Projects

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

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

List and describe any known hazards (e.g. asbestos, storage tanks – underground, aboveground):
N/A

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Has the property been designated or been determined to be potentially eligible for designation as a local, state, or national historic site? If Yes, describe below:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
N/A		
Is the building/structure located on a Historic Site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the building/structure located in a Historic District?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the building/structure in a Flood Zone?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the building/structure in a Flood Plain?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your agency have flood insurance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be demolition required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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

What is the project structure type?

Residential
 Commercial
 Public facility
 Public right-of-way

What is the current zoning of the project site?

Is the project site zoned correctly for the proposed activity?

Yes No

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

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B.15. Does the project require temporary/permanent relocation of occupants?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, this project is subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). Describe the relocation plans, including timetable and notifications to occupants. List how many of the occupied units are: (a) owner-occupied; (b) renter-occupied; or (c) businesses. Indicate whether temporary and/or permanent displacement is required. [NOTE: This will be for site information only. Relocation activities will not be eligible for funding with Fiscal Year 2018 CDBG funds.]				
N/A				

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

Describe below whether the project currently meets ADA standards for accessibility by the disabled. If not, describe the accessibility problems and methods to be utilized to address the problems, including funding and timetable. NOTE: The project site must first be fully ADA-compliant before other construction activities can be implemented with CDBG funding.

Attachment 5 - City Administrative Program funding



**COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF PLANNING & BUILDING**

AAA-XXXX
MM/DD/YYYY

Community Development Block Grant (CDBG) Program Year 2018 Application

The County of San Luis Obispo is pleased to announce the availability of funds for the Community Development Block Grant (CDBG) program. Applications MUST address one of the three national objectives set by the U.S. Department of Housing and Urban Development (HUD), or they will NOT be considered for CDBG funding (see the section on Qualifying Criteria for detailed information on the objectives). Furthermore, completed applications should provide the necessary exhibits, budgets, or requested information on targeted populations. Please email grant applications to **ActionPlan@co.slo.ca.us** by the application deadline of **5:00 P.M., Friday, October 20, 2017**. Please label your email subject with the grant program name and the agency name (Example: CDBG – CAPSLO). *Note: Please attach additional sheets for more detailed information of your proposed project or program for any of the questions below.

APPLICANT INFORMATION

(1-1) Organization Name	City of Paso Robles
DUNS Number	09-946-0453
Contact Person/Title	Darren Nash, Associate Planner
Phone/Fax Numbers	(805) 237-3970
Email	dnash@prcity.com
Address	1000 Spring Street
City, State, Zip	Paso Robles, CA 93446

PROJECT SUMMARY

(2-1) Project/Program Title	Administration Program		
Project/Program Address	Administration of CDBG projects within the City of Paso Robles		
Jurisdiction/Area Served	City of Paso Robles		
Targeted clientele	Low and moderate income households		
Project type (select one):	<input type="checkbox"/> Public Service <input checked="" type="checkbox"/> Public Facilities <input type="checkbox"/> Economic Development <input type="checkbox"/> Housing		
(2-2) Brief Project Description:	Activities to administer the City's CDBG Program and those activities that are funded with 2018 CDBG funds and yet-to-be completed activities that are funded with CDBG money from prior years. Tasks include preparing City-initiated applications for CDBG funds, review of private applications, prepar		
(2-3) Total CDBG Funding Requested	\$15,380		
Total Cost to Complete Project	\$15,380		
Anticipated Start Date:	10/20/2018	Anticipated End Date:	5/20/2019

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AGENCY DETAILS, CAPACITY, AND EXPERIENCE (25 points)

(3-1) Type of Agency	<input type="checkbox"/> 501 (c)(3)	<input type="checkbox"/> For Profit	<input checked="" type="checkbox"/> Govt/Public	<input type="checkbox"/> Faith-based	<input type="checkbox"/> Other:
Date of Incorporation	3/11/1889		Annual Operating Budget		
Number of Paid Staff			Number of Volunteers		
(3-2) Agency Mission Statement:					
<p>One of the City's responsibilities is to protect the health, safety and welfare of the citizens. The City is continuously improving sidewalks and curb ramps to insure that facilities are compliant with State and Federal requirements. CDBG Administration funds help provide staff time to administer projects, prepare applications, public hearing process, and attend hearings and workshops.</p>					
(3-3) Please describe your organization's capacity to implement the proposed project/program. Who will be involved in the project/program? (In-house employees, contractors, other agency partners, etc.)					
<p>The City of Paso Robles has been participating in CDBG Grant programs for over 20 years. The Community Development Department along with the Public Works Department work together to find projects that meet the criteria for CDBG grants. The Associate Planner administers the CDBG program for the City along with San Luis Obispo County Staff. The City's Public Works Engineer is the program manager for public works projects. The City constructs may public works projects that are non-CDBG related on a daily basis. So, the administration and management of public works projects is a primary function of the City's public works department. As part of the design process, the City hires professional Civil Engineering companies to develop the plans.</p>					
(3-4) Briefly describe your agency's record keeping system with relevance to the proposed project/program:					
<p>The Associate Planner works with the Finance Department to track the financial records and prepare the necessary Quarterly Reports, and reimbursement requests. The Associate Planner keeps records of the CDBG process from the initial application process, to the Action Plan process, into the environmental process and construction. The Public Works Engineer keeps separate records related to the bidding and construction proc</p> <p>The Community Development Department will soon be implementing the Accela tracking system which will include CDBG grants.</p>					

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<p>(3-5) Briefly describe your agency's auditing requirements, including those for the proposed project/program, and attach a copy of your most recent audit:</p> <p>City staff works with County staff related to the administrative, public hearing, and financial reporting of CDBG public works projects. The Associate Planner keeps working files related to administration and public hearing process. For specific construction projects the Associate Planner keeps administrative files, as well as the Public Works Engineer keeps files related to the construction project. The Finance Dept. also keeps files related to financial aspects of the project.</p>		
<p>(3-6) Will the services offered by your organization increase or expand as a result of CDBG assistance? If YES, please answer the following two questions.</p>	<p><input type="checkbox"/> Yes</p>	<p><input checked="" type="checkbox"/> No</p>
<p>What new programs or services will be provided?</p>		
<p>Describe how existing programs or services will be expanded and what percentage of an increase is expected?</p>		
<p>(3-7) If your program serves homeless households, please describe how your program coordinates with other homeless service providers to connect homeless individuals and families to resources.</p>		
<p>The public works project is not related to homeless programs.</p>		

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QUALIFYING CRITERIA (10 points)

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

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

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

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

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

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

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

Select one:

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

Clientele - The project benefits a specific group of people, at least 51% of whom are low/moderate-income persons. **Note:** Income verification for clients must be provided for this category; however, the following groups are presumed to be low/moderate-income: abused

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children; elderly persons; battered spouses; homeless persons; illiterate adults; adults meeting census definition of severely disabled; persons living with AIDS; and migrant farm workers.

Housing - The project adds or improves permanent residential structures that will be/are occupied by low/moderate-income households upon completion.

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

Assistance to Microenterprises - The project provides technical assistance to microenterprises owned by low/moderate-income persons.

B. Objective Two - Slums or Blight

Assists in the prevention or elimination of slums or blight. **Note:** To meet this national objective, the proposed activity must be within a designated slum or blighted area and must be designed to address one or more conditions that contributed to the deterioration of the area.

Select one:

Addressing Slums or Blight on an Area Basis

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

C. Objective Three - Urgent Need

Meets community development needs having a particular urgency where existing conditions pose a serious and immediate threat to the health or welfare of the community, and no other funding sources are available, i.e., a major catastrophe such as a flood or earthquake. **Note:** To meet this national objective, the proposed activity must deal with major catastrophes or emergencies such as floods or earthquakes.

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

The administration of public works projects helps low and moderate income people within the City of Paso Robles.

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(4-2) Which of the 2015-2019 Consolidated Plan goal(s) does your project/program plan to address? Check all that apply.

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

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

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

- Acquisition of real property*
- Disposition of real property
- Public facilities and improvements (may include acquisition, construction, reconstruction, rehabilitation or installation)*†
- Privately owned utilities
- Public services
- Relocation of individuals, families, businesses, non-profit organizations, and/or farms
- Removal of architectural barriers
- Housing rehabilitation†
- Homeownership assistance
- Technical assistance to businesses/micro-enterprise development
- Administrative technical assistance and planning studies (specified)

* See relocation provisions in Exhibit A

† See lead-based paint provisions in Exhibit A

PROJECT DETAILS/DESCRIPTION (25 points)

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

The 20% administrative funds will help the City administer the CDBG program that provides public improvement projects and assistance to public service organizations, which benefits the Clientele described above.

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

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

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

(5-3) Please describe the proposed project or program in detail. Make a case for why your project should be funded. Describe the need and the degree of urgency for the proposed project or program. What would the consequences be if the proposed project or program is not funded in the next year? **Please attach a timeline of the project/program milestones.**

Activities to administer the City's CDBG Program and those activities that are funded with 2018 CDBG funds and yet-to-be completed activities that are funded with CDBG money from prior years. Tasks include preparing City-initiated applications for CDBG funds, review of private applications, preparing a draft annual action plan for City Council review and approval, arranging for public hearings and workshops, correspondence with applicants, preparing and administering subrecipient agreements, preparing environmental documents, administering public contracts, and filing quarterly and annual reports.

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(5-4) Does the project require the issuance of a permit? (State, local, or federal)

Yes No

If YES, please respond to the following:

Identify the permits necessary:
none
Have the necessary permits been issued? Please provide proof of issuance:
If permits are required but not yet obtained, when will the permits be issued?

BENEFICIARY DATA (15 points)

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

(6-1) How do you document and maintain income status of each client in compliance with HUD regulations? (Example: very low ($\leq 30\%$ AMI), low ($\leq 50\%$ AMI) and moderate-income ($\leq 80\%$ AMI)) Area Median Income (AMI). Please provide a sample of your intake process as an attachment if possible.

Does not comply with the administration of public works projects.

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

2000 US Census (summary file 3)

FINANCIAL INFORMATION (20 points)

For CDBG applications to the County of San Luis Obispo involving acquisition, construction, or rehabilitation projects, the County will require additional information on financial source and use of funds and other budget details prior to the draft Action Plan funding recommendations.

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

Does not apply to the administration activities associated with public works projects.

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(7-2) Do you have any CDBG funds remaining from prior Fiscal Year allocations?

Yes No If YES, answer the following:

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

(7-3) Itemize all sources of funding expected to be available for each category, if applicable (please include commitment letters if available):

CDBG Funds Requested	\$15,380
Other Federal Fund(s)	
State Source(s)	
Local Source(s)	
Applicants Matching Funds	
Other:	

(7-4) Will CDBG funds be used to match/leverage other funds from other sources? List below funding sources and amounts and identify award dates of these sources.

Source(s):	Amount:
No matching funds	
TOTAL	

(7-5) Identify all jurisdictions you are applying to for CDBG funds. Indicate the amount applied for at each jurisdiction, and the total amount requested. Note: Any project/program being recommended less than \$8,000 total will not be funded per the Cooperation Agreement.

<input type="checkbox"/>	City of Arroyo Grande	
<input type="checkbox"/>	City of Atascadero	
<input type="checkbox"/>	City of Morro Bay	
<input checked="" type="checkbox"/>	City of Paso Robles	\$15,380
<input type="checkbox"/>	City of Pismo Beach	
<input type="checkbox"/>	City of San Luis Obispo	
<input type="checkbox"/>	County of San Luis Obispo	
	TOTAL	

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(7-6) Please list expenditures under CDBG by item or cost category, and attach a timeline of the expenditures.

All CDBG funds requested will be used for staff salary and related operating costs such as	\$15,380
training, supplies and maintenance.	
Total	\$15,380
TOTAL	

FEDERAL REQUIREMENTS ACKNOWLEDGEMENTS

Every person or Agency awarded a 2018 CDBG Contract or grant by San Luis Obispo County for the provision of services shall be required to certify to the County that they will comply with federal and local requirements including, but not limited to, those listed below. Please initial each certification listed to indicate you or your agency can and will comply with these requirements if funded.

Federal Requirements		Initials
Americans with Disabilities Act	Certify that this agency has reviewed its projects, programs and services for compliance with all applicable regulations contained in Title II, Americans with Disabilities Act of 1990.	DN
Audits	Agrees to have an annual audit conducted in accordance with current San Luis Obispo County policy regarding audits and 2 CFR 200.501 audit requirements. Shall comply with current San Luis Obispo County policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided through the grant.	DN
Conflict of Interest	(2 CFR 200.112, 200.318, and 570.611) Certify and agree that no covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activity, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. A "covered person" includes any person who is an employee, agent, consultant, officer, or elected or	DN

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	appointed official of the agency	
Civil Rights Act	Certify that it complies with and prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964.	DN
Debarment Status of Contractors	Certify that, to the best of its knowledge and belief, that it and its principals will not knowingly enter into any subcontract with a person who is, or organization that is, debarred, suspended, proposed for debarment, or declared ineligible from award of contracts by any Federal agency (https://www.sam.gov/portal/public/SAM/)	DN
Drug-Free Workplace	Certify that it will provide a drug-free workplace.	DN
Financial Management	Accounting Standards: Agrees to comply with 2 CFR 200(E)(F) and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.	DN
	Cost Principles: Shall administer its program in conformance with 2 CFR 200(E), "Cost Principles for Non-Profit Organizations," or 2 CFR 225, "Cost Principles for State and Local Governments," as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.	DN
	Procurement Policies: Certify and agree to procure all materials, property, or services in accordance with the requirements of 2 CFR 200.320-326.	DN
Lobbying Activities	Certify that no Federal appropriated funds have been paid or will be paid, by or on behalf of the agency, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.	DN
Minority Business Enterprise (MBE), Women's Business Enterprise (WBE), Small Business Contracting	Certify that it will comply with 2 CFR 200.321 to take all necessary affirmative steps to assure that minority firms, women business enterprises, and labor surplus area firms are used when possible. Further certify that it will submit to San Luis Obispo County at the time of project completion a report of the MBE and WBE status of all subcontractors to be paid with CDBG funds with contracts of \$10,000 or greater, in a format that will be provided by the County.	DN
Real Property	Certify that it will comply with real property standards (24 CFR Part 570.505) applicable to any property within the owner's control that is acquired or improved in whole or in part using CDBG funds in excess of \$25,000.	DN

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Religious Activities	Certify and agree that funds provided to the agency will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.	DN
Section 3	Certify and agree to ensure that opportunities for training and employment arising in connection with contracts or subcontracts for a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project are given to low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to low- and very low-income persons within the service area of the project or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs; and award contracts for work undertaken in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project to business concerns that provide economic opportunities for low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to business concerns that provide economic opportunities to low- and very low-income residents within the service area or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs.	DN
Section 504	Section 504 of the Rehabilitation Act of 1973: Certify that it has read and understands all of its obligations under Section 504 to prohibit discrimination against persons with disabilities in the operation of programs receiving federal financial assistance.	DN
Liability	The County and cities require all grant recipients to maintain general liability, automobile and workman's compensation insurance with limits of not less than \$1 million (may vary by jurisdiction). If you are successful in obtaining a reward, you will be asked to provide documentation regarding your ability to provide the required coverage.	DN
Environmental Review	Prior to HUD's release of grant conditions and/or funds for the CDBG-funded project, a review of the project's potential impact on the environment must be conducted and approved by the County of San Luis Obispo prior to obligating or incurring project costs. The County must certify to HUD that it has complied with all applicable environmental procedures and requirements. Should project costs be obligated or incurred prior to the completion of the necessary environmental review, the project shall not benefit from the federal funds. The level of environmental review required depends on the nature of the project. 24 CFR Part 58 is available at http://www.hud.gov/offices/pih/ih/codetalk/onap/docs/24cfr58.pdf .	DN

Attachment 5 - City Administrative Program funding

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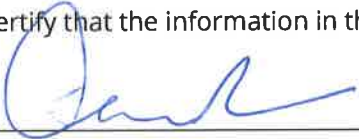
Relocation	Any project that involves the acquisition of property, construction, and/or rehabilitation and that is funded in whole or in part with federal CDBG funds is subject to federal relocation requirements. In general, any property owner, commercial business, or residential occupant who is displaced by a HUD-funded project may be eligible for relocation benefits. A project cannot be broken into separate "projects" in order to avoid the federal requirements connected with property acquisition and relocation. Any questions concerning the relocation regulations for a specific property acquisition project should be directed to the County Housing and Economic Development staff before any action is taken on the project.	DN
HMIS Reporting	All homeless service providers applying for CDBG funds to assist, house, or shelter the homeless must identify and demonstrate the capacity to participate in the County of San Luis Obispo Homeless Management Information System (HMIS) to provide: personnel for data entry, user licensing, and hardware and software necessary for compatibility with HMIS. HMIS is an electronic data collection system that stores client level information about persons who access the homeless services system in a Continuum of Care, and reports aggregate data for the County as per HUD's Data Standards. HUD updated its data standards in 2014, and the new standards are in effect as of October 1, 2014. More information can be found at https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf and https://www.hudexchange.info/resources/documents/HMIS-Data-Dictionary.pdf .	
Affirmative Marketing	Quarterly and annual reports shall be submitted by the project/program manager to the County for CDBG-funded public services and housing projects. Each report shall include the total number of project/program applicants and clients served with respect to race, ethnicity, gender, and disability status. Affirmative marketing efforts shall be taken to increase the participation of any underserved groups.	DN

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



Signature

10/20/2017

DATE

Darren Nash

Printed or Typed Name

Associate Planner

Title

Attachment 5 - City Administrative Program funding

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Exhibit A - Housing Rehab and Construction Projects

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

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

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

Has the property been designated or been determined to be potentially eligible for designation as a local, state, or national historic site? If Yes, describe below:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the building/structure located on a Historic Site?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the building/structure located in a Historic District?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the building/structure in a Flood Zone?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Attachment 5 - City Administrative Program funding

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

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

What is the project structure type?

Residential Commercial Public facility Public right-of-way

What is the current zoning of the project site?

Is the project site zoned correctly for the proposed activity?

Yes No

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

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

If yes, this project is subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). Describe the relocation plans, including timetable and notifications to occupants. List how many of the occupied units are: (a) owner-occupied; (b) renter-occupied; or (c) businesses. Indicate whether temporary and/or permanent displacement is required. [NOTE: This will be for site information only. Relocation activities will not be eligible for funding with Fiscal Year 2018 CDBG funds.]

Attachment 5 - City Administrative Program funding

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

Describe below whether the project currently meets ADA standards for accessibility by the disabled. If not, describe the accessibility problems and methods to be utilized to address the problems, including funding and timetable. NOTE: The project site must first be fully ADA-compliant before other construction activities can be implemented with CDBG funding.

This project includes updated non compliant ADA sidewalks and handicap curb ramps to be compliant.

Attachment 6 - County Memo Regarding Lifestyles

From: Matthew Leal
To: [Darren Nash](#)
Cc: [Allison K. Rustick](#); [Airlin Singewald](#)
Subject: Lifestyles - City of Paso Robles
Date: Monday, November 27, 2017 9:32:56 AM
Attachments: [Outlook-1485387528.png](#)
[Memo to the file.pdf](#)

Darren,

I have attached staff's monitoring letter for the 2016 Lifestyles Recovery Center (Lifestyles) project. The letter identifies the concerns from Lifestyles and the County. One concern is Lifestyles was considered a high risk subrecipient.

Reasons for High risk:

- *New to the CDBG program*
- *Previous performance issues*

The County also maintains a monitoring schedule list, which has also identified Lifestyles as a high risk subrecipient. The assessment below explains why Lifestyles has been identified as a high risk.

Assessment Rational: *Subrecipient experienced problems understanding the regulations and the collection of the required beneficiary data for compliance documentation after the program began. Staff provided hours of technical assistance and it appears the subrecipient still requires help.*

As for the future 2018 recommendations, the County does not recommend funding for high risk subrecipients and recommends to the cities to do the same per HUD guidance.

Best regards,

Matt J. Leal
Planner, Housing and Economic Development
mleal@co.slo.ca.us (p) 805-781-5113



COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF PLANNING AND BUILDING



7/31/2017

Subject: Desktop Monitoring of 2016 Lifestyles Recovery Center, Inc.

Memo to the file:

The purpose of this memo is to explain the outcomes of the 2016 CDBG funds awarded by the City of Paso Robles to Lifestyles Recovery Center Inc. (Lifestyles) for review by County staff, City staff and Housing and Urban Development (HUD) auditors.

Program: Drug/alcohol abuse counseling and relapse prevention – Lifestyles

The County of San Luis Obispo's staff worked with the City of Paso Robles staff to review and give guidance to Lifestyles volunteer/staff which included Chris Iversen, Karolyn and Eddie London. Staff met with Karolyn London and Chris Iversen February 4th 2016 at the City of Paso Robles to discuss the basic requirements (Attachement A) of CDBG and specifically how they apply to Lifestyles propose public service.

June 13th 2016 the County of San Luis Obispo hosted subrecipient training for the three HUD grants. One session was held to go over CDBG public services and what was required. Karolyn London was in attendance and active in getting more information.

Exhibits and the Subrecipient Agreement were worked on in between June and September 2016. October 2016 was when the project manager inquired on the programs status.

Email to Karolyn and Eddie, 10/27/2016 – (Attachment B)

- *We need to talk about what you have spent thus far and what that documentation looks like*
- *I need to review what you have been collecting for income verification and demographic dated for those income eligible clients*

Over the next eight months there were many phone conversations and emails exchanged to work though getting the required documentation assembled.

Concerns:

Lifestyles Perspective - (Attachment C and D)

- Challenges with getting familiar with what is required to fulfill the CDBG contact.
- Learning the CDBG process severely interfered with the time allotted to individuals seeking help with relapse prevention. An additional volunteer was needed to assist with the CDBG group.
- Future grant awards would need more frequent contact with the grant administrator.
- Reduction of proposed clients from “up to 30 clients” to “up to 20 recipients” to serve to allow more specialized attention and would greatly enhance the service of care.

County Staff Perspective -

- High risk subrecipient - relatively new to the CDBG program.
- Reduction of proposed beneficiaries at the end of the program year.
- Subrecipient is fully responsible for the development of their program and meeting the CDBG regulations.
- Total numbers benefiting from program:

Total numbers		
4	Not accepted	Lacking key documentation, <i>not counted in total below</i>
8	Complete	Files are complete
13	Accepted	These files contain pieces of documentation but are missing the full picture. The County is accepting the received documentation based on the facts that the subrecipient had limited experience with CDBG and the County's Project Manager failed to define and correct these issues early in the program year.
21	Beneficiaries	The program served many more clients but 21 are the amount that the County has documentation for.

Recommendations for 2017 Program Year:

- Make sure the program is fully developed and reviewed by staff before entering an agreement with Lifestyles and initiating the program.
- Review Lifestyles intake form and preapprove eligible income verification documentation to be collected and for families the household income needs to be collected and verified.
- Define procedures for documenting those with no income, disabilities, living in women shelters, serving time, ect...
- Set up monthly check-ins, key milestones and deliverable for the program year.
- Maintain clear and organized client files demonstrating CDBG eligibility.
- Other items or requirements maybe added as necessary per regulations upon the development of the 2017 Lifestyles program.

Sincerely,



Matt Leal, Planner
 County of San Luis Obispo
 Department of Planning & Building