



AGENDA ITEM NO.
L-2

COUNTY OF HUMBOLDT

For the meeting of July 19, 2016

Date: June 29, 2016

To: Board of Supervisors

From: Robert Wall, Interim Planning and Building Director *RSW*

Subject: Submission of application for 2016 Community Development Block Grant

RECOMMENDATION(S):

That the Board of Supervisors:

1. Receive Staff Report
2. Open public hearing, and take public testimony
3. Close public hearing.
4. Adopt attached Resolution (Attachment A) approving the selection of three activities for the 2016 State of California Community Development Block Grant (CDBG) application; authorizing Director of Planning and Building to act on behalf of the County for the submission of the grant application; and if funded authorizing Director of Planning and Building, or designee, to execute the State contract, submit fund requests, and sign contracts to carry out activities.
5. Direct the Clerk of the Board to return a certified Resolution to Planning and Building Department by July 25, 2016

SOURCE OF FUNDING: The California Department of Housing and Community Development (HCD) Community Development Block Grant (CDBG) and related CDBG Program Income Fund 3613.

Prepared by Paula Mushrush

CAO Approval *Cheryl Dillingham*

REVIEW:

Auditor *MBW* County Counsel *JNE* Human Resources _____ Other _____

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Bass* Seconded by Supervisor *Sundberg*

Ayes *Sundberg, Fennell, Lovelace, Bohn, Bass*

Nays _____

Abstain _____

Absent _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *July 19, 2016*

By: *[Signature]*

Kathy Hayes, Clerk of the Board

DISCUSSION: CDBG funds are allocated by the United States Department of Housing and Urban Development (HUD) directly to larger counties and cities, and to the States for smaller counties and cities (counties under 200,000 population) to benefit low to moderate income individuals (Low/Mod). The State in turn issues a Notice of Funding Availability (NOFA) for small county and city jurisdictions to compete for available funds. On May 17, 2016 HCD released the current Notice of Funding Availability (NOFA) for the CDBG Program. The grant application is due to the State by 5:00 pm on July 27, 2016.

The County of Humboldt's CDBG Program is administered by the Planning and Building Department. Planning and Building Housing staff facilitates project implementation, monitors project activities and outcomes, and ensures compliance with HUD requirements and regulations such as fair housing, Davis-Bacon requirements (prevailing wages), environmental reviews, affirmative action, competitive bid procedures, and fiscal and contract administration.

The most recent NOFA is for up to \$2,000,000 and can include up to three activities, each with separate funding maximums. A list of activities and their maximums are included in Attachment B. In addition a jurisdiction may apply for up to three un-rated supplemental activities to be paid for out of CDBG Program Income. Program Income (PI) is generated when the county makes loans to lower-income residents for CDBG eligible activities. The County must request a supplemental activity concurrent with the grant application, but there is no guarantee they will be funded. A list of eligible activities and their maximums is included in Attachment B.

Prior to submitting an application, CDBG requires that staff have an information "design phase" meeting where the general public may come and discuss their ideas and hear about the County's ideas for grant-funded activities. This meeting is an opportunity for project proponents to meet and discuss the feasibility of applying for CDBG funding, and discuss potential projects and programs. This meeting was held on June 15, 2016. Four members of the public attended.

In addition, CDBG requires a "selection phase" meeting before the public body. This meeting allows your Board to review the grant application activities, take public comment and approve the program and policy content of the grant for staff to execute. This process is intended to ensure that your Board understands and approves the use of these grant funds for the purposes described in the application.

Planning and Building Housing staff pre-screens all CDBG grant proposals submitted in order to determine eligibility with State and Federal Regulations. They also consider their competitiveness to garner funds at the State. Below are rating factors that were considered in the overall recommendation:

1. Fifty Percent (50%) Rule: At least 50% of the open grant funds must be spent prior to reapplying. Activities that have historically spent at a quick rate will have priority.
2. Allocation to Housing Activities: Fifty-one (51%) of the funds must go to a housing or housing related activity. Activities that are housing or housing related will receive priority.
3. Economic development activities: Typically these activities are under-subscribed, so they would likely get funded.
4. Number of lower and moderate (Low-Mod) Mod Beneficiaries Served: The higher the percentage, the more likely it will be funded. All proposals received this year propose 100% Low-Mod.
5. Readiness: Readiness one of the few factors that is not formula. Programs that are already operating will get priority. Projects that have site control and preliminary plans will rate higher.
6. Capacity: Demonstrated capacity is a rating factor. Program operators and developers with experience will rate higher.
7. State Objectives. Each year the State identifies objectives and offers extra points. These are:

- 100 Points: Activities that mitigate impacts from State and Federal disasters, or meet a local urgent need.
- 100 points: Programs that offer Fair Housing services, such counseling or housing discrimination.
- 50 points: Homeownership assistance, without rehabilitation.

PROPOSALS RECEIVED WITH DESCRIPTION AND NOTES ON RANKING

ECONOMIC DEVELOPMENT: (Maximum \$300,000) Microenterprise Technical Assistance. The county has had an active microenterprise program since 2000. The program offers technical assistance to entrepreneurs who are low-moderate income and have less than five employees. Microenterprise is 100% low-mod, it is and is an eligible activity. The county has a three year contract with North Coast Small Business Development Center, and enough funding to last until October 2017, but there would likely be a break in service if we do not apply this year. Based on the current expenditure rate it appears as though \$250,000 will how much would be needed. Micro-Enterprise is typically undersubscribed and as such would likely get funded.

RECOMMEND: \$300,000

HOUSING: Maximum \$1,000,000 combined.

Home Ownership Program, Maximum (\$600,000 alone). The County has had an active homebuyer program since 2004. The homeownership program offers deferred lower interest (3%) gap loans for homebuyers. Loans repaid are and placed in a restricted program income (PI) fund and can be used on a CDBG-eligible activity. The Home Ownership Program is an eligible activity. This year there are 50 bonus points available for this activity. The county usually funds 6-8 per year, at an average rate of \$90,000/loan. The waiting list has 45 people on it. The county currently has enough funding for 8 loans. There could be a break in service if we do not apply this year.

Rehabilitation of existing Multi-Family (MF) Property (\$1,000,000 alone). Redwood Community Action Agency (RCAA) owns 10 duplexes that are rented to lower income tenants. The units were built as naval auxiliary housing in 1945. Upon concerns from the State of California Department of Housing & Community Development (HCD) they had a capital needs assessment in 2014 and it showed they needed substantial rehabilitation. The repairs include upgrades for health and safety; to comply with HOME housing standards; for compliance with ADA and Uniform Federal Accessibility Standards, and to maintain the marketability of the units to keep them occupied. They spent all of their reserves on the most urgent items and are requesting \$797,000 in funds to complete the repairs.

RECOMMEND:

HOMEOWNERSHIP: \$500,000

REHABILITATION OF M-F: \$500,000, plus add up to \$297,000 as a Program Income

Supplemental Activity

INFRASTRUCTURE IN SUPPORT OF AFFORDABLE HOUSING, (Maximum \$1,500,000). Samoa Pacific proposes to develop an 80-unit affordable housing complex in Samoa. The project is well along in the development phase, but does not have all funding in place. The developer has a grant for wastewater and will be applying in 2017 for tax credits. The more funding they have in place the more likely they are to receive an award of funds. CDBG does not allow affordable housing new construction but they do allow offsite improvements in support of affordable housing. The offsite improvement costs are close to \$4,000,000. They are asking for \$1,500,000 to help pay for a portion of the off-sites. Unfortunately, this project will not score well because off-sites need to be in the public domain before the application. So this project is not being recommended this year.

RECOMMEND: Not funded this year, but be given priority consideration next year, if the County is eligible to apply.

The MF rehabilitation project will require short-term relocation of tenants because the units are being substantially rehabilitated. The state requires that if there is relocation that the County has a plan for the relocation and adopt it by resolution. The county has a plan that was adopted in 2004 and is still valid, in addition there is a section outlining the specific steps that will be taken to ensure relocation compliance (Attachment C).

CDBG requires that the County delegate a staff member the authority to act on behalf of County in matters pertaining to the grant application. If funded, CDBG further requires that the County authorizes a staff member to sign the grant contract and the requests for funding. Staff recommends that the County delegate signature authority to the Director of the Planning and Building Department, or his designee, for the contract execution and to carry out the above activities, after review and approval by County Counsel and Risk Management. The resolution has these provisions.

The CDBG Program also requires that the grant application includes a certified Statement of Assurances. The proposed resolution approves and directs the County Administrative Officer to execute the Statement of Assurances on behalf of the County. A copy of the Statement is included as Attachment D.

FINANCIAL IMPACT: There is no effect on the General Fund. The CDBG allocation of funds automatically includes 7.5% for administration and management to ensure regulatory compliance, in addition activities include a set-aside to assist in directly related soft-costs to deliver the service to the participants.

This meets the Board of Supervisors strategic initiative by providing funds to improve self-reliance and safety by encouraging home-ownership, protecting vulnerable populations and improving health and safety by ensuring that 20 units of affordable housing remain in service, and supporting private-sector jobs by continued funding of the micro-enterprise program.

OTHER AGENCY INVOLVEMENT: North Coast Small Business Development Center has a three year contract with the County for micro-enterprise, ending May 2019. Redwood Community Action is the project proponent for the MF rehabilitation project.

ALTERNATIVES TO STAFF RECOMMENDATIONS: Your Board could choose not to submit an application for CDBG funds, or may choose to submit an application for only some of the proposed activities. This is not recommended as all of the recommended activities directly benefits residents of Humboldt County.

ATTACHMENTS:

- Attachment A: Resolution
- Attachment B: CDBG Funding Limits and Eligible Activity Chart
- Attachment C: Statement of Assurances
- Attachment D: Relocation Plan

ATTACHMENT A
RESOLUTION

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting of July 19, 2016

RESOLUTION NO. 16-84

RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF THE GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM 2016 NOFA OF THE STATE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM; AND AUTHORIZING THE DIRECTOR OF PLANNING AND BUILDING TO SIGN CONTRACTS TO CARRY OUT GRANT ACTIVITIES, AFTER REVIEW AND APPROVAL BY COUNTY COUNSEL AND RISK MANAGEMENT; AND AUTHORIZING THE COUNTY ADMINISTRATIVE OFFICER TO SIGN THE STATEMENT OF ASSURANCES

WHEREAS, the Board of Supervisors has reviewed the purposes of the grant application to the California State Community Development Block Group Program; and

WHEREAS, the Board of Supervisors has considered and selected the following three activities for a total of \$1,300,000 in grant funding:

- | | |
|--|-----------|
| • General Administration: | \$ 97,500 |
| • Micro-Enterprise Technical Assistance: | \$277,500 |
| • Direct Homeowner Assistance: | \$462,500 |
| • Multi-Family Housing Rehabilitation: | \$462,500 |

WHEREAS, the Board of Supervisors has determined that federal participation requirements were met during the development of this application; and

WHEREAS, the Board of Supervisors recognizes that while there are no funds on hand that Community Development Block Grant Program Income is repaid on a regular basis and wishes to use up to \$297,000 on the Multi-family housing rehabilitation activity, and any additional money for the Homeowner Assistance program, should funds become available; and

WHEREAS, the Board of Supervisors has reviewed and approves the Temporary Relocation Plan for multi-family housing rehabilitation project on Murray Road in McKinleyville.

NOW, THEREFORE, be it resolved, the Board of Supervisors approves the submission of an application to the State Community Development Block Grant Program for \$1,300,000 and use program income as set forth in the recitals.

BE IT FURTHER RESOLVED, the Board of Supervisors hereby authorizes and directs the Director of Planning and Building, or designee, to act on the County's behalf in all matters pertaining to this application, except that the Humboldt County Administrative Officer is authorized and directed to sign the Statement of Assurances.

BE IT FURTHER RESOLVED, if the application is approved, the Director of Planning and Building, or designee, is hereby authorized to enter into and sign the grant agreement and any subsequent amendments with the State of California for purposes of this grant.

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting of July 19, 2016

RESOLUTION NO. 16-84

BE IT FURTHER RESOLVED, if the application is approved, the Director of Planning and Building, or designee, is hereby authorized to sign contracts and sub-recipient agreements to carry out the grant activities after review and approval of County Counsel and Risk Management, and to sign fund requests and other required reporting forms.

BE IT FURTHER RESOLVED, the Board of Supervisors hereby adopts the Temporary Relocation Plan for the multi-family housing rehabilitation project on Murray Road in McKinleyville.

Dated: July 19, 2016



MARK LOVELACE, Chair
Humboldt County Board of Supervisors

Adopted on motion by Supervisor Bass, seconded by Supervisor Sundberg, and the following vote:

AYES:	Supervisors	Sundberg, Fennell, Lovelace, Bohn, Bass
NAYS:	Supervisors	--
ABSENT:	Supervisors	--
ABSTAIN:	Supervisors	--

STATE OF CALIFORNIA)
County of Humboldt)

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be an original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.



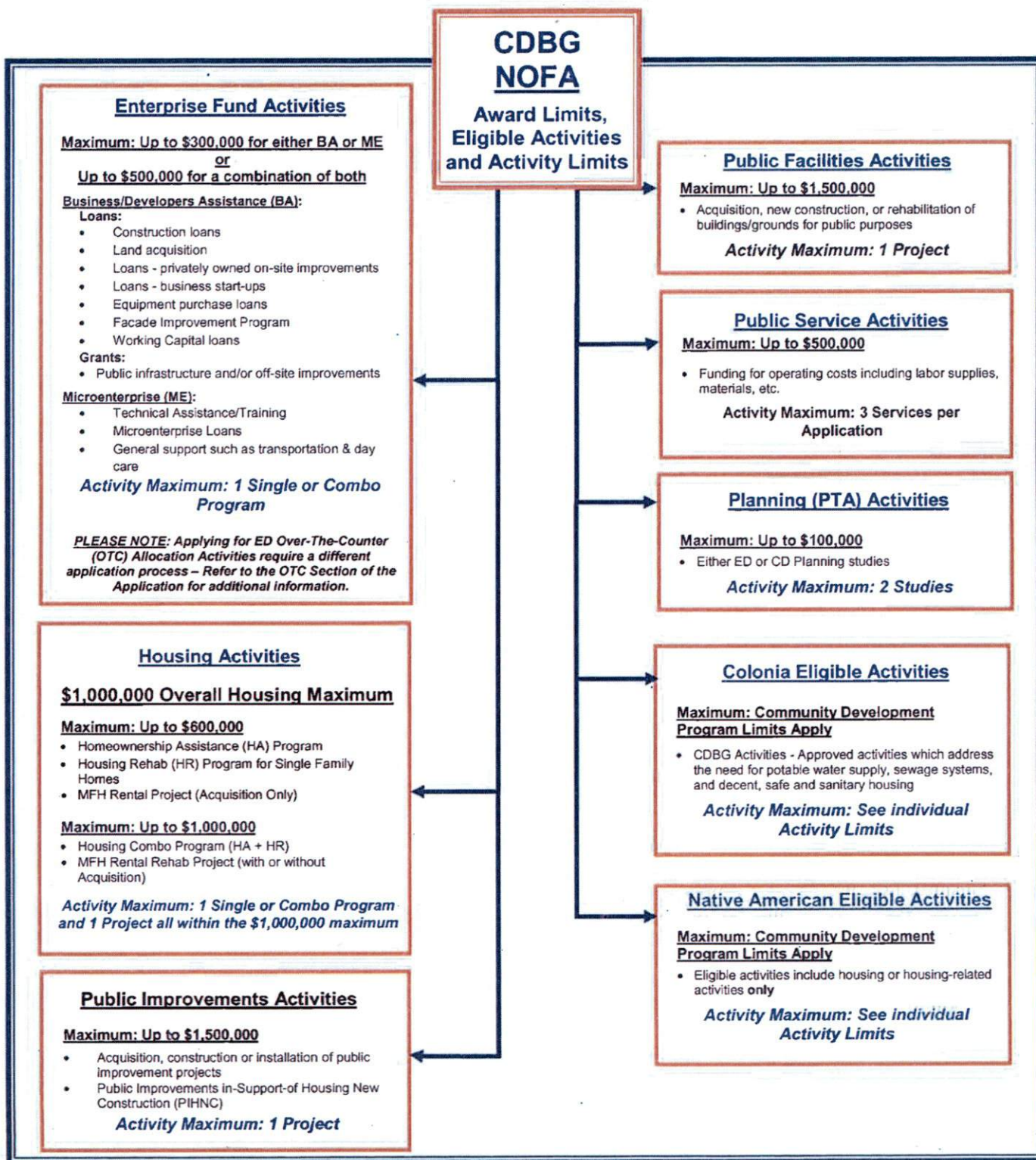
By ANA HARTWELL
Deputy Clerk of the Board of Supervisors of the
County of Humboldt, State of California

ATTACHMENT B
FUNDING LIMITS AND ELIGIBLE ACTIVITIES CHART

2016 CDBG APPLICATION

Funding Limits and Eligible Activities Chart

Application Maximum is \$2,000,000, excluding Colonia and Native American Activities.



ATTACHMENT C
RELOCATION PLAN

COUNTY OF HUMBOLDT
HOUSING REHABILITATION PROGRAM RESIDENTIAL ANTI-DISPLACEMENT
AND TEMPORARY RELOCATION PLAN

The Housing and Community Development Act of 1974, as amended, and the National Affordable Housing Act of 1990, require all grantees of Community Development Block Grant (CDBG) funds or Home Investment Partnership (HOME) funds to follow a written Residential Anti-displacement and Relocation Assistance Plan (Plan) for any activities which could lead to displacement of occupants whose property is receiving funds from these or other federal funding source. Having been developed in response to both aforesaid federal legislations, this Plan is intended to inform the public of the compliance of the County of Humboldt with the requirements of federal regulations 24 CFR 570.606 under state recipient requirements and Section 104(d) of the Housing and Community Development Act of 1974 and 24 CFR 92 of the HOME federal regulations. The Plan will outline reasonable steps, which the County will take to minimize displacement and ensure compliance with all applicable federal and state relocation requirements. The County's governing body has adopted this plan via a formal resolution.

This Plan will affect rehabilitation activities funded by the U.S. Department of Housing and Urban Development (HUD) under the following program titles: HOME, CDBG, Urban Development Action Grant (UDAG), Special Purpose Grants, Section 108 Loan Guarantee Program, and such other grants as HUD may designate as applicable, which take place within the County limits.

The County of Humboldt will provide permanent relocation benefits to all eligible "displaced" households either owner occupied or rental occupied units which are permanently displaced by the housing rehabilitation program (See Section E below.). In addition, the County will replace all eligible occupied and vacant occupiable low income group dwelling units demolished or converted to a use other than low income group housing as a direct result of rehabilitation activities. This applies to all units assisted with funds provided under the Housing and Community Development Act of 1974, as amended, and as described in the Federal Regulations 24 CFR 570.496(a), Relocation, Displacement and Acquisition: Final Rule dated July 18, 1990 (Section 104(d)) and 49 CFR Part 24, Uniform Relocation Assistance (URA) and Real Property Acquisition Regulations Final Rule and Notice (URA) dated March 2, 1989.

All County programs/projects will be implemented in ways consistent with the County's commitment to Fair Housing. Participants will not be discriminated against on the basis of race, color, religion, age, ancestry, national origin, sex, familial status, or handicap. The County will provide equal relocation assistance available 1) to each targeted income group household displaced by the demolition or rehabilitation of housing or by the conversion of a targeted income group dwelling to another use as a direct result of assisted activities; and 2) to each separate class of targeted income group persons temporarily relocated as a direct result of activities funded by HUD programs.

A. Minimizing Permanent Displacement and Temporary Relocation Resulting from Housing Rehabilitation or Reconstruction Activities

Consistent with the goals and objectives of activities assisted under the Act, the County will take the following steps to minimize the displacement of persons from their homes during housing rehabilitation or reconstruction funded by HUD programs:

1. Provide proper notices with counseling and referral services to all tenants so that they understand their relocation rights and receive the proper benefits. When necessary assist permanently displaced persons to find alternate housing in the neighborhood.
2. Stage rehabilitation of assisted households to allow owner occupants and/or tenants to remain during minor rehabilitation.
3. Encourage owner investors to temporarily relocate tenants to other available safe and sanitary vacant units on the project site area during the course of rehabilitation or pay expenses on behalf of replaced tenants.
4. Work with area landlords, real estate brokers, and/or hotel/motel managements to locate vacancies for households facing temporary relocation.
5. When necessary, use public funds, such as CDBG funds, to pay moving costs and provide relocation/displacement payments to households permanently displaced by assisted activities.

B. Lead Based Paint Mitigation Which Causes Temporary Relocation:

On September 15, 2000, the Final Rule for Lead Based Paint Hazard Control went into effect. Among other things, it requires that federally-funded rehabilitation must use safe work practices so that occupants and workers can be protected from lead hazards. At no time should the tenant-occupant(s) be present in work areas or designated adjacent areas while LHC activities are taking place in any dwelling unit interior, common area, or exterior. As such, occupants may not be allowed to remain in their units during the time that lead-based paint hazards are being created or treated. Once work that causes lead hazards has been completed, and the unit passes clearance, the occupants can return. The tenant-occupants may not reoccupy a work area or adjacent area until post-lead hazard reduction clearance standards have been achieved and verified with laboratory results. The final rule allows for certain exceptions: programs:

1. The work will not disturb lead-based paint, or create dust-lead or soil-lead hazard; or
2. The work is on exterior only and openings are sealed to prevent dust from entering the home, the work area is cleaned after the work is completed, and the residents have alternative lead free entry; or
3. The interior work will be completed in one period of less than 8-daytime hours and the work site is contained to prevent the release of dust into other areas of the home; or

4. The interior work will be completed within five (5) calendar days, the work site is contained to prevent the release of dust, the worksite and areas within 10 feet of the worksite are cleaned at the end of each day to remove any visible dust and debris, and the residents have safe access to kitchen and bath and bedrooms.

If temporary relocation benefits are not provided because the County believes that the project meets one of the above criteria, then proper documentation must be provided in the rehabilitation project file to show compliance. It is up to the County to ensure that the owner occupant or tenant in the project does not get impacted by lead paint mitigation efforts. In most cases where lead paint mitigation is taking place, occupants (tenants or owners) will be strongly encouraged to relocate even for just a few days until a final lead clearance can be issued by a certified lead based paint assessor. Occupants who are temporarily relocated because of lead based paint mitigation are entitled to the same relocation benefits as those who are relocated because of substantial rehabilitation or reconstruction activities.

C. Temporary Relocation of Owner Occupants:

Owner occupants are not allowed to stay in units which are hazardous environments during lead based paint mitigation. When their home is having lead based paint mitigation work done which will not make it safe to live in, then they are eligible for temporary relocation benefits up to \$500, which will be provided as a grant. In the same way, a unit requiring substantial rehabilitation (with or without lead based paint mitigation) which will not allow the family to access a bath or kitchen facility, or if the unit is being demolished and reconstructed, then the family will be eligible for temporary relocation benefits up to \$500, which will be provided as a grant. In no case shall the grant for temporary relocation exceed \$500 for any one owner occupant.

Owner occupants will be encouraged to move in with family or friends during the course of rehabilitation, since they are voluntarily participating in the program. The housing rehabilitation loan specialist and/or the rehabilitation construction specialist will complete a temporary relocation benefits form to document that the owner occupant understands that they must relocate during the course of construction and what benefits they wish to be reimbursed for as part of their relocation.

D. Temporary Relocation of Residential Tenants:

If continued occupancy during rehabilitation is judged to constitute a substantial danger to health and safety of the tenant or the public, or is otherwise undesirable because of the nature of the project, the tenant may be required to relocate temporarily. The program administrator or construction supervisor will make determination of the need for temporary relocation. The temporary relocation period will not exceed 180 days. All conditions of temporary relocation will be reasonable. Any tenant required to relocate temporarily will be helped to find another place to live which is safe, sanitary and of comparable value and they have the first right to move back into the original unit being rehabilitated at the same rent or lower. He or she may move in with family and friends and still receive full or partial temporary

assistance based on eligible cost incurred. The housing rehabilitation loan specialist and/or the rehabilitation construction specialist will ensure that each tenant occupied unit under the program will receive a General Information Notice (GIN) (as soon as possible after a loan application is received) and the tenant will receive a Notice of Non-displacement (after loan approval), and each tenant occupied unit will have a temporary relocation benefits form completed for them. These notices will document that each tenant understands what their relocation rights are, and if they must relocate during the course of construction, that they receive the proper counseling and temporary relocation benefits.

A tenant receiving temporary relocation shall receive the following:

1. Increased housing costs (e.g. rent increase, security deposits) and
2. Payment for moving and related expenses, as follows:
 - a. Transportation of the displaced persons and personal property within 50 miles, unless the grantee determines that farther relocation is justified;
 - b. Packing, crating, unpacking, and uncrating of personal property;
 - c. Storage of personal property, not to exceed 12 months, unless the grantee determines that a longer period is necessary;
 - d. Disconnection, dismantling, removing, reassembling, and reinstalling relocated household appliances and other personal property;
 - e. Insurance for the replacement value of personal property in connection with the move and necessary storage;
 - f. The replacement value of property lost, stolen or damaged in the process of moving (not through the fault of the displaced person, his or her agent, or employee) where insurance covering such loss, theft or damage is not reasonably available;
 - g. Reasonable and necessary costs of security deposits required to rent the replacement dwelling;
 - h. Any costs of credit checks required to rent the replacement dwelling;
 - i. Other moving related expenses as the grantee determines to be reasonable and necessary, except the following ineligible expenses:
 - 1) Interest on a loan to cover moving expenses; or
 - 2) Personal injury; or
 - 3) Any legal fee or other cost for preparing a claim for a relocation payment or for representing the claimant before the Grantee; or
 - 4) Costs for storage of personal property on real property already owned or leased by the displaced person before the initiation of negotiations.

E. Rehabilitation Activities Requiring Permanent Displacement

The County rehabilitation program will not typically trigger permanent displacement and permanent displacement activities fall outside of the scope of this plan. If a case of permanent displacement is encountered, then the staff responsible for the rehabilitation program will consult with County legal counsel to decide if they have the capacity to conduct the permanent displacement activity. If local staff does not have the capacity, then a professional relocation consultant will be hired to do the counseling and benefit determination and implementation. If local staff does wish to do the permanent displacement activity then they will consult and follow the HUD Relocation Handbook 1378.

F. Rehabilitation Which Triggers Replacement Housing

If the County rehabilitation program assists a property where one or more units are eliminated then under Section 104 (d) of the Housing and Community Act of 1974, as amended applies and the County is required to replace those lost units. An example of this would be a duplex unit which is converted into a single family unit. In all cases where rehabilitation activities will reduce the number of housing units in the jurisdiction, then the County must document that any lost units are replaced and any occupants of reduced units are given permanent relocation benefits. (This does not apply to reconstruction or replacement housing done under a rehabilitation program where the existing unit(s) is demolished and replaced with a structure equal in size without in loss number of units or bedrooms.)

Replacement housing will be provided within three years after the commencement of the demolition or conversion. Before entering into a contract committing the County to provide funds for an activity that will directly result in such demolition or conversion, the County will make this activity public (through a noticed public hearing and/or publication in a newspaper of general circulation) and submit to the California Department of Housing and Community Development or the appropriate federal authority the following information in writing:

1. A description of the proposed assisted activity;
2. The location on a map and the approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as targeted income group dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The location on a map and the approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of the replacement dwelling units;

6. The basis for concluding that each replacement dwelling unit will remain a targeted income group dwelling unit for at least 10 years from the date of initial occupancy; and,
7. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units (e.g., a two-bedroom unit with two one-bedroom units) is consistent with the housing needs of targeted income group households in the jurisdiction.

The Grant's Coordinator at the County is responsible for tracking the replacement of housing and ensuring that it is provided within the required period. The County is responsible for ensuring requirements are met for notification and provision of relocation assistance, as described in Section 570.606, to any targeted income group displaced by the demolition of any dwelling unit or the conversion of a targeted income group dwelling unit to another use in connection with an assisted activity.

G. Record Keeping and Relocation Disclosures/Notifications

The County will maintain records of occupants of Federally funded rehabilitated, reconstructed or demolished property from the start to completion of the project to demonstrate compliance with section 104(d), URA and applicable program regulations. Each rehabilitation project, which dictates temporary or permanent or replacement activities, will have a project description and documentation of assistance provided. (See sample forms in HUD Relocation Handbook 1378, Chapter 1, Appendix 11, form HUD-40054)

Appropriate advisory services will include reasonable advance written notice of (a) the date and approximate duration of the temporary relocation; (b) the address of the suitable, decent, safe, and sanitary dwelling to be made available for the temporary period; (c) the terms and conditions under which the tenant may lease and occupy a suitable, decent, safe, and sanitary dwelling.

Notices shall be written in plain, understandable primary language of the persons involved. Persons who are unable to read and understand the notice (e.g. illiterate, foreign language, or impaired vision or other disability) will be provided with appropriate translation/communication. Each notice will indicate the name and telephone number of a person who may be contacted for answers to questions or other needed help. The notices and process below is only for temporary relocation. If permanent relocation is involved then other sets of notice and noticing process and relocation benefits must be applied (See HUD relocation handbook 1378 for those forms and procedures) The Temporary Relocation Advisory Notices to be provided are as follows:

1. General Information Notice: As soon as feasible when an owner investor is applying for Federal financing for rehabilitation, reconstruction, or demolition, the tenant of a housing unit will be mailed or hand delivered a General Information

Notice that the project has been proposed and that the tenant will be able to occupy his or her present house upon completion of rehabilitation. The tenant will be informed that the rent after rehabilitation will not exceed current rent or 30 percent of his or her average monthly gross household income. The tenant will be informed that if he or she is required to move temporarily so that the rehabilitation can be completed, suitable housing will be made available and he or she will be reimbursed for all reasonable extra expenses. The tenant will be cautioned that he or she will not be provided relocation assistance if he or she decides to move for personal reasons.

2. Notice of Non Displacement: As soon as feasible when the rehabilitation application has been approved, the tenant will be informed that they will not be permanently displaced and that they are eligible for temporary relocation benefits because of lead based paint mitigation or substantial rehabilitation, or reconstruction of their unit. The tenant will also again be cautioned not to move for personal reasons during rehabilitation, or risk losing relocation assistance.
3. Disclosure to Occupants of Temporary Relocation Benefits: This form is completed to document that the County is following it's adopted temporary relocation plan for owner occupants and tenants.
4. Other Relocation/Displacement Notices: The above three notices are required for temporary relocation. If the County is attempting to provide permanent displacement benefits then there are a number of other forms which are required. Staff will consult HUD's Relocation Handbook 1378 and ensure that all the proper notices are provided for persons who are permanently displaced as a result of housing rehabilitation activities funded by CDBG or other federal programs.

**SPECIFIC TEMPORARY RELOCATION PLAN FOR
MULTI-FAMILY HOUSING REHABILITATION
1417-1457 MURRAY ROAD, MC KINLEYVILLE**

The Multi-Family (MF) housing rehabilitation will be on a property owned by Redwood Community Action Agency(RCAA). The units consist of 10 duplexes built in 1945 as auxiliary naval housing. They were bought by RCAA in 1993 and are rented to people at or below 80% of area median income. The units are in need of substantial rehabilitation. The relocation will be temporary and steps will be taken to minimize displacement and ensure compliance with all applicable federal and state relocation requirements.

Much of the work will be outside work, but there will be mold and lead-based paint testing. If work should arise as a result of these tests it will require relocation for health and safety reasons. In addition there are plumbing and dry rot repairs and upgrades bathroom and kitchen upgrades will interrupt the usage of those units. Due to the short-term nature of the relocation, it is anticipated that tenants will be moved to motels or vacant units on the property, unless they request to move to a family member or friends house on a temporary basis.

In order to be consistent with the stated goals and objectives of the Relocation Act, in using the CDBG funds, the County will ensure that the following steps to minimize the displacement of persons from their units during housing rehabilitation using HUD program funding:

- 1) Provide proper notices and counseling to all tenants, so that they understand their relocation rights and receive the appropriate benefits.
 - a) General Information Notice: delivered June 30, 2016. Attachment A.
 - b) Notice of Non-Displacement: delivered upon notice of award from CDBG. Attachment B
 - c) Disclosure to Occupants of Temporary Relocation Eligibility and Benefits: to be delivered after meeting with each tenant individually. Attachment C.
 - d) 90-Day Notice of Temporary Relocation: to be delivered upon signing of contract with CDBG, with an estimated date.
 - e) 30-Day Notice of Temporary Relocation: to be delivered upon determination of actual date of moving.
- 2) Stage the rehabilitation of assisted households in order to assure tenants that they can remain in their unit during minor rehabilitation. Coordinate directly with the selected project rehabilitation contractor and subcontractors to ensure that the temporary relocation can be staged based on a pre-construction schedule submittal from the General Contractor. By staging the temporary relocation, each tenant will be informed somewhat ahead of the target date when their particular building/unit will be scheduled for renovation and can anticipate the temporary relocation to occur.

- 3) To minimize any project relocation impacts, temporarily relocate tenants to other available safe and sanitary vacant units located at the project site during the course of renovation or alternatively, pay expenses incurred by tenants who are temporarily displaced. This includes working with area landlords, Realtors®, and/or motel management to locate vacancies for households facing temporary relocation.
- 4) As necessary, using CDBG funds, pay temporary relocation costs, which may include the following:
 - a) Increased housing costs (any rent increase, security deposits); and
 - b) Payment for moving and related expenses, as follows:
 - 1) Transportation of the displaced person and their personal property within 50 miles.
 - 2) Packing, crating, and unpacking of personal property
 - 3) Storage of personal property, not to exceed 12 months, unless the grantee determines that a longer period is necessary
 - 4) Disconnection, dismantling, removing, reassembling, and reinstalling relocated household appliances and other personal property
 - 5) Insurance for the replacement value of personal property in connection with the move and necessary storage
 - 6) The replacement value of property lost, stolen, or damaged in the process of moving (not through the fault of the displaced person, his or her agent, or employee) where insurance covering such loss, theft, or damage is not reasonably available
 - 7) Reasonable and necessary costs of security deposits required to rent the replacement dwelling
 - 8) Any costs of credit checks required to rent the replacement dwelling
 - 9) Other moving-related expenses that the grantee determines to be reasonable and necessary, except the following ineligible expenses:
 - a) personal injury;
 - b) any legal fee or other cost for preparing a relocation payment or for representing the claimant before the grantee; or
 - c) costs of storage of personal property on real property already owned or leased by the displaced person before the initiation of negotiations.

ATTACHMENT A TO RELOCATION PLAN

Dear _____,

On (date) , (property owner) submitted an application to the (City/County) for financial assistance to rehabilitate the building which you occupy at (address) .

This notice is to inform you that, if the assistance is provided and the building is rehabilitated, you will not be displaced. Therefore, we urge you not to move anywhere at this time. (If you do elect to move for reasons of your choice, you will not be provided relocation assistance.)

If the application is approved and Federal assistance is provided for the rehabilitation, you will be able to lease and occupy your present apartment (or another suitable, decent, safe and sanitary apartment in the same building) upon completion of the rehabilitation. Of course, you must comply with standard lease terms and conditions.

After the rehabilitation, your initial rent, including the estimated average monthly utility costs, will not exceed the greater of (a) your current rent/average utility costs, or (b) 30 percent of your gross household income. If you must move temporarily so that the rehabilitation can be completed, suitable housing will be made available to you for the temporary period, and you will be reimbursed for all reasonable extra expenses, including all moving costs and any increase in housing costs.

Again, we urge you not to move. If the project is approved, you can be sure that we will make every effort to accommodate your needs. Because Federal assistance would be involved, you would be protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

This letter is important and should be retained. You will be contacted soon. In the meantime, if you have any questions about our plans, please contact (name) , (title) ,
at _____ (telephone _____ number),
 (address) .

Sincerely,

(name and title)

ATTACHMENT B TO RELOCATION PLAN

(date)

Dear _____:

On (date), we notified you that the owner of your building had applied for assistance to make extensive repairs to the building. On (date), the owner's request was approved, and the repairs will begin soon.

This is a notice of non-displacement. You will not be required to move permanently as a result of the rehabilitation. This notice guarantees you the following:

1. You will be able to lease and occupy your present apartment [or another suitable, decent, safe and sanitary apartment in the same building/complex] upon completion of the rehabilitation. Your monthly rent will remain until after construction is completed. If increased after construction is done, your new rent and estimated average utility costs will not exceed local fair market rents for your community. Of course, you must comply with all the other reasonable terms and conditions of your lease.
2. If you must move temporarily so that the repairs can be completed, you will be reimbursed for all of your extra expenses, including the cost of moving to and from the temporarily occupied unit and any additional housing costs. The temporary unit will be decent, safe and sanitary, and all other conditions of the temporary move will be reasonable.

Since you will have the opportunity to occupy a newly rehabilitated apartment, I urge you not to move. (If you do elect to move for your own reasons, you will not receive any relocation assistance.) We will make every effort to accommodate your needs. Because Federal assistance is involved, you are protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

If you have any questions, please contact (name), (title), at (phone #), (address). Remember, do not move before we have a chance to discuss your eligibility for assistance. This letter is important to you and should be retained.

Sincerely,

(name and title)

ATTACHMENT C TO RELOCATION PLAN

DISCLOSURE TO OCCUPANT OF TEMPORARY RELOCATION BENEFITS

Top to be completed at time of loan application submittal or Home Visit

Property Address: _____
 ___ Rental Unit ___ Owner/Occupied Unit

The rehabilitation loan specialist working on behalf of the City/County of _____
has explained the temporary relocation services and benefits available under the current rehabilitation program
relocation plan.

I/we have been advised that the City/County of _____ rehabilitation construction specialist will inform me
if I need to be temporarily relocated and will to assist me with scheduling any necessary moves and answer any
questions about assistance as needed.

Acknowledged:

Occupant Signature Date Occupant Signature Date

Complete this at time of acceptance of Work Write Up with initials by occupant

The rehabilitation construction specialist for the City/County of _____
has explained the Rehabilitation Scope of Work for our house and I/we agree that it will:
___ Not require I/we to be relocated. **(If initialed then STOP here and sign bottom.)**
___ Yes, I/we need to be temporarily relocated. **(Complete rest of form if initialed.)**

Start date and duration of relocation:
___ Starting on or about _____ we will move for all or part of the rehabilitation project.
___ Approximate length of temporary relocation: _____ Number of days.

For temporary relocation, I/We elect to (check all that apply):
___ Relocate with friends and family.
___ Relocate into a suitable temporary housing unit identified by rehab specialist.
___ Relocate furnishings only into a temporary storage unit.

___ I/We have been told what our relocation benefits are and elect **Not** to be reimbursed for any eligible relocation
expenses.

___ I/We have been told what our relocation benefits are and want to be reimbursed for: _____

By signing, occupant(s) acknowledge receipt of copy of this form:

Occupant Signature Date Occupant Signature Date

ATTACHMENT D
STATEMENT OF ASSURANCES

The **County of Humboldt** hereby assures and certifies that:

Select
Yes

Legal Authority - It possesses legal authority to apply for the grant and to execute the proposed program.

Select
Yes

Application Authorization - Its governing body has duly adopted or passed as an official act or resolution, motion, or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the applicant's chief executive officer or other designee to act in connection with the application and to provide such additional information as may be required.

Select
Yes

Citizen Participation - It has or will comply with all citizen participation requirements, which include, at a minimum, the following components:

A Provides for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blight areas and of areas in which CDBG funds are proposed to be used, and provides for participation of residents in low- and moderate-income neighborhoods as defined by the local jurisdiction - and

B Provides citizens with reasonable ADA compliant and timely access to local meetings, information, and records relating to the grantee's proposed use of funds, as required by CDBG regulations, and relating to the actual use of funds under this title - and

C Provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee - and

D Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program. These include at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodation for the handicapped. This shall include one public meeting during the program design, annual performance report preparation, and formal amendments. A public hearing shall be conducted prior to application submittal - and

E Solicits and provides for a timely written answer to written complaints and grievances, within 15 working days where practicable - and

F Identifies how the needs of limited-English speaking residents will be met in the case of public hearings where limited-English speaking residents can reasonably be expected to participate.

Select
Yes

National Objective - It has developed its CDBG Program so as to primarily benefit targeted income persons and households, and each activity in the program meets one of the three national objectives: benefit to low- and moderate-income persons, elimination of slums and blight, or meets an urgent community need certified by the grantee as such.

Select
Yes

NEPA Environmental Review - It consents to assume the responsibilities for environmental review and decision-making in order to ensure compliance with NEPA by following the procedures for recipients of block grant funds as set forth in 24 CFR, Part 58, titled "Environmental Review Procedures for Title I Community Development Block Grant Programs." Also included in this requirement is compliance with Executive Order 11988 relating to the evaluation of flood hazards, and Section 102(a) of the Flood Disaster Protection Act of 1973 (Public Law 93-234) regarding purchase of flood insurance, and the National Historic Preservation Act of 1966 (16 USC 470) and implementing regulations (36 CFR 800.8).

Select
Yes

Audit/Performance Findings - It has resolved or is currently working with the Department to resolve any audit findings or CDBG performance problems.

The **County of Humboldt** hereby assures and certifies that:

Select
Yes

Growth Control - There is no plan, ordinance, or other measure in effect which directly limits, by number, the building permits that may be issued for residential construction or the buildable lots which may be developed for residential purposes; or if such a plan, ordinance, or measure is in effect, it will either be rescinded before receiving funds, or it need not be rescinded because it:

- A** Imposes a moratorium on residential construction, to protect the health and safety, for a specified period of time which will end when the public health and safety is no longer jeopardized; or,
- B** Creates agricultural preserves under Chapter 7 (commencing with Section 51200) of Part 2 of Division 1 of Title 5 of the Government Code; or,
- C** Was adopted pursuant to a specific requirement of a State or multi-State board, agency, department, or commission; or,
- D** The applicant has an adopted housing element which the Department has found to be in compliance, unless a final order has been used by a court in which the court determined that it is not in compliance with Article 10.6 of Chapter 3 of Division 1 of Title 7 of the Government Code; or,
- D** The use of the funds applied for in this application is restricted for housing for Low/ Mod Income persons.

Select
Yes

Uniform Administrative Requirements – It will comply with the regulations, policies, guidelines, and requirements of OMB Circular Numbers A-87, A-133, A-122, and 24 CFR Part 85, where appropriate, and the State CDBG regulations.

Select
Yes

Nondiscrimination – It shall comply with the following regarding nondiscrimination laws and practices:

- A** Title VI of the Civil Rights Act of 1964 (Public Law 88-352).
- B** Title VIII of the Civil Rights Act of 1968 (Public Law 90-284) as amended; and will administer all programs and activities related to housing and community development in a manner affirmatively furthering fair housing.
- C** Section 109 of the Housing and Community Development Act of 1974, as amended.
- D** Section 3 of the Housing and Urban Development Act of 1968, as amended.
- E** Executive Order 11246, as amended by Executive Orders 11375 and 12086.
- F** Executive Order 11063, as amended by Executive Order 12259.
- G** Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112), as amended, and implementing regulations.
- H** The Age Discrimination Act of 1975 (Public Law 94-135).

Select
Yes

Anti-Displacement/Relocation – It will comply with the Federal Relocation Act (42 U.S.C. 4601 et seq.) and certifies that it will follow the state's residential anti-displacement and relocation plan located in Appendix E of the State's Annual Plan.

The plan can be found at: [Annual Plan Update 2014-2015](#)

Select
Yes

Labor Standards – It will comply with the following regarding labor standards:

- A** Section 110 of the Housing and Community Development Act of 1974, as amended.
- B** Section 1720 et seq. of the California Labor Code regarding public works labor standards.
- C** Davis-Bacon Act as amended (40 USC. 276a) regarding prevailing wage rates.
- D** Contract Work Hours and Safety Standards Act (40 USC 3702) regarding overtime compensation.
- E** Anti-Kickback Act of 1934 (41 USC 51-58) prohibiting "kickbacks" of wages in federally assisted construction activities.

Select
Yes

Architectural Barriers – It will comply with the Architectural Barriers Act of 1968 (42 USC 4151-4157) and implementing regulations (24 CFR Part 40-41).

The **County of Humboldt** hereby assures and certifies that:

Select Yes	Conflict of Interest – It will enforce standards for conflicts of interest which govern the performance of their officers, employees, or agents engaged in the award and administration, in whole or in part, of State CDBG grant funds (Section 7126 of the State regulations).
Select Yes	Limitations on Political Activities – It will comply with the Hatch Act (5 USC 1501 et seq.) regarding political activity of employees.
Select Yes	Lead-Based Paint – It will comply with the Lead-Based Paint Regulations (24 CFR Part 35) which prohibits the use of lead-based paint on projects funded by the program.
Select Yes	Debarred Contractors - The applicant or its staff are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal assistance programs, in any proposal submitted in connection with the CDBG program, per the Excluded Party List System (https://www.sam.gov). In addition, the applicant will not award contracts to or otherwise engage the services of any contractor while that contractor (or its principals) is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation from the covered transaction, in any proposal submitted in connection with the CDBG program under the provisions of 24 CFR part 24.
Select Yes	Inspection of Grant Activities – It will give HUD, the Comptroller General, the State Department of Housing and Community Development, or any of their authorized representatives access to and the right to examine all records, books, papers, or documents related to the grant.
Select Yes	Cost Recovery – It will not attempt to recover any capital costs of public improvements assisted in whole or in part with CDBG funds by assessing properties owned and occupied by Low/ Mod income persons unless: <ul style="list-style-type: none"> A CDBG funds are used to pay the proportion of such assessment that relates to non-CDBG funding; or, B For the purposes of assessing properties owned and occupied by Low/ Mod income persons who are not of the lowest targeted income group, it does not have sufficient CDBG funds to comply with the provisions of "A" above.
Select Yes	Procurement – It will follow the federal procurement policies per 24 CFR Sec. 85.36
Select Yes	Excessive Force – It will adopt and enforce policies: <ul style="list-style-type: none"> A Prohibiting the use of excessive force by its law enforcement agencies against individuals engaged in non-violent civil rights demonstrations; and, B Enforcing applicable State and local law against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstration within its jurisdiction.
Select Yes	Compliance with Laws - The jurisdiction will comply with applicable laws.

The **County of Humboldt** hereby assures and certifies that:

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

Certifying Officials Name: Amy Nilsen

Certifying Officials Title: County Administrative Officer

Certification Date:

Signature: (Blue Ink)