

2018 CDBG Application Summary - Jurisdiction and Legislative Information

Rev. 11/29/18

<b>Jurisdiction #1</b>		County of Nevada		Type	County	Duns #	10979029	EIN/TIN#	94-6000526
Name	950 Maidu Avenue	City	Nevada City	State	CA	Zip	95959		
Address	Michael Haggarty	Title	Director of HHSA	Authorized Rep. Email	Michael.Haggarty@co.nevada.ca.us	Phone	530-470-2562		
Auth Rep Name	Rob Choate	Title	Administrative Services Associate	Agency Name	County of Nevada - HHSA				
Contact Name	950 Maidu Avenue	City	Nevada City	State	CA	Zip	95959		
Address	rob.choate@co.nevada.ca.us	Contact Phone	530-265-1645						

<b>File Name:</b>	J1 Reso	Resolutions (see Resolution section below)		Hardcopy Included?	Yes	File Uploaded?	Yes
<b>File Name:</b>	J1 Payee Data	STD-204 Payee Data Record (See Payee Data Record section below)		Hardcopy Included?	Yes	File Uploaded?	Yes

**Jurisdiction #2** (complete if Application is being submitted on behalf of more than one jurisdiction)

Name	Type	Duns #	EIN/TIN#
Address	City	State	Zip
Auth Rep Name	Authorized Rep. Email	Phone	
Contact Name	Title	Agency Name	
Address	City	State	Zip
Contact Email	Contact Phone		

<b>File Name:</b>	J2 Reso	Resolutions (see Resolution section below)		Hardcopy Included?		File Uploaded?	
<b>File Name:</b>	J2 Payee Data	STD-204 Payee Data Record (See Payee Data Record section below)		Hardcopy Included?		File Uploaded?	

**Resolution**

A resolution is required of each Joint Applicant - both private and public entities. A sample resolution template is available by clicking [here](#). Applicants are required to use this resolution in content and form, pursuant to Health and Safety Code 50406(c).

- The person attesting to the signing of the resolution cannot be the same person authorized to execute the documents in the name of the applicant.
- If more than one authorized signatory is identified in the resolution, specifically state whether both signatories are required (i.e. x and y) or only one signatory (i.e. x or y) is required to submit and execute the SHMHP Program documents.
- If the application is being signed by a designee of the authorized signatory, the applicant must also submit a designee letter or other proof of signing authority.

All Applicants, including public entities, must submit a Payee Data Record. A wet signature original must be submitted to HCD with hardcopy application as detailed in NOFA. A copy of the required Payee Data Record (STD-204) can be downloaded by clicking [here](#).

Legislative Representative Information						
	District #	First Name	Last Name	Assembly	Senate	Congress
1	1	Brian	Dahle			
		Ted	Gaines	2		
		Doug	LaMalfa			
3						
				4		

Payee Data Record STD-204

**PAYEE DATA RECORD**

(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)

STD 204 (Rev. 5/2018)

<b>1</b>	<p><b>INSTRUCTIONS:</b> Type or print the information. Complete all information on this form. Sign, date, and return to the state agency (department/office) address shown in Box 6. Prompt return of this <b>fully completed</b> form will prevent delays when processing payments.</p> <p>Information provided in this form will be used by California state agencies to prepare Information Returns (Form1099). See next page for more information and Privacy Statement.</p> <p><b>NOTE:</b> Governmental entities, i.e. federal, state, and local (including school districts), are not required to submit this form.</p>					
<b>2</b>	<p><b>BUSINESS NAME</b> <i>(As shown on your income tax return)</i> County of Nevada</p>					
<p><b>SOLE PROPRIETOR, SINGLE MEMBER LLC, INDIVIDUAL</b> <i>(Name as shown on SSN or ITIN) Last, First, MI</i></p>				<p><b>E-MAIL ADDRESS</b> rob.choate@co.nevada.ca.us</p>		
<p><b>MAILING ADDRESS</b> 950 Maidu Avenue</p>			<p><b>BUSINESS ADDRESS</b> Same</p>			
<p><b>CITY</b> Nevada</p>		<p><b>STATE</b> CA</p>	<p><b>ZIP CODE</b> 95959</p>	<p><b>CITY</b></p>		
				<p><b>STATE</b></p>	<p><b>ZIP CODE</b></p>	
<b>3</b>	<p><b>ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN):</b> <span style="border: 1px solid black; padding: 2px;">9</span> <span style="border: 1px solid black; padding: 2px;">4</span> <span style="border: 1px solid black; padding: 2px;">6</span> <span style="border: 1px solid black; padding: 2px;">0</span> <span style="border: 1px solid black; padding: 2px;">0</span> <span style="border: 1px solid black; padding: 2px;">0</span> <span style="border: 1px solid black; padding: 2px;">5</span> <span style="border: 1px solid black; padding: 2px;">2</span> <span style="border: 1px solid black; padding: 2px;">6</span></p>					<p><b>NOTE:</b> Payment will not be processed without an accompanying taxpayer identification number.</p>
<p><b>PAYEE ENTITY TYPE</b></p> <p><b>CHECK ONE BOX ONLY</b></p>	<p><input type="checkbox"/> PARTNERSHIP</p> <p><input type="checkbox"/> ESTATE OR TRUST</p> <p><b>CORPORATION:</b></p> <p><input type="radio"/> <b>MEDICAL</b> <i>(e.g., dentistry, psychotherapy, chiropractic, etc.)</i></p> <p><input type="radio"/> <b>LEGAL</b> <i>(e.g., attorney services)</i></p> <p><input type="radio"/> <b>EXEMPT</b> <i>(nonprofit)</i></p> <p><input checked="" type="radio"/> <b>ALL OTHERS</b></p>					
<p><input type="checkbox"/> <b>SOLE PROPRIETOR, INDIVIDUAL, OR SINGLE MEMBER LLC</b> <i>(Disregarded Entity)</i></p>					<p><b>ENTER SSN OR ITIN:</b> <span style="border: 1px solid black; padding: 2px;"> </span> <span style="border: 1px solid black; padding: 2px;"> </span> <span style="border: 1px solid black; padding: 2px;"> </span> <span style="border: 1px solid black; padding: 2px;"> </span> <span style="border: 1px solid black; padding: 2px;"> </span> <span style="border: 1px solid black; padding: 2px;"> </span> <span style="border: 1px solid black; padding: 2px;"> </span> <span style="border: 1px solid black; padding: 2px;"> </span> <span style="border: 1px solid black; padding: 2px;"> </span></p> <p><small><i>Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) are required by authority of California Revenue and Tax Code sections 18646 and 18661</i></small></p>	
<b>4</b>	<p><b>PAYEE RESIDENCY STATUS</b></p> <p><input checked="" type="checkbox"/> <b>CALIFORNIA RESIDENT</b> - Qualified to do business in California or maintains a permanent place of business in California.</p> <p><input type="checkbox"/> <b>CALIFORNIA NON RESIDENT</b> <i>(see next page for more information)</i> - Payments to nonresidents for services may be subject to state income tax withholding.</p> <p style="margin-left: 20px;"><input type="radio"/> No services performed in California.</p> <p style="margin-left: 20px;"><input type="radio"/> Copy of Franchise Tax Board waiver of state withholding attached.</p>					
<b>5</b>	<p><b>I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the state agency below.</b></p>					
<p><b>AUTHORIZED PAYEE REPRESENTATIVE'S NAME</b> <i>(Type or Print)</i> Michael Haggarty</p>			<p><b>TITLE</b> Director of HHSA</p>		<p><b>TELEPHONE</b> <i>(include area code)</i> 530-470-2562</p>	
<p><b>SIGNATURE</b></p>			<p><b>DATE</b></p>		<p><b>E-MAIL ADDRESS</b> Michael.Haggart@co.nevada.ca.us</p>	
<b>6</b>	<p><b>Please return completed form to:</b></p>					
<p><b>DEPARTMENT/OFFICE</b></p>			<p><b>UNIT/SECTION</b></p>			
<p><b>MAILING ADDRESS</b></p>			<p><b>TELEPHONE</b> <i>(include area code)</i></p>		<p><b>FAX</b></p>	
<p><b>CITY</b></p>		<p><b>STATE</b></p>	<p><b>ZIP CODE</b></p>	<p><b>E-MAIL ADDRESS</b></p>		

**2018 CDBG Application Summary - Community Development (CD) and Economic Development (ED)**

Rev. 11/29/18

Name: <b>County of Nevada</b>										Type: <b>County</b>																	
Activity #1: <b>03C Homeless Facilities (not operating cost)</b>				Result of previous PTA contract? <b>No</b>		PTA Contract # <b>N/A</b>																					
(03C) Acquisition, construction, or rehabilitation of temporary shelters and transitional housing for the homeless, including battered spouses, disaster victims, runaway children, drug offenders, and parolees. For the construction of permanent housing for the homeless, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.										Matrix Code Category: <b>Public Facilities and Infrastructure Improvements</b>																	
National Objective Codes (items marked "N" are not allowed, App. F)										<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>LMA</td><td>LMC</td><td>LMCMC</td><td>LMH</td><td>LMJ</td><td>LMJFI</td><td>LMJP</td><td>URG</td> </tr> <tr> <td align="center">N</td><td></td><td align="center">N</td><td align="center">N</td><td></td><td></td><td></td><td></td> </tr> </table>		LMA	LMC	LMCMC	LMH	LMJ	LMJFI	LMJP	URG	N		N	N				
LMA	LMC	LMCMC	LMH	LMJ	LMJFI	LMJP	URG																				
N		N	N																								
Activity Delivery (AD) Category: <b>Public Facilities or Public Improvements</b>										AD Percentage %: <b>12%</b>																	
CDBG Requested Amounts																											
(a) Total Requested		(b) General Administrative (GA): (a - (a/1.075))		Max GA		(c) Activity Delivery: ((a - b) - ((a - b) / 1 + AD%))		Max AD		(d) Net Activity: (a - b - c)																	
\$3,000,000		\$209,302		\$209,302		\$299,003		\$299,003		\$2,491,694																	
GA/AD Override										\$2,491,694																	
National Objective choice:		(LMC) Low/mod limited clientele benefit Activities that benefit a limited clientele, at least 51% of whom are low/mod income. LMC activities provide benefits to a specific group of persons rather than to all the residents of a particular area. 24 CFR §570.483(b)(2)																									
CDBG Unit of Measure Indicator (select the applicable measure below)																											
Select a Measure Indicator		describe "Other" indicator				For indicator chosen, enter the number of proposed beneficiaries																					
Proposed Beneficiaries for Public Facilities/Public Services (Number at right represents Target ID):		1. Physically Disabled		2. Persons with AIDS		3. Youths		4. Single Adults																			
		5. Single Men		6. Single Women		7. Families		8. Farmworkers																			
		9. Seniors		10. Mentally ill		11. Veterans		12. Substance Abusers																			
		13. Victims of Domestic Violence		14. Duly Diagnosed		15. Prevent Homelessness		16. Help the Homeless		Yes																	
		17. Help those with HIV/AIDS		18. Other																							
Activity #2																											
				Result of previous PTA contract?		PTA Contract #																					
										Matrix Code Category:																	
										National Objective Codes (items marked "N" are not allowed)																	
										<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>LMA</td><td>LMC</td><td>LMCMC</td><td>LMH</td><td>LMJ</td><td>LMJFI</td><td>LMJP</td><td>URG</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>		LMA	LMC	LMCMC	LMH	LMJ	LMJFI	LMJP	URG								
LMA	LMC	LMCMC	LMH	LMJ	LMJFI	LMJP	URG																				
Activity Delivery (AD) Category:										AD Percentage %:																	
CDBG Requested Amounts																											
(a) Total Requested		(b) General Administrative (GA): (a - (a/1.075))		Max GA		(c) Activity Delivery: ((a - b) - ((a - b) / 1 + AD%))		Max AD		(d) Net Activity: (a - b - c)																	
\$0		\$0		\$0		\$0		\$0		\$0																	
GA/AD Override										\$0																	
National Objective choice:																											
CDBG Unit of Measure Indicator (select the applicable measure below)																											
Select a Measure Indicator		describe "Other" indicator				For indicator chosen, enter the number of proposed beneficiaries																					
Proposed Beneficiaries for Public Facilities/Public Services (Number at right represents Target ID):		1. Physically Disabled		2. Persons with AIDS		3. Youths		4. Single Adults																			
		5. Single Men		6. Single Women		7. Families		8. Farmworkers																			
		9. Seniors		10. Mentally ill		11. Veterans		12. Substance Abusers																			
		13. Victims of Domestic Violence		14. Duly Diagnosed		15. Prevent Homelessness		16. Help the Homeless																			
		17. Help those with HIV/AIDS		18. Other																							
Activity #3																											
				Result of previous PTA contract?		PTA Contract #																					
										Matrix Code Category:																	
										National Objective Codes (items marked "N" are not allowed)																	
										<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>LMA</td><td>LMC</td><td>LMCMC</td><td>LMH</td><td>LMJ</td><td>LMJFI</td><td>LMJP</td><td>URG</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>		LMA	LMC	LMCMC	LMH	LMJ	LMJFI	LMJP	URG								
LMA	LMC	LMCMC	LMH	LMJ	LMJFI	LMJP	URG																				
Activity Delivery (AD) Category:										AD Percentage %:																	
CDBG Requested Amounts																											
(a) Total Requested		(b) General Administrative (GA): (a - (a/1.075))		Max GA		(c) Activity Delivery: ((a - b) - ((a - b) / 1 + AD%))		Max AD		(d) Net Activity: (a - b - c)																	
\$0		\$0		\$0		\$0		\$0		\$0																	
GA/AD Override										\$0																	
National Objective choice:																											
CDBG Unit of Measure Indicator (select the applicable measure below)																											
Select a Measure Indicator		describe "Other" indicator				For indicator chosen, enter the number of proposed beneficiaries																					
Proposed Beneficiaries for Public Facilities/Public Services (Number at right represents Target ID):		1. Physically Disabled		2. Persons with AIDS		3. Youths		4. Single Adults																			
		5. Single Men		6. Single Women		7. Families		8. Farmworkers																			
		9. Seniors		10. Mentally ill		11. Veterans		12. Substance Abusers																			
		13. Victims of Domestic Violence		14. Duly Diagnosed		15. Prevent Homelessness		16. Help the Homeless																			
		17. Help those with HIV/AIDS		18. Other																							

**2018 CDBG Application Summary - Community Development (CD) and Economic Development (ED)**

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Name: County of Nevada										Type: County					
Activity #4				Result of previous PTA contract?				PTA Contract #							
Matrix Code Category:															
National Objective Codes (items marked "N" are not allowed)															
LMA		LMC		LMCMC		LMH		LMJ		LMJFI		LMJP		URG	
Activity Delivery (AD) Category:										AD Percentage %:					
CDBG Requested Amounts															
(a) Total Requested		(b) General Administrative (GA): (a - (a/1.075))			Max GA		(c) Activity Delivery: ((a - b) - ((a - b) / 1 + AD%))			Max AD		(d) Net Activity: (a - b - c)			
		\$0			\$0		\$0			\$0		\$0			
GA/AD Override															
National Objective choice:															
CDBG Unit of Measure Indicator (select the applicable measure below)															
Select a Measure Indicator			describe "Other" indicator						For indicator chosen, enter the number of proposed beneficiaries						
Proposed Beneficiaries for Public Facilities/Public Services (Number at right represents Target ID):		1. Physically Disabled		2. Persons with AIDS		3. Youths		4. Single Adults							
		5. Single Men		6. Single Women		7. Families		8. Farmworkers							
		9. Seniors		10. Mentally ill		11. Veterans		12. Substance Abusers							
		13. Victims of Domestic Violence		14. Duly Diagnosed		15. Prevent Homelessness		16. Help the Homeless							
		17. Help those with HIV/AIDS		18. Other											
Activity #5				Result of previous PTA contract?				PTA Contract #							
Matrix Code Category:															
National Objective Codes (items marked "N" are not allowed)															
LMA		LMC		LMCMC		LMH		LMJ		LMJFI		LMJP		URG	
Activity Delivery (AD) Category:										AD Percentage %:					
CDBG Requested Amounts															
(a) Total Requested		(b) General Administrative (GA): (a - (a/1.075))			Max GA		(c) Activity Delivery: ((a - b) - ((a - b) / 1 + AD%))			Max AD		(d) Net Activity: (a - b - c)			
		\$0			\$0		\$0			\$0		\$0			
GA/AD Override															
National Objective choice:															
CDBG Unit of Measure Indicator (select the applicable measure below)															
Select a Measure Indicator			describe "Other" indicator						For indicator chosen, enter the number of proposed beneficiaries						
Proposed Beneficiaries for Public Facilities/Public Services (Number at right represents Target ID):		1. Physically Disabled		2. Persons with AIDS		3. Youths		4. Single Adults							
		5. Single Men		6. Single Women		7. Families		8. Farmworkers							
		9. Seniors		10. Mentally ill		11. Veterans		12. Substance Abusers							
		13. Victims of Domestic Violence		14. Duly Diagnosed		15. Prevent Homelessness		16. Help the Homeless							
		17. Help those with HIV/AIDS		18. Other											
<b>Community Development (CD) and Economic Development (ED) Total</b>				<b>Requested for Activity(ies)</b>				<b>General Administrative (21A)</b>							
				\$3,000,000				\$209,302							

**2018 CDBG Application Summary - Activity Funding Sources**

Rev. 1/4/2019

Name	County of Nevada		Type	County
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Program Income on Hand				
	CD and ED	Col and NA	ED OTC	GA
\$0	\$2,790,698	\$0	\$0	\$209,302
				Total
				\$3,000,000

Funding Request Summary (CDBG only)						
	CDBG	Activity Del.	Federal	State	Local	Private
<b>Community Development &amp; Economic Development (CD &amp; ED) Funding</b>						
<b>General Administration (GA)</b>	\$209,302	\$0				\$209,302
03C Homeless Facilities (not operating cost)	\$2,491,694	\$299,003				\$2,967,524
	\$0	\$0				\$0
	\$0	\$0				\$0
	\$0	\$0				\$0
	\$0	\$0				\$0
<b>Community Development &amp; Economic Development Activity Funding TOTAL</b>	<b>\$2,491,694</b>	<b>\$299,003</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,758,222</b>

Colonia and Native American (Col & NA) Funding						
	CDBG	Activity Del.	Federal	State	Local	Private
<b>General Administration (GA)</b>	\$0	\$0				\$0
	\$0	\$0				\$0
	\$0	\$0				\$0
	\$0	\$0				\$0
	\$0	\$0				\$0
	\$0	\$0				\$0
<b>Colonia and Native American Activity Funding TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Economic Development Over the Counter (ED OTC) Funding						
	CDBG	Activity Del.	Federal	State	Local	Private
<b>General Administration (GA)</b>	\$0	\$0				\$0
	\$0	\$0				\$0
	\$0	\$0				\$0
	\$0	\$0				\$0
	\$0	\$0				\$0
	\$0	\$0				\$0
<b>Economic Development Over the Counter Activity Funding TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Supplementals (information only)						
Activity	CDBG	Activity Del.	Federal	State	Local	Private
	\$0	\$0				\$0
	\$0	\$0				\$0
	\$0	\$0				\$0

## 2018 CDBG Application Summary - Section 504 Self Certification

Rev. 11/29/18

Name	County of Nevada		Type	County
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1) HUD requires jurisdictions to have documented their compliance with Section 504.  
 2) Applicants must attach a Section 504 Self-Certification Form with their Application Package. It is important to note that the form itself does not constitute the jurisdiction's efforts to meet Section 504 requirements. The jurisdiction should have performed an analysis and evaluation of each factor and prepared a Section 504 Plan.  
 3) The following self-certification form should be used with this application to certify that the jurisdiction has performed this analysis and evaluation and to record areas of compliance or problems.  
 Please complete this form, sign and date it, and include it as part of this application.  
 >>See the CDBG Grant Management Manual Chapter 4 for additional information<<

**Communications (Program Publicity)**

Public Notices & Newspaper Ads	Yes	Public Service Announcements	Yes	Posters/ Flyers	No	Letters to Homeowners in the Area	Yes	
Informational Public Meetings	Yes	Interpreters/ Readers/ TDD Available on Request	Yes	Equal Opportunity Statements in Ads, Flyers and/ or Letters				Yes
Problems:								
Modifications:								

**Employment**

City makes reasonable accommodation to known physical/ mental limitations of qualified applicant/ employees with handicaps.

Pre-Employment Inquiries and Test Do Not Screen Out Handicapped Persons.	Yes	Yes
Problems:		
Modifications:		

**Program Accessibility**

Are City County Facilities Accessible to and Useable by Individuals with Handicaps (i.e. Ramps, Space at Meetings.	Yes	Yes
Handicap Modifications Offered in Rehabilitation Program.	Yes	Handicapped Individuals with Limited Mobility Assisted with Applications in Their Homes.
Problems:		
Modifications:		

**Enforcement (How policies meet 504 requirements)**

Statement of Assurances in Grant Applications	Yes	Non-Discrimination Clause in Deed-of-Trust	Yes	Names of Advisors on Handicapped Issues	1 Allison Lehman
City/ County has Procedures for Complaints.	Yes	Is a Log Maintained of any Complaints?	Yes	2	Mary Jo Castruicco
Problems:					
Modifications:					

**Section 504 Coordinator**

Name of Coordinator	Steve Rose
Signature	Date Signed:

**SAM Search Results**  
**List of records matching your search for :**

**Record Status: Active**  
**DUNS Number: 010979029**

**ENTITY** COUNTY OF NEVADA Status: Active

DUNS: 010979029 +4: CAGE Code: 1P6F2 DoDAAC:

Expiration Date: 11/07/2019 Has Active Exclusion?: No Debt Subject to Offset?: No

Address: 950 MAIDU AVE

City: NEVADA CITY

ZIP Code: 95959-8600

State/Province: CALIFORNIA

Country: UNITED STATES

**2018 CDBG Application Summary - Threshold**

Rev. 1/29/18

Name	County of Nevada	Type	County
The department will review each application to determine whether the application meets all of the eligibility threshold criteria. Applications that meet all of the threshold criteria will be eligible to be rated and ranked.			
<b>Debarment</b>	Is applicant on the Federal Excluded parties List? ( <a href="https://www.sam.gov">https://www.sam.gov</a> )	No	If "Yes", applicant is not eligible to receive Federal Funding. Copy of search is on page(s):
<b>Housing Element Compliance</b>	Does applicant have a Housing Element in compliance with CDBG requirements as of the application submittal deadline?	Yes	If "No", applicant is not eligible to receive Federal Funding.
<b>Growth Control</b>	Has applicant's jurisdiction enacted limitations on residential construction, which includes limitations other than: establishing agricultural preserves, limitations imposed by another agency or limitations not based on health and safety needs? Do these limitations meet any of the exceptions found in State Statute at Health and Safety Code 50830?	No	If "Yes", applicant is not eligible to receive Federal Funding.
<b>Statement of Assurances</b>	If "Yes", applicant includes a copy of the limitation with the application.		Copy of the limitation is on page(s): If "No", applicant is not eligible to receive Federal Funding.
Applicant has printed and included the Excel version of the Statement of Assurances (last tab in this workbook) signed in blue ink by the Authorized Representative of the applicant jurisdiction as listed in the Authorizing Resolution?			
<b>Per 2 Code of Federal Regulations (CFR) Part 200</b>	Per 2 CFR Part 200 - Applicant asserts that the State Controller's Office (SCO) was in receipt of the complete Single Audit Package by the NOFA application due date?		
<b>Citizen Participation</b>	Applicant has met all Public Hearing/ Citizen Participation requirements: A) Public notices published in a local newspaper announcing the Public hearings and containing the required information as stated in the CDBG Grant Management Manual, applicable Management Memos and as applies to all parts of the Statement of Assurances in this Application Summary. B) Applicant has read, implemented and followed all citizen participation requirements as discussed in Appendix D - including holding all public hearings in ADA accessible locations and meeting all requirements for serving citizens with limited English proficiency. C) At least one public hearing was held during the program design prior to application submittal. D) Sign-in sheets and all documentation are in the public information file available for review and monitoring and. E) Written comments received during the public hearing process are included with the application along with any responses.		
<b>Resolution(s) of the Governing Body</b>	Applicant has included a Resolution (sample in Appendix E) that: 1. Is an original certified copy; and, 2. Authorizes submission of the application; and, 3. Approves the application's contents (funding requested, activities, committed funding other than CDBG Program Income, etc...); and, 4. Authorizes the execution of a grant agreement and any amendments thereto (if funded); and 5. Designates a person (by title) authorized to enter into an agreement (if funded); and, 6. Designates persons (by title) authorized sign all reports, Funds Requests and other program-supporting documentation (if funded); and, 7. Authorizes the request for and execution of a Waiver to the 50% Expenditure Rule.		
<b>50% Expenditure Rule/Waiver</b>	Has the applicant expended at least 50% of all funds awarded under the 2012 NOFA and later (excludes funds awarded for ED-OTC, DRI and NSP)?		
	To validate the definition of expended has been met, please select Yes or No for each of the following: 1. The work is complete. 2. Associated costs have been paid by the applicant. 3. The associated reimbursement Funds Request has been submitted to the Department.		
	Is the applicant requesting a "Waiver" to the 50% Rule? If "Yes", please refer to Appendix N for instructions? After the application due date, the Department will not consider unsolicited information from an applicant. However, the Department may contact an applicant to clarify an item in the application related to the above threshold questions and any other eligible application issue. Applicants should note that the Department will not seek clarification of items or responses that improve the substantive quality of the applicant's response to any eligibility or selection criterion.		
<b>I certify on behalf of</b>	County of Nevada	that the Threshold information provided is true and accurate.	
Name	Michael Haggarty	Title	Director of HHSA
Signature		Date Signed:	



# SIERRA SUN

580 Mallory Way, Carson City, NV 89701  
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**Legal Account**

NEVADA COUNTY HOUSING & COMM.,  
950 MAIDU AVE  
NEVADA CITY, CA 95959  
Attn: Rob Choate

**Bailee Liston says:**

That (s)he is a legal clerk of the  
**Sierra Sun,**  
a newspaper published Friday  
at Truckee, in the State of California.

**Copy Line**

Design Phase 2018

**PO#:**

**Ad #:** 0000313409-01

of which a copy is hereto attached, was published  
in said newspaper for the full required period of  
1 time(s) commencing on **09/28/2018**,  
and ending on **09/28/2018**, all days inclusive.

*Bailee Liston*

Signed: \_\_\_\_\_  
Date: 09/28/2018 State of Nevada, Carson City

**This is an Original Electronic Affidavit.**

**Price: \$ 232.64**

*"I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct."*

**Proof and Statement of Publication**

**Ad #: 0000313409-01**

**Notice of Public Hearing for Discussion of Possible State CDBG Application**

NOTICE IS HEREBY GIVEN that the County of Nevada will conduct a public hearing on October 11, 2018 at 2:30 pm, in the Empire Room, Second Floor of the Eric Rood Administrative Center, 950 Maidu Ave, Nevada City CA 95959, in order to discuss possible applications for funding under 2018 funding cycle of the State Community Development Block Grant (CDBG) Program and to solicit citizen input on possible activities to be included in the application.

The Community Development and Economic Development Allocations of the State CDBG program will publish a combined "Notice of Funding Availability" (NOFA) each program year. Eligible cities and counties may submit applications for CDBG funds under the NOFA for a maximum per application request of \$3,000,000. It is estimated that the funding of the State 2018 CDBG program allocation is approximately \$38,000,000 in total. The Economic Development "Over-the-Counter" (OTC) Allocation requires a separate application with a maximum limit of \$3,000,000 per year. The NOFA also includes the Native American and Colonia's Allocations. The Native American Allocation is only for areas with high concentrations of low-income Native American residents, who are not part of a federally recognized Native American Indian tribe or Rancheria. The Colonia's funding is only for designated communities within 150 miles of the Mexican-American border.

The County will be applying for one activity under the PI Waiver process. Eligible activities under the above allocations in the NOFA consist of: homeownership assistance and housing rehabilitation programs; public facility and public improvements projects (including public improvements in support of new housing construction); public service programs, planning studies, economic development business assistance and microenterprise activities. Eligible activities paid for with State CDBG funds must meet one or more of the three national objectives listed in CDBG federal statutes as follows: benefit to low income households or persons; elimination of slums and blight; or meeting urgent community development need.

The County of Nevada anticipates submitting an application under the NOFA published during the program year. The County also anticipate expending and receiving Program Income during the term of this grant period in the amount of \$180,000. These funds will be expended prior to drawing any grant funds.

The purpose of this public hearing is to give citizens an opportunity to make their comments known regarding what types of eligible activities the County of Nevada should apply for under the State CDBG program. A separate public hearing will be held to discuss and approve the application prior to submittal to the State.

If you require special accommodations to participate in the public hearing, please contact the Housing and Community Services Office at (530) 265-1645.

If you are unable to attend the public hearing, you may direct written comments to Rob Choate, Administrative Services Associate 950 Maidu Avenue, Nevada City, CA 95959 or you may telephone the Office at (530) 265-1645. In addition, information is available for review at the above address between the hours of 9:00 am to 4:00 pm Monday through Friday.

The County of Nevada promotes fair housing and makes all its programs available to low and moderate-income families regardless of age, race, color, religion, sex, national origin, sexual preference, marital status or handicap.

**Publication: September 28, 2018**

**Ad #0000313409**

NEVADA COUNTY  
PUBLISHING COMPANY

Grass Valley, CA

AFFIDAVIT OF PUBLICATION

THE UNION

Customer Account #: 1167969

Reference: Legal Ad

Legal Account

NEVADA COUNTY HOUSING & COMMUNITY,  
950 MAIDU AVENUE  
NEVADA CITY, CA 95959

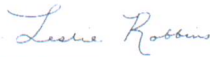
Attn: legal

County of Nevada, State of Calif. The undersigned, **Leslie Robbins**, being the principal clerk of the **Nevada County Publishing Co.** declares that the **Nevada County Publishing Co.** now is, and during all times herein named, was a corporation duly organized and existing under the laws of the State of California, and now is, and during all times herein named was the printer of **THE UNION**, a newspaper of general circulation, as defined by section 6000 of the Government Code of the State of California, printed and published daily (Sundays excepted) in the City of Grass Valley, County of Nevada, State of California, and that affiant is the principal clerk of said Nevada County Publishing Co.

That the printed advertisement hereto annexed was published in the said UNION, for the full required period of 1 time(s) commencing on **09/28/18**, and ending on **09/28/18**, all days inclusive.

I certify, under penalty of perjury, the foregoing is true and correct.

Signed:



Legals Advertising Clerk

Proof and Statement of Publication

Ad #: 0000312462-01

Notice of Public Hearing for Discussion of Possible State CDBG Application

NOTICE IS HEREBY GIVEN that the County of Nevada will conduct a public hearing on October 11, 2018 at 2:30 pm, in the Empire Room, Second Floor of the Eric Rood Administrative Center, 950 Maidu Ave, Nevada City CA 95959, in order to discuss possible applications for funding under 2018 funding cycle of the State Community Development Block Grant (CDBG) Program and to solicit citizen input on possible activities to be included in the application.

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The purpose of this public hearing is to give citizens an opportunity to make their comments known regarding what types of eligible activities the County of Nevada should apply for under the State CDBG program. A separate public hearing will be held to discuss and approve the application prior to submittal to the State.

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The County of Nevada promotes fair housing and makes all its programs available to low and moderate-income families regardless of age, race, color, religion, sex, national origin, sexual preference, marital status or handicap.

Publish: September 28, 2018

Ad#312462

2018 CDBG Application Summary - Statement of Assurances

Rev. 11/29/18

The	County of Nevada	hereby certifies that:
<b>Legal Authority:</b> It possesses legal authority to apply for the grant and to execute the proposed program.		Yes
<b>Application Authorization:</b> Its governing body has duly adopted or passed as an official act or resolution, motion, or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the applicant's chief executive officer or other designee to act in connection with the application and to provide such additional information as may be required.		Yes
<b>Citizen Participation:</b> It has or will comply with all citizen participation requirements, which include, at a minimum, the following components: A. Provides for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blight areas and of areas in which CDBG funds are proposed to be used, and provides for participation of residents in low- and moderate-income neighborhoods as defined by the local jurisdiction – and B. Provides citizens with reasonable ADA compliant and timely access to local meetings, information, and records relating to the grantee's proposed use of funds, as required by CDBG regulations, and relating to the actual use of funds under this title – and C. Provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee – and D. Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program. These include at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodation for the handicapped. This shall include one public meeting during the program design, annual performance report preparation, and formal amendments. A public hearing shall be conducted prior to application submittal – and E. Solicits and provides for a timely written answer to written complaints and grievances, within 15 working days where practicable – and F. Identifies needs of limited-English speaking residents will be met in the case of public hearings where limited-English speaking residents can reasonably be expected to participate.	Yes	
<b>National Objective:</b> It has developed its CDBG Program so as to primarily benefit targeted income persons and households, and each activity in the program meets one of the three national objectives: benefit to low- and moderate-income persons, elimination of slums and blight, or meets an urgent community need certified by the grantee as such.		Yes
<b>NEPA Environmental Review:</b> It consents to assume the responsibilities for environmental review and decision-making in order to ensure compliance with NEPA by following the procedures for recipients of block grant funds as set forth in 24 CFR, Part 58, titled "Environmental Review Procedures for Title I Community Development Block Grant Programs." Also included in this requirement is compliance with Executive Order 11988 relating to the evaluation of flood hazards, and Section 102(a) of the Flood Disaster Protection Act of 1973 (Public Law 93-234) regarding purchase of flood insurance, and the National Historic Preservation Act of 1966 (16 USC 470) and implementing regulations (36 CFR 800.8).		Yes
<b>Audit/Performance Findings:</b> Per OMB Circ. A-133.315(e) - Applicant asserts the State Controller's Office was in receipt of the complete Single Audit Package by the app due date?		Yes
<b>Growth Control:</b> There's no plan, ordinance, or other measure in effect which directly limits, by number, the building permits that may be issued for residential construction or the buildable lots which may be developed for residential purposes; or if such a plan, ordinance, or measure is in effect, it will either be rescinded before receiving funds, or it need not be rescinded because it: A. Imposes a moratorium on residential construction, to protect health and safety, for a specified period of time which will end when health and safety is no longer jeopardized; or, B. Creates agricultural preserves under Chapter 7 (commencing with Section 51200) of Part 2 of Division 1 of Title 5 of the Government Code; or, C. Was adopted pursuant to a specific requirement of a State or multi-State board, agency, department, or commission; or, D. The applicant has an adopted housing element which the Department has found to be in compliance, unless a final order has been used by a court in which the court determined that it is not in compliance with Article 10.6 of Chapter 3 of Division 1 of Title 7 of the Government Code; or,		Yes
<b>Uniform Admin. Requirements:</b> It will comply with the regulations, policies, guidelines and requirements of OMB Circ. A-87, A-133, A-122 and 24 CFR Part 85 and State CDBG Regs.		Yes
<b>Nondiscrimination:</b> It shall comply with the following regarding nondiscrimination laws and practices: A. Title VI of the Civil Rights Act of 1964 (Public Law 88-352). B. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284) as amended; and will administer all programs and activities related to housing and community development in a manner affirmatively furthering fair housing. C. Section 109 of the Housing and Community Development Act of 1974, as amended. D. Section 3 of the Housing and Urban Development Act of 1968, as amended. E. Executive Order 11246, as amended by Executive Orders 11375 and 12086. F. Executive Order 11063, as amended by Executive Order 12259. G. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112), as amended, and implementing regulations. H. The Age Discrimination Act of 1975 (Public Law 94-135).		Yes
<b>Anti-Displacement/Relocation:</b> It will comply with the Federal Relocation Act (42 U.S.C. 4601 et seq.) and certifies that it will follow the state's residential anti-displacement and relocation plan located in Appendix E of the State's Annual Plan. The plan can be found at: <a href="http://www.hcd.ca.gov/hpd/hrc/rep/fed/">http://www.hcd.ca.gov/hpd/hrc/rep/fed/</a>		Yes
<b>Labor Standards:</b> It will comply with the following regarding labor standards: A. Section 110 of the Housing and Community Development Act of 1974, as amended. B. Section 1720 et seq. of the California Labor Code regarding public works labor standards. C. Davis-Bacon Act as amended (40 USC. 276a) regarding prevailing wage rates. D. Contract Work Hours and Safety Standards Act (40 USC 3702) regarding overtime compensation. E. Anti-Kickback Act of 1934 (41 USC 51-58) prohibiting "kickbacks" of wages in federally assisted construction activities.		Yes
<b>Architectural Barriers:</b> It will comply with the Architectural Barriers Act of 1968 (42 USC 4151-4157) and implementing regulations (24 CFR Part 40-41).		Yes
<b>Conflict of Interest:</b> It will enforce standards for conflicts of interest which govern the performance of their officers, employees, or agents engaged in the award and administration, in whole or in part, of State CDBG grant funds (Section 7126 of the State regulations).		Yes
<b>Limitations on Political Activities:</b> It will comply with the Hatch Act (5 USC 1501 et seq.) regarding political activity of employees.		Yes
<b>Lead-Based Paint:</b> It will comply with the Lead-Based Paint Regulations (24 CFR Part 35) which prohibits the use of lead-based paint on projects funded by the program.		Yes
<b>Debarred Contractors:</b> The applicant or its staff are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal assistance programs, in any proposal submitted in connection with the CDBG program, per the Excluded Party List System ( <a href="https://www.sam.gov">https://www.sam.gov</a> ). In addition, the applicant will not award contracts to or otherwise engage the services of any contractor while that contractor (or its principals) is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation from the covered transaction, in any proposal submitted in connection with the CDBG program under the provisions of 24 CFR part 24.		Yes
<b>Inspection of Grant Activities:</b> It will give HUD, the Comptroller General, the State Department of Housing and Community Development, or any of their authorized representatives access to and the right to examine all records, books, papers, or documents related to the grant.		Yes
<b>Cost Recovery:</b> It will not attempt to recover any capital costs of PIs assisted in whole or in part with CDBG funds by assessing properties owned and occupied by Low/ Mod income persons unless: A. CDBG funds are used to pay the proportion of such assessment that relates to non-CDBG funding; or, B. For the purposes of assessing properties owned and occupied by Low/ Mod income persons who are not of the lowest targeted income group, it does not have sufficient CDBG funds to comply		Yes
<b>Procurement:</b> It will follow the federal procurement policies per 24 CFR Sec. 85.36		Yes
<b>Excessive Force:</b> It will adopt and enforce policies: A. Prohibiting the use of excessive force by its law enforcement agencies against individuals engaged in non-violent civil rights demonstrations; and, B. Enforcing applicable State and local law against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstration within its jurisdiction.		Yes
<b>Compliance with Laws:</b> The jurisdiction will comply with applicable laws.		Yes
<b>Authorized Representative (per the Resolution)</b>		
I hereby certify under penalty of perjury that all the information contained in this Statement of Assurances (including all supporting documentation) is true and correct. I understand and acknowledge that making false statements on this certification, including any documents submitted in support of it, is a crime under federal and California state laws, which may result in criminal prosecution.		
Name	Michael Haggarty	Title
	Signature	Director of HHS
		Date Signed:

# 2018 CDBG Application & Instructions

## Grant Administrative Capacity

### TABLE OF CONTENTS

*To complete the TOC, double-click to open the drop-down menu or text box and enter the information.*

APPLICATION FORMS	REQUIRED OR "SELECT"	DOCUMENTATION LOCATED ON PAGE(S)
<b>GRANT ADMINISTRATIVE CAPACITY</b>		
<b>CDBG Grant(s) Award History</b>	Yes	No Docs Required
<b>Timely Clearance of General and Special Conditions Historically</b>	Full pts. to all applications - 2018 NOFA	See Section 2 below for explanation
<b>In-House Grant Administration Capacity Documentation</b>	Required	
Organizational Chart:	Required	
1. Position: Mike Dent, HHSA Housing and Community Services Director Resume and Duty Statement	Required	
2. Position: Ryan Gruver, HHSA Chief Fiscal Administrative Officer Resume and Duty Statement	Required <small>*Only if more staffing</small>	
3. Position: Rob Choate, Administrative Services Associate Resume and Duty Statement	Required <small>*Only if more staffing</small>	
4. Position: Brendan Phillips, Housing Resources Program Manager Resume and Duty Statement	Required <small>*Only if more staffing</small>	
5. Position: Suzanne Doyle, HHSA Administrative Services Officer Resume and Duty Statement	Required <small>*Only if more staffing</small>	
6. Position: James Kraywinkel, Accountant Resume and Duty Statement	Required <small>*Only if more staffing</small>	
7. Position: Brian Foss, Planning Director Resume and Duty Statement	Required <small>*Only if more staffing</small>	
8. Position: Justin Drinkwater Resume and Duty Statement	Required <small>*Only if more staffing</small>	
9. Position:           Resume and Duty Statement	Required <small>*Only if more staffing</small>	

## 2018 CDBG Application & Instructions

### *Grant Administrative Capacity*

10. Position:	Resume and Duty Statement	Required *Only if more staffing	
<b>Reporting History</b>		HCD File Review	No Docs Required
<b>Audit and/or Monitoring Compliance documentation</b>		HCD File Review	No Docs Required

# 2018 CDBG Application & Instructions

## Grant Administrative Capacity

### 1. Awarded Grant History

Did the Applicant have any CDBG Economic Development, Community Development, Native American or Colonia Allocations grant experience for the years 2015 through 2017? Indicate whether the Applicant has had any CDBG Allocations grants for any of the years from 2015 through 2017.

- If “Yes”, please indicate the funding allocation(s) and contract number(s).
- **Do not include any CDBG PTA grants.**

**Yes.** Identify which CDBG Allocation(s) and the applicable funding year(s).

**Community Development Allocation:**

Funding Year(s): 2017 Grant #'s: 17-CDBG-12025

**Economic Development Allocation:**

Funding Year(s): \_\_\_\_\_ Grant #'s: \_\_\_\_\_

**Colonia Allocation:**

Funding Year(s): \_\_\_\_\_ Grant #'s: \_\_\_\_\_

**Native American Allocation:**

Funding Year(s): \_\_\_\_\_ Grant #'s: \_\_\_\_\_

**No.** Have not had any CDBG grants during the 2013 through 2015 timeframe.

### 2. Timely Clearance of General and Special Conditions

Since there have been changes to this criterion, all applicants will receive full points.

### 3. In-House Organizational Capacity for General Administration & Oversight of CDBG Funded Activities

If funded from this Application, how will this grant be administered? Who will carry out the grant's *General Administrative* activities?

- In-House Staff Only:** List the title of each in-house position involved in operation/implementation of your CDBG program or project. Must include resume(s), **duty statement(s)** of the staff position(s) that will perform the work, **and a “Responsibility Chart”** (much like an Organization Chart) showing internal controls, management oversight, and staff responsible for CDBG activities (describing their specific CDBG responsibilities).

## 2018 CDBG Application & Instructions

### Grant Administrative Capacity

- A. Position Title:
- B. Position Title:
- C. Position Title:
- D. Position Title:
- E. Position Title:
- F. Position Title:
- G. Position Title:
- H. Position Title:
- I. Position Title:
- J. Position Title:

- Consultant Only (procured):** By indicating the consultant has been procured, the applicant attests that the procurement method to obtain consultant services to perform general administration activities was completed in compliance with 24 CFR 85.36, and upon monitoring the procurement documentation will be available for review.

- Indicate the procurement methodology used: \_\_\_\_\_
- Provide consultant information, i.e. name of company, contact information, and point of contact.

- Consultant Only (not procured):** The application must include the scope of work and the procurement methodology that will be used to procure a consultant to perform the duties.

- In-house Staff & Consultant:** By indicating both in-house staff and consultant will be performing the general administration activities of the proposed grant, the applicant must submit the following:

- Describe the duties of in-house staff and the consultant. The County of Nevada in house staff will provide the Grant Administration and oversight on the CDBG contract. Our team will be the point contact for all administrative and project related items. Our team will correspond with the various county departments and ensure compliance with the program, state, federal and local regulations. Our team will provide the following management of the contract including but not limited to:

Ensure Citizens Participation processes and documentation, including public information binders, is maintained in accordance to regulations. Fiscal oversight will be conducted, and staff will ensure that no payments are made prior to the authority to use grant funds and/or the required approvals are

## 2018 CDBG Application & Instructions

### *Grant Administrative Capacity*

received from the department. Staff will submit all required reports with assistance from Consultant and coordinate with department fiscal staff to ensure a check and balance is in place for internal controls, the management system tracks the CDBG grant contract in accordance with regulations, prepare and maintain salary and timecard data and document all transaction in an auditable procedure and collect the required single audit data for the financial grant records. Our department will work to collect and maintain all Equal Employment Opportunity data and statistics related to the County and the subrecipient, complete and update the required LEP and ensure outreach is conducted in accordance to the County LEP plan, coordinate with County staff regarding the County Drug Awareness Program and ensure documentation is provided, review the programs and projects for potential conflicts of interest and document in accordance to the County policy. We will review and implement procurement in accordance with federal and local regulations including the review of the subrecipient processes in coordination with the Consultant. Our team will complete and submit the required environmental process and document all required review, document and ensure subrecipient documents the required national objective for the project. Oversee the Labor Compliance work completed by the Consultant including Section 3 and reporting. Collect all required insurance documentation from the subrecipient and ensure all contractors have provided proper documentation in coordination with the Consultant. Provide required information for signage and any marketing completed for the project. Work with county fiscal departments. As part of the continuing CDBG management process, department staff maintains the CDBG Program Income account and staff will continue these efforts and provide the required reporting, fiscal management, and loan servicing during the term of the grant and beyond.

The proposed project does provide for a subrecipient relationship for the implementation of this project. Staff will work with the Consultant to ensure the subrecipient meets the required federal, state and local regulations. This will include the preparation of a subrecipient grant management manual, training, monitoring, one on one coaching and review of all bid documents, payment requests including back up, and other required oversight to ensure compliance. In addition, staff will review and ensure compliance to the agreement that is established for the project.

As part of all CDBG contracts, county staff works to affirmatively further fair housing and will analyze the efforts and priorities of this factor to the highest degree possible.

The Consultant, as stated above, will provide supportive administrative services including but not limited to the following:

Report completion, procurement support and review, sub-recipient training and monitoring, labor compliance including Section 3, contractor documentation, payroll review, insurance compliance and other grant support and general assistance as requested.



## 2018 CDBG Application & Instructions Grant Administrative Capacity

The Consultant has been procured through a RFP Process and a contract has been executed for:

Adams Ashby Group, Inc.  
770 L Street, Suite 950  
Sacramento, CA 95814  
916-449-3944

Lorie Adams [ladams@adamsashbygroup.com](mailto:ladams@adamsashbygroup.com) and  
Paul Ashby [pashby@adamsashbygroup.com](mailto:pashby@adamsashbygroup.com)

Include the documentation required for:

1. In-house staff, indicated above; **AND**
2. Consultant (procured), indicated above; **OR**
3. Consultant (not procured), indicated above.

### 4. Grant Reporting

Applicant will receive points for timely submission of semi-annual and annual Program Income Reports. *Grant reporting documentation is not required to be submitted with the application. The Department will review existing files.)*

If Applicant is unsure and wants to confirm the status of program income reports submitted, they are strongly encouraged to contact their respective HCD Grants Management Representative for confirmation of receipt

### 5. Compliance in Clearing Monitoring and Audit Findings

The Department will review all Applicants that have been monitored or received 2 CFR Part 200 Audit Findings to determine if the Applicant has been collaborative in clearing Monitoring and/or Audit Findings. *(No documentation submission for this section of the application is required. The Department will review existing files.)*

#### **Monitoring Report:**

## 2018 CDBG Application & Instructions

### *Grant Administrative Capacity*

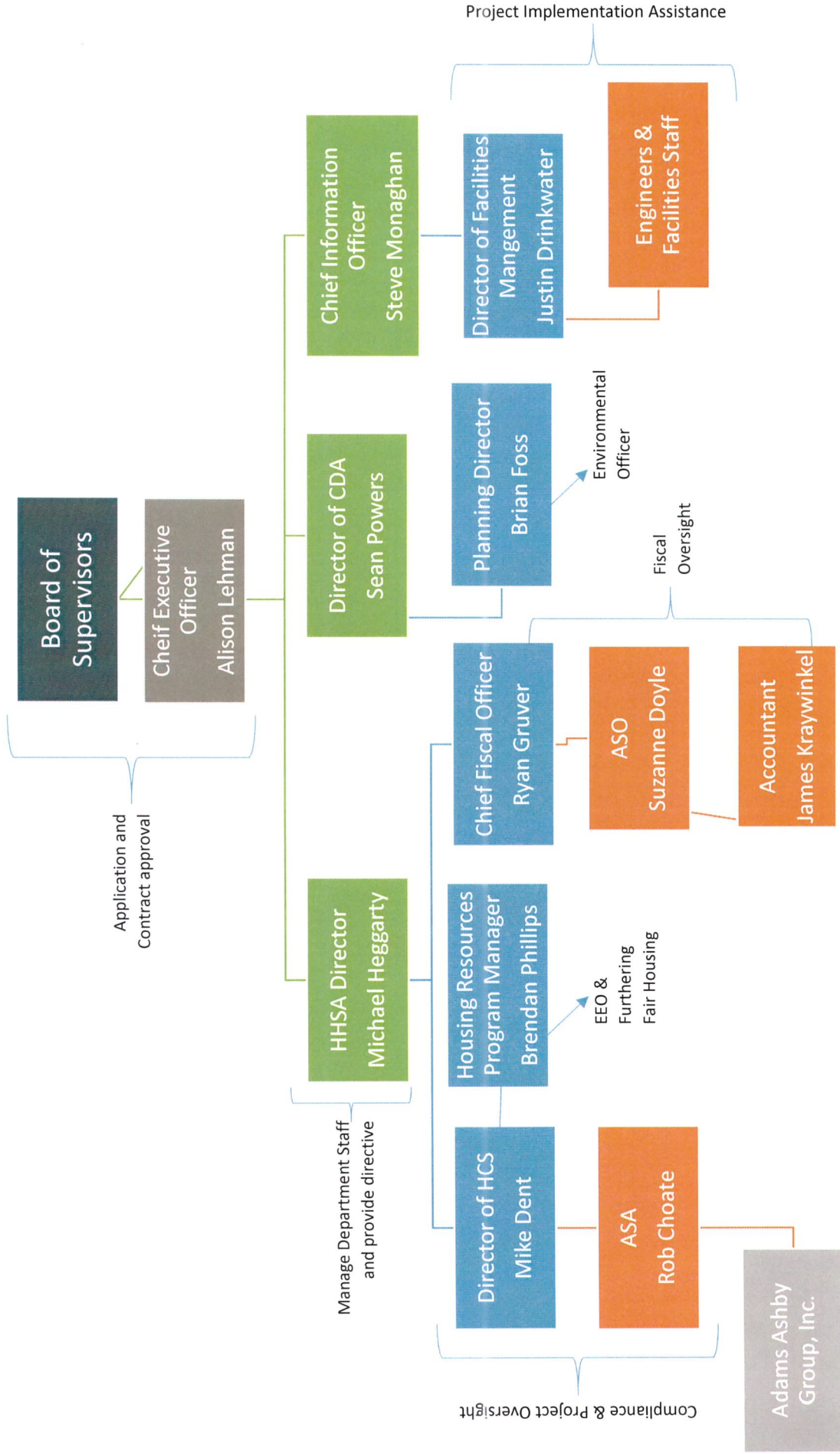
- Jurisdiction responded to Monitoring Report within prescribed timeline.
- Jurisdiction responded to Monitoring Report outside prescribed timeline with the Department's approval.
- Jurisdiction responded to Monitoring Report outside prescribed timeline without the Department's approval.

#### **Audit Report:**

- 2 CFR Part 200 Single Audit Report included one or more CDBG-related Findings.
- Jurisdiction responded to Audit Finding Report within prescribed timeline.
- Jurisdiction responded to Audit Finding Report outside prescribed timeline with the Department's approval.
- Jurisdiction responded to Audit Finding Report outside prescribed timeline without the Department's approval.



# 2018 CDBG Responsibility Chart





## **Mike Dent, Director, HHSA Housing & Community Services**

Mike Dent has been an employee of Nevada County since 1995. Mike began his career with Nevada County as a Correctional Officer and then a Family Support Officer from 1995-1998. He then transitioned to a Probation Officer until 2006 where he was then promoted to a Probation Manager through 2014. In 2014 he was promoted to the Director of Nevada County Social Services where he directed multiple services provided through the County with state and federal funding. He managed Social Services, Child Welfare, Eligibility Services, Veterans Services, CalWORKs and Adult Services. He managed a total staff of 97 with over \$43 million in funding. In these positions Mike was responsible for directing resources and overseeing multiple funding contracts and ensuring compliance under the strict guidelines of HUD and other Federal Funding agencies.

In July of 2018 Mike was promoted to Director of Nevada County Child Support, Collection, and Housing Community Development Services. Mike directs all child support activities, county collections, CDBG, CSBG, rental, and down payment assistance activities for Nevada County. Mike continues to serve as staff for the Adult and Family Services Commission (CSBG) and is a director of the Homeless Resource Counsel of the Sierras (Continuum of Care) which includes administration of State HCS homeless grant programs including No Place Like Home and Homeless Emergency Assistance Program.

Mike has a master's degree in Public Administration, a Bachelor of Arts in Liberal Studies with a minor in Public Administration, Criminal Justice and a Paralegal Certification. He chaired CWDA's 20 Small County and Fiscal Services committee and served as the Regional Representative for the CalACES Consortium representing 11 rural counties.

Mike will provide project and State contract oversight on behalf of the County.

## **Ryan Gruver, HHSA Chief Fiscal Administrative Officer (CFAO)**

HHSA's Chief Fiscal Administrative Officer oversees the \$101 million HHSA budget, and the fiscal and administrative —management of eight County Departments/Divisions under the HHSA umbrella including the Housing & Community Services Division. His focus is ensuring financial sustainability of operations and compliance with financial regulations.

Mr. Gruver has over 11 years of government experience. Previously, he worked in the County Executive Office where he oversaw approximately two thirds of Nevada County's \$229 million budget as the lead Analysts who coordinate the entire county budget process under the general direction of the County Fiscal Officer. Programs that he oversaw included the Behavioral Health

program and the Housing & Community Services programs. Mr. Gruver has background in ensuring compliance with financial requirements of multiple complex programs, including oversight of federal grant programs, federal entitlement programs, and state, local and privately funded programs. Mr. Gruver has a Bachelor's Degree from the University of California, Berkeley.

## **Rob Choate, Administrative Services Associate (ASA)**

Rob Choate has more than 29 years of government agency experience with over 10 years at the County of Nevada operating CDBG, CSBG, CalHOME, HOME and other Federal and State funding programs. Rob attained an Associate of Arts degree from Yuba College and has completed the majority of his course work toward a Bachelor's degree from Chico State University. Rob recently managed, expended all funds, and closed out a 13-CDBG grant contract successfully.

Rob duties include coordination of oversight and operation of the CDBG Program to ensure that the projects and programs are in compliance with CDBG requirements. He is one of the key liaisons between CDBG and the County. He has developed program policies and procedures for sub-recipient, he will interpret and apply provisions of law and rules related to programs, correspond with internal officials and representatives of various grantee organizations, provide technical and professional consultation on complex program matters, prepare grant materials for submission to grantees, and coordinate with community organizations to ensure participation from community partners to enhance the success of the County's grants. The ASA will ensure the completion of all contract provisions, procurement, labor compliance, general administration, reporting, citizen participation, sub-recipient compliance, monitoring, record keeping, grant administration, oversight of administrative subcontractor and any other requirement for grant compliance.

## **Brendan Phillips, Housing Resources Program Manager**

Prior to accepting his current position, Brenden Phillips spent two years at Turning Point Community Programs as the Forensics Mental Health Specialist, overseeing outreach and intervention activities across the county. In this role, he worked with county services and nonprofits to streamline service provisions for chronically homeless and mentally ill individuals and was the lead coordinator for the County's Crisis Intervention Team.

Brenden holds a Master's Degree in Social work from Portland State University and Bachelors in Political Science from Evergreen State College.

Brenden Philips coordinates with County departments and programs that deal directly with housing and/or provides services related to homelessness. Brendan has 15 years of experience working on issues of poverty, housing and homelessness in nonprofits and government agencies. In his role for Nevada County, Brendan represents the County on the Homeless Resource Council of The Sierra, the joint Continuum of Care between Nevada and Placer County's as well working to coordinate Nevada County's CoC committee. Brendan is the lead coordinator for the county's Coordinated Entry systems, oversees the planning for the yearly Point in Time homeless count, and works directly with county housing providers to develop and implement HUD grants related to homelessness and housing.

## **Suzanne Doyle, HHS Administrative Services Officer (ASO)**

Suzanne Doyle has over 6 years of government experience and has held her current position for over five years. As Administrative Services Officer for HHS's Public Health Department and Housing and Community Services Division for the past 2 years, Suzanne oversees budgets totaling \$9 million. For more than three years prior, she oversaw the \$27 million budget for HHS's Behavioral Health Department. Previously, she worked in the County Executive Office, where she oversaw approximately one-third of Nevada County's \$173 million budget as one of the Analysts coordinating the entire county budget process under the general direction of the County Fiscal Officer. Suzanne's background includes ensuring compliance with financial requirements of multiple complex programs, including oversight of federal grant programs, federal entitlement programs, and state, local and privately funded programs.

Suzanne holds a Masters in Accountancy from Golden Gate University, and a Bachelor of Arts with a major in Biology from the University of California, Santa Cruz. She is a California Certified Public Accountant.

Suzanne's focus is ensuring financial sustainability of operations and compliance with financial and administrative regulations for the grants received by the County.



## **James Kraywinkel, Accountant**

James Kraywinkel has an Associate degree in Accounting and US History, with upper division work in Economics. He has over twenty-five years of fiscal experience as a business/restaurant manager, and over ten years of experience working in fiscal/accounting for county government. James has extensive experience in preparing, tracking and reconciling budgets; auditing time sheets and payroll reports; monitoring purchases and expenditures; preparing reports for county operated programs; and acting as liaison with program staff, grantors, the State, external auditors and others.

James is responsible to provide the required fiscal and reporting for the Housing & Community Services Division under the oversight of the ASO. This includes preparing financial reports, monitoring the fiscal aspects of the County as program operator, requesting funds, preparing for audits and monitoring, and making recommendations to the program based on fiscal issues. The ASA plans, organizes, prepares and monitors budgets, compiles fiscal reporting and required grant financial reports, advises ASA & ASO on financial grant matters, expense and revenue allocations; develops implements, and monitors systems and procedures to address department administrative needs, and respond to problems, prepares correspondence, reports, forms, records, and other documentation. The ASA performs the following tasks:

- Prepares fiscal/performance reports
- Performs loan servicing and accounting
- Collects monthly loan payments
- Completes quarterly statements on loans
- Implements collection and foreclosure
- Monitors loan and general compliance
- Prepares and signs all HCD reports
- Prepares fund requests.
- Provide all loan servicing duties including payment verification, reporting, and referring late/defaulted loan payments to the CFAO.

## **Brian Foss, Planning Director**

Brian Foss has over 20 years of experience in government municipal and regional planning in California. He has expertise in the administration of zoning codes and development review, environmental compliance, including extensive CEQA and NEPA experience, as well as resource management, code enforcement and advance planning expertise, including policy and General Plan writing experience. Mr. Foss has served as the Nevada County's Zoning Administrator for approximately eight years and is responsible for zoning code determinations as well as decision making responsibilities on development applications. He has extensive experience in project management, financial management and budgetary processes as well as administering contracts for professional services. Mr. Foss has over 12 years of program management experience serving in a director or program manager capacity in municipal government. As such he has been responsible for the compliance and reporting requirements of local, state and federal grant programs and the administration of public funds. He holds a Bachelor of Arts Degree in Social Ecology with an emphasis in Environmental Analysis and Design from the University of California, Irvine.

Brian serves in an advisory capacity to Housing & Community Services programs and also as a member of the Housing & Community Services loan committee. He is the liaison to community development programs and projects. Brian is also the County environmental certifying officer. Brian and his planning staff assists in NEPA reviews and compliance.

## **Justin Drinkwater, Director of Facilities Management**

Justin Drinkwater has over a decade of public facilities and grounds management experience working for various agencies including the California State University of Sacramento, City of Manteca and the City of Livermore. Justin has a Bachelor of Science degree in Horticulture with an emphasis in Landscape Management and a Master's of Science degree in Parks and Recreation Administration. Justin is a Certified Arborist with the International Society of Arboriculture and holds a Pest Control Advisor's License with the State of California Department of Pesticide Regulations

As the Director of the Facilities Management Division Justin is responsible for all County Facilities including grounds maintenance, custodial, facilities maintenance, construction improvement projects, building security, leases, purchasing and selling of County properties and oversees the Facility Team of 12 staff and other contractors. Justin has experience administering Federal Department of Transportation grant funded projects for various capital improvement projects.

**Adams Ashby Group, Administrative Subcontractor**

Adams Ashby Group has more than 25 years of CDBG project management and has been procured to provide assistance to the County Staff as needed for General Administration support and for Labor Compliance assistance.

<b>Applicant/Jurisdiction</b>				<b>Total Self Score - 100 Points Max (must complete all applicable yellow shaded cells to receive points)</b>	<b>60</b>
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**DISASTER RESILIENCY LONG-TERM PLANNING**

1. Building Standards; Zoning and Site Planning					
Action	Status	Completion Date (Completed)	Anticipated Completion Date (Pending)	Proposed Start Date (Committed)	Briefly describe deliverable that documents the Action
Building Standards: Consistent with <a href="#">Chapter 7a of the California Building Code</a> or other pertinent Hazard Mitigation Building Codes.	Completed	1/12/17			Nevada County Ordinance No. 2269 adopted on August 7, 2008. Since this original adoption date all
Zoning and Site Planning: Consistent with <a href="#">Government Code §66474.02</a> , and applicable regulations adopted by the State Board of Forestry and Fire Protection pursuant to §4290 and §4291 of the Public Resources Code. <span style="float: right;"><a href="#">PRC §4290</a> <a href="#">§4291</a></span>	Completed	1/12/17			Interim Certification in 1992, formal full certification in 2002 by the State Board of Forest and Fire
Certified Local Ordinances: Certified as meeting or exceeding <a href="#">Title 14 SRA Fire Safe Regulations</a> , pursuant to 14 CCR 1270.01 and 1270.03.	Completed	1/12/17			Interim Certification in 1992, formal full certification in 2002 by the State Board of Forest and Fire
Other: If applicable, describe other actions within this category (contingent upon HCD approval).	Completed	1/1/01			The process of adopting ordinances requires the matter to be addressed at two Board of
<b>1. Building Standards; Zoning &amp; Site Planning status total</b>		<b>4</b>	<b>0</b>	<b>0</b>	

2. Long Term Planning					
Action	Status	Completion Date (Completed)	Anticipated Completion Date (Pending)	Proposed Start Date (Committed)	Briefly describe deliverable that documents the Action
Safety Element for Wildfire: Post 2014 Amendment pursuant to <a href="#">Government Code §65302(g)(3) and §65302.5</a> .	Completed	10/28/14			Nevada County Board Resolution No. 14-503 adopted on October 28, 2014
Safety and Conservation Element for Flood: Post 2009 Amendment pursuant to <a href="#">Government Code §65302(d)(1) and (g)(1)</a> .	Completed	10/28/14			Nevada County Board Resolution No. 14-503 adopted on October 28, 2014
Land Use Element for Disadvantaged Unincorporated Communities: Post 2013 Amendment pursuant to <a href="#">Government Code §65302.10</a> .	Completed	1/28/14			Nevada County Board Resolution No. 14-046 adopted on January 28, 2014
Safety Element for Climate Adaptation and Resiliency: Post 2017 Amendment pursuant to Government Code §65302(g)(4).	Committed			1/1/20	Safety Element will be updated upon completion of the LHMP update.
Local Hazard Mitigation Update:	Pending		1/1/20		The current Plan update process was initiated in January 2017 and finished August 2017, within the
Other: If applicable, describe other actions within this category (contingent upon HCD approval).					
<b>2. Long Term Planning status total</b>		<b>3</b>	<b>1</b>	<b>1</b>	

3. Community Engagement					
Action	Status	Completion Date (Completed)	Anticipated Completion Date (Pending)	Proposed Start Date (Committed)	Briefly describe deliverable that documents the Action
Information and Consultation: Meetings, Workshops, surveys, etc.	Completed	7/26/17			Public meetings were held on February 15, 2017 and July 26, 2017. The public was provided the
Committees: Task Force or Other Advisory Committees.	Completed	1/1/01			Nevada County Firesafe Council, the Community Wildfire Protection CORE Team, Nevada County OES
Focused Outreach: Meetings, workshops, interviews that target vulnerable populations, such as, but not limited to elderly, people with disabilities, language barriers, without their own means of transportation.	Completed	6/30/17			Nevada County Firesafe Council, Nevada OES and the Nevada County Board of Supervisors have
Other: If applicable, describe other actions within this category (contingent upon HCD approval).	Completed	1/1/01			Nevada County in coordination with the Firesafe Council provides defensible space inspections,
<b>3. Community Engagement status total</b>		<b>4</b>	<b>0</b>	<b>0</b>	
<b>Disaster Resiliency Long-Term Planning all categories status totals</b>		<b>11</b>	<b>1</b>	<b>1</b>	

<b>a. Completed status of at least one action in each of the 3 categories - 40 points</b>	<b>Yes</b>	<b>40</b>	If a, b or c is Yes, # of excess completed actions - 5 points each (max 20 pnts)	<b>8</b>	<b>20</b>
<b>b. Pending status of at least one action in each of the 3 categories - 30 points</b>	<b>No</b>	<b>0</b>	If a, b or c is Yes, # of excess pending actions - 5 points each (max 20 pnts)	<b>1</b>	<b>5</b>
<b>c. Committed status of at least one action in each of the 3 categories - 10 points</b>	<b>No</b>	<b>0</b>	If a, b or c is Yes, # of excess committed actions - 5 points each (max 20 pnts)	<b>1</b>	<b>5</b>

**2018 CDBG Application Summary - Request for Waiver to the 50% Expenditure Rule**

Rev. 11/29/18

Jurisdiction: **County of Nevada**  
 Waiver requests are limited to applicants who, otherwise, are not eligible to apply because they have not expended 50% of their CDBG contract award for 2012 and later.

**Section 1 - Eligibility Criteria**  
**Of the two criteria listed below, under which one are you requesting the Waiver? Only one is required.**  
 Applicant received a 2016 Special Drought and/or Disaster NOFA award. Applicant must complete Sections 2 and 4 below. Do not complete Section 3.  
 The project is shovel ready. Applicant must complete Sections 2, 3 and 4 below.

**Section 2 - Activity Type**  
 CDBG Activity Name: **03C Homeless Facilities (not operating cost)**  
 CDBG Matrix Category: **Public Facilities and Infrastructure Improvements**  
 Provide a brief description of the project: **Construction of a 10,558 sq. ft. Homeless Facility that will provide transitional housing units and a Day Service Center.**

**Section 3 - Readiness Criteria**  
**Please select "YES" or "NO" for the type of documentation that is included in the application for the activity type selected above. In order to qualify for the waiver, the application must include all of the following documentation. A "NO" to any answer in this section, the Waiver Request will be denied.**

Applicant has site Control (grant deed, option to purchase, etc.)	Yes
All funding to complete the project is in place. If CDBG is the only funding source, financing will be considered committed. (Provide a resolution, other agency funding commitment letter, first page of HUD grant agreement, bank financing commitments, etc.)	Yes
Procurement of an engineer (infrastructure), and/or architect (public facility) is completed for preparation of the preliminary plans. (Provide a copy of the executed professional services agreement with resolution approving the terms.	Yes
Preliminary plans, signed and stamped by engineer or architect, as applicable.	Yes
Project budget, schedule, and scope of work based on preliminary plans.	Yes
List of required local, state and federal permits.	Yes

**Section 4 - Additional Requirements**  
**Grantees receiving an award under the waiver process are required to comply with the following three special conditions to the grant agreement:**

Within 30 days of the executed date of the Standard Agreement, the grantee shall submit an updated project timeline schedule.	Yes
Within 6 months of the executed Standard Agreement, the grantee shall procure project/grant consultants and services, in accordance with CDBG, state, and federal procurement standards. The grantee shall submit procurement documentation, the Professional Services Agreement, environment clearances and general/special conditions clearance.	Yes
Within twelve (12) months of the executed Standard Agreement, the grantee shall submit final plans and copies of permits issued, and the executed construction contract with a contractor procured in accordance with CDBG, State, federal procurement standards.	Yes

**Authorized Representative (per the Resolution)**  
**I hereby certify under penalty of perjury that all of the information contained in this waiver request (including all supporting documentation) is true and correct. I understand and acknowledge that making false statements on this certification, including any documents submitted in support of it, is a crime under federal and California state laws, which may result in criminal prosecution.**

Name: **Michael Haggarty** Title: **Director of HHSA** Date Signed: \_\_\_\_\_

Signature: \_\_\_\_\_

Public Facilities (PF)		Total Self Score 900 Points Max- without Benefit		700
<b>Need §7078(d)(3)(A)(1) - 300 Points Max</b>				
Points will be based on documentation provided including surveys, studies, newspaper articles, etc. Documentation must be specific to the location of the service area that has been defined in the application. For example, documentation needed for a senior center needs to include info regarding applicant's service area. Statewide information on aging, etc. would not be considered good documentation for a specific city. Quantifiable data for a specific service area is considered good documentation.				
(i) Severity of the Problem - 125 points max (Identify the severity of the problem by making a selection below)				125
A serious problem exists with or without the existence of the proposed facility; the facility in which to hold the service is not available to residents now, and the need represents a serious health and safety need - 125 points				
File Name:	PF Severity	Documentation (as noted above) must be specific to the location of the facility		Attached and on USB?
(ii) Extent of Solution - 125 points max (Identify the extent of the solution by making a selection below)				100
Funding the Public Facility will only partially resolve the problem - 100 points				
File Name:	PF Solution Extent	Documentation (as noted above) must be specific to the location of the facility		Attached and on USB?
(iii) 3rd Party Documentation - 50 points max (Identify the quality of the third-documentation your providing by making a selection below)				50
Strong documentation with quantifiable need and solution data is submitted - 50 points				
Total Points - 300 points max				275
<b>Readiness §7078(d)(3)(B) - 300 Points Max</b>				
Readiness of proposed activity as demonstrated by an activity implementation plan, local government approvals, design progress, and sufficient funding to complete project as applicable.				
<b>NOTE: To receive points for this subcategory attach recorded Notice(s) of Completion along with contract numbers below for completed projects.</b>				
(1) Experienced In-House Staff and Ready to Start - 100 points max				50
(a) CDBG-funded non-housing-related construction/rehabilitation projects within the last 3 program years ending June 30, prior to this NOFA. (Contract numbers must be provided below - 50 points per project up to 100 pts)				
Project Contract Numbers	1.	2.	3.	4.
(b) CDBG or HOME-funded housing-related construction/rehabilitation projects within the last 3 program years ending June 30, prior to this NOFA. (Contract numbers must be provided below - 25 points per project, up to 100 pts)				25
Project Contract Numbers	1.	2.	3.	4.
(c) Federally-funded, other than CDBG, housing- or non-housing-related construction/rehabilitation projects within the last 3 program years ending June 30, prior to this NOFA. (Contract numbers must be provided below - 25 points per project, up to 100 points)				25
Project Contract Numbers	1.	2.	3.	4.
File Name:	PF Experience	Documentation of Applicants experience in public facilities, non-housing related construction or rehab and/or MFH projects. Include first page of grant agreements, first page of development agreements with developer or property owner, grant closeout letters from CDBG or HOME.		Attached and on USB? Yes
File Name:	PF Completion #1, #2	Recorded Notice(s) of Completion for each Project Contract Number listed above		Attached and on USB? Yes
(2) Project Approval Status - 100 points max				85
(a) Have you attached Engineer's Preliminary Design & Plans (50 points max)?				
File Name:	PF Engineer Design-Plans	Documentation signed and stamped by the Engineer		Attached and on USB? Yes
(b) Have you attached Engineer's Cost Estimate (25 points max)?				
File Name:	PF Engineer Costs	Documentation signed and stamped by the Engineer		Attached and on USB? Yes
(c) Have you attached Engineer's Timeline (25 points max)?				
File Name:	PF Engineer Timeline	Documentation signed and stamped by the Engineer		Attached and on USB? Yes
(3) All Funding In Place - 75 points (Is all funding committed which will allow complete construction, provision of public services, and meeting of the National Objective?; if yes, submit commitments)				75
File Name:	PF Funding #1, #2	Documentation of all funding commitments		Attached and on USB? Yes
(4) Do you have Site Control of Land or Project? - 25 points (if yes, provide documentation of ownership, signed option to purchase, signed leasehold interest, grant deed)				25
File Name:	PF Site Control	Documentation of site control		Attached and on USB? Yes
Total Points - 300 points max				235
<b>Capacity §7078(d)(3)(C) - 200 Points Max</b>				
(1) Timely Clearance of Special Conditions - (no longer required - HCD changed Special Conditions to General Conditions, each applicants will receive full 60 points)				60
(2) In-House Organizational Capacity for General Administration and Oversight of CDBG Funded Activities - 40 points				40
(a) Submit complete resumes that demonstrate capability or experience to administer CDBG funds				
File Name:	PF Grant Admin Resume			Attached and on USB? Yes
(b) Submit complete duty statements that demonstrate capability or experience to administer CDBG funds.				
File Name:	PF Grant Admin Duty			Attached and on USB? Yes
(c) Submit a Responsibility Chart showing internal controls, management oversight and which staff will be working on CDBG activities (describing their specific CDBG responsibilities).				
File Name:	PF Responsibility Chart			Attached and on USB? Yes
(3) Cooperation and Compliance in clearing Audit or Monitoring Findings (HCD USE ONLY) - 30 points HCD will verify that Applicants are compliant with 2 CFR Part 200 reporting requirements to ensure they are collaboratively working to clear monitoring and/or audit findings.				30
(4) Reporting - 70 points max				0
(a) Have you submitted the Semi-Annual 1 (20 points)?				
File Name:	PF Semi Annual 1			Attached and on USB? 0
(b) Have you submitted the Semi-Annual 2 (20 points)?				
File Name:	PF Semi Annual 2			Attached and on USB? 0
(c) Have you submitted the Annual Program Income Report (30 points)?				
File Name:	PF Annual Program Income			Attached and on USB? 0
Total Points - 200 points max				130
State Objectives §7078(d)(3)(D) (from State Objectives worksheet)				Total Points - 100 points max
				60

# 2018 CDBG Application & Instructions

## Public Facilities Activity

### TABLE OF CONTENTS

To complete the TOC, click to open the drop-down menu or text box and enter the information. Click on Page # fields to enter page numbers. Click to check boxes.

ACTIVITY	SELECT	DOCUMENTATION	PAGE(S)
Public Facility Application Forms	Required	Complete Application	Page #
<b>NEED</b>			
Severity of Need	Required	Documentation List: Enter Text	Page #
Extent of Solution	Required	Documentation List: Enter Text	Page #
Need Documentation Matrix Chart	Required	Application Chart	Page #
<b>BENEFIT</b>			
Service Area Documentation	Required	Select	Page #
Beneficiary Documentation:	Required	Select	Page #
Income Survey (if applicable)	Required if applicable	Income Survey Results and Methodology	Page #
<b>READINESS</b>			
Experienced In-House Staff/Contractor:			
- Prior CDBG Funded Non-housing Projects	Required for Points	Select	Page #
- Prior CDBG or HOME Funded Housing Projects/Programs	Required for Points	Select	Page #
- Prior Federally Funded Non-CDBG or HOME Projects	Required for Points	Select	Page #
Engineer's Preliminary Plans and Specifications	Required for Points	Select	Page #
Engineer's Cost Estimate	Required for Points	Select	Page #
Engineer's Timeline	Required for Points	Select	Page #
All Funding in Place	Select	Funding Documentation for All Sources	Page #
Site Control	Select	Site Control Documentation	Page #
<b>STATE OBJECTIVES</b>			
1. Disaster-Resiliency Long-Term Planning	Required for Points	See Self Score Worksheet	Page #

# 2018 CDBG Application & Instructions

## *Public Facilities Activity*

2. Fair Housing – Access to Opportunities

Required for Points

See Self Score Worksheet

Page #



# 2018 CDBG Application & Instructions

## Public Facilities Activity

*Public facility need is based on the “Need” of the public service(s) that will be provided within that facility, and the need for the rehabilitation, acquisition or construction of the facility.*

### A. Activity Information

1. Indicate how will the CDBG funds be used?

a) **Type of Project (Select all that apply and identify funding)**

	<u>CDBG Funding</u>	<u>Other Funding</u>
<input type="checkbox"/> Acquisition of Vacant Land	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Acquisition of Existing Structure	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> New Construction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Rehabilitation	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other (describe): <a href="#">Click to enter text</a>	<input type="checkbox"/>	<input type="checkbox"/>

b) **Type of Public Facility (select one):** For eligible activity descriptions, refer to the information provided by HUD at: [Guide to National Objectives and Eligible Activities.](#)

- Senior Center (03A)
- Centers for the Disabled/Handicapped (03B)
- Homeless Facility - Not Operating Costs (03C)
- Youth Center/Facility (03D)
- Neighborhood Facilities (03E)
- Parks, Recreational Facilities (03F)
- Parking Facilities (03G)
- Child Care Centers (03M)
- Fire Stations/Equipment (03O)
- Health Facilities (03P)
- Other (specify): [Click to enter text](#)

2. **How many Public Services will be provided at the facility?**

**Note:** A detailed explanation of the CDBG and non-CDBG activities is required in Section B, Need for Activity, question 1.

## 2018 CDBG Application & Instructions Public Facilities Activity

Check the appropriate box and list services to be provided. Explain if any of the services to be provided are not CDBG-eligible activities.

One Public Service: List: [Click to enter text](#)

More than one Public Service: List all:

1. FREED – Disability and advocacy services
2. CoRR – Substance abuse recover services
3. Ruff Pack Refuge – Animal services (support coordination; sheltering support; pet food; supplies)
4. Sammie’s Friends – Animal services (spay/neuter certificates; vaccinations; pet food)
5. Spirit Peer Empowerment – Peer support and counseling services
6. Eligibility Services - County
  - a. AFDC/GA – monthly financial assistance
  - b. CalWorks – job placement and financial assistance for families
  - c. WIC (Women, Infants & Children)
  - d. SSI/SSDI – social security and disability benefits. There will also be SOAR workers on site to expedite the benefits application process
  - e. CalFresh – food stamps
7. Public Defender’s Office – County legal counsel
8. Alliance for Workforce Development – One Stop Job/Employment Services
9. Behavioral Health/Turning Point – mental health services
10. Probation Office – legal support for those on probation and recently released from jail - County
11. Veteran’s Services
12. Transportation Services – Hospitality House

## 2018 CDBG Application & Instructions

### Public Facilities Activity

- Public Service Activity(s), as noted above and other non-CDBG eligible Public Service Activities

Explain/Describe: [Click to enter text](#)

**3. What type of Public Service(s) will be provided at the proposed facility?**

Select all that apply. For eligible activity descriptions, refer to the information provided by HUD at: [Guide to National Objectives and Eligible Activities](#).

- |   |  |
|---|--|
| <input type="checkbox"/> Senior Services (5A)                       | <input type="checkbox"/> Tenant/Landlord Counseling (05K)        |
| <input checked="" type="checkbox"/> Services for the Disabled (05B) | <input type="checkbox"/> Child Care Services (05L)               |
| <input checked="" type="checkbox"/> Legal Services (05C)            | <input checked="" type="checkbox"/> Health Services (05M)        |
| <input type="checkbox"/> Youth Service (05D)                        | <input type="checkbox"/> Abused & Neglected Children (05N)       |
| <input checked="" type="checkbox"/> Transportation Services (05E)   | <input checked="" type="checkbox"/> Mental Health Services (05O) |
| <input checked="" type="checkbox"/> Substance Abuse Services (05F)  | <input type="checkbox"/> Screening for Lead (05P)                |
| <input checked="" type="checkbox"/> Battered & Abused Spouses (05G) | <input checked="" type="checkbox"/> Subsistence Payments (05Q)   |
| <input checked="" type="checkbox"/> Employment Training (05H)       | <input type="checkbox"/> Security Deposits (05T)                 |
| <input type="checkbox"/> Crime Awareness (05I)                      | <input checked="" type="checkbox"/> Homeless/AIDS Programs (03T) |
| <input type="checkbox"/> Fair Housing (05J)                         | <input type="checkbox"/> Other Public Services (05)              |
- (Specify): [Click to enter text](#)

**4. Public Facility location.** Indicate the site address and include a map identifying the specific location.

**Address/Specific Location: 936 Old Tunnel Road, Grass Valley, CA 95945**

**5. Description of Project.** Provide a brief description of the proposed project. The description should include specific information on who, what, when, where and how, and should describe the proposed structure, new construction or rehabilitation. See **Exhibit A, Project Description and Examples**, for further information.

**The County of Nevada is proposing to expend \$3,000,000 of CDBG funds to construct a new Homeless Facility - Brunswick Commons Resource Center – to serve the County of Nevada Homeless population. The facility will be operated by a sub-recipient – Hospitality House – an established organization providing services in the County of Nevada and currently under contract and has received the County Sub-Recipient Grant Management Handbook and is prepared to meet all Federal and State CDBG requirements,**

## 2018 CDBG Application & Instructions

### *Public Facilities Activity*

(see audit on pages xx-xx.) County staff is prepared to provide the necessary oversight to the project to ensure a successful project.

Hospitality House will contract with other service provider to provide services at the facility (see commitments/Resolutions pages xx-xx.) The project will be constructed on property currently owned by the County of Nevada and located on 936 Old Tunnel Road, Grass Valley, CA. The County will enter into a contract and use limitation agreement with Hospitality House for the facility, (see pages xx-xx).

The facility will be a 10,558 sq. ft. building that will provide services for homeless individuals and families. The services to be provided are as follows:

1. Self-care facilities
2. General mail service/lockers
3. Facilities and services for pets
4. Case management services
5. Mental health services
6. Substance abuse services
7. Benefit/application services
8. Veterans benefit services
9. Self-help groups/meetings
10. Domestic violence counseling/resources
11. Legal aid
12. Disability and advocacy services
13. One Stop Job/Employment Services
14. Transportation services

In addition to the services outlined above, the Brunswick Commons Resource Center will provide 9-Transitional Housing units that will be available to support the process of moving the individual and family clients into permanent housing.

Additional funding for the project will be provided by the County of Nevada HEAP funding award in the amount of \$500,000 for architectural services and a loan from RCAC to Hospitality House in the amount of \$2,510,542 – these funds have been committed and are in place to finalize plans and begin the bid process. The architect is under contract.

6. **Relocation Compliance.** Relocation compliance may be required if properties are being purchased, converted, or demolished as part of the

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facility's development AND the property is occupied by one or more "persons" (as defined under relocation law),

In accordance with all federal relocation laws, a formal relocation plan is mandatory for projects that require relocation or displacement activities and will be required at the time of clearing general and special conditions. **Please contact staff at [cdbgnofa@hcd.ca.gov](mailto:cdbgnofa@hcd.ca.gov) if a project involves or potentially involves relocation activities to address Uniform Relocation Act (URA) compliance and noticing deadlines.**

Does the proposed project involve purchase, conversion or demolition of structures on the proposed project's site that will cause displacement of any "persons"?

Yes  No

**Will this activity trigger relocation temporary or permanent displacement of any "persons"?**

Yes. Explain: [Click to enter text](#)

a) The grantee will be required as a special condition of the CDBG grant contract to submit GIN notices and a formal relocation or displacement plan for the project prior to release of grant funds. A properly signed acquisition notice to the seller will also be required per federal regulations. A copy of this notice will be required at time of general and special conditions clearance.

b) Add the associated cost into the Development Cost Worksheet below in "All Funding in Place" under Readiness.

**No.** Explain how that determination was made. **The project is currently owned by the County of Nevada and does not currently contain any structures, occupied businesses or housing units. Relocation does not apply to the project.**

7. **Will the application include activity-specific application(s) for Public Service(s) funding for service(s) to be operated at this facility?**

Yes  No

#### **B. Need for Activity**

**1(a) Necessity of the Service:** For each proposed public service that will be operated from this facility, describe the outcome should these service(s) not be provided, continued or expanded.

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See attached narrative provided on pages xx-xx.

- Public Service(s) funding *is* being requested as part of this application and the Public Service Application documentation is included.
- Public Service(s) funding *is not* being requested; however, information is included below in, *2(b) Need for Activity-Need Documentation Matrix*, found below.

**1(b) Facility:** Describe the need for the acquisition, new construction or rehabilitation of the facility and provide the following documentation as applicable.

**The project proposed is Phase I of a project that will consist of two Phases. Phase two will be developed over the next few years in coordination with the County, Housing Authority and Hospitality House using No Place Like Home funding. Phase I, Brunswick Commons Resource Center will provide the Day Resource Center (DRC) and Temporary Housing (THP) facilities. Phase II will provide additional multi-family housing components that will expand the housing capacity of the project. The project will cover over 5 acres once fully developed, see site plan located on page xx. The County does not currently have a facility or property that can house this type of project or facility therefore a new location was required. See attached Architectural report and assessment on pages xx-xx**

Identify whether the attached documentation identifies need for a new facility or for the rehabilitation of an existing facility.

- Third-Party Documentation of Facility condition for rehabilitation
- Third-party Documentation of Need for New Facility

**2. Extent of Solution:** Explain how the proposed public facility improvement project will deliver needed services to intended beneficiaries and/or mitigate/solve the problem.

- a) Be sure the narrative describes the solution and support documentation includes the following:**
  - Quantifiable data that demonstrates the need for the service (data only, no anecdotal information)
  - Explain how the need is specific to the service area and when it became problematic (must be within the last 5 years)

## 2018 CDBG Application & Instructions

### Public Facilities Activity

- Third-party letters describing the direct **health and safety** impact  
**See attached narrative and Third-party documentation provided per the matrix and narrative annotations.**

b) **Complete the following Need Documentation Matrix.** Include page numbers where the documentation is located in the application.

**If the documentation includes lengthy reports or studies, only include the cover page, executive summary and pages that support the need for the Public Services and proposed Public Facility.**

*\*Click on the box, drop-down menu or text box to enter information.*

PUBLIC SERVICE NEED DOCUMENTATION MATRIX			
Source	Documentation	Quantified	Page # (in app.)
<b>Support Documentation: Severity of the Problem</b>			
Newspaper Article	Newspaper Article	Yes	Page #
Department of Health Services	Report	Yes	Page #
Other Source Documentation	Letter	Yes	Page #
Department of Social Services	Letter	Yes	Page #
Other Source Documentation	Newspaper Article	Yes	Page #
Select	Select	Select	Page #
<b>Support Documentation: Public Service Solution</b>			
Other Source Documentation	Letter	Yes	Page #
Newspaper Article	Newspaper Article	Yes	Page #
Other Source Documentation	Resolution	Yes	Page #
Select	Select	Select	Page #
Select	Select	Select	Page #
Select	Select	Select	Page #
<b>Support Documentation: Third Party</b>			
Other Source Documentation	Resolution	Yes	Page #
Other Source Documentation	Letter	Yes	Page #
Select	Select	Select	Page #
Select	Select	Select	Page #
Select	Select	Select	Page #
Other	Click to enter text.	Select	Page #

### C. Benefit

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## Public Facilities Activity

1. **Service Area – Low/Mod and Poverty Percentages:** Check **one** box only.
- The service area for Public Services that assist 100% Income-Restricted persons or Limited-Clientele, will always be jurisdiction-wide.
  - Poverty will always be jurisdiction-wide only.

*Failure to provide accurate, readable maps showing the exact Census Tract(s) and/or Block Group(s), or boundaries of the service area(s) will result in no points being awarded for this section.*

- Jurisdiction-Wide. Include data for the entire jurisdiction in both the Census Tract/Block Groups and beneficiaries' income group charts below.
- Map **is not** required.
  - In the table below, list the Census Tract(s) and Block Group(s) of the proposed area.

- Service Area(s).
- Map **is** required and must identify the exact boundaries of the proposed service area, whether or not the service area is smaller or greater than Jurisdiction-wide.
  - Narrative justifying the service area.
  - In the table below, list the Census Tract(s) and Block Group(s) of the proposed service area.

**Note:** Be sure to identify the pages where the Census Tract/Block Group Map(s) are located in the application.

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
See	attached	Census	Table	Tract #
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)
Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)	Block Group(s)

## 2. Beneficiaries (People):



## County of Nevada Census Tract and Block Groups

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
1.02	1.03	1.04	1.05	2	3	4.01	4.02	
Block Group	Block Group	Block Group	Block Group	Block Group	Block Group	Block Group	Block Group	Block Group
1-4	1-7	1-3	1-3	1-2	1-2	1-4	1-4	

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
5.01	5.02	6	7.01	7.02	8.01	8.02	9	
Block Group	Block Group	Block Group	Block Group	Block Group	Block Group	Block Group	Block Group	Block Group
1-5	1-4	1-5	1-6	1-2	1-3	1-4	1-3	

Census Tract	Census Tract	Census Tract	Census Tract
12.03	12.04	12.05	12.06
Block Group	Block Group	Block Group	Block Group
1-3	1-3	1-2	1-5

## 2018 CDBG Application & Instructions Public Facilities Activity

- Income-Restricted (100% Low-Income) *(Documentation Required)*
- Limited-Clientele (List type): **Homeless individuals – presumed benefit category per HUD** *(Documentation Required)*
- Primarily Low/Mod (List % of total. Must be at least 51%): **Percent**
  - Based on HUD ACS Low/Mod data
  - Based on Income Survey *(Survey Results and Methodology Required)*

3. **Quantify beneficiaries:** For each income group, identify the proposed number of persons to benefit from the services at the proposed facility.

<u>81% AND ABOVE</u> <i>(Non-Low/Mod-Income)</i>	<u>BETWEEN 51% - 80%</u> <i>(Low/Mod-Income)</i>	<u>BETWEEN 31% - 50%</u> <i>(Very Low-Income)</i>	<u>BELOW 30%</u> <i>(Extremely Low-Income)</i>	<u>TOTAL</u> <i>Number of People</i>
Number	Number	Number	176 (year)	176 (year)

### D. Readiness

An Applicant can demonstrate an increased level of capacity by completing and documenting actions that make the proposed project more ready to proceed. Readiness must be directly related to the specific activity and may include:

- Program operator
- Documented funding commitments
- Engineer's signed and stamped preliminary designs and plans
- Engineer's signed and stamped cost estimate and timeline
- Site control
- Other supporting documentation that substantiates readiness

1. **Experienced in-house staff and ready to start:** Submit evidence of the jurisdiction's experience in non-housing-related construction or multi-family rehabilitation housing projects.
  - **Full points** will be awarded to jurisdictions which have completed two or more similar projects with CDBG or HOME funding, in the last three program years ending June 30th, prior to this NOFA.
  - **Lesser points** may be achieved by verifying lesser experience with similar projects, with or without CDBG or HOME funding, in the last three program years ending June 30th, prior to this NOFA.

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### Public Facilities Activity

- a) Use the Self-Score worksheet to identify the following project experience:
- The number of similar **CDBG-funded non-housing related** construction or rehabilitation projects completed:
  - The number of **CDBG-funded housing related** construction or rehabilitation projects completed:
  - The number of previously completed **federally-funded (other than CDBG; i.e., USDA, Caltrans, etc.) housing or non-housing related** construction or rehabilitation projects completed.

Please include the applicable documentation for each project identified as project experience. Documentation should include a reference to the applicable grant number. The following documentation is required:

- First page of grant agreements (indicating the agreement number, the amount funded and the type of project completed)
- Disposition and Development agreements, if applicable
- Grant close-out letters from CDBG, if available
- Recorded Notice of Completion is required to receive points

- 2 Project Approval Status:** Attach supporting documentation as per the Self-Scoring Worksheet. Documents with the Engineer's signature and stamp will be awarded full points.

- Engineer's Preliminary Design and Plans signed and stamped by the Engineer.
- Engineer's Cost Estimate signed and stamped by the Engineer.
- Engineer's Timeline stamped and signed by the Engineer.

- 3 Funding in Place:** On the *Sources and Uses Table below*, identify the project funding sources and amount of each source. Provide a narrative in the *Comments* section and include commitment documentation supporting the funding sources.

- Program Income Funds Included in the Resolution
- Grant/Loan Award Letters List Attached Documents: **HEAP Funding**

## 2018 CDBG Application & Instructions

### *Public Facilities Activity*

- Bank Loan Commitment Letters    List Attached Documents:  
**RCAC Funding Letter**
- Other Funding Commitments    List Attached Documents:  
[Click to enter text](#)

## 2018 CDBG APPLICATION Public Facilities Activity

### SOURCES AND USES FORM

	<b>Dev. Cost Amounts</b>	<b>CDBG Funding</b> (Enter From Summary Application)	<b>Total Program Income In Place</b>	<b>Total Grant/Loan Awards In Place</b>	<b>Total Other Funding In Place</b>	<b>TOTAL FUNDING IN PLACE</b>	<b>GAP FUNDS NEEDED</b>
Acquisition	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Demolition	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Site work	\$ Included in construction total	\$ Included in construction total	\$ 0	\$ 0	\$ 0	\$ Included in construction total	\$ 0
Construction - Structures	\$ 4,701,010	\$ 2,491,695	\$ 0	\$ 2,209,315	\$ 0	\$ 4,701,010	\$ 0
Soft Costs (Loan interest, permits, etc)	\$ 229,003	\$ 229,003	\$ 0	\$ 0	\$ 0	\$ 229,003	\$ 0
Environmental Review	\$ 25,000	\$ 25,000	\$ 0	\$ 0	\$ 0	\$ 25,000	\$ 0
Architect/ Engineer Fees	\$ 758,209	\$ 0	\$ 0	\$ 758,209	\$ 0	\$ 758,209	\$ 0
Labor Standards	\$ 45,000	\$ 45,000	\$ 0	\$ 0	\$ 0	\$ 45,000	\$ 0
Temporary Relocation	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Permanent Relocation	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Contingency	\$ Included in construction	\$ Included in construction	\$ 0	\$ 0	\$ 0	\$ Included in construction	\$ 0
General Administration	\$ 209,302	\$ 209,302	\$ 0	\$ 0	\$ 0	\$ 209,302	\$ 0
<b>TOTALS</b>	<b>\$ 5,987,524</b>	<b>\$ 3,000,000</b>	<b>\$ 0</b>	<b>\$ 2,967,524</b>	<b>\$ 0</b>	<b>\$ 5,967,524</b>	<b>\$ 0</b>

**Comments regarding Funding in Place and/or Cost Breakdown: Other funding is provided by RCAC Loan to Hospitality House and HEAP funds from the Continuum of Care HEAP funding.**

## 2018 CDBG APPLICATION

### *Public Facilities Activity*

**4. Site Control:** Submit supporting documentation.

Applicants cannot make a choice-limiting action, some of which are:

- executing a sales or lease agreement on land for the proposed project site; and/or,
- executing a construction contract **prior** to completion of an objective environmental review and obtaining release of CDBG funds for the proposed activity

An option to purchase or option to lease is allowable and is not considered a choice-limiting action. Attach evidence of site control documentation from the below list as per the Self-Score Worksheet.

- City/County Owned Site, within the public right-of-way)
  - Purchase Agreement
  - Option to Purchase
  - Option to Lease
  - Easement/Leasehold Interest
  - Other Documentation of Site Control

**E. State Objective Points.** Please see **Appendix O** for additional information.

1. *Disaster Resiliency Long-Term Planning* activities completed, pending or committed that promote long term resiliency planning.
2. *Fair Housing-Access to Opportunities* efforts completed, pending or committed that promote furthering access to opportunity for lower income households.