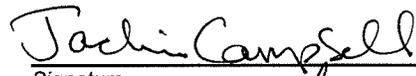


STAFF REPORT
COUNCIL MEETING DATE
April 9, 2012

ITEM FOR COUNCIL CONSIDERATION

Request to reserve City funds from the HOME Consortium of Santa Barbara County and the Community Development Block Grant Entitlement Funds to Peoples' Self-Help Housing Corporation's Casas de las Flores Apartments Project at 4096 Via Real

**Report prepared by: Jackie Campbell, Director
Community Development Department**


Signature

Reviewed by: Dave Durlinger, City Manager


Signature

STAFF RECOMMENDATION

Action Item X ; Non-Action Item

Reservation of HOME and CDBG Funds for the Casas de las Flores Apartments Project at 4096 Via Real

Motion 1: I move to recommend that the HOME Consortium reserve \$41,377 from the City of Carpinteria fund for the Casas de las Flores Apartments Project.

Motion 2: I move to reserve \$62,862 from the City of Carpinteria CDBG fund for the Casas de las Flores Apartments Project.

I. BACKGROUND

HOME: The Santa Barbara County HOME Consortium was formed in 1990 with the goal of increasing the supply of affordable housing for low and very-low income families throughout Santa Barbara County. The HOME Consortium is responsible for overall decisions relating to program administration and project approval for U.S. Department of Housing and Urban Development (HUD) HOME Investment Partnership Program (HOME) funding. All development supported by HOME funds must remain affordable in perpetuity. Members of the HOME Consortium include the County of Santa Barbara and the cities of Buellton, Carpinteria, Goleta, Lompoc, Santa Maria and Solvang.

CDBG: In July 2006, the City entered into a Cooperation Agreement with the County of Santa Barbara for participation in the Community Development Block Grant (CDBG) Program to gain Urban County status along with the cities of Lompoc, Buellton and Solvang. That Agreement was accepted by the Housing and Urban Development Department (HUD) in November 2006, making the City of Carpinteria eligible to receive CDBG funds for various activities directed toward revitalizing neighborhoods, economic development and providing improved community facilities and services. The City Council has full authority over how its funds are allocated on an annual basis. These funds can be used to support housing that is permanently affordable to low and very-low income households.

Notices to announce the availability of this year's HOME and CDBG funds were published in November 2011. Two workshops were held to inform potential applicants about the programs. The Notice of Funding Availability (NOFA) filing period closed on January 27, 2012. One Application for Reservation of Funds from the City was received from Peoples' Self-Help Housing Corporation (PSHHC) for the Casas de las Flores Apartments Project.

Each year, recommendations for reservations of funds for affordable housing projects are made by the County of Santa Barbara Capital Loan Committee based on the applications received during the NOFA period. The Committee reviewed the requests from Peoples' Self-Help Housing along with several other requests for projects in the County on Thursday, March 22nd. The Committee did not recommend approval of the loan request for the Casas de las Flores Apartments Project but instead supported an affordable apartment project in Isla Vista (Pescadero Lofts) on the basis that the Committee found the Lofts project was more "ready" than the Casas de las Flores project. Even without a contribution of County funds toward Casas de las Flores, staff is requesting the Council's support in recommending that the entirety of the City's reservation be made to Peoples' Self-Help Housing Corporation (PSSHHC) as discussed below. And, it is possible that the County may have other funds available that could be directed to support the Casas project. This issue will be discussed at the Board of Supervisors hearing on Tuesday, April 10th.

II. DISCUSSION

Peoples' Self-Help Housing Corporation is a private non-profit organization providing and managing affordable housing and programs for low income families, seniors and other special needs groups in the Central Coast region. They have submitted requests for funds from the City of Carpinteria to continue permitting and financing efforts related to the development of the Casas de las Flores Apartments Project, including acquisition of a privately owned parcel that will be purchased and then incorporated into the overall plan for Casas de las Flores. The applications for both HOME and CDBG funds are included as Attachments A and B of this report. The total reservation request comprises two funding sources as follows:

\$ 41,377	City of Carpinteria HOME Allocation
<u>\$ 62,862</u>	City of Carpinteria CDBG Allocation
\$104,239	Total allocation request

Redevelopment of the Carpinteria Camper Park site by PSHHC would include construction of 43 apartment units for low and very-low income households. The Casas de las Flores property is zoned for multi-family housing at a maximum density of 20 units per acre. In December 2010, the Planning Commission approved a Development Plan and Coastal Development Permit to authorize the project. Peoples' intends to submit an application for state tax credits to fund the majority of the project costs (total budget is approximately \$18.5 million). Peoples' indicates that with all funding secured, construction could begin in 2013, with a projected completion date in

2014. Given the schedule, the approved status of the permits and the ongoing work by Peoples' to complete this project in a timely manner, staff recommends support of this funding request with terms of the loan to be discussed as project financing is further developed.

Housing Element Analysis

The City's Housing Element sets out goals and policies to assist in the development of affordable housing. The goals that the City has given priority to and which meet the criteria set forth by HUD in the utilization of funds to be awarded are listed below.

- Attain a housing supply that meets a variety of housing needs.
- Attain a housing supply that meets the needs of low and moderate income households.
- Attain a housing supply that meets the needs of special population groups.

These goals can be attained through the implementation of policies identified in Program Category 2 of the Housing Element which were specifically adopted to fulfill these goals.

Policy 1: Infill development: *Promote infill housing development through land use policies and by reducing development impact fees where the City wants to encourage infill development.*

Policy 3: Housing Unit Sizes: *Provide for a range in the number of bedrooms in assisted housing developments so as to help meet the needs of various household types and special needs populations.*

Policy 6: Rental Assistance: *Allocate HOME funds and in lieu fees to State and/or federally assisted housing that provides rent restricted units in existing and/or new residential developments.*

Policy 7: Acquisition and Rehabilitation of Rental Housing. *Work with non-profit sponsors to acquire and rehabilitate rental housing units in order to maintain long-term affordability of the units. This will include, but not be limited, to: (a) technical support needed to obtain funding commitments from county, state and/or federal programs; (b) assistance in permit processing; (c) possible deferral, reduction or waiver of City fees; and (d) contribution of City housing funds, if available.*

By using the City's HOME and CDBG funds to support Peoples' Self-Help Housing in the development of the Casas de las Flores Apartments Project, the City is implementing these goals and objectives identified in the 2009 Housing Element. In particular, development of rental apartments in Carpinteria satisfies the currently unmet need for housing in the low and very-low income categories identified in the City's Regional Housing Needs Allocation (RHNA) numbers.

III. FINANCIAL CONSIDERATIONS

Approximately \$827,000 in HOME funds and \$1 million in CDBG funds targeted to developing housing opportunities for low and very-low income families was received by the County Consortium for the 2012 program year, a significant reduction from the previous years' funding levels. The funds are distributed among the Consortium members based on a formula of the member cities' populations, instances of overcrowding and number of families living in poverty. Based on the formula, Carpinteria receives approximately 5% of the HOME funds and 8% of the CDBG funds. All funds are dispersed by the County after receiving input from the Consortium members through the Steering Committee and the County's own Loan Committee.

The requested allocations would utilize all of the City's HOME and CDBG allocations for this year. While the Council had reserved \$150,000 for the Casas de las Flores project in 2006, because the project was not ready to go forward the Council reprogrammed the funds in January 2011 to support the Dahlia Court Apartments Project, now currently under construction. In future years, the City may choose to allocate additional HOME and CDBG funds to the Casas de las Flores Project as it becomes more "ready" and therefore eligible for funding under these programs. The County of Santa Barbara may also provide some of its future HOME and CDBG funds for the Casas Project, just as was done for the Dahlia Court Project in past years.

IV. LEGAL ISSUES

The City's participation in the HOME Consortium is voluntary, though the City is required to comply with all applicable federal laws and the provisions of the HOME Consortium. Additionally, the City's participation in the CDBG program is voluntary though the City Council previously entered a cooperation agreement with the County of Santa Barbara to achieve Urban County status and become eligible for CDBG funding as the City would not qualify for CDBG funding on its own.

Prior to providing the funding to Peoples' Self-Help, the City would enter a Loan Agreement to ensure repayment of these funds over time. This Agreement would require review and approval by the City at the time the loan is made.

V. ALTERNATIVES

1. Recommend that the HOME Consortium allocate funds in an amount or distribution other than that recommended by staff as presented above.
2. Choose not to recommend allocation of the City's funds for the requested project and allow the HOME and CDBG fund balances to increase by this year's allocations.

VI. Persons Expected

Scott Smith, Peoples' Self-Help Housing Corporation

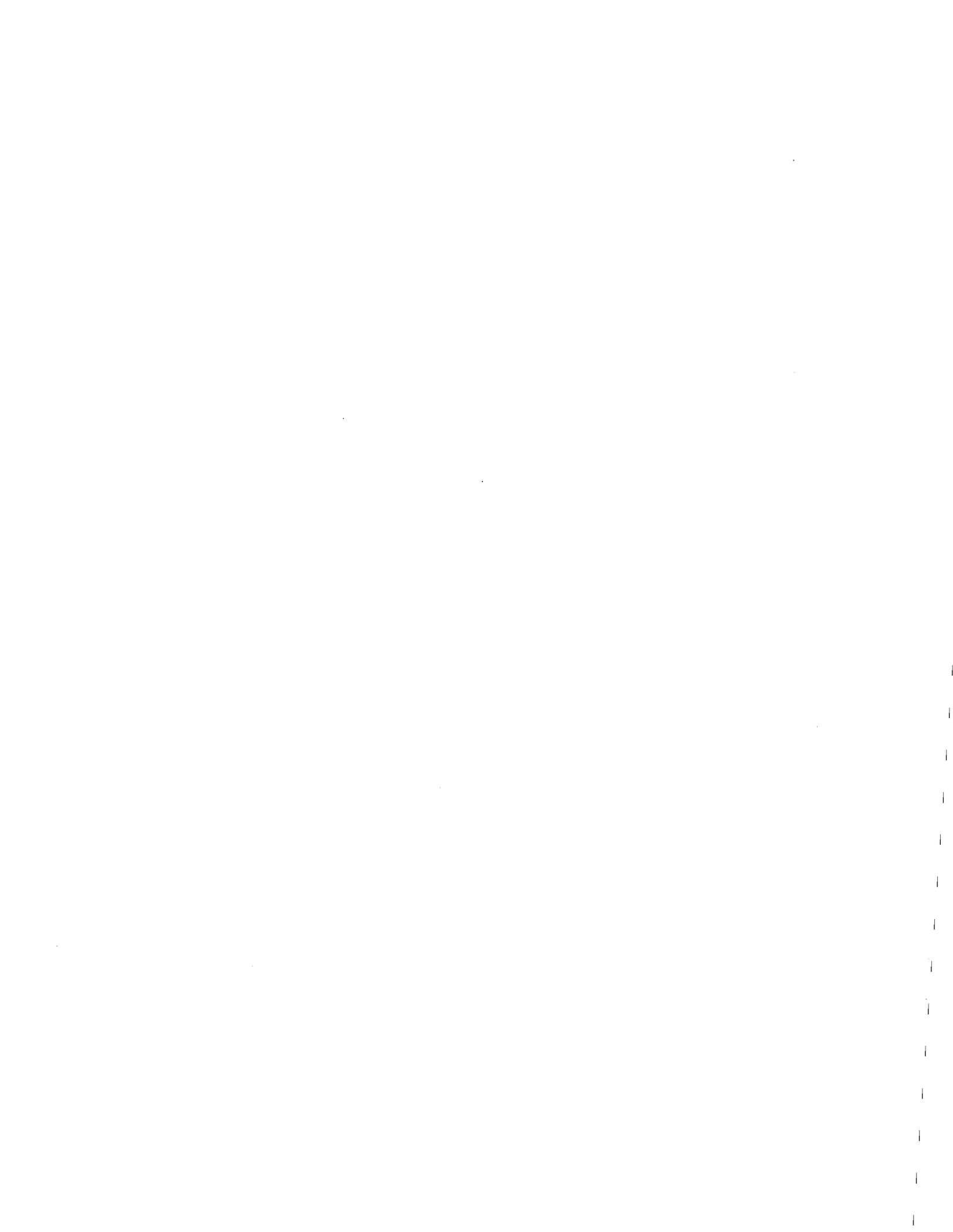
VII. ATTACHMENTS

- A. Casas de las Flores Apartments HOME Funding Application
- B. Casas de las Flores Apartments CDBG Funding Application

Attachment A

**HOME Funding Application
Peoples' Self-Help Housing Corporation**

**City Council Hearing
April 9, 2012**





**COUNTY OF SANTA BARBARA
HOUSING AND COMMUNITY DEVELOPMENT
HOME FUNDING**

Project Proposal for Program Year 2012-2013

FOR OFFICIAL USE ONLY	
Rec'd _____	
Initials _____	
<input type="checkbox"/> Logged	
<input type="checkbox"/> Scanned	

Total Requested Program Funding by Jurisdiction¹: <i>(Check all that apply)</i>	<input checked="" type="checkbox"/> Santa Barbara County	\$ <u>1,134,139</u>
	<input type="checkbox"/> Buellton	\$ _____
	<input checked="" type="checkbox"/> Carpinteria	\$ <u>41,377</u>
	<input type="checkbox"/> Goleta	\$ _____

Are you also applying for program funding through any of the listed jurisdictions' NOFAs? *(Check all that apply)*

<input type="checkbox"/> Lompoc	\$ _____
<input type="checkbox"/> Santa Maria	\$ _____

Section A -- General Project Information Summary

- Project Title: Casas de las Flores
- Brief Summary of the Project: New construction of 43 units for rent to low- and very-low income households, replacing the existing Carpinteria Camper Park project.
- Project Address: 4096 Via Real, Carpinteria, CA
- Service Area of Proposed Project (i.e., specific city, countywide, etc.) Carpinteria and Unincorp. County

Section B -- General Applicant Information

- Legal Name of Applicant Organization: Peoples' Self- Help Housing Corporation
- Are you a 501(c) organization? yes no
(All agencies must complete a Board of Directors Affidavit on page 16)
- Address of Organization:
 - Street: 3533 Empleo Street Apt. # _____
 - City: San Luis Obispo State: CA Zip: 93401
- Mailing Address (if different from above):
 - Street: As above Apt. # _____
 - City: _____ State: _____ Zip: _____

¹ *Reminder: Please be sure to include 5% in your budget to cover project activity delivery costs incurred by the implementing jurisdiction. Activity costs are those associated with administration of Federal compliance requirements such as environmental review, contract preparation, bid packet review and other supplementary program-related regulations.*

5. Person to Contact Regarding this Application:

- a. Name: Mark Wilson
- b. Relationship to Agency: Senior Project Manager
- c. Street: 3533 Empleo Street Apt. # _____
- d. City: San Luis Obispo State: CA Zip: 93401
- e. Work Phone: (805) 783 - 4460 Ext. _____
- f. Fax: (805) 544 - 1901
- g. E-mail: markw@pshhc.org

6. Name and contact information of Fiscal Agent:

- a. Name: Maura Shannon, CFO
- b. Agency / Organization: Peoples' Self-Help Housing Corporation
- c. Street: 3533 Empleo Street Apt. # _____
- d. City: San Luis Obispo State: CA Zip: 93401
- e. Work Phone: (805) 781 - 3088 Ext. 451
- f. Fax: (805) 544 - 1901
- g. E-mail: mauras@pshhc.org

7. Organization's Federal Identification Number (Tax ID #) 95-2750154

8. Agency Organizational DUNS number: 09-641-44112
(If you do not have a DUNS number, go to <http://fedgov.dnb.com/webform> to register.)

9. Are you registered with the California Attorney General Registry of Charitable Trusts? yes no

10. If yes to question 9, please provide your Registry of Charitable Trusts Registration Number: # 013421

11. Is the applicant organization or any parties associated with the applicant or proposed project debarred from entering into federal, state or local contracts? yes no
*If yes, explain under separate cover. **Please note, this will be verified pursuant to federal program requirements, and applications containing false information will be deemed ineligible for funding.*

12. Is this organization a County certified Community Housing Development Organization (CHDO)? yes no
If yes, please provide a list of the board membership and Bylaws.

Federal Grant Experience within past 5 years:

Federal Grant Program	Project Name	Purpose of Grant	Date Obtained	Funding Amount
CDBG & HOME	Dahlia Court II	33 new affordable rental units	2008-2011	\$1,769,605
HOME	El Patio Hotel	Acq./rehab 42 affordable units	2007-2011	\$408,000
HOME	Casas las Granadas	12 new affordable rental units	2006-2009	\$1,187,585
HOME	Lachen Tara Apartmet	29 new affordable units	2006-2008	\$2,173,966

Fiscal Year and Audit Reports

1. What is your agency's fiscal year end date? June 30
2. Please attach a copy of your organizations audited financial statements for the most recent fiscal year beginning after January 1, 2010. (Please include a copy of the most recent financial audit with your completed application— See Required Attachments). What fiscal year did this most recent audit include?
June 30, 2011 (Month/Year - Month/Year)
3. Are there any outstanding financial audit findings which remain unresolved? yes no
If yes, please explain. _____
4. Has your agency expended more than \$500,000 in federal funds in its last operating year? yes no
(Including federal funds expended that were passed through from other agencies, i.e., State of California, City of Lompoc, etc.)

If you answered "yes" to question 4, please answer questions 5 and 6 below. If you answered "no" to question 4, please proceed to question 7.

5. Was there an audit conducted in compliance with the Single Audit Act (OMB A-133)? yes no
6. Are there any outstanding single audit findings which remain unresolved? yes no
If yes, please explain. _____
7. If your organization is a non-profit organization, does your organization comply with the following:
 - a) OMB Circular A-87 "Cost Principles for State, Local and Indian Tribal Governments" yes no
 - b) OMB Circular A-110, as implemented at 24 CFR Part 84 "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations" yes no
 - c) OMB Circular A-122 "Cost Principles for Non-Profit Organizations" yes no

- d) OMB Circular A-133 "Audits of States, Local Governments and Non-Profit Organizations" yes no
- e) Does your organization have the financial capacity to administer your program under a cost reimbursement system where invoices are only processed twice each month? yes no
- f) Does your organization have any outstanding litigation or other legal issues? yes no
If yes, please attach written explanation as a separate sheet.

10. How many members serve on your Board of Directors? 11
11. How often does your Board of Directors meet? 8-10 times per year
12. Does your Board of Directors have an audit committee? Yes
13. Describe the financial expertise currently serving on your Board of Directors. [REDACTED]
PSHHC's Board includes a banker as Treasurer, form SB City housing director, and CPA as Asst. Treas.
14. What financial experts currently serve in an advisory capacity to your Board of Directors? Please list and provide contact information.
Three staff members at PSHHC are CPA's and provide advisory services and project support. In addition PSHHC auditors serve in an advisory capacity to the Board.
Contacts: Staff: Maura Shannon (mauras@pshhc.org); John Fowler (johnf@pshhc.org); Mark Wilson (markw@pshhc.org). Auditor: Tom Tomaszewski (tomcpa@directcon.net).
15. Please provide the names and contact information of the Board of Directors and the Officers on a separate sheet.

Section C – Project Information

- 1. How many total units will this project provide? 43
- 2. How many affordable units will this project provide? 42 (+1 Manager Unit)
- 3. Of the affordable units, how many will be designated as "HOME-Assisted"? 11
- 4. Indicate the number of affordable units with their respective income thresholds:
Below 50% of Area Median Income 5 Between 50-60% of Area Median Income 37
Between 60-80% of Area Median Income 0
- 5. Describe the characteristics of the clientele/beneficiaries to be served by this project (i.e., Elderly individuals, developmentally disabled, etc.) Farmworkers and other households earning 30%-60% AMI.

6. Will the project require Lead – Based Paint mitigation? yes no

7. Will units be accessible to and usable by persons with disabilities? yes no

Please explain:

Design includes handicap accessible/adaptable units.

8. Briefly describe your project proposal. (250 words or less)

This project involves the construction of 43 new housing units on property currently previously housing very low-income households at the dilapidated Carpinteria Camper Park. There are three parcels involved: two parcels currently owned by PSHHC, and one adjacent parcel of .32 acres containing a SFR. This 3rd parcel is for sale and PSH has entered into a contract to purchase with the owner. Escrow for this purchase must close no later than 12/31/2012. In December of 2010 the City of Carpinteria approved a Development Plan for the project (No. 10-1543-DP/CDP). The project design and approval incorporates all three parcels. County funds will be utilized for the acquisition of this third parcel as well as other predevelopment and project related costs. The project will serve low- and very low-income families, including farm laborers. In addition to City/County funds, PSH will utilize 9% tax credits, City fee waivers, State funding, FHLB AHP funds, and permanent bank financing. Total project cost is estimated at approximately \$18.5 million, depending upon final construction bids and prevailing wage requirements, as well as increased standards required for new building code compliance and various green technology requirements from TCAC and other financing sources. This fund request would allow PSHHC to complete the acquisition of the final parcel required for the project, to offset already incurred pre-development costs, and to achieve the financial feasibility required to apply for low-income housing tax credits.

9. The project must comply with the following codes and/or property standards upon project completion. Check boxes to confirm project will comply with each requirement.

- Local code requirements CA Building Standards Code (Title 24)
- Handicapped Accessibility requirements of Section 504 International Energy Conservation Code
- Site and neighborhood standards at 24 CFR 893.6 (b)

10. Personnel/Staff Capacity: Briefly describe the agency's existing staff positions and qualifications (including whether staff is full-time, part-time, volunteer, etc.), its capacity to carry out this activity, and state whether the agency has a personnel policy manual with an affirmative action plan and grievance procedure. (150 words or less)

PSHHC is fully staffed to complete this project. Staff includes three full-time project managers, 2 of whom have over 20 years development experience each. Staff also includes two on-staff general contractors with significant experience in multi-family construction, as well as construction administrative support staff. Lastly, PSHHC's Executive Director and Deputy Director each have over 25 years of affordable housing development experience.

PSHHC has a personnel policy manual with an affirmative action plan and grievance procedures.

11. Financial Capacity: Describe the agency's current operating budget, itemizing revenues and expenses. Identify commitments for ongoing funding. Describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. (150 words or less)

The agency has a current operating budget of \$7.15M which consists of \$3.955M in expenses for affordable housing rentals, and \$3.19M for construction of affordable housing and other programs. Revenues total \$7.27M, which includes \$4.13M in affordable housing rents and \$208k in donations. The balance of revenues consist of fees for construction and operation of affordable housing and government grants. Funding for programs looks secure for the foreseeable future. The agency has a professional fiscal staff including three CPAs, an excellent system of internal controls, payment procedures, accounting systems and fund accounting, clean audits are received every year.

Section D – Beneficiary Information

Income verification: How does (will) your organization verify income eligibility of your clients?

Client Document Review:

yes no

Clients provide tax documents, pay stubs, etc., to verify income. Documents are reviewed by staff. If you use this method, please attach blank worksheet.

Self-Certification:

yes no

Clients independently "self-certify" on an agency form. If you use this method, please attach blank certification form. Please note that this is not a commonly approved method of tenant eligibility certification under the County HOME Program.

Other: Survey, other documentation (required documentation for other governmental programs, etc.). yes no

If yes, please explain: _____

Ethnicity and Race: *(Very few projects are exempted from this requirement.)*

1. Does your organization request information on whether your clients are of Hispanic ethnicity? yes no

2. Does your organization ask all clients (including Hispanic clients) whether they are the one or more of the following races: yes no
 - White
 - Black or African American
 - American Indian or Alaska Native
 - Asian
 - Native Hawaiian or Other Pacific Islander
 - American Indian or Alaska Native and White
 - Asian and White
 - Black or African American and White
 - American Indian or Alaska Native and Black or African American
 - Balance/Other (The balance category will be used to report individuals that are not included in any of the single race categories or in any of the multiple race categories listed above.)

3. If your organization does not currently obtain ethnicity and race information on the clients to be served by the proposed project, please explain how this information will be obtained to meet this requirement:

Section E – Property Ownership

1. Who (agency name) is the current legal owner of the property? Peoples' Self-Help Housing Corporation

2. Do you have site control (purchase agreement, entitlements, permits)? yes no

3. If you are pursuing site control, please explain the status of the process: PSHHC owns the two 1+ acre parcels, and has a letter of intent to purchase the remaining .32 acre parcel.

4. Who (agency name) will be the final owner of the property? PSHHC will form a Limited Partnership as owner.

Section F – Financial Feasibility

1. Attach a detailed project pro forma that includes the development budget with sources and uses of funds, permanent financing budget, operating budget, and a minimum 15-year cash flow projection.

2. When do you anticipate securing 100% of the funds needed for completion of the project? September, 2012
Please also complete Attachment A, Project Timeline.

3. List the sources and amounts from your pro forma of any *unsecured* funds, and the anticipated date that those funds will be made available:

SOURCES	AMOUNTS	DATE
Bank Loan - Tranche A	1,264,470	June, 2012
Bank Loan - Tranche B	1,510,499	June, 2012
Federal Home Loan Bank AHP funds	430,000	April 2012
Low-Income Housing Tax Credits	13,032,015	September, 2012
PSHHC Capital Campaign and Neighborworks	450,000	June, 2012

4. Has a Market Study been completed for this project? *If yes, please attach.* yes no

a. If yes, when was this conducted? October, 2011

b. If no, how have you determined there is a need for this project? Please provide specific detail and data under a separate cover.

5. Will relocation be required for this project? yes no
If yes, please attach a relocation plan that is consistent with the requirements of the Uniform Relocation Act, including a budget for expenses related to relocation.

Section G – Applicant Experience

Describe your organization's previous experience in implementing programs/projects similar to the activity proposed. Attach resumes and references for each member of the proposed development team (i.e., developer, architect, consultants, and project coordinator, if applicable). (250 words or less)

Through sustainable design and building methods, the project is proposed to promote energy efficiency and conservation through:

- 1) Exceeding Title 24 Energy Standards by 15-25%
- 2) Use of florescent lights.
- 3) Installation of Energy Star rated appliances.
- 4) Use of water saving fixtures in kitchens and bathrooms.
- 5) Use of low VOC interior paint.
- 6) Greenpoint Rating or LEED Certification.

Who will be preparing the bid packet and administering the bid process?

- a. Name: John Kukulka
- b. Relationship to Agency: Rental Housing Development Director
- c. Work Phone: (805) 781 3088 Ext. 475
- d. Fax: (805) 544 1901
- e. E-mail: johnk@pshhc.org

Section H – Energy Conservation and Efficiency

Explain what design features and improvements will be included in your project to promote energy efficiency and conservation. (150 words or less)

Through sustainable design and building methods, the project is proposed to promote energy efficiency and conservation through:

- 1) Exceeding Title 24 Energy Standards by 15-25%
- 2) Use of florescent lights.
- 3) Installation of Energy Star rated appliances.
- 4) Use of water saving fixtures in kitchens and bathrooms.
- 5) Use of low VOC interior paint.
- 6) Greenpoint Rating or LEED Certification.

Will this project exceed Title 24 Standards by 15% or greater?

yes no

Section I – Asset Management and Operations

1. Who (agency name) will be responsible for the ongoing asset management?
The Duncan Group, a non-profit property management company and affiliate of PSHHC.
2. Who (agency name) will be responsible for the ongoing property management and maintenance of the project?
The Duncan Group.
3. If this is a special needs project, who (agency) will be responsible for provision of services to project residents?
N/A - this is not a special needs project.
If agreements are in place, please attach. Please note an authorized person representing the responsible organization(s) must sign the certification enclosed.

Section J – Environmental Review

A. Project Information

1. Assessor's Parcel Number of project site: 004-013-018, 004-013-019, 004-013-020
Please attach a map of the site.
2. Parcel Size: 2.69 acres (combined)

B. Historic Preservation

1. Note the year that each of the structure(s) on the parcel was constructed. 1960
2. Are any of the structures designated or eligible for listing on the National Register of Historic Places? yes no
3. Please indicate how the structures are currently used (i.e., real estate office, residential apartment, etc.)
Leasing office and shared resident bathrooms, and spaces for travel trailer hookups.
4. Are any of the structures considered of local historic significance? If yes, cite the source. yes no

5. If any of the structures have been remodeled, please note when the remodeling occurred and which portions of the building were impacted. N/A

C. Local Land Use Review

1. What is the local land use authority for this site? City of Carpinteria
(City or unincorporated county)
2. What is the zoning for this parcel? CPD/R (Residential Overlay)
(Contact the local Planning Department)
3. Is the project's land use consistent with the zoning designation? yes no
4. What is the General Plan and/or Area Plan Designation? Research Park Industrial
(Contact the local Planning Department)
5. Is the project land use consistent with the General Plan and/or Area Plan Designation? yes no

6. Please list the local permits required to approve the proposed project
(i.e., site approval/conditional use permit, planned development permit, etc).
Architectural Review, Coastal Development Permit, Development Plan, Lot Line
Adjustment/Merger
7. Have the listed permit applications been initiated? yes no
Please note the status of any required permit applications that are outstanding.
The project has gained final approvals from Architectural Review Board and Planning
Commission
8. Has a CEQA environmental document already been prepared for this project by the local
Planning Department or is this review in process? yes no
If completed, what was the determination (i.e., MND, ND, EIR, etc.)? MND
9. Has a NEPA review for this project already been completed, or is this review in process by
another agency? yes no
If yes, which agency completed the NEPA review, and when? MND

D. Environmental Compliance

1. Has a Phase I Environmental Site Assessment Report been completed for this project? yes no
If yes, when was this completed? May, 2007
2. Has an Archaeological or Cultural Resource Survey been completed for this site? yes no
3. Is the project located near areas where flammable, explosive, or toxic chemicals are stored or
transported? yes no
If so, describe.

4. Are there any endangered or threatened species known to be present on the project site? yes no
5. Is the project site within line-of-sight of an arterial roadway or railway? yes no
If yes, list the name of the road/railroad and the distance to the nearest proposed structure(s) on the site.
US Hwy 101 (+100')

County of Santa Barbara 2012 NOFA

- 6. Will this project create noise sensitive uses? yes no

- 7. Is the project site located on existing or previously cultivated farmland? yes no

- 8. Is the project site in either a 100-year or 500-year floodplain?
Contact the local Public Works Department for the site's floodzone designation. yes no

- 9. Does this property have flood insurance? yes no

- 10. Is the project located near wetlands? yes no

- 11. Approximately how far is the project site from the nearest airport? 20 miles

- 12. Have the structure(s) been tested for asbestos, mold, or lead-based paint? yes no

Section K – Certifications – All certifications must be executed in BLUE INK

Agency Certification

The undersigned agency hereby certifies that:

- a. The information and statements contained herein and in the attached documents (if applicable) are true and correct;
- b. The agency shall comply with all federal and County policies and requirements applicable to the HOME Program;
- c. No more government assistance will be invested in the project than is necessary to provide affordable housing;
- d. If HOME funds are approved for a project, the agency shall manage, maintain, and operate the project during the period of affordability (typically 30 years) unless given specific approval from HUD and the County to do otherwise; and
- e. If HOME funds are approved in the requested amount, then to the best of your knowledge, sufficient funds will be available to complete the project as proposed.

Peoples' Self-Help Housing Corporation

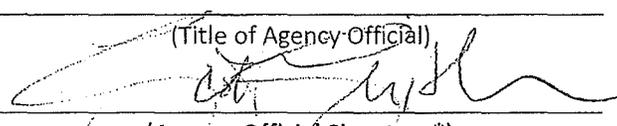
(Name of Agency)

Scott Smith

(Typed Name of Agency Official)

Deputy Director / Assistant Secretary

(Title of Agency Official)



(Agency Official Signature*)

1-25-12

(Date of Signature)

805-781-3088 x453

(Telephone Number of Agency Official)

scotts@pshhc.org

(Email address of Agency Official)

(CERTIFICATIONS CONTINUED ON NEXT PAGE)

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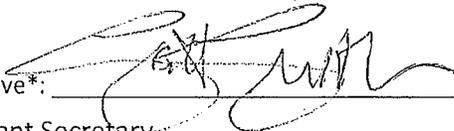
Property Management and Maintenance Budget Certification

The governing body of (insert agency name) The Duncan Group, a Public, Quasi-Public, or Non-Profit entity, has the financial capacity and is willing to assume the property management and maintenance responsibility and associated costs for the indicated HOME Investment Partnerships project. This body has reviewed the proposed management and maintenance budget stated above and to the best of its ability has determined this budget to be a true and accurate estimate of the annual management and maintenance costs for the proposed budget.

The following is the name and address of the entity which is proposed to provide property management and maintenance services for the proposed project:

Full Name: The Duncan Group
Street Address: 3533 Empleo Street
City, State, Zip Code: San Luis Obispo, CA 93401

It is understood that without a commitment for property management and maintenance, the indicated project may not be considered for funding under the HOME Investment Partnerships Program.

Acknowledged by Authorized Agency Representative*: 
Title of Authorized Agency Representative: Assistant Secretary
Date Certification Signed: January 26, 2012

***All certifications must be executed in BLUE INK**

(CERTIFICATIONS CONTINUED ON NEXT PAGE)

*** THIS CERTIFICATION IS ONLY APPLICABLE TO SPECIAL NEEDS PROJECTS WITH SUPPORTIVE SERVICES INCORPORATED**

Operations Budget Certification

The governing body of (insert agency name) The Duncan Group, a Public, Quasi-Public, or Non-Profit entity, has the financial capacity and is willing to assume the operational responsibility and associated costs for the indicated HOME Investment Partnerships project. This body has reviewed the proposed operations budget stated above and to the best of its ability has determined this budget to be a true and accurate estimate of the annual operational costs for the proposed budget.

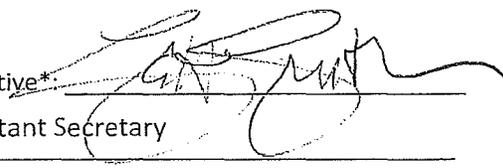
The following is the name and address of the entity which is proposed to provide operational services for the proposed project:

Full Name: The Duncan Group

Street Address: 3533 Empleo Street

City, State, Zip Code: San Luis Obispo, CA 93401

It is understood that without a commitment for operations, the indicated project may not be considered for funding under the HOME Investment Partnerships Program.

Acknowledged by Authorized Agency Representative*: 

Title of Authorized Agency Representative: Assistant Secretary

Date Certification Signed: January 26, 2012

***All certifications must be executed in BLUE INK**

BOARD OF DIRECTORS AFFIDAVIT

All applicant Agencies must complete this affidavit listing all the members of the Board of Directors and all other officers. If there are changes in the Board membership after the request is submitted, the County of Santa Barbara must be notified in writing.

In submitting this funding request, I, Designee Scott Smith

depose and say that I am Deputy Director / Assistant Secretary

[insert title, President, Vice President, etc.] of Peoples' Self-Help Housing Corporation, 3533 Empleo Street, San Luis Obispo, CA 93401

_____ [insert name and address of Agency].

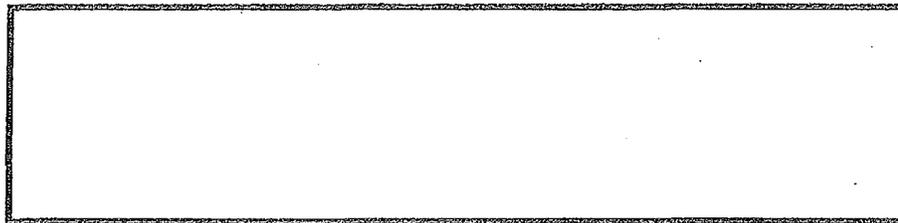
The other members and officers of the Board of Directors of this Agency are:
(Please list names of current Board Members and attach an additional sheet if necessary):

	<u>Name:</u>	<u>Title:</u>	<u>Term Expires:</u>
1.	<u>Carolyn Johnson</u>	<u>President, BOD</u>	<u>Oct 2012</u>
2.	<u>Dave Gustafson</u>	<u>Vice President, BOD</u>	<u>Oct 2013</u>
3.	<u>Jolie Ditmore</u>	<u>Secretary, BOD</u>	<u>Oct 2013</u>
4.	<u>Charles Fruit</u>	<u>Treasurer BOD; CHDO Rep.</u>	<u>Oct 2014</u>
5.	<u>Jose Flores</u>	<u>Member, BOD; CHDO Rep.</u>	<u>Oct 2013</u>
6.	<u>M. Ortega-Alvarez</u>	<u>Member, BOD; CHDO Rep.</u>	<u>Oct 2012</u>

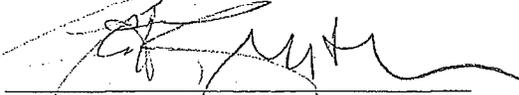
DATE: January 26, 2012

AT: San Luis Obispo, CA 93401 (City & State)

APPROPRIATE AGENCY DESIGNEE MUST SIGN AND AFFIX THE CORPORATE SEAL:



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



Signature

Scott Smith, Deputy Director

Print Name and Title

PROJECT TIMELINE

Please be realistic in your timeline and milestones, as failure to meet the proposed milestones may be grounds for de-obligation of funds from the project in order to remain in compliance with HUD expenditure deadlines and requirements.

Project Title: Casas de las Flores Applicant: Peoples' Self-Help Housing Corp.

<u>Item</u>	<u>Projected Date of Completion</u>
SITE	
Environmental Review Completed: CEQA NEPA	<u>December, 2010</u>
Site Acquired	<u>2004</u>
LOCAL PERMITS	
Conditional Use Permit	<u>December, 2010</u>
Variance	<u>December, 2010</u>
Site Plan Review	<u>December, 2010</u>
Grading Permit	<u></u>
Building Permit	<u></u>
CONSTRUCTION FINANCING	
Loan Application	<u>October, 2012</u>
Enforceable Commitment	<u>December, 2012</u>
Closing and Disbursement	<u>June, 2013</u>
PERMANENT FINANCING	
Loan Application	<u>October, 2012</u>
Enforceable Commitment	<u>December, 2012</u>
Closing and Disbursement	<u>June, 2013</u>
OTHER LOANS AND GRANTS	
Type & Source: <u>FHLB AHP</u>	<u>April, 2012</u>
Application	<u>June, 2012</u>
Closing or Award	<u>June, 2013</u>
Funds Available	<u>June, 2013</u>
OTHER LOANS AND GRANTS	
Type & Source: <u>Low-Income Housing Tax Credits</u>	<u></u>
Application	<u>March, 2013</u>
Closing or Award	<u>June, 2013</u>
Funds Available	<u>July, 2013</u>
Construction Start	<u>August, 2013</u>
Construction Completion	<u>December, 2014</u>
Placed in Service	<u>January, 2015</u>
Occupancy of all Assisted Units	<u>March, 2015</u>

AFFIRMATIVE FAIR HOUSING MARKETING PLAN

I. RECIPIENT AND PROJECT IDENTIFICATION

A. Recipient/Sponsor

Company Name Peoples' Self-Help Housing Contact Person Mark Wilson

Address 3533 Empleo Street

City San Luis Obispo State CA Zip 93401

Telephone 805-783-4460 Fax Number 805-544-1901

B. Managing Agent

Firm Name The Duncan Group Contact Person Charles Clegg

Address 3533 Empleo Street

City San Luis Obispo State CA Zip 93401

Telephone Number 805-781-3088 x461 Fax Number 805-544-1901

C. Project

Development Name Casas de las Flores Contact Person Mark Wilson

Address 3533 Empleo

City San Luis Obispo State CA Zip 93401

Telephone Number 805-783-4460 Census Tract 0016.01

D. Project Data

Number of Units 43 Check: Rental [checked] Ownership []

Project Type: Check: Elderly [] Family [checked] Special Needs []

Approximate Starting Dates: Advertising Feb. 2014 Occupancy May 2014

II. DIRECTION OF MARKETING ACTIVITY

Indicate below which group(s) in the housing market area is least likely to, because of its location and other factors, apply for the housing without special outreach efforts.

White (non-Hispanic) [] Black (non-Hispanic) [checked] Hispanic []

American Indian/Alaskan Native [checked] Asian/Pacific Islander []

III. MARKETING PROGRAM

A. Commercial Media: Please see attached Affirmative Fair Housing Marketing Plan.

Check the Media to be used in advertising the availability of the housing:

Print Media Radio Television

Billboards Other (specify) _____

The fair housing logo and slogan must be used in all advertisements.

Names of Newspapers,
Radio, & T.V. Stations

Racial Ethnic Identification
of Reader/Audience

Size &/or Duration
of Advertising

_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Community Contacts

As part of its efforts to reach persons who would not otherwise be aware of affordable housing opportunities through regular screening of traditional media, the recipient will contact and maintain contact with the following groups or organizations (additional sheets may be attached, if needed).

1. Name of Group/Organization
2. Location
3. Racial/Ethnic Identification
4. Approximate Date of Contact or Proposed Contact

GROUP I

GROUP II

1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____

IV. ADDITIONAL MARKETING ACTIVITIES

A. Brochures, Signs, and Fair Housing Poster

1. Will brochures, leaflets, or handouts be used to advertise: Yes No
If yes, the fair housing logo and slogan must be used. Please attach a copy of brochures or submit when available.

2. Will there be a project site sign? Yes No
If yes, the fair housing logo and slogan must be displayed prominently.

3. Will the project have any of the following:

Rental/Sales Office Model Units _____ Other public space (specify) _____
In all areas indicated, a fair housing poster must be prominently displayed and brochures available.

V. EXPERIENCE AND STAFF INSTRUCTIONS

A. Have you had any experience in marketing housing to the group(s) identified above as least likely to apply to this project? Yes No

B. Staff training is to include: Fair housing laws and regulations, Outreach, and the Affirmative Fair Housing Marketing Plan. Please indicate below how this is to be accomplished.
Staff of The Duncan Group regularly attend training on Fair Housing law and appropriate marketing procedures, and have experience in outreach and rent-up of other similar properties.

VI. PLAN COMMITMENTS AND APPROVALS

Recipient: Scott Smith FA PSRHC Devin L. / ADP. Secretary
Name Title
[Signature] 1-25-12
Signature Date

Marketing/ Charles Clegg, The Duncan Group Chief Operating Officer
Managing Name Title
Agent Charles F Clegg 01-25-2012
Signature Date

Approved: _____
Name Title

Signature Date

MANAGEMENT PLAN REQUIREMENTS

If selected for funding, the project sponsor will be required to submit a Management Plan for review and approval by County HCD. Please reference the HOME Program Regulations 24 CFR 92.253, which require certain tenant and participant protections for all rental housing funded by the HOME Program. Also required is a copy of the sample lease agreement and any addenda. The following elements are required to be included in the Management Plan:

Management:

- Role and Responsibility of the Owner and/or Delegation of Authority of the Managing Agent
 - Description of Site/Units
 - Scope of Duties
 - Changes in Management
- Personnel Policy and Staffing Arrangements
 - Hiring and Personnel Policies
 - Projected Staffing
 - Training and Monitoring
- Maintaining Adequate Accounting Records and Handling Necessary Forms and Vouchers
 - Accounting Basis
 - Collections and Disbursements
 - Compliance and Reporting
 - Vacancies and Rent Losses
 - Security Deposits
- Provisions for Update of Management Plan
- Insurance

Occupancy:

- Plans and Procedures for Publicizing and Achieving Early and Continued Occupancy
 - Outreach (Affirmative Fair Housing Marketing/Advertising)
 - Resident Selection
 - Waiting List
- Procedures for Determining Resident Eligibility
 - Initial Certification
 - Annual Recertification
 - Changes in Eligibility During Occupancy
 - Leasing Procedures
- Rent Collection
 - Rent Payment
 - Late Rents
 - Rent Increases
- Procedure for Appeal, Grievance and Eviction
 - Right to Hearing
 - Eviction Procedures
- Plans for Enhancing Resident-Management Relations
 - Resident Organization(s)
 - Community Room

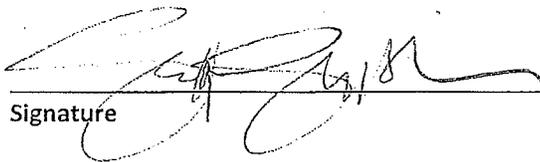
Maintenance and Security:

- Maintenance Programs
 - Maintenance Duties
 - Resident Maintenance Requests
 - Resident Neglect and Abuse
 - Reconditioning for New Residents
 - Preventative Maintenance
 - Emergency Maintenance
 - Gardening and Landscape

CHECKLIST OF REQUIRED ATTACHMENTS

Note: This completed checklist must be signed and submitted with application. The documents listed below are required of Agencies applying for HOME Investment Partnerships Program Funds.

- Evidence of Funding Commitments (Letters of Intent or Letters of Funding Commitment)
- Articles of Incorporation and Bylaws
- Most recent financial audit
- Organization Chart
- Non- Profit Determination letters from the Federal Internal Revenue Service and the State Franchise Tax Board
 - o Form 501(c)
- Up-to-Date Roster of Applicant Board of Directors
- Evidence of Insurance
 - o Copy of current insurance coverage (General Liability, Automobile, Worker's Compensation, etc.)
 - o Note if funded, an updated insurance policy will be required with the funding jurisdiction listed as "additionally insured"
- Project Financials:
 - o Construction Sources and Uses
 - o Permanent Financing Sources and Uses
 - o Operations budget
 - o 15-year cash flow projection
- Market Study / Need for project
- Map, Site Plan, Floor Plan, Photos
- Relocation Plan and budget (if applicable)
- Resumes for each member of the proposed development team
- Tenant Eligibility Verification Form / Worksheet (if applicable)
- Tenant Self Certification Form (if applicable)
- Explanation of outstanding legal/litigation issues (if applicable)



Signature

Scott Smith, Deputy Director

Print Name & Title

Attachment B

**CDBG Funding Application
Peoples' Self-Help Housing Corporation**

**City Council Hearing
April 9, 2012**





**COUNTY OF SANTA BARBARA
HOUSING AND COMMUNITY DEVELOPMENT**

CDBG CAPITAL PROJECT

Project Proposal for Program Year 2012-2013

FOR OFFICIAL USE ONLY	
Rec'd	_____
Initials	_____
<input type="checkbox"/> Logged	
<input type="checkbox"/> Scanned	

Total Requested Program Funding by Jurisdiction ¹ : (Check all that apply)	<input checked="" type="checkbox"/> Santa Barbara County	\$ 495,761
	<input checked="" type="checkbox"/> Carpinteria	\$ 62,862
	<input type="checkbox"/> Solvang	\$ _____

Are you also applying for program funding through any of the listed jurisdictions' NOFAs? (Check all that apply)

<input type="checkbox"/> Goleta	\$ _____
<input type="checkbox"/> Lompoc	\$ _____
<input type="checkbox"/> Santa Maria	\$ _____

Section A – General Project Information Summary

- Project Title: Casas de las Flores
- Brief Summary of the Project: New construction of 43 units for rent to low- and very-low income households, replacing the existing Carpinteria Camper Park project.
- Project Address: 4096 Via Real, Carpinteria, CA
- Service Area of Proposed Project (i.e., specific city, countywide, etc.) Carpinteria and Unicorp. SB County

Section B – General Applicant Information

- Legal Name of Applicant Organization: Peoples' Self-Help Housing Corporation
- Are you a 501(c) organization? yes no
(All agencies must complete a Board of Directors Affidavit on page 17)
- Address of Organization:
 - Street: 3533 Empleo Street Apt. # _____
 - City: San Luis Obispo State: CA Zip: 93401
- Mailing Address (if different from above):
 - Street: As above Apt. # _____
 - City: _____ State: _____ Zip: _____

¹ Reminder: Please be sure to include 5% in your budget to cover project activity delivery costs incurred by the implementing jurisdiction. Activity costs are those associated with administration of Federal compliance requirements such as environmental review, contract preparation, bid packet review and other supplementary program-related regulations.

5. Person to Contact Regarding this Application:

- a. Name: Mark Wilson
- b. Relationship to Agency: Employee - Senior Project Manager
- c. Street: 3533 Empleo Street Apt. # _____
- d. City: San Luis Obispo State: CA Zip: 93401
- e. Work Phone: (805) 783 - 4460 Ext. _____
- f. Fax: (805) 544 - 1901
- g. E-mail: markw@pshhc.org

6. Name and contact information of Fiscal Agent:

- a. Name: Maura Shannon
- b. Agency / Organization: Peoples' Self-Help Housing Corporation
- c. Street: 3533 Empleo Street Apt. # _____
- d. City: San Luis Obispo State: CA Zip: 93401
- e. Work Phone: (805) 781 - 3088 Ext. 451
- f. Fax: (805) 544 - 1901
- g. E-mail: mauras@pshhc.org

7. Organization's Federal Identification Number (Tax ID #) 95-275-01554

8. Agency Organizational DUNS number: 09-641-44112

(If you do not have a DUNS number, go to <http://fedgov.dnb.com/webform> to register.)

9. Is the applicant organization or any parties associated with the applicant or proposed project debarred from entering into federal, state or local contracts? yes no

*If yes, explain under separate cover. **Please note, this will be verified pursuant to federal program requirements, and applications containing false information will be deemed ineligible for funding.*

Federal Grant Experience within past 5 years:

Federal Grant Program	Project Name	Purpose of Grant	Date Obtained	Funding Amount
CDBG & HOME	Dahlia Court II	33 new affordable rental units	2008-2011	\$1,769,605
HOME	El Patio Hotel	Acq./rehab 42 affordable units	2007-2011	\$408,000
HOME	Casas las Granadas	12 new affordable rental units	2006-2009	\$1,187,585
HOME	Lachen Tara	29 new affordable units	2006-2008	\$2,173,966
CDBG/HOME	Villas at Higuera	28 new affordable rental units	2005-2007	\$550,000

Fiscal Year and Audit Reports

1. What is your agency's fiscal year end date? June 30
2. Please attach a copy of your organizations audited financial statements for the most recent fiscal year beginning after January 1, 2010. (Please include a copy of the most recent financial audit with your completed application— See Required Attachments). What fiscal year did this most recent audit include?
July 1, 2010 to June 30, 2011 (Month/Year - Month/Year)
3. Are there any outstanding financial audit findings which remain unresolved? yes no
If yes, please explain. _____
4. Has your agency expended more than \$500,000 in federal funds in its last operating year? yes no
(Including federal funds expended that were passed through from other agencies, i.e., State of California, City of Lompoc, etc.)

If you answered "yes" to question 4, please answer questions 5 and 6 below. If you answered "no" to question 4, please proceed to question 7.

5. Was there an audit conducted in compliance with the Single Audit Act (OMB A-133)? yes no
6. Are there any outstanding single audit findings which remain unresolved? yes no
If yes, please explain. _____
7. If your organization is a non-profit organization, does your organization comply with the following:
 - a) OMB Circular A-110, as implemented at 24 CFR Part 84 "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations" yes no
 - b) OMB Circular A-122 "Cost Principles for Non-Profit Organizations" yes no

- c) OMB Circular A-133 "Audits of States, Local Governments and Non-Profit Organizations" yes no
- d) OMB Circular A-87 "Cost Principles for State, Local and Indian Tribal Governments" yes no
- e) Does your organization have the financial capacity to administer your program under a cost reimbursement system where invoices are only processed once each month? yes no
- f) Does your organization have any outstanding litigation or other legal issues? yes no
If yes, please attach written explanation as a separate sheet.
10. How many members serve on your Board of Directors? 11
11. How often does your Board of Directors meet? 8-10 time per year.
12. Does your Board of Directors have an audit committee? Yes
13. Describe the financial expertise currently serving on your Board of Directors. _____
PSHHC's Board includes a banker as Treasurer, form SB City housing director, and CPA as Asst. Treas.
14. What financial experts currently serve in an advisory capacity to your Board of Directors? Please list and provide contact information.
Three staff members at PSHHC are CPA's and provide advisory services and project support. In addition PSHHC auditors serve in an advisory capacity to the Board.
Contacts: Staff: Maura Shannon (mauras@pshhc.org); John Fowler (johnf@pshhc.org); Mark Wilson (markw@pshhc.org). Auditor: Tom Tomaszewski (tomcpa@directcon.net).
15. Please provide the names and contact information of the Board of Directors and the Officers on a separate sheet.

Section C – National Objective

Please choose one of the following national objectives pertaining to your project:

- Benefiting low- and moderate- income persons
- Preventing or eliminating slums or blight
- Meeting urgent needs (having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available to meet such needs)

Section D – Activity Eligibility

Which specific HUD Activity best describes your project proposal?

<input checked="" type="checkbox"/>	Acquisition of Real Property	<input type="checkbox"/>	Removal of Architectural Barriers
<input type="checkbox"/>	Disposition of Real Property	<input type="checkbox"/>	Rehabilitation
<input type="checkbox"/>	Public Facilities and Improvements (General)	<input type="checkbox"/>	Energy Efficiency Improvements
<input type="checkbox"/>	Senior Centers	<input type="checkbox"/>	Code Enforcement
<input type="checkbox"/>	Handicapped Centers	<input type="checkbox"/>	Parks, Recreational Facilities
<input type="checkbox"/>	Homeless Facilities (not operating costs)	<input type="checkbox"/>	Parking Facilities
<input type="checkbox"/>	Youth Centers	<input type="checkbox"/>	Solid Waste Disposal Improvements
<input type="checkbox"/>	Neighborhood Facilities	<input type="checkbox"/>	Flood Drainage Improvements
<input type="checkbox"/>	Water/Sewer Improvements	<input type="checkbox"/>	Facilities for AIDS Patients
<input type="checkbox"/>	Street Improvements	<input type="checkbox"/>	Clearance and Demolition
<input type="checkbox"/>	Child Care Centers	<input type="checkbox"/>	Cleanup of Contaminated Sites
<input type="checkbox"/>	Tree Planting	<input type="checkbox"/>	Fire Station
<input type="checkbox"/>	Health Facilities	<input type="checkbox"/>	Asbestos Removal
<input type="checkbox"/>	Abused and Neglected Children Facilities	<input type="checkbox"/>	Commercial / Industrial Land Acquisition
<input type="checkbox"/>	Commercial / Industrial Rehabilitation	<input type="checkbox"/>	Other Commercial / Industrial Improvements
<input type="checkbox"/>	Commercial / Industrial Infrastructure Development		

Section E – Project Information

1. Explain how your project will meet the national objective and activity eligibility as identified above. (200 words or less)

This project involves the construction of 43 new housing units on property currently occupied by very-low income households living in the dilapidated Carpinteria Camper Park. The Carpinteria Camper Park is a blighted property owned and managed by PSHHC since 2004. There are three parcels involved: two parcels currently owned by PSHHC (Camper Park), and one adjacent parcel of .32 acres containing a SFR. This 3rd parcel is for sale and PSH has entered into a Contract to Purchase with the owner. Escrow for this purchase must close by September, 2012. In December of 2010 the City of Carpinteria approved a Development Plan for the project (No. 10-1543-DP/CDP). The project design and approval incorporates all three parcels. County funds will be utilized for the acquisition of this third parcel. The project will serve low- and very low-income families, including farm laborers, from Carpinteria and unincorporated areas of the County.

2. **Personnel/Staff Capacity:** Briefly describe the agency's existing staff positions and qualifications (including whether staff is full-time, part-time, volunteer, etc.), its capacity to carry out this activity, and state whether the agency has a personnel policy manual with an affirmative action plan and grievance procedure. (150 words or less)

SHHC is fully staffed to complete this project. Staff includes three full-time project managers, 2 of whom have over 20 years development experience each. Staff also includes two on-staff general contractors with significant experience in multi-family construction, as well as construction administrative support staff. Lastly, PSHHC's Executive Director and Deputy Director each have over 25 years of affordable housing development experience.

PSHHC has a personnel policy manual with an affirmative action plan and grievance procedures.

Section F – Beneficiary Information

Verification of Eligibility: Please identify how client eligibility is determined.

1. **Low/Moderate Income Area Benefit** yes no
Program service area has been identified and determined to be statistically low-income based on the 2010 Census. (Please attach map to allow us to determine Census Tract eligibility.)
If you answered yes here, please proceed to "Additional Beneficiary Information" on the following page.
2. **Low/Moderate Income Limited Clientele and Low/Moderate Income Housing**
- Self Certification:** yes no
Clients independently "self-certify" on a membership form, intake form, etc. (If you use this method, please attach blank intake form.)
- Client Document Review:** yes no
Clients provide tax documents, pay stubs, etc., to verify income. Documents are reviewed by staff. (If you use this method, please attach blank worksheet.)
- Presumed Beneficiaries:** yes no
Clients served are primarily and specifically from one of the following groups: abused children, battered spouses, elderly persons (62 years of age or older), illiterate persons, migrant farm workers, handicapped individuals, homeless persons, persons with AIDS. (If you use this method, please indicate which group.) _____

Other:

yes no

If yes, please explain: The Casas de las Flores project will benefit low and very-low income families, including farmworker households, from the City of Carpinteria and unincorporated Santa Barbara Co.

Occupancy will be restricted to households at or below 60% of Area Median Income.

Ethnicity and Race (*HUD exemptions in this area are limited.*)

1. Does your organization request information on whether your clients are of Hispanic ethnicity? yes no
2. Does your organization ask all clients (including Hispanic clients) whether they are the one or more of the following races: yes no
- White
 - Black or African American
 - American Indian or Alaska Native
 - Asian
 - Native Hawaiian or Other Pacific Islander
 - American Indian or Alaska Native and White
 - Asian and White
 - Black or African American and White
 - American Indian or Alaska Native and Black or African American
 - Balance/Other (The balance category will be used to report individuals that are not included in any of the single race categories or in any of the multiple race categories listed above.)
3. If your organization does not currently obtain ethnicity and race information on the clients to be served by the proposed project, please explain how this information will be obtained to meet this requirement:

Additional Beneficiary Information

1. Number of persons with access to a **new** facility or infrastructure that did not previously exist or was not available for this new purpose: 145
2. Number of persons with access to an **improved or expanded** facility or infrastructure: 25
3. Number of persons that no longer have access to only a **substandard** facility or infrastructure: 25
4. Number of beds created in overnight shelter or other emergency housing: 0
5. **Total persons benefiting from this project:** 170

County of Santa Barbara 2012 NOFA
Section G – Property Ownership

1. Who (agency name) is the legal owner of the property? Peoples' Self-Help Housing Corporation
2. Do you have site control (purchase agreement, entitlements, permits)? yes no
3. If yes, date site control was obtained January, 2012
4. If you are pursuing site control, please provide status summary and date site control expected:

5. Who (agency name) will be the final owner of the property? A Limited Partnership with PSHHC as general partner

Section H – Financial Feasibility

A. Project Budget

Please note that Community Development Block Grant funds may not be utilized for ongoing maintenance and operation costs of capital improvements/facilities.

Cost Category	Amount From County CDBG	Amount From Other Sources	Total Cost
Site Acquisition (Including real estate, closing costs, escrow costs, etc.)	558,623	1,719,246	2,277,869
Architectural and Engineering Services		569,500	569,500
Pre-Construction costs (appraisal, fees, studies, permits, etc.)			
Off-Site Development Costs (Utilities, roads, access. Please specify)		200,000	200,000
Site Preparation costs (not included in construction contract)		250,000	250,000
Construction labor and materials		9,496,400	9,496,400
Contingency		474,820	474,820
Project Management/Activity Delivery (Including Davis-Bacon compliance)		1,400,000	1,400,000
Eligible Energy Improvements			
Other costs (Please specify)		1,850,000	1,850,000
Other costs (Please specify)		1,993,921	1,993,921

Cost Category	Amount From County CDBG	Amount From Other Sources	Total Cost
Total	558,623	17,953,887	18,512,510

If project involves construction, Please attach a budget for the construction cost items. Project will not be considered for approval until it has been received.

Financial Capacity: Describe the agency's current operating budget, itemizing revenues and expenses. Identify commitments for ongoing funding. Describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. (150 words or less)

The agency has a current operating budget of \$7.15M which consists of \$3.955M in expenses for affordable housing rentals, and \$3.19M for construction of affordable housing and other programs. Revenues total \$7.27M, which includes \$4.13M in affordable housing rents and \$208k in donations. The balance of revenues consist of fees for construction and operation of affordable housing and government grants. Funding for programs looks secure for the foreseeable future. The agency has a professional fiscal staff including three CPAs, an excellent system of internal controls, payment procedures, accounting systems and fund accounting, clean audits are received every year.

B. Funding Sources for Proposed Project

Sources of revenue to be utilized on the project	Amount Secured	Amount Unsecured
CDBG funds requested in this application:	0	558,623
CDBG funds requested from other jurisdictions (Please list those jurisdictions):	0	0
Other Federal funds:	0	616,903
State funds:	0	0
Local government funds:	650,000	0
Private funds:	0	3,654,969
Other funds (explain):	0	13,032,015
Total Project Budget (may be multi-year funds):	650,000	17,862,510

1. Will your organization be applying for any additional funding (grants or loans) for this project? yes no
2. When do you anticipate securing 100% of the funds needed for the completion of this project? 2013

3. Please indicate the sources and amounts of future funds, and anticipated date funds will be made available:

SOURCES	AMOUNTS	DATE

Section I – Project Readiness²

Preconstruction (environmental clearance, plans and specifications, entitlements and permits, procurement / bidding)

Major Milestones	Date Commenced	Date Completed
Site Plans and Floor Plans completed		06/30/2010
City of Carpinteria Development Plan Approval (10-1543-DP/1543)		12/10/2010
100% budget secured (inc. Tax Credits)	01/01/2012	06/30/2013
Final bids received	05/30/2013	08/30/2013

Construction (100% budget secured, other construction milestones)

Major Milestones	Date Commenced	Date Completed
Start of Construction	08/01/2013	12/31/2014
100% Low-Income Occupancy	12/31/2014	03/31/2015
Close of Permanent Financing	03/31/2015	06/30/2015

² Please be realistic in your timeline and milestones, as failure to meet milestones may be grounds for deobligation of funds from the project in order to remain in compliance with HUD expenditure deadlines and requirements.

Section J – Applicant Experience

Describe your organization's previous experience in implementing programs/projects similar to the activity proposed. Attach resumes and references for each member of the proposed development team (i.e. developer, architect, consultants, and project coordinator, if applicable). (250 words or less)

See attached resumes for PSHHC (developer), Duncan Group (property manager) and consultants.

PSHHC is a 40+ year old, award winning local community-based non profit real estate developer, owner and manager. We have developed over 1000 unit of single family residences for low income families and over 1400 units of affordable rental housing for low income families, seniors, farmworkers and those with special needs at 40 different properties owned and managed by PSHHC and it's affiliate non profit property management company, The Duncan Group. See attached "Fact Sheet" and "Project Development History."

1. Who will be administering your Davis-Bacon compliance?

- a. Name: Mark Wilson
- b. Agency / Organization: Peoples' Self-Help Housing Corporation
- c. Work Phone: (805) 783 _ 4460
- d. Fax: (805) 544 _ 1901
- e. E-mail: markw@pshhc.org

2. Who will be preparing the Bid packet and administering the Bid process?

- a. Name: John Kukulka
- b. Agency / Organization: Rental Housing Development Director
- c. Work Phone: (805) 783 _ 4475
- d. Fax: (805) 544 _ 1901
- e. E-mail: johnk@pshhc.org

Section K – Energy Efficiency and Conservation Design Measures

Explain what design features and improvements will be implemented in your project to minimize the use of energy and natural resources while maximizing the operational savings derived from energy efficient technologies.
(150 words or less)

through sustainable design and building methods, the project is proposed to promote energy efficiency and conservation through:

- 1) Exceeding Title 24 Energy Standards by 15-25%
- 2) Use of florescent lights.
- 3) Installation of Energy Star rated appliances.
- 4) Use of water saving fixtures in kitchens and bathrooms.
- 5) Use of low VOC interior paint.
- 6) Greenpoint Rating or LEED Certification.

Section L – Maintenance and Operational Feasibility

1. Who (agency name) will be responsible for the ongoing maintenance and operations of the facility?
The Duncan Group, a non-profit property management company and affiliate of PSHHC.
Please note an authorized person representing the responsible organization must sign the certification enclosed.
2. Please attach the proposed maintenance and operations budget reflecting both revenues and expenditures.
3. Add any comments here: _____

Section M – Environmental Review

A. Project Information

1. Assessor's Parcel Number of project site: 004-013-018, 004-013-019, 004-013-020
(Please attach a map of the site)
2. Parcel Size: 2.69 acres (combined)

B. Historic Preservation

1. Note the year that each of the structure(s) on the parcel was constructed? 1960
2. Are any of the structures designated or eligible for listing on the National Register of Historic Places? yes no

3. Please indicate how these structures are currently used (i.e., real estate office, residential apartment, etc.)
Leasing office and shared resident bathrooms, and spaces for travel trailer hookups.

4. Are any of the structures considered of local historic significance? yes no

If yes, please cite the source: _____

6. If any of the structures have been remodeled, please note when the remodeling occurred and which portions of the building were impacted. N/A

C. Local Land Use Review

1. What is the local land use authority for this site City of Carpinteria
(city or unincorporated county)

2. What is the zoning for this parcel? CPD/R (Residential Overlay)
(Contact the appropriate local planning official)

3. Is the project's land use consistent with the zoning designation? yes no

4. What is the General Plan and/or Area Plan Designation? Research Park Industrial
(Contact the appropriate local planning official)

5. Is the project's land use consistent with the General Plan and/or Area Plan Designation? yes no

6. Please list all local permits required to approve the proposed project
(e.g. project approval, conditional use permit, land use permit, grading permit, building permit, etc.).

Architectural Review, Coastal Development Permit, Development Plan, Lot Line
Adjustment/Merger

7. Have the listed permit applications been initiated? yes no

Please note the status of any required permit applications that are outstanding.
The project has gained final approvals from Architectural Review Board and Planning
Commission

8. Has a CEQA environmental document been prepared for this project? yes no

If completed, what was date and nature of the determination (i.e., MND, ND, EIR, etc.)?
MND _____

9. Has a NEPA review for this project been completed? yes no

If yes, which agency completed the NEPA review? _____

D. Environmental Compliance

1. Has a Phase I Environmental Site Assessment Report been completed for this project? yes no

If yes, when was this completed? May, 2007

2. Has an Archaeological or Cultural Resource Survey been completed for this site? yes no

3. Is the Project located near areas where flammable, explosive, or toxic chemicals are stored or transported? yes no

If so, describe. _____

4. Are there any endangered or threatened species known to be on the project site? yes no

5. Is the project site within line-of-sight of an arterial roadway or railway? yes no

If yes, list the name of the road/railroad and the distance to the nearest proposed structure(s) on the site.
US Highway 101 (+100 feet)

6. Will this project create noise sensitive uses? yes no

7. Is the project site located on existing or previously cultivated farmland? yes no

8. Is the project site in either a 100-year or 500-year floodplain? yes no
(Contact the local Public Works Department for the site's flood zone designation)

9. Does this property have flood insurance? yes no

10. Is the project located near wetlands? yes no

11. Approximately how far is the project site from the nearest airport? 20 miles

12. Have the structure(s) been tested for asbestos, mold, or lead-based paint? yes no

13. Will the project involve Lead – Based Paint mitigation? yes no

Section N – Certifications *(Please note that all certifications must be executed in BLUE INK)*

Agency Certification

The undersigned agency hereby certifies that:

- a. The information contained herein and in the attached documentation (if applicable) is complete and accurate;
- b. The agency shall comply with all federal and County policies and requirements applicable to the CDBG program as appropriate for the funding if received;
- c. The federal assistance made available through the CDBG program funding is not being utilized to substantially reduce the prior levels of local financial support for community development activities;
- d. If CDBG funds are approved for a facility, the agency shall maintain and operate the facility for its approved use for a period of not less than twenty years, unless given specific approval from HUD to do otherwise; and
- e. If CDBG funds are approved in the requested amount, then to the best of your knowledge, sufficient funds will be available to complete the project as proposed.

Peoples' Self-Help Housing Corporation

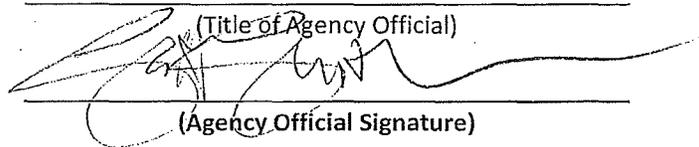
(Name of Agency)

Scott Smith

(Typed Name of Agency Official)

Deputy Director / Assistant Secretary

(Title of Agency Official)



(Agency Official Signature)

January 25, 2012

(Date of Signature)

805-781-3088 x453

(Telephone Number of Agency Official)

scotts@pshhc.org

(Email address of Agency Official)

(CERTIFICATIONS CONTINUED ON NEXT PAGE)

***All certifications must be executed in BLUE INK**

Maintenance and Operations Budget Certification

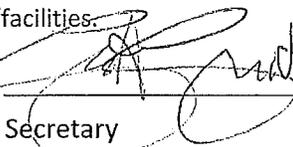
The governing body of (insert agency name) The Duncan Group, a Public, Quasi-Public, or Non-Profit entity, has the financial capacity and is willing to assume the maintenance and operation responsibility and costs associated with the indicated Community Development project. This body has reviewed the proposed operation and maintenance budget stated above and to the best of its ability has determined this budget to be a true and accurate estimate of the annual maintenance and operation costs for the proposed budget.

The following is the name and address of the entity which is proposed to provide maintenance and operation services for the proposed project:

Full Name: The Duncan Group
Street Address: 3533 Empleo Street
City, State, Zip Code: San Luis Obispo, CA 93401

It is understood that without a commitment for maintenance and operation, the indicated project may not be considered for funding under the Community Development Block Grant Program.

Please note that Community Development Block Grant Funds may not be utilized for ongoing maintenance and operation costs of capital improvements/facilities.

Acknowledged by Authorized Agency Representative: 
Title of Authorized Agency Representative: Assistant Secretary
Date Certification Signed: January 25, 2012

BOARD OF DIRECTORS AFFIDAVIT

All applicant Agencies must complete this affidavit listing all the members of the Board of Directors and all other officers. If there are changes in the Board membership after the request is submitted, the County of Santa Barbara must be notified in writing.

In submitting this funding request, I, Designee Scott Smith
 depose and say that I am Deputy Director / Assistant Secretary
 [insert title, President, Vice President, etc.] of Peoples' Self-Help Housing
Corporation, 3533 Empleo Street, San Luis Obispo, CA 93401

_____ [insert name and address of Agency].

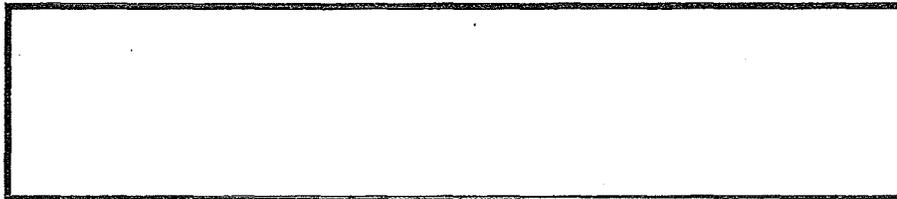
The other members and officers of the Board of Directors of this Agency are:
 (Please list names of current Board Members and attach an additional sheet if necessary):

<u>Name:</u>	<u>Title:</u>	<u>Term Expires:</u>
1. <u>Carolyn Johnson</u>	<u>President, BOD</u>	<u>Oct 2012</u>
2. <u>Dave Gustafson</u>	<u>VicePresident, BOD</u>	<u>Oct 2013</u>
3. <u>Jolie Ditmore</u>	<u>Secretary, BOD</u>	<u>Oct 2013</u>
4. <u>Charles Fruit</u>	<u>Treasurer, BOD</u>	<u>Oct 2024</u>
5. <u>Jose Flores</u>	<u>Member, BOD</u>	<u>Oct 2013</u>
6. <u>M. Ortega-Alvarez</u>	<u>Member, BOD</u>	<u>Oct 2012</u>

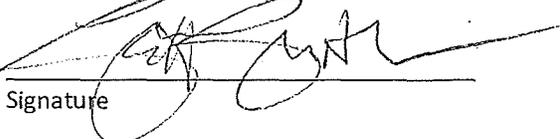
DATE: Jan. 25, 2012

AT: San Luis Obispo, CA 93401 (City & State)

APPROPRIATE AGENCY DESIGNEE MUST SIGN AND AFFIX THE CORPORATE SEAL:



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

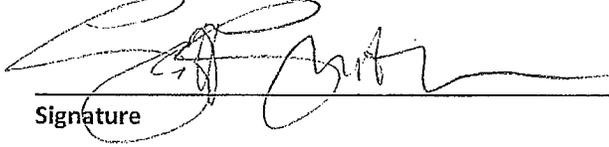

 Signature

Scott Smith, Deputy Director
 Print Name and Title

CHECKLIST OF REQUIRED ATTACHMENTS

Note: This completed checklist must be signed and submitted with the funding application. The documents listed below are required of Agencies applying for CDBG Capital funds.

- Bylaws**
- Organization Chart**
- Non- Profit Determination letters from the Federal Internal Revenue Service and the State Franchise Tax Board**
 - Form 501(c)
- Evidence of Insurance**
 - Copy of current insurance coverage (General Liability, Automobile, Worker's Compensation, etc.)
 - Note if funded, an updated insurance policy will be required with the funding jurisdiction listed as "additionally insured"
- Project Budget for Construction**
- Most recent financial audit**
- Project Maintenance and Operational Budget**
- Project Location Map**
- Self-Certification intake form (if applicable)**
- Client document review worksheet (if applicable)**
- Client race / ethnicity data collection form (if applicable)**
- Resumes for each member of the proposed development team**
- Explanation of outstanding legal/litigation issues, if applicable**



Signature

Scott Smith, Deputy Director

Print Name & Title