

NOTICE OF FUNDING AVAILABILITY

The County of San Joaquin anticipates receiving 2004-05 federal funds for the general purpose of assisting low and moderate income persons by providing decent housing, a suitable living environment, and for expanding economic opportunity. Approximately half of the noted estimated funding will be allocated to the Cities of Escalon, Lathrop, Lodi, Manteca, Ripon and Tracy.

The County estimates that its' FY 2004-05 entitlement of federal Community Development Block Grant (CDBG) program funds, plus estimated program income, will approximate \$4.2 million. Activities eligible for CDBG funding include:

- 1) Property acquisition for clearance, rehabilitation or preservation;
- 2) construction of public improvements and facilities;
- 3) removal of architectural barriers to assist the elderly or handicapped;
- 4) housing rehabilitation;
- 5) planning and administrative costs;
- 6) public services;
- 7) economic development;
- 8) and neighborhood revitalization.

To be considered for funding, proposed eligible activities must meet one of HUD's National objectives: benefit to low income persons, address a slum or blighted condition or address an urgent need (life, health, safety) and, one of the CDBG local objectives adopted by the Board of Supervisors:

- 1) Housing and neighborhood preservation including new housing opportunities;
- 2) economic development through job retention and creation activities;
- 3) public infrastructure and facilities limited to the support of objectives #1 and #2;
- 4) elimination of blight and blighting elements limited to the support of objectives #1 and #2;
- 5) special programs offering significant community benefit, or addressing a community urgent need, in direct support of objectives #1 and #2.

Further, a readiness criteria will be used by staff while reviewing all applications for potential funding. If it is not apparent that the prospective subrecipient can obligate the requested funding within seven (7) months of funding availability, the application will not be considered for funding.

The County also estimates that its' FY 2004-05 entitlement of federal HOME Investment Partnership Program (HOME) funds will approximate \$1.8 million. The County will allocate these funds to general housing activity types to include: homeowner and rental construction and rehabilitation, and first-time homebuyer assistance.

Finally, the County estimates that its' FY 2004-05 entitlement of federal Emergency Shelter Grant (ESG) Program funds will be \$133,000. These funds are available to agencies providing emergency shelter services to the homeless. Eligible ESG activities includes:

- 1) Renovation, major rehabilitation or conversion of building for use as emergency shelters for the homeless;
- 2) provision of essential services to the homeless;
- 3) payment of maintenance, operational (including administration but excluding staff costs), rent, repair, security, fuels, equipment, insurance, utilities, and furnishing.

An application for the use of CDBG, HOME or ESG funds can be obtained from the County of San Joaquin, Neighborhood Preservation Division, 1810 E. Hazelton Avenue, Stockton, CA 95205 or by calling, (209) 468-3139 or (TDD-1-800-735-2922.) or through the Internet at <http://www.co.san-joaquin.ca.us/commdev>. Completed applications must be received by Friday, January 16, 2004, no later than 5:00 p.m. at the above address.

It your proposed project is expected to benefit residents of one of the Cities in the County you should contact the respective City for their funding application. Each jurisdiction will have its own application process, with most of the filing periods closing in January. The City of Stockton's application filing period closes January 5, 2004.

A public meeting to discuss local community needs will be held at 3:00 p.m., Thursday, December 11, 2003 at the Community Development Conference Room A, 1810 E. Hazelton Avenue, Stockton.



**SAN JOAQUIN COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT**

1810 E. HAZELTON AVE., STOCKTON, CA 95205-6232
PHONE: 209/468-3121 FAX: 209/468-3163

DECEMBER 1, 2003

TO: INTERESTED PARTIES

SUBJECT: APPLICATION FOR USE OF 2004-2005 CDBG, HOME, OR ESG FUNDS

Each year the County of San Joaquin receives an annual allocation of Community Development Block Grant (CDBG), HOME Program, and Emergency Shelter Grant (ESG) funds from the Department of Housing and Urban Development (HUD). These funds are allocated by HUD utilizing a formula which considers population, poverty, overcrowded units, and age of housing. The County then allocates the funding received from HUD, using the same allocation formula, to the Urban County jurisdictions consisting of the County and the cities of Escalon, Lathrop, Lodi, Manteca, Ripon and Tracy. Approximately half of the County's annual allocation is allocated to the aforementioned cities. The County estimates its 2004-2005 allocation will be as follows:

CDBG	\$4,276,000
HOME	\$1,877,000
ESG	\$ 133,000

There may also be some reallocations from previous years funding that will be allocated at this time.

Enclosed you will find a funding application for the County of San Joaquin's 2004-2005 CDBG, HOME, and ESG Programs. The completed application will be reviewed by County staff to determine whether the proposed activity meets HUD's national objectives and Local County Community Development objectives. Furthermore, the proposed activity will be reviewed for compliance with HUD program eligibility criteria. All proposals that meet these requirements will then be reviewed by the Technical Advisory and Policy Advisory Committees for adherence to the County's 2000-2005 Consolidated Plan. These bodies will then recommend to the Board of Supervisors which activities should be funded. The Board is scheduled to meet in March to consider the recommended activities. HUD and County program objectives and eligibility criteria are discussed in the preface to the application.

To be considered for funding, **two copies** of a completed application must be received at the County's Community Development Department, 1810 E. Hazelton Avenue, Stockton, CA 95205, by **5:00 p.m., January 16, 2004**. No postmarks accepted. A separate application should be prepared for each proposed activity.



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Applicants proposing an activity located in, or providing benefit to residents of the cities of Escalon, Lathrop, Lodi, Manteca, Ripon, Tracy, or Stockton should contact the respective city for their program applications. Each jurisdiction will have its own application process, with most of the application filing periods closing in January. The City of Stockton's application filing period closes January 5, 2004.

A public meeting will be held at 3:00 p.m. on Thursday, December 11, 2003 at the San Joaquin County Community Development, Conference Room "A", 1810 E. Hazelton Avenue, Stockton. All interested parties are invited to attend to discuss local community development needs and to obtain answers to any questions you may have. Attendance at this meeting is not mandatory to be considered for funding.

Should you have any questions concerning this process, please feel free to contact me at 468-3139.

Sincerely,

Karen Stevens
Management Analyst III

**2004-2005
COUNTY OF SAN JOAQUIN
CDBG/HOME/ESG APPLICATION SUBMISSION INFORMATION**

This application must be submitted by all individuals and organizations seeking funding from the Department of Housing & Urban Development (HUD) Community Development Block Grant (CDBG), HOME Program, or Emergency Shelter Grant (ESG) programs operated by the County of San Joaquin. Two copies of the application must be submitted by the indicated deadline and with all requested information to be considered complete. Applicants proposing an activity located in, or providing benefit to residents of the cities of Stockton, Escalon, Lathrop, Lodi, Manteca, Ripon, or Tracy should contact the respective city for their program application.

CDBG Program

To be considered for CDBG funding, proposed activities must first be eligible and then meet one of HUD's stated national objectives and one of the County's local community development objectives.

The following is a list of typical CDBG eligible activities:

- Acquisition of Real Property
- Public Facilities and Improvements
- Privately Owned Utilities
- Clearance, Demolition, and Removal of Structures
- Public Services (15% Cap)
- Interim Assistance
- Relocation
- Loss of Rental Income
- Removal of Architectural Barriers
- Housing Rehabilitation
- Home Ownership Assistance
- Code Enforcement
- Historic Preservation
- Commercial or Industrial Rehabilitation
- Special Economic Development
- Micro Enterprise Assistance
- Special Activities by Subrecipients
- Planning and Capacity Building/Program
- Administrative Costs (20% Cap)
- Other Activities

The three HUD national objectives are:

1. Address the needs of low- and moderate-income persons.
2. Eliminate a slum or blighted condition.
3. Resolve an urgent need.

The County's local community development objectives are:

1. Housing and neighborhood preservation including new housing opportunities.
2. Economic development through job retention and creation activities.
3. Public infrastructure and facilities limited to the support of Objectives #1 and #2.
4. Elimination of blight and blighting elements limited to the support of Objectives #1 and #2.
5. Special programs offering significant community benefit, or addressing a community urgent need, in direct support of Objectives #1 and #2.

HOME Program

Projects funded through the HOME program must provide decent affordable housing to lower-income households. Eligible HOME activities include:

1. Homeowner Rehabilitation
2. Homebuyer Activities
3. Rental Housing
4. Tenant-based Rental Assistance
5. Other activities conducted in conjunction with the above activities, including acquisition of vacant land, site improvements, and refinancing.

A minimum of 15% of the annual HOME allocation must be set aside for use by Community Housing Development Organizations (CHDO). A CHDO is a private, nonprofit community-based service organization that provides affordable housing to the community that it serves.

ESG Program

It is the County's intent to spread this limited funding to as many homeless service providers as possible. Activities eligible for ESG funding are as follows:

1. Payment of maintenance, operation (including rent but excluding staff), insurance, utilities, and furnishings.
2. Renovations, major rehabilitation or conversion of buildings for use as emergency shelters for the homeless.
3. Provision of essential services to the homeless (15% cap).

Recipients of ESG funds must provide 100% matching funds from a source other than federal ESG. Allowable match are: The value of donated materials or buildings; volunteer labor at the rate of \$5 per hour; value of any lease in a building; and funding from other sources.

Last year the County and Cities of Escalon, Lathrop, Lodi, Manteca, Ripon and Tracy allocated CDBG resources as follows: 50% to public facilities and infrastructure; 20% to housing, 13% to public services; and 15% to project planning and administration. HOME funds were allocated as follows: 13% to Homeownership Activities, 54% to Housing Rehabilitation activities, and 15% to Rental Housing projects. Eighty-nine percent of FY 2003-04 ESG funding was allocated to the payment of maintenance and operation expenses, with the remainder funding essential services and homeless prevention activities.



**2004-05 APPLICATION FOR THE
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
HOME INVESTMENT PARTNERSHIP (HOME) AND
EMERGENCY SHELTER GRANT PROGRAMS**

SECTION I. GENERAL INFORMATION

1. Name of Organization: _____

2. Address: _____
Street (No P.O. Box Accepted) City Zip

Mailing Address (if different)

3. Contact Person: _____
Name Title

Business Telephone Number Fax Number

4. Executive Director/Chairperson: _____

Business Telephone Number Fax Number

5. Amount of Funding Requested: \$ _____

Funding Source:

☐ CDBG

☐ HOME

☐ ESG

**DEADLINE FOR SUBMITTING APPLICATIONS:
5:00 PM, JANUARY 16, 2004.**

**SUBMIT APPLICATION TO COMMUNITY DEVELOPMENT DEPARTMENT
1810 E. HAZELTON AVENUE, STOCKTON, CA 95205**

6. Please mark the category which best describes the type of activity for which funds are being requested:
- ∇ **HOUSING** (New construction, rehabilitation, acquisition.)
 - ∇ **PUBLIC FACILITY** (Acquisition, new construction, rehabilitation of a facility where a public service or program will be located.)
 - ∇ **PUBLIC SERVICE** (Operational costs of a service or program.)
 - ∇ **ECONOMIC DEVELOPMENT** (Job creation/retention.)
 - ∇ **OTHER** _____
7. What is your organization's purpose (mission statement)? (Attach additional sheets as necessary.)

SECTION II. FUNDING NARRATIVES (Attach additional sheets as necessary.)

1. Describe the program, service, or project for which funds are requested (i.e. new construction, rehabilitation, operating costs.)

2. Has your organization previously received CDBG, HOME, and/or ESG funding? _____
If yes, when? _____; and how much? \$ _____
- a) Describe the specific use of that funding to date.

3. What other sources of funding are budgeted for the proposed activity? Are the other sources of funding committed? Please list all proposed sources of funding and indicate if each source is committed. Attach copies of any commitment letters you may have.

4. If applying for CDBG funds, describe your organizations plan to become self-sustaining, thereby eliminating the need for future CDBG funds.

SECTION III. PROJECT INFORMATION (Attach additional sheets as necessary.)

1. Describe specifically the project for which CDBG, HOME, or ESG funds will be used for the 2004-05 program year, or attach a formal project description.

2. Describe the location of the proposed project and define the service area(s) for the proposed activity. (Attach a map denoting the described location and defined service area(s).

3. Do you have site control of the location where the activity will occur? ____Yes ____No
If yes, please attach documentation of site control.

4. Does the proposed activity conform with the General Plan, zoning, and other regulations? Please describe all planning/predevelopment steps that have been completed to date. (i.e. architectural plans, engineering, land use approvals, permits, etc.).

5. Are there environmental issues, such as flooding, hazardous materials, lead-based paint, or historic preservation that will need to be considered?

6. When will construction start and end? (Include a detailed schedule with all critical milestones)

SECTION IV. PROGRAM SERVICES INFORMATION

1. Is this a new program/service or an expansion of an existing program/service? Please explain.

2. Describe your organization's history and experience in providing services to the community. (Use specific examples.)

3. Explain how this program differs from other programs providing similar services in Stockton/San Joaquin County. Also indicate any networking or collaboration which occurs with agencies or programs providing the same or like services:

4. Describe your outreach and service delivery methods.

5. What are the eligibility requirements for your participants? Describe the method you will be using to count and monitor the beneficiaries or program recipients.

6. Please state the average number of clients served, daily and annually.

SECTION V. FINANCIAL INFORMATION

1. For CDBG and HOME applicants, provide a proposed line-item budget for this activity indicating the sources and uses of funds. The format for the budget should be four columns with the first column consisting of a line item description; the second column indicating, by line item, the proposed expense/revenue excluding proposed CDBG/HOME assistance; the third column indicating the proposed CDBG/HOME assistance in the appropriate line(s); and the fourth column totaling columns 2 and 3 and reflecting the agencies proposed fiscal year budget.
2. Provide a copy of your organization's financial statement for the most recent completed fiscal year. (Include a balance sheet and income and expenditure statement.)
3. Provide a copy of letter or audit indicating review of most recent financial statement from certified and/or public accountant.
4. If non-profit, provide proof of non-profit status; copy of determination letter from State Franchise Tax Board or Federal Internal Revenue Service confirming non-profit status.

SECTION VI. Demographic Information (Numbers provided should be based upon historic levels or supportable projections.)

1. Indicate the number of residents, by jurisdiction, expected to benefit from the proposed activity.

Stockton	_____
Unincorporated San Joaquin County	_____
Lodi	_____
Manteca	_____
Tracy	_____
Escalon	_____
Lathrop	_____
Ripon	_____
 TOTAL	 _____

2. Indicate the number (#) and percentage (%) of the following:

	a. Organization's Board of Directors & Staff		b. Organization Volunteers		c. Clients to be served	
	#	%	#	%	#	%
American Indian or Alaska Native	_____	_____	_____	_____	_____	_____
Asian	_____	_____	_____	_____	_____	_____
Black or African American	_____	_____	_____	_____	_____	_____
Hispanic	_____	_____	_____	_____	_____	_____
Native Hawaiian or Other Pacific Islander	_____	_____	_____	_____	_____	_____
White	_____	_____	_____	_____	_____	_____
American Indian or Alaska Native <i>and</i> White	_____	_____	_____	_____	_____	_____
Asian and White	_____	_____	_____	_____	_____	_____
Black or African American <i>and</i> White	_____	_____	_____	_____	_____	_____
American Indian or Alaska Native <i>and</i> Black or African American	_____	_____	_____	_____	_____	_____
TOTALS:	_____	_____	_____	_____	_____	_____
Handicapped	_____	_____	_____	_____	_____	_____
Female Head of Household	_____	_____	_____	_____	_____	_____

3. Indicate the percentage (%) of Clients by sex to be served:

Male _____% Female _____%

4. Indicate the percentage (%) of clients to be served by age group:

0-5 _____%, 6-12 _____%, 13-21 _____%, 22-54 _____%, 55-75 _____%, Over
75 _____%

5. Indicate the percentage of clients to be served by income level:

Extremely Low Income _____% Very Low Income _____% Low Income
_____ %
(< 30% Median) (31-50% Median) (51-80% Median)

6. What is the basis for the above provided demographic information?

SECTION VII. AUTHORIZED SIGNATORY

I hereby certify that I have read this application and the exhibits thereto, and know the contents thereof, and that the statement therein are true, and that I have been authorized by the governing board to submit this application.

Authorized Representative Signature

Date

Printed Name and Title

SAMPLE SOURCES AND USES BUDGET

Best Ever Rental Development

Development Budget Summary

Background

Square Feet (Total):	20,000	Total Costs per square foot:	\$ 0.00
Square Feet (Site):	30,000	Land Acquisition Cost:	15.00
Square Feet (Residential Buildable):	20,000	Residential costs per sq.ft.:	233.31
Number of Units (Residential):	20	Residential costs per unit:	233.312
		Cost / SF	233.31
Months of Construction	12	Construction Loan Draw Rate:	60%
Square Feet (Commercial):	0	Commercial costs per square foot:	#DIV/0!

Sources

Residential:				
<<Listed in order of lien>>				
Private Construction Loan	75% LTV	\$ 2,307,059		
Private Permanent Loan	Based on NOI		10%	\$ 488,464
State Bond Loan Program	GAP Funding		9%	400,000
City Loan (HOME Funds)	38%	1,750,000	21%	1,000,000
AHP Loan (Often wrapped with Private Perm.)		200,000	4%	200,000
Tax Credit Equity		100,000	55%	2,577,781
Deferred to Permanent Loan:		309,187 *		
Residential SUBTOTAL:		\$ 4,666,245	100%	\$ 4,666,245
Total Financing		\$ 4,666,245		\$ 4,666,245
GAP REMAINING		\$0		\$0

Uses

	Cost/SF	Residential
Land/Acquisition Costs	\$10	\$ 300,000
Construction Hard Costs		
Construction Contract w/bond	101	2,020,000
Demolition	5	150,000 Based on Site Demo
Environmental Remediation		30,000
Other Hard Costs		108.500 % of Construction and Demolition
Contingency	20%	461.700 % of all other Hard Costs
Sub-Total Hard Costs		\$2,770,200
Soft Costs	% of Construction Costs	
Architecture & Engineering	9.0%	\$249,318
Surveys, Soils & Predevelopment		5,000
Construction Testing	1.5%	41,553
Construction Manager		36,000
Local Permits, Fees & Utilities	6.0%	166,212
Construction Loan Interest		136,850
Construction Loan, Fees & Expenses		45,617
Interest on City Loan		52,502
Perm. Loan Fees and Expenses		9,769
Insurance	1.0%	27,702
Legal		35,000
Syndication Legal Costs		40,000
Syndication Consultant		40,000
Other Syndication Costs		15,000
Taxes		5,000
Appraisals		15,000
Title, Escrow & Recording		15,000
Other Consultants		0
Audit		15,000
Marketing		35,000
Reserves		56,483
Relocation Expenses		0
Other Expenses	5.0%	138,510
Overhead/Admin Expenses	5.0%	138,510
Developer Fee	10.0%	277,020
Interest on Developer Fee		0
Soft Cost Subtotal	58%	1,596,045

Total Development Costs \$4,666,245

NET PERMANENT SOURCES (GAP):

*Deferred funds include partial deferral of payment to Syndication Consultant and Syndication Legal until Syndication is complete.