

**RESOLUTION NO. 2019-004**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK  
AUTHORIZING SUBMITTAL OF FUNDING APPLICATION FOR  
FY 2019-2020 COMMUNITY DEVELOPMENT BLOCK GRANT FOR  
CENTRAL ROHNERT PARK BICYCLE/PEDESTRIAN PATH IMPROVEMENTS**

**WHEREAS**, the Community Development Block Grant (“CDBG”) program was created by the federal Housing and Community Development Acts of 1974 and 1987 to develop viable communities through the provision of decent housing, a suitable living environment and the expansion of economic opportunities, primarily for lower income persons; and

**WHEREAS**, City of Rohnert Park staff has identified the Bicycle/Pedestrian Improvements Project (“Project”), as an eligible project for an application of FY 2019-2020 CDBG Capital Projects Funding; and

**WHEREAS**, City staff has prepared a grant application for the Fiscal Year 2019-2020 Sonoma County Community Development CDBG Program for the Project; and

**WHEREAS**, the Sonoma County Community Development Commission (“SCCDC”) as the designated local administrative body for the CDBG Program requires that a municipality submitting a CDBG program funding application must include a City/Town Council Resolution endorsing the project for which CDBG funding is being pursued.

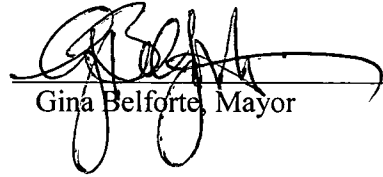
**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Rohnert Park that it does hereby authorize staff to submit a funding application for FY 2019-2020 Community Development Block Grant for the Central Rohnert Park Bicycle/Pedestrian Path Improvements project.

**BE IT FURTHER RESOLVED** that the City Council does hereby approve the attached CDBG funding application (Exhibit A) and authorizes the City Manager or his designee to submit the application in substantially similar form and adjust the funding request based on any new information that may be submitted prior to the decision of the Sonoma County Board of Supervisors.

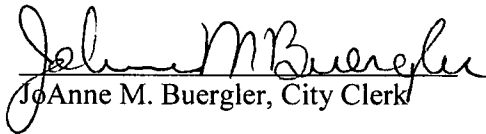
**BE IT FURTHER RESOLVED** that the City Council does hereby delegate authority to the City Manager to approve and execute any Funding Agreement in relation to this CDBG grant application and any amendments thereto.

DULY AND REGULARLY ADOPTED this 8<sup>th</sup> day of January, 2019.

CITY OF ROHNERT PARK

  
Gina Belforte, Mayor

ATTEST:

  
JoAnne M. Buergler, City Clerk

Attachment: Exhibit A

ADAMS: Aye MACKENZIE: Aye STAFFORD: Aye CALLINAN: Aye BELFORTE: Aye  
AYES: ( 5 ) NOES: ( 0 ) ABSENT: ( 0 ) ABSTAIN: ( 0 )

## SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION FUNDING APPLICATION: CDBG FOR CAPITAL PROJECTS

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Please review the Notice of Funding Availability (NOFA), Application Guidelines, and the FY 2019-2020 CDBG & HOME for Capital Projects Funding Policies before submitting your application. All applications must meet the eligibility criteria found in the Funding Policies and the requirements set forth in the NOFA.

### Application Checklist

Review the application prior to submission to ensure that the following requirements are met. Applications that do NOT include the following required elements will be considered incomplete:

☒ **Part 1: Applicant Information**

☒ **Part 2: Project Description**

☒ **Part 3: Program/Project Information**

☒ **Part 4: Timeline**

☒ **Part 5: Sources and Uses**

☒ **Supplemental Application: Public Facilities or Other Infrastructure (CDBG only)**

☐ **Supplemental Application: Housing-Related Projects (CDBG & HOME)**

#### Part 6: Certifications

☒ Grant Certification Form – 1 (Application Completeness & Accuracy & Signatory Authority)

☒ Grant Certification Form – 2 (Federal Regulations)

☒ Grant Certification Form – 3 (Conflict of Interest)

☒ Grant Certification Form – 4 (Policies and Procedures)

#### Part 7: Attachments

#### Organizational Information Required

☐ **IRS Letter of Determination:** Non-profit organizations only must submit an IRS Letter of Determination. Non-profit organizations are not eligible for consideration unless non-profit status has been verified.

☐ **Community Based Development Organization (CBDO) Verification:** For CBDOs applying for CDBG construction funds, submit a Sonoma County CBDO letter or plan to become an independent, fully functioning CBDO entity.

☒ **Financial Documentation:**

☐ Non-profit organizations: Attach current operating budget, the most recent completed final audit report, and IRS Form 990 for the most current tax year. If organization is not audited, attach a copy of the most recent internal financial statement that has been approved by Board of Directors. Additional financial information may be requested by CDC staff as deemed appropriate.

☒ Sonoma County departments or agencies, the cities of Cotati, Cloverdale, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and the Town of Windsor are exempt from this requirement.

#### Project Information Required

☒ **Project Description:** Provide a description of the project that includes specific location information and geographic boundaries. It should identify the maximum anticipated scope of the entire project, and delineate the specific activities for which the applicant is requesting funding at this time. Applications for housing-related projects should instead include a Housing Project Description, described in Supplemental Application below.

- ☒ **Project Location Map:** Attach an 8 1/2"x 11" map showing the project location, clearly showing the project area in relation to surrounding communities.
- ☒ **Authorizing Resolution:** For non-profit organizations, attach a resolution from the Board of Directors authorizing the submittal of the application. For local government entities, attach a resolution from the governing body authorizing the submittal of the application.
- ☐ **City/Town Letter of Acknowledgement:** For those projects located within one of the seven incorporated jurisdictions, attach a letter from city/town staff acknowledging that that staff is aware that the organization is submitting the application. If city/town staff supports the project or has collaborated with the developer, please provide this information.
- ☒ **General Plan Consistency:** Attach a certification of consistency with the applicable jurisdiction's General Plan.
- ☐ **Letters of Commitment:** Submit letters of commitment from all other funding sources.
- ☐ **Quarterly Performance Report:** If the organization is requesting funds for an on-going program or project, attach a copy of the most recent quarterly report submitted to the Commission showing activity and levels of participation for the most recent reporting period.
- ☐ **Capacity Gap Analysis:** If an applicant does not have sufficient capacity to complete the proposed project, it should submit an analysis of its gap and work with the Community Development Commission prior to application submittal to determine if the Commission can assist with project management services. **(if applicable)**
- ☐ **Homelessness-Related Projects Threshold Criteria Checklist - see attached (if applicable)**

## Housing Project Attachments Required

Housing-related project sponsors must submit the following as attachments to their applications:

- ☐ **Housing project description:** Provide a written narrative to describe your project. At a minimum, the narrative should include a description of the type of housing proposed, target population(s), any planned services for residents, the proposed use(s) of the requested funding, and anticipated environmental issues (i.e., vernal pools, heritage trees, riparian corridor, contamination, flood plain, endangered species, historical and archeological impacts). Please state whether you propose that an entity other than the applicant will execute the loan documents for the funds requested in this application. If the project will use a tax credit limited partnership to finance the project, please describe the organizational structure of the partnership and the roles of various partners or other related organizations.
- ☐ **Current preliminary title report**
- ☐ **Evidence of site control**
- ☐ **Current appraisal:** Appraised value of property must fully secure the Commission's loan(s). In addition, the total purchase price may not exceed the "reasonable cost" for the property.
- ☐ **Environmental clearances/reports**
- ☐ **Site plan and elevations or schematic drawing**
- ☐ **Contractor's cost breakdown**
- ☐ **List of tenant-paid utilities**
- ☐ **Itemized development budget:** including a sources and uses table, identifying distributions to the owner, developer, partners or other entities during the development phase
- ☐ **Project Financial Plan:** Narrative description of the development's financial plan, indicating expected dates for obtaining approvals for any uncommitted financing
- ☐ **Rental projects:** A 30-year operating budget and cash flow projection that shows estimated project income, operating expenses, reserves, debt service, and distributions. Please include a "totals" column after year 30.



## Part 1: Applicant Information

Legal name of organization:	City of Rohnert Park	
Provide any other names under which the organization has operated within the last 10 years:		
Organization's mailing address:	130 Avram Avenue, Rohnert Park	
Organization's website:	www.rpcity.org	
Organization's DUNS number: <i>See Application Guidelines – Exhibit 5 for instructions on obtaining a DUNS number.</i>	021773106	
<b>Contact Information</b>		
Authorized Representative (City/Town Manager, Executive Director, or other):	Name, title:	Darrin Jenkins, City Manager
	Phone:	(707) 588-2243
	Email:	djenkins@rpcity.org
Primary point of contact: (Program or Project Manager)	Name, title:	Eydie Tacata, Management Analyst
	Phone:	(707) 588-2205
	Email:	etacata@rpcity.org
Organization is a:	<input type="checkbox"/> Non-profit organization <input type="checkbox"/> For-profit organization <input checked="" type="checkbox"/> Local government <input type="checkbox"/> Community Based Development Organization (CBDO)	
Is the applicant a faith-based organization?	<input type="checkbox"/> Yes – If yes, complete questions below. <input checked="" type="checkbox"/> No	
Describe how the organization will not discriminate against, show preferential treatment to, or limit services to any employee, applicant for employment, or persons served by the HUD funded program on the basis of religion or religious beliefs.	n/a	
Describe how the organization will separate the program from inherently religious activities, such as worship, religious instruction, and/or proselytization.	n/a	

Organizational Background	
Total number of years in operation:	56
Current number of full time employees (or equivalent) in organization by (Do not include volunteers):	234
List the types of services the organization provides:	Municipal services
List the clients/population(s) the organization serves:	General public
List the organization's service area(s):	Rohnert Park City Limits
List the purpose/mission of the organization as stated in its by-laws or other organizational document:	The City of Rohnert Park is a General Law City.
Financial Information	
Provide the organization's total annual operating budget:	\$39,676,435
Provide the average amount of cash flow reserves maintained by the organization for the most recent fiscal year:	
Identify the individual primarily responsible for the fiscal oversight of grant awards for the organization and the individual's experience with federal funds.	
Describe how the organization's internal controls adequately safeguard grant funds, personally identifiable information, and ensure the grant funds are used solely for authorized purposes:	
List the accounting software or system in use by the organization:	Springbrook v.7
Organizations <i>expending</i> more than \$750,000 <b>total</b> of Federal funds during the last completed fiscal year are required to submit the most recent Single or Program-specific audit. Organizations not required to conduct a Single Audit, must submit audited financial statements, prepared by a Certified Public Accountant, that meet the requirements of generally accepted accounting principles. Indicate which document(s) the organization is required to attach:	<input type="checkbox"/> Single Audit <input checked="" type="checkbox"/> Audited Financial Statements
Does organization currently have open findings or audit concerns?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, provide explanation of outstanding issues:	
Policies and Procedures	
Organizations are <b>required</b> to have <b>written</b> policies and procedures. The applicant must submit certification that they have the following policies and procedures. (Please complete the form found in Part 6 – Certifications) A. Accounting B. Conflict of Interest C. Procurement D. Record Retention	

## Part 2: Project Description

### Brief Description of Project or Program

The description provided here will be incorporated into the staff analysis provided to the Community Development Committee, Technical Advisory Committee, and/or the Board of Supervisors and in the Action Plan submitted to HUD if the project is approved. Descriptions MUST BE 150 words or less. A longer project description may be attached (see Part 7 - Attachments).

The City of Rohnert Park seeks \$538,000 in CDBG funding for environmental documentation, construction, and construction engineering (i.e. inspection and project management) of the Central Rohnert Park Bicycle/Pedestrian Path Improvements which has a total project cost of \$758,400. The project is anticipated to complete environmental review in August 2019, start construction in February 2020, and be completed in June 2020. The project will rehabilitate deteriorated paths, replace or install lighting and landscaping, and install wayfinding signage or in-pavement treatments. The project will improve active transportation infrastructure and access to jobs and services in a neighborhood characterized by lower-income households and special populations (e.g. seniors) for whom low-cost transportation options are vital to affordable living.

## Part 3: Project Information

<b>Project Name</b>	Central Rohnert Park Bicycle/Pedestrian Path Improvements
<b>Project Type</b>	
Using Appendix A of the FY 2019-2020 CDBG & HOME for Capital Projects Funding Policies, fill in the fields below.	
Consolidated Plan Goal Met:	<input type="checkbox"/> To promote the well-being and economic integration of lower income persons, increase and preserve the housing stock that is affordable, safe, and accessible for extremely low-, very low- and low-income families and individuals, including those with special needs and those who are homeless or at imminent risk of homelessness. <input type="checkbox"/> Promote effective and proven strategies for homelessness prevention and intervention county-wide. <input checked="" type="checkbox"/> Assist in creating and/or replacing infrastructure systems and public facilities that meet the needs of lower-income people, people with disabilities, and other special needs subpopulations county-wide.
CDBG eligible activity(ies): <i>See Appendix A of the Funding Policies for a list of eligible activities.</i>	
National Objective: To be eligible for funding, the program/project must meet one of the National Objectives. Select the CDBG National Objective the program/project will address. Applicants will be required to submit documentation evidencing the qualifications listed.	<input checked="" type="checkbox"/> <b>Area Benefit:</b> An activity available to all persons in a neighborhood or community regardless of income. However, the area where the activity is located must qualify as primarily residential and an area where at least 51% of the residents are L/M income individuals (per the latest Census data). (Applicant must provide records of the boundaries of the service area,



	<p>documentation that the area is primarily residential, and the income characteristics of households in the service area.)</p> <p><input type="checkbox"/> <b>Limited Clientele Benefit:</b> An activity which benefits a limited clientele at least 51 percent of whom are low and moderate income persons. Please select <b>one</b> of the following subcategories the proposed activity meets.</p> <p><input type="checkbox"/> Project/activity maintains client records on income and family size documenting that such persons qualify as low or moderate (L/M) income (e.g. income eligibility form).</p> <p><input type="checkbox"/> Project/activity has income eligibility requirements that limit the activity exclusively to L/M income persons (e.g. policy, income eligibility form or intake form)</p> <p><input type="checkbox"/> Project/activity is of such a nature and location that it may be concluded the clientele are primarily L/M income persons (e.g. a day care center that is designed to serve residents of a public housing complex).</p> <p><input type="checkbox"/> Project/activity clientele are presumed (by HUD) to be principally L/M income persons (i.e. abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers).</p> <p><input type="checkbox"/> <b>Housing:</b> An activity is undertaken for the purpose of providing or improving permanent residential structures which, upon completion will be occupied by L/M households.</p> <p><input type="checkbox"/> <b>Jobs:</b> An activity designed to create or retain permanent jobs (computed on a full-time equivalent basis) at least 51% of which will be made available to, or held by, L/M households.</p> <p><input type="checkbox"/> <b>Spot Blight:</b> A program/project that is designed to eliminate specific conditions of blight, physical decay, or environmental contamination that are not located in a slum or blighted area; AND limited to one of the following: 1) Acquisition; 2) Clearance; 3) Relocation; 4) Historic Preservation; or 5) Rehabilitation of buildings, but only to the extent necessary to eliminate specific conditions detrimental to public health and safety.</p> <p><b>Note: Housing that will be occupied by a L/M income household following rehabilitation should qualify under the L/M Income Housing category.</b></p> <p><input type="checkbox"/> <b>Slum / Blight on an Area Basis:</b> A program/project that is designed to aid in the prevention or elimination of slums or blight in a designated area and the assisted activity addresses one or more of the conditions that contributed to the deterioration of the area.</p>
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## Affirmatively Furthering Fair Housing

In planning for the use of CDBG and HOME, the County of Sonoma must adhere to the mandate in the Fair Housing Act to Affirmatively Further Fair Housing. This means that not only must all HUD funded programs and activities combat discrimination, but they must also overcome patterns of segregation and the denial of access to opportunity that are part of national and local history. The ways in which a project or program can do this meaningfully are listed below, and to be considered for funding, all applicant projects must overcome patterns of segregation in one or more of the ways listed.

**In which of the following ways does the proposed project overcome patterns of segregation and the denial of access to opportunity (check all that apply)? Please provide an explanation of how the project does this.**

☒ It makes an investment in a segregated and high poverty neighborhood to improve conditions and eliminate disparities in access to opportunity between residents of this neighborhood and the rest of the jurisdiction and region.

Explain: The project significantly improves transportation infrastructure in the neighborhood, improving residents' access to services and jobs with direct connections to the greater transportation network, including regional transit such as SMART, Sonoma County Transit and Golden Gate Transit.

☐ It maintains and preserves existing affordable rental housing stock to reduce disproportionate housing needs.

Explain:

☐ It provides affordable housing in an area(s) of opportunity to combat segregation and promote integration.

Explain:

☐ It provides mixed income housing designed to integrate racially and ethnically concentrated areas of poverty.

Explain:

☐ It increases access for individuals with protected characteristics to existing affordable housing in higher opportunity areas.

Explain:

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### Homelessness-related projects only

Any applicant project proposing to serve people experiencing homelessness must include a Homelessness-related Project Threshold Criteria Checklist signed off by the Homeless Services team prior to application submittal. (See Part 7 – Attachments for Checklist Form)

### Funding Request

Estimated project budget:	\$ 758,400
Amount of funding request:	\$ 538,000
Funding source:	<input checked="" type="checkbox"/> CDBG <input type="checkbox"/> Other:
Does the applicant anticipate applying for any of these local funding sources? This information helps to coordinate the various streams of capital project funding administered by the Commission	<input type="checkbox"/> FY 2019-20 HOME <input type="checkbox"/> CDBG-DR <input type="checkbox"/> HEAP <input type="checkbox"/> NPLH <input type="checkbox"/> CFH 2019 Round <input type="checkbox"/> City of Santa Rosa Trust Fund <input type="checkbox"/> Project-Based Vouchers, Type & Source: n/a <input type="checkbox"/> Other: _____

### Property Information (as applicable)

Project location (physical address or cross streets):	Hinebaugh Creek Path between SMART track and Commerce Boulevard
Assessor's Parcel Number(s):	2 connector paths between Copeland Creek (north side) and Enterprise Drive, and 2 connector paths between Copeland Creek (south side) and Santa Alicia Drive
Census tract(s):	1503.05
Is project located in a 100-year flood plain?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
FEMA FIRM panel number: <i>See Application Guidelines – Exhibit 5 for instructions about looking up FEMA FIRM panel number.</i>	06097C0877E 06097C0879E
Is the project, or any part of it, located within the limits of any city/town?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, which city/town? <u>Rohnert Park</u>
Which jurisdiction(s) must approve the project?	City of Rohnert Park
Total acreage:	1.05 acres
Current use of site:	Bicycle/pedestrian paths
What local approvals and entitlements will be required to develop the proposed project?	No local approvals or entitlements are needed for this proposed City capital improvement project, other than budget approval by the City Council.
Date entitlements and permits expected to be approved:	n/a

### Status of Site Control

Identify the form of site control:	<input checked="" type="checkbox"/> Ownership (attach copy of grant deed or deed of trust) <input type="checkbox"/> Lease (attach copy of lease) <input type="checkbox"/> Option agreement (attach copy of agreement) <input type="checkbox"/> Purchase agreement (attach copy of agreement) <input checked="" type="checkbox"/> Other; explain: <u>Maintenance easements</u> Note: If funding application is for acquisition, also attach copy of current appraisal.
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### Status of Environmental or Other Approvals

Applicant must obtain certification of project's consistency with the applicable general plan, signed by an authorized representative of the jurisdiction in which the project is located.

Status of environmental review:	Environmental documentation has not been conducted yet for this project. However, it is expected that a Categorical Exclusion will be sought for it.
Is site zoned appropriately for the proposed activity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, please provide a detailed explanation.
Status of land use, building permits, or other approvals:	It is not anticipated that any land use or building permits will be needed for this project. It is possible that an encroachment permit may be required from the Sonoma County Water Agency (SCWA) for construction access through an adjacent SCWA-owned property. This will be determined at a later stage in the project design.
Does the project require land use approvals?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please provide a detailed explanation.
Explain any land use (zoning, lot split, set back, general plan amendment or environmental) constraints that must be resolved prior to proceeding with the project:	No land use constraints are anticipated at this time.

### Status of Eminent Domain and Relocation Activities

In order to receive funding, projects must comply with the Sonoma County Residential Anti-Displacement and Relocation Assistance Plan.

Will the project involve demolition of any structure(s)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain the status and timeline of any demolition activity.
Will the project involve eminent domain?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will the project involve relocation of any persons or businesses?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, has the project's relocation plan been approved by the local governing body?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain the status and attach a copy of the relocation plan including relocation consultant contact information, timeline and budget for the activity

### Existing Improvements

#### EXISTING COMMERCIAL IMPROVEMENTS

Number of structures	n/a
Year built	n/a
Number of vacant structures	n/a
Number of occupied structures	n/a
Number of structures to be demolished	n/a

Estimated cost of relocation	n/a					
<b>EXISTING RESIDENTIAL IMPROVEMENTS</b>						
	<b><i>SRO</i></b>	<b><i>Studio</i></b>	<b><i>1-BR</i></b>	<b><i>2-BR</i></b>	<b><i>3-BR</i></b>	<b><i>4-BR</i></b>
Number of existing units	n/a					
Number of occupied units	n/a					
Number of vacant units	n/a					
Number of substandard units	n/a					
Number of units to be demolished	n/a					
Estimated cost of relocation	n/a					
<p><b>Phasing</b></p> <p>Can project proceed if phased or if given partial funding? Explain the effect of phasing or partial funding on the project's ability to move forward.</p> <p>Yes. If the project receives partial funding, the project can be scaled to remove some segments of path rehabilitation, lighting installation / replacement, landscaping rehabilitation, or wayfinding installation from the planned construction project. The remaining improvements can be implemented at a later date as additional funding is secured.</p>						
<p><b>Demonstration of Need</b></p> <p>Describe the need for the project, or program and include evidence of need (e.g., cite waiting lists for services, census data, documentation of deteriorated conditions, or other evidence).</p> <p>The Central Rohnert Park Bicycle/Pedestrian Path Improvements project will rehabilitate connector paths north and south of the Copeland Creek Path as well as segments of the Hinebaugh Creek Path located adjacent to affordable as well as market-rate housing. The project will greatly improve the pavement conditions on these paths, which directly connect residents to transit, shopping, services and schools throughout Rohnert Park. The City regularly receives requests from neighborhood residents and attendees of the Rohnert Park Bicycle and Pedestrian Advisory Committee to fix the most deteriorated path segments, especially the Copeland Creek Bike Path connectors. They cite pavement problems such as extensive rutting, drainage problems and trip-and-fall hazards caused by tree roots and soil expansion. Staff have evaluated the bike path conditions and confirm that the pavement has deteriorated such that repairs such as crack sealing, patching and even maintenance overlays will have little to no benefit, and reconstruction is necessary. (See Attachment A: Project Description.) The project will also include renovation of the path lighting and landscaping, and installation of wayfinding signage and emergency call boxes to address the perceptions of compromised personal safety on these paths.</p>						

## Outcomes

Provide information regarding the program/project outcomes as they relate to the main objective or purpose. (Example: Program/Project objective is to improve academic success of children in grades K-8. An outcome might be that 80% of these children will advance to the next grade.)

The project objective is the rehabilitation and enhancement of path segments in the Central Rohnert Park area to provide adequate alternative transportation facilities to residents of the adjacent neighborhoods. A desired outcome from the improved paths is increased path usage, especially by neighborhood residents. Such an outcome can be measured with before- and after-project automated or manual counts. Focused neighborhood surveys could also be conducted to gauge whether the path project encouraged use of these access paths.

## Part 4: Timeline

Please refer to the most recent CDBG & HOME for Capital Projects Funding Policies, Section 7.1. - Timeliness for timeliness provisions.

### Target Dates

List anticipated target date for each of the major milestones below. (Housing projects use timeline in supplemental application instead.)

<b>Major Milestone</b>	<b>Target Completion Date</b>	<b>Funds Expended</b>
Environmental Review	September 2019	September 2019
Site Control	n/a	n/a
Design Completion	October 2019	November 2019
Bid Period Closes	December 2019	January 2020
Construction Begins	February 2020	March 2020
Construction Complete	June 2020	July 2020
Notice of Completion	July 2020	August 2020



## Part 5: Sources and Uses

Housing projects use budget in supplemental application instead.

### Sources

<i>Source of Funds</i>	<i>Donations</i>	<i>Loans</i>	<i>Grants</i>	<i>In Kind</i>	<i>Total</i>
City of Rohnert Park	0	0	0	155,400	155,400
MTC Grant	0	0	65,000	0	65,000
CDBG	0	0	538,000	0	538,000
<b>Total</b>			603,000	155,400	758,400

### Uses

<i>Projected Uses</i>	<i>Donations</i>	<i>Loans</i>	<i>Grants</i>	<i>In Kind</i>	<i>Total</i>
Land Acquisition	0	0	0	0	0
Environmental Review	0	0	8,000	0	8,000
Architect	0	0	0	0	0
Engineering	0	0	65,000	7,000	72,000
Project Fees	0	0	0	0	0
Site Improvements	0	0	530,000	106,000	636,000
Other:	0	0	0	26,500	26,500
Other:	0	0	0	15,900	15,900
<b>Total</b>			603,000	155,400	758,400

## Supplemental Application: Public Facilities or Other Infrastructure Projects

<b>Define project service area</b>	
List all census block groups in service area:	1503.05 Block Groups 1, 2 and 4. (Note: The paths included in the project serve the general population, however the primary users will tend to be residents in the immediate surrounding neighborhoods in these Census block groups.)
<b>For sidewalk / curb cut projects</b>	
Location of sidewalks (cross streets):	n/a
Define the service area; list all Census block groups in service area:	n/a
Number of curb cuts (anticipated):	n/a



## **Part 6: Certifications**

- ☐ Grant Certification Form – 1 (Application Completeness & Accuracy & Signatory Authority)
- ☐ Grant Certification Form – 2 (Federal Regulations)
- ☐ Grant Certification Form – 3 (Conflict of Interest)
- ☐ Grant Certification Form – 4 (Policies and Procedures)

## Grant Certification Form – 1

### Application Completeness & Accuracy & Signatory Authority

I hereby certify that \_\_\_\_\_ (*insert name of organization requesting funds*) has complied with all applicable laws and regulations pertaining to the application and is an eligible applicant for the requested funding.

The organization proposes to provide the program services or complete the project identified in this application. If this application is approved and this organization receives the requested funding this organization agrees to adhere to all relevant Federal, State and local regulations and other assurances as required by the Commission.

In addition, the content of the application shall be incorporated as part of the written agreement and, as such, will be used to monitor performance. Activities, commitments and representations described in the written agreement that are not subsequently made a part of the program/project as funded, shall be considered a material contract failure, and may result in a repayment of all awarded funds and/or suspension from participation in future funding rounds.

I hereby certify that the organization is fully capable of fulfilling its obligation under this application as stated herein.

I further certify that the information provided in this FY 19-20 Capital Projects Funding Application is correct, accurate, and complete.

\_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Authorized Representative of Organization

Printed Name: \_\_\_\_\_ Title \_\_\_\_\_

Grant Certification Form – 2

## Federal Regulations – CDBG

Requirements	Federal Regulations	Other References
Federal Labor Standards - Davis-Bacon - Copeland Act (Anti-kickback) - Contract Work Hours and Safety Standards	24 CFR 92.354 29 CFR Parts 1, 3, and 5	40 U.S.C. 3141; 40 U.S.C. 3701
Section 3	24 CFR 135	Section 3 of the HUD Act of 1968, as amended (12 U.S.C. 1701u); 2 CFR 200.321
Minority and Women Business Enterprise Participation (MBE/WBE)	Small Business Act, Section 3(a) 15 U.S.C. 632	12 U.S.C. 1701
Civil Rights and Non-Discrimination	Title VI of Civil Rights Act of 1964 Title VIII of the Civil Rights Act of 1968 Section 104(b) and 109 of Title I of the Housing and Community Development Act of 1974	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990 Age Discrimination Act of 1975 Executive Orders 11063, 11246, 11375, 11478, 12107, 12086, and 13279
Equal Employment Opportunity	24 CFR 570.601-602; 570.607 41 CFR 60	Executive Orders 11246; 12086 12 USC 1701u
Fair Housing	Fair Housing Act (42 U.S.C. 3601-3620) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d) Equal Opportunity in Housing Section 504 of the Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990	24 CFR Parts 8, 107, and 146 42 U.S.C. 200(d) Executive Orders 11063, as amended by Executive Order 12259 Age Discrimination Act of 1975, as amended (42 U.S.C. 6101)
Debarred or Ineligible Contractors	24 CFR 570.609; 24 CFR 24	Executive Orders 12549 and 12689

Reasonable Accommodation	24 CFR Part 8; 24 CFR 570.601-602	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990
Fire Safety Codes		Local ordinances
Building, Housing, and Zoning Codes Housing Quality Standards	24 CFR 570.208(b)(1)(iv); 208(b)(2)	Local ordinances
Lead-Based Paint	24 CFR 570.608; 24 CFR Part 35	42 U.S.C 4821 et seq.
Anti-Lobbying	Appendix II to Part 200 J; 31 U.S.C. 1352	
Environmental, Historic Preservation, National Environmental Policy Act, Flood Insurance Requirements - Sitting near airports and coastal barrier - Fish and wildlife protection - Flood plain/flood insurance - National Historic Preservation - Noise abatement and control - Wetlands/Coastal zones - Air quality - Endangered species - Thermal/Explosive hazards	24 CFR 570.503(b)(5)(i); 570.604; 570.605; 570.202; 24 CFR 58 References at: 24 CFR 58.6; 58.5570.605	Section 104(g), HCDA 42 U.S.C 4001 et seq.
Relocation, Real Property Acquisitions, and One-for-One Housing Replacement - Uniform Relocation Act - Residential anti-displacement and relocation assistance	24 CFR 570.201(i); 570.606(b), (c), (d) 49 CFR 24 42 USC 4601 et seq	Sections 104(d); 105(a)(11), HCDA <a href="http://www.hud.gov/relocation">www.hud.gov/relocation</a>
Competitive Procurement	2 CFR 200.319	
Insurance and Bonding	2 CFR 200.310 and 200.325	
Administrative and Accounting Standards	2 CFR Part 200	

Cost Considerations	2 CFR 200.402, 403, 404, 405, 406 and 407	
Documentation and Recordkeeping	24 CFR 570.506 24 CFR 570.502	
Conflict of Interest	2 CFR 200.112 and 24 CFR 570.611	
Section 108 Loan Guarantees	24 CFR 570.700-570.709	Section 108, HCDA

To the best of my knowledge and belief, I certify that all data contained in this application and all supportive documentation is true, correct and will incorporate the above requirements. This submission has been duly authorized by the governing body of \_\_\_\_\_.

\_\_\_\_\_  
Signature/Authorized Representative of Organization

Date\_\_\_\_\_

Printed Name:\_\_\_\_\_

Title:\_\_\_\_\_



### Grant Certification Form – 3

#### Conflict of Interest - CDBG

The standards in 2 CFR 200.318 provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

The CDBG regulations at 24 CFR 570.611 provide that no person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient or subrecipient that are receiving CDBG funds and (1) who exercises or has exercised any functions or responsibilities with respect to activities assisted with CDBG funds; or (2) who is in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest from a CDBG-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

- A. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to participate in the decision making process for approval of this application? ☐Yes ☐No
- B. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to gain inside information with regard to approval of this application? ☐Yes ☐No
- C. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds obtain a financial interest or substantial benefit from this activity? ☐Yes ☐No
- D. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds have an interest in any contract, subcontract or agreement with respect to funding this application, either for themselves or those with whom they have family or business ties during the program year and one year thereafter? ☐Yes ☐No

**If you answered YES** to any of the above questions, a letter must be submitted with the application that includes the following information:

- 1) A disclosure of the nature and extent of the conflict
- 2) A description of how public disclosure will be made
- 3) A qualified attorney's opinion that the conflict of interest does not violate federal, state, or local law

**Note:** If you are approved for funding, the Commission must issue a public notice of the disclosure with a 15-day public comment period, and then submit to HUD for approval prior to execution of a grant agreement or release of funds.

\_\_\_\_\_  
Signature/Authorized Representative of Organization

Date\_\_\_\_\_

Printed Name: \_\_\_\_\_ Title \_\_\_\_\_

**Grant Certification Form – 4**  
**Policies & Procedures**

The undersigned does hereby certify that the applicant organization has the following policies and/or procedures and can produce them if requested by the Commission:

1. Accounting policy/procedure
2. Procurement policy/procedure
3. Conflict of Interest policy/procedure
4. Record Retention policy/procedure

\_\_\_\_\_  
Signature/Authorized Representative of Organization

Date\_\_\_\_\_

Printed Name: \_\_\_\_\_ Title \_\_\_\_\_

## Part 7: Attachments Required

Project sponsors must submit the following documents, as applicable, with their funding application:

### Organizational Information Required

- ☐ **IRS Letter of Determination:** Non-profit organizations only must submit an IRS Letter of Determination. Non-profit organizations are not eligible for consideration unless non-profit status has been verified.
- ☐ **Community Based Development Organization (CBDO) Verification:** For CBDOs applying for CDBG construction funds, submit a Sonoma County CBDO letter or plan to become an independent, fully functioning CBDO entity.
- ☐ **Financial Documentation:**
  - ☐ Non-profit organizations: Attach current operating budget, the most recent completed final audit report, and IRS Form 990 for the most current tax year. If organization is not audited, attach a copy of the most recent internal financial statement that has been approved by Board of Directors. Additional financial information may be requested by CDC staff as deemed appropriate.
  - ☐ Sonoma County departments or agencies, the cities of Cotati, Cloverdale, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and the Town of Windsor are exempt from this requirement.

### Project Information Required

- ☐ **Project Description:** Provide a description of the project that includes specific location information and geographic boundaries. It should identify the maximum anticipated scope of the entire project, and delineate the specific activities for which the applicant is requesting funding at this time. Applications for housing-related projects should instead include a Housing Project Description, described in Supplemental Application below.
- ☐ **Project Location Map:** Attach an 8 1/2"x 11" map showing the project location, clearly showing the project area in relation to surrounding communities.
- ☐ **Authorizing Resolution:** For non-profit organizations, attach a resolution from the Board of Directors authorizing the submittal of the application. For local government entities, attach a resolution from the governing body authorizing the submittal of the application.
- ☐ **City/Town Letter of Acknowledgement:** For those projects located within one of the seven incorporated jurisdictions, attach a letter from city/town staff acknowledging that that staff is aware that the organization is submitting the application. If city/town staff supports the project or has collaborated with the developer, please provide this information.
- ☐ **General Plan Consistency:** Attach a certification of consistency with the applicable jurisdiction's General Plan.
- ☐ **Letters of Commitment:** Submit letters of commitment from all other funding sources.
- ☐ **Quarterly Performance Report:** If the organization is requesting funds for an on-going program or project, attach a copy of the most recent quarterly report submitted to the Commission showing activity and levels of participation for the most recent reporting period.
- ☐ **Capacity Gap Analysis:** If an applicant does not have sufficient capacity to complete the proposed project, it should submit an analysis of its gap and work with the Community Development Commission prior to application submittal to determine if the Commission can assist with project management services. **(if applicable)**
- ☐ **Homelessness-Related Projects Threshold Criteria Checklist - see attached (if applicable)**

Continued on next page

## Housing Project Attachments Required

Housing-related project sponsors must submit the following as attachments to their applications:

- ☐ **Housing project description:** Provide a written narrative to describe your project. At a minimum, the narrative should include a description of the type of housing proposed, target population(s), any planned services for residents, the proposed use(s) of the requested funding, and anticipated environmental issues (i.e., vernal pools, heritage trees, riparian corridor, contamination, flood plain, endangered species, historical and archeological impacts). Please state whether you propose that an entity other than the applicant will execute the loan documents for the funds requested in this application. If the project will use a tax credit limited partnership to finance the project, please describe the organizational structure of the partnership and the roles of various partners or other related organizations.
- ☐ **Current preliminary title report**
- ☐ **Evidence of site control**
- ☐ **Current appraisal:** Appraised value of property must fully secure the Commission's loan(s). In addition, the total purchase price may not exceed the "reasonable cost" for the property.
- ☐ **Environmental clearances/reports**
- ☐ **Site plan and elevations or schematic drawing**
- ☐ **Contractor's cost breakdown**
- ☐ **List of tenant-paid utilities**
- ☐ **Itemized development budget:** including a sources and uses table, identifying distributions to the owner, developer, partners or other entities during the development phase
- ☐ **Project Financial Plan:** Narrative description of the development's financial plan, indicating expected dates for obtaining approvals for any uncommitted financing
- ☐ **Rental projects:** A 30-year operating budget and cash flow projection that shows estimated project income, operating expenses, reserves, debt service, and distributions. Please include a "totals" column after year 30.

## **Supporting Documents**

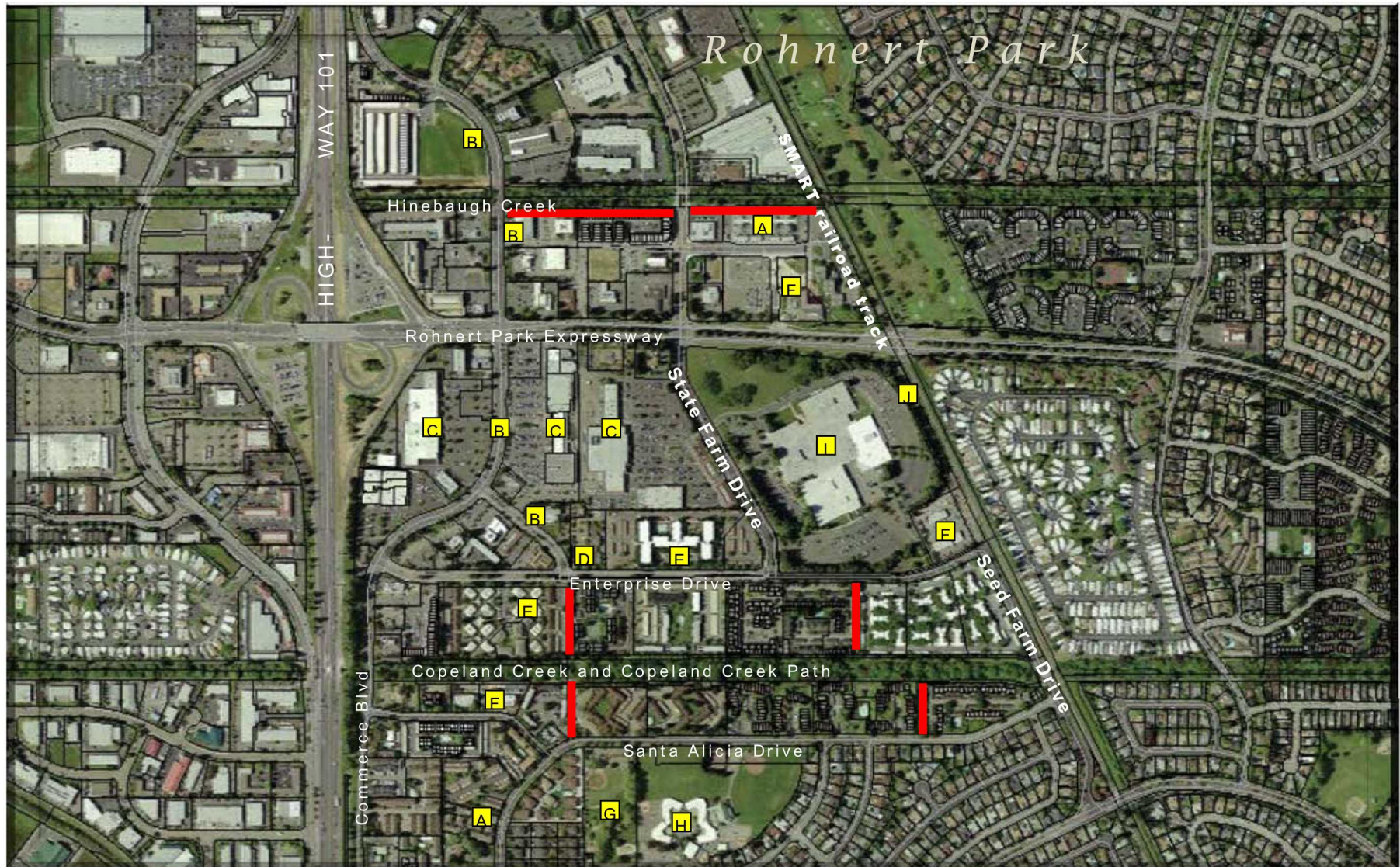
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### **Part 6 – Attachments Required:** ***Project Location Map***



# Central Rohnert Park Bicycle/Pedestrian Path Improvements

## Project segments in relation to surrounding community

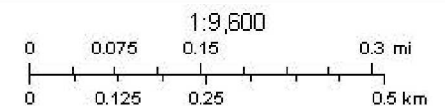


### MAP LEGEND: Project Segments and Neighborhood Assets

Project Segments



- |   |                                      |
|---|--------------------------------------|
| <b>A</b> Affordable multi-family housing  | <b>F</b> Municipal services          |
| <b>B</b> Transit stops                    | <b>G</b> Alicia Park                 |
| <b>C</b> Neighborhood shopping & services | <b>H</b> John Reed Elementary School |
| <b>D</b> Rohnert Park Senior Center       | <b>I</b> Future downtown             |
| <b>E</b> Senior housing                   | <b>J</b> SMART Station               |



## **Supporting Documents**

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### **Part 6 – Attachments Required:**

***City Authorizing Resolution***

***(Rohnert Park City Council***

***Resolution No. 2019-4,***

***forthcoming after January 8, 2019 meeting)***

## **Supporting Documents**

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### **Part 6 – Attachments Required:**

***General Plan Consistency  
(Rohnert Park Planning Commission  
Resolution No. 2019-\_\_\_\_,  
forthcoming after January 10, 2019 meeting)***