HOUSING DEVELOPMENT GRANT FUND APPLICATION

Applications are to be submitted electronically. This document may be used as a resource while compiling information for the electronic submission.

Applicant Information

Jurisdiction information

City/Community:

Address:

Staff Contact (Name/Title):

Email:

Phone:

Co-Applicant (Developer/Nonprofit)

Company:

Address:

Website:

Staff Contact (Name/Title):

Email:

Phone:

Background Information

Please answer the following questions for the city/community the proposed project will be located in.

Homeless Count per the 2023 Point-In-Time (PIT) count:

1. # of Unsheltered Homeless:
2. # of Sheltered Homeless:

PIT Report available online at: https://www.sbcounty.gov/uploads/sbchp/content/SBC-2023-Homeless-Count-Report.pdf

1. Briefly describe your city's current sheltering/supportive housing capacity (e.g., emergency shelter, interim/transitional housing, respite/recuperative care, crisis stabilization, and permanent supportive housing beds). Please specify whether they are reserved for specific populations such as youth, veterans, victims of domestic violence, etc.

2. Briefly describe your city's current affordable housing capacity. Please specify whether they are reserved for specific income brackets (e.g., 30% AMI or below, 50% AMI or below, etc.) and populations such as youth, veterans, victims of domestic violence, etc.

3. Briefly describe your city's current response to homelessness and affordable housing. If there is a co-applicant, describe that organization's approach as well. If your jurisdiction has a homeless plan or strategy please attach or provide a link.

Proposed Project

1. Scope of Work: Describe the proposed project, including details such as property characteristics, proposed use of funds, and the number of housing units involved. Please attach any existing project renderings, proposals, and/or other documents that may be relevant in describing the project.

2. Innovation/Efforts to Reduce Cost Per Door: Please describe how the project is using new approaches to deliver housing units at a reduced cost and/or using new approaches to deliver housing at the "speed of need."

3. Explain how the project will expand housing capacity and strengthen local homeless response efforts.

Project Readiness

1. Please describe the project timeline including the date that units/beds will be available for occupancy. Attach any documentation that may be relevant to describe the timeline in detail.

2. If you have not begun any state or federal environmental (if applicable) review procedures for the proposed project: What is the anticipated timeline for the environmental review(s)?

3. Describe the type of site control that your organization has for the proposed property. If this request includes funds for acquisition, summarize the acquisition terms, price, contingencies, and conditions.

Budget, Financing & Proforma

1. Project Budget: Please provide a proposed budget for the project and describe in detail how the Housing Development Grant funds will be utilized. For each item in your project budget, to be attached to this application, please explain how the budgeted amount was derived, whether costs are estimated or bid, and any other relevant information that justifies the budgeted expense (e.g., cost per square foot, percentage of other costs, estimated number of work hours).

2. Project Financing: What is the status of all proposed project funding sources as of the date of this application? What is the timing and likelihood for obtaining commitments of anticipated funding sources? In the event that any funding sources are not obtained or are committed at lower levels than requested, what alternatives will be pursued?

3. Prevailing Wage: Please describe how the project will comply with prevailing wage requirements or if exempt please provide the justification for exemption.

4. Financial Feasibility: Please provide a proposed project proforma that details how the project will sustain operations and housing services.

Attachments

1. Project renderings or existing proposal (if applicable)
2. Project Timeline
3. Proposed Budget
4. Proforma
5. Any existing Council approvals/commitments (if applicable)