



San Bernardino County Housing Development Fund Guidelines

**The Homeless Ad Hoc Committee, convened by the San Bernardino County Board of Supervisors, worked to establish housing development guidelines which would serve as the Board's guide for homeless investment and policy decisions. The Homelessness Ad Hoc Committee Housing Guidelines were formally approved by the Board on January 23, 2024. Applications will now be evaluated based on the priorities and best practices identified in the approved document. Where information conflicts with the established guidelines within the Housing Development Fund Guidelines, the Homelessness Ad Hoc Committee Housing Guidelines will prevail.*

1. Purpose

On March 28, 2023, the San Bernardino County Board of Supervisors approved the County Homeless Initiatives Spending Plan to direct \$72,700,000 for a multi-faceted approach for the Homeless Strategic Action Plan. The Homeless Initiatives Spending Plan allocated \$20 million of funding to establish a housing development grant fund to accelerate the production of new housing units to address and prevent homelessness. An additional \$20 million dollars in funding is pending approval of the Fiscal Year 2023-2024 Recommended Budget. The Development Fund is designed to provide gap funding to support projects currently underway in cities and communities.

2. Goals of the San Bernardino County Housing Development Grant Fund

The Fund has three primary goals: 1) to advance County-City partnerships; 2) accelerate affordable housing production; and 3) to initiate strategic sheltering investments that will increase the capacity of the homeless system of care. The Fund is designed as gap funding which will leverage local, State and Federal funds to the fullest extent possible.

3. Organization & Oversight

The San Bernardino County Board of Supervisors provides oversight to the Development Fund and serves as the decision-making body. Staff from the Department of Community Development and Housing (CDH) will process all applications and make funding recommendations to the Board of Supervisors based on established funding priorities and project readiness. The Board of Supervisors will review funding requests through the regular agenda of the Board of Supervisors. CDH staff will be made available to provide consultation and technical assistance to applicants and awardees.

4. Types of Projects

Development Funds are available, but not limited to, the following type of projects:

- Emergency shelters which are defined as any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements. Non-congregate emergency shelter is an eligible component provided that it is a fixed, permanent site.
- Permanent Supportive Housing
- Affordable Housing targeted to 80% AMI or below
- Other projects that meet the goals and priorities of these Guidelines.



6. Priorities

The Development Fund will prioritize projects that:

- Produce interim housing beds, permanent supportive housing units and affordable housing units
- Provide a restricted use period or affordability restrictions; shelters/interim housing restricted for a minimum of 15 years and affordable housing 20 years
- Leverage other funding to the maximum extent feasible

7. Terms

Development Fund monies are generally available in the form of a forgivable loan. Fund disbursement and terms will vary by project to meet the needs of the project, availability of financing, financing method, development configuration and organizational capacity of the developer, as determined by staff and the Board of Supervisors.

8. Funding Amounts

The Development Fund will issue awards in the amounts of \$100,000-\$5,000,000 per project depending on funds available, type of project, beds/units created and the use of leveraged funds.

9. Funded Activities/Activities Eligible for Funding

Any cost associated with the new construction, acquisition or rehabilitation of shelters, permanent supportive housing and affordable housing. The Development Fund may provide funding for the following types of activities:

- Seed/Catalyst funds for very early costs to initiate or expedite project development (such as feasibility analysis or community planning)
- Land or property acquisition for new development
- Predevelopment (architecture, engineering/soils, environmental reports, financial consultants, etc.)
- Construction (site preparation, construction, materials)
- Rehabilitation activities to renovate existing rental units or
- Conversion of market rate housing, or non-residential buildings, to deed restricted affordable housing
- Any other activity that helps to address program goals and priorities of increasing affordable housing as reflected by ordinances and resolutions established by the Board of Supervisors.
- Administrative, operating, and programmatic costs are not eligible for funding.



10. Applicants

The following organizations are eligible to apply for Development Fund monies:

- Public agencies
- For-profit developers working in partnership with a local jurisdiction
- Non-profit organizations, qualified as a 501(c)(3) of the Internal Revenue Code with demonstrated prior experience in housing development and/or homeless services.

11. Prevailing Wage

Projects will certify that the project will comply with California prevailing wage law and/or Davis-Bacon and Related Acts (if applicable) and indemnify the County.

12. Application Process

Application forms can be found on the Department of Community Development and Housing website located at <https://sbcountycdha.com/>. Applicants should be prepared to provide a detailed project scope, a full description of leveraged funds and a project timeline.

13. Oversight and Audit

The Development Fund includes both local and federally sourced funds. Funding recipients will be required to adhere to the following oversight and audit requirements. Training and technical assistance will be provided to assist in meeting these requirements.

- System for Award Management (SAM) registration requirement for subrecipients, contractors, and/or subcontractors
- Certain legal requirements relating to use of Federal funds including nondiscrimination on the basis of race, color, national origin, disability, age, or sex.
- Build America, Buy America requirements.
- Audit and document retention requirements.
- Contract's data requirement for post-award compliance reviews (e.g., a narrative describing its Title VI of the Civil Rights Act of 1964 Public Law 88-352, 42 U.S.C. 2999d-1 et seq., compliance status upon receipt of the request from San Bernardino County).

14. Timeliness and Expenditure Deadlines

Funds must be obligated by December 31, 2024 and expended by December 31, 2026. Project timelines must strictly adhere to these dates.