



City of Carson
2016 State HOME Program
Program Activity Application
Owner - Occupied Rehabilitation

February 2017

2016 Application Summary (Part A)

HOME Investment Partnerships Program



I.A. Applicant Information

Applicant

Name: City of Carson

Address: 701 East Carson Street

City: Carson

County: Los Angeles

Zip Code: 90745

Entity Type: CHDO City/County

PJ/Consortia Member

Applicant Website Address: ci.carson.ca.us

Applicant

DUNS #: 78806056

Applicant

EIN #: 95-2513547

I.B. Authorized Representative Information

Mr. Ms. Mrs. Other _____

First Name: Albert MI: _____ Last Name: Robles

Job Title: Mayor

Check if address is the same as Applicant, and fill in phone, fax and E-mail

Address: _____

City: _____ Zip Code: _____

Phone: (310)952-1700 Ext: _____ Fax: _____

E-mail: arobles@carson.ca.us

I.C. Applicant Contact Information (do not list admin sub or subrecipient)

Check if the same as Authorized Representative and go to next section

Mr. Ms. Mrs. Other _____

First Name: John MI: S Last Name: Raymond

Job Title: Director of Community Development

Contact's

Organization: City of Carson

Address: 701 East Carson St.

City: Carson Zip Code: 90745

Phone: (310) 952-1773 Ext: _____ Fax: (310)549-1466

E-mail: jraymond@carson.ca.us

**Part A
Application Summary**

II. Expenditure Percentage/Maximum Application Amount

List all HOME PROGRAM ACTIVITIES contracts for years indicated

IMPORTANT: "Drawn Amount" equals total of these contracts' valid draws (and TBRA project setups) received at HCD by 5 p.m. February 2, 2017

	HOME Contract #	Original Allocation Amount	Drawn Amount	Expenditure %
15-HOME-		\$0	\$0	
14-HOME-		\$0	\$0	
13-HOME-		\$0	\$0	
	TOTAL	\$0	\$0	0.00%

The overall expenditure percentage determines the maximum amount that can be applied for, as follows:

Expenditure rate on 2013-2015 HOME Program Activities contracts	Maximum Application Amount
60% or more	\$1,000,000
55 – 59.99%	\$700,000
50 – 54.99%	\$500,000
No open contracts	\$500,000

Maximum Application Amount based on Total Expenditure Percentage:

\$500,000

Part A
2016
Application Summary

III. Funding by Activity

III.A. Activity

A. Activity	B. Activity Funds Amount	C. Administration Amount	D. Activity Total ¹
First-Time Homebuyer Program (including Infill New Construction and Acquisition with Rehabilitation)	\$0.00	\$0.00	\$0.00
Owner-Occupied Rehabilitation Program	\$487,500.00	\$12,500.00	\$500,000.00
Tenant-Based Rental Assistance Program	\$0.00	\$0.00	\$0.00
Total:	\$487,500.00	\$12,500.00	\$500,000.00

III.B. HOME Program Income/Recaptured Funds

Program Income/Recaptured Funds balance as of December 31, 2016	<input type="text" value="\$0"/>
Program Income/Recaptured Funds received in the last 12 Months	<input type="text" value="\$0"/>

**Part A
2016 Application Summary**

IV. Proposed Other Funding Sources

A. Name of HOME Activity	B. Name of Source	C. Funding Source Code*	D. Source Type	E. Match	F. Total Dollar Amount
Owner-Occupied Rehab	None				\$ -
Proposed Other Funding Total					\$0

Part A
2016 Application Summary

V. Unit Information

A. Activity	B. HOME-Assisted Units	C. Total Units	D. Target Population¹
First-Time Homebuyer Program	0	0	
Owner-Occupied Rehabilitation Program	7	7	7
Tenant-Based Rental Assistance Program	0	0	

¹From the list in Table VI, enter the designated number for any target populations that will be served by your project.

VI. Target Populations

- | | |
|------------------------|----------------------------------|
| 1. Physically Disabled | 9. Seniors |
| 2. Persons with AIDS | 10. Mentally Ill |
| 3. Youths | 11. Veterans |
| 4. Single Adults | 13. Victims of Domestic Violence |
| 5. Single Men | 12. Substance Abusers |
| 6. Single Women | 14. Dually-Diagnosed |
| 7. Families | 15. Homeless |
| 8. Farmworker | 16. Other |

PART A
2016 Application Summary

VII. Legislative Information

	District #	First Name	Last Name
Assembly	64	Mike A.	Gipson
Senate	35	Steven	Bradford
Congress	44	Nanette	Barragan

	District #	First Name	Last Name
Assembly			
Senate			
Congress			

	District #	First Name	Last Name
Assembly			
Senate			
Congress			

Part A
2016 Application Summary

VIII. Applicant Certification and Commitment of Responsibility

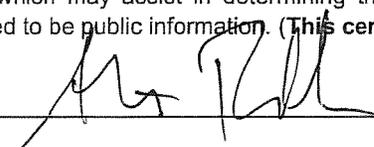
The person authorized in the resolution must also certify to knowledge of the responsibilities assumed when contracting with the State for HOME funds. The individual must also certify that the information, statements, and attachments contained in the application are, to the best of their knowledge and belief, true and correct. By signing this certification, the applicant is also authorizing the Department to contact any agency that may assist in determining applicant capability, whether or not that agency is named in the application.

As the official designated by the governing body, I hereby certify that if approved by the Department for a 2016 HOME funding allocation, the City of Carson (applicant name) assumes the responsibilities specified in the HOME Regulations.

1. It possesses the legal authority to apply for the allocation and to execute the proposed program or project;
2. It has resolved any audit findings for prior Department or federally-funded housing or community development projects or programs to the satisfaction of the Department or federal agency by which the finding was made;
3. It is not currently suspended or debarred from receiving federal funds;
4. It is currently in compliance with the submittal requirements of Office of Management and Budget Circular A-133, pursuant to the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act amendments of 1996, P.L. 104-156;
5. There are no pending lawsuits that would impact the implementation of this program;
6. It will follow the State Relocation Plan and the federal Uniform Relocation Act requirements;
7. It will comply with all statutes and regulations governing the HOME Program;
8. It will comply with all State and federal requirements;
9. It has staff available or has committed to hiring staff able to operate a local HOME program or project and oversee the work of an administrative subcontractor or subrecipient, if any;
10. It will use HOME funds as grants solely for authorized activities;
11. If a CHDO, that it is currently certified or that it has submitted an application for certification, and that its organization is currently in compliance with section 8204.1 of the State HOME Regulations including:
 - Its certified service areas include the jurisdiction for which their proposed activity is located;
 - Its board composition complies with and will continue to comply with the requirements for CHDOs in the definition contained in 24 CFR Section 92.2;
 - The purpose of the organization complies with 24 CFR 92.2; and
 - It is not a public body nor is it controlled by, or under the direction of, a public body, or individuals or entities seeking to derive profit or gain from the organization.
12. If a CHDO, it will fulfill the role of sole project developer in the administration of the proposed activity/ies.

I authorize the Department of Housing and Community Development to contact any agency, whether or not named in this application, which may assist in determining the capability of the Applicant. All information contained in this application is acknowledged to be public information. **(This certification must be signed by the person authorized in the Resolution)**

Signature _____



Title Mayor

Type Name Albert Robles

Date 1/25/17

2016 NOFA HOME Reporting History

INSTRUCTIONS:

1. Fill in all HOME **Project** contract numbers starting with 13, 14 or 15.
2. Fill in all HOME **Program Activities** contract numbers starting with 13, 14 or 15.
3. Indicate the date each quarterly report was e-mailed to the HOME Program.
Please note that Projects contracts have quarterly reporting that starts in a different quarter than with Program Activities Contracts.

VERY IMPORTANT: Attach to this form a printout of each e-mail to HOME in which reports were transmitted, as evidence of the submittal date entered below. Even if HCD has evidence of reports received on time, no credit will be given for any report without a supporting printout attached in this NOFA application. There will be no appeal process this year.

If necessary, before you submit your application, ask your HOME Program Activities Representative to e-mail to you evidence that a particular report was e-mailed to HOME.

HOME Project Contracts:

- 15-HOME- (First P.I. Reports due for Oct.-Dec. 2015 if executed in 9/2015 or 10/2015; or due for Jan.-Mar. 2016 if executed in 11/2015)
Date Executed by HCD:
- 14-HOME- (First P.I. Reports due for Oct.-Dec. 2014 if executed in 11/2014; or due for Jan. - Mar. 2015 if executed between 12/1/2014 and 1/31/2015)
Date Executed by HCD:
- 13-HOME- (First P.I. Reports due for July-Sept. 2013)
Date Executed by HCD:

HOME Program Activities Contracts:

- 15-HOME- (First Performance and P.I. Reports due for Apr. - June 2016 if executed in 4/2016 or 5/2016, or due for July - Sept. 2016 if executed between 6/1/2016 and 8/31/2016, or due for October - December 2016 if executed from 9/1/16 - 11/30/16)
Date Executed by HCD:
- 14-HOME- (Performance and P.I. Reports due for April - June 2015 and beyond)
- 13-HOME- (Performance and P.I. Reports due for July - Sept. 2014 and beyond)

Quarterly Performance and Program Income Reports													
13-HOME Contracts		14-HOME Contracts		15-HOME Contracts									
Performance	Program Income	Performance	Program Income	Performance	Program Income								
	July-Sep 13 Date Submitted												
	Oct-Dec 13 Date Submitted		Oct-Dec 14 Date Submitted		Oct-Dec 15 Date Submitted								
	Jan-Mar 14 Date Submitted		Jan-Mar 15 Date Submitted		Jan-Mar 16 Date Submitted								
	Apr-June 14 Date Submitted	Apr-June 15 Date Submitted	Apr-June 15 Date Submitted	Apr-Jun 16 Date Submitted	Apr-Jun 16 Date Submitted								
July-Sep 14 Date Submitted	July-Sep 14 Date Submitted	July-Sep 15 Date Submitted	July-Sep 15 Date Submitted	Jul-Sep 16 Date Submitted	Jul-Sep 16 Date Submitted								
Oct-Dec 14 Date Submitted	Oct-Dec 14 Date Submitted	Oct-Dec 15 Date Submitted	Oct-Dec 15 Date Submitted	Oct-Dec 16 Date Submitted	Oct-Dec 16 Date Submitted								
Jan-Mar 15 Date Submitted	Jan-Mar 15 Date Submitted	Jan-Mar 16 Date Submitted	Jan-Mar 16 Date Submitted	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Annual Reports</th> </tr> <tr> <td style="text-align: center;">Fiscal Year 2013-14 Date Submitted</td> <td></td> </tr> <tr> <td style="text-align: center;">Fiscal Year 2014-15 Date Submitted</td> <td></td> </tr> <tr> <td style="text-align: center;">Fiscal Year 2015-16 Date Submitted</td> <td></td> </tr> </table>		Annual Reports		Fiscal Year 2013-14 Date Submitted		Fiscal Year 2014-15 Date Submitted		Fiscal Year 2015-16 Date Submitted	
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Fiscal Year 2013-14 Date Submitted													
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Fiscal Year 2015-16 Date Submitted													
Apr-June 15 Date Submitted	Apr-June 15 Date Submitted	Apr-June 16 Date Submitted	Apr-June 16 Date Submitted										
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Jan-Mar 16 Date Submitted	Jan-Mar 16 Date Submitted	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Comments Box:</th> </tr> <tr> <td colspan="2" style="text-align: center;">No HOME funding awarded and no program income received during these periods.</td> </tr> </table>				Comments Box:		No HOME funding awarded and no program income received during these periods.					
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Apr-June 16 Date Submitted	Apr-June 16 Date Submitted												
July-Sep 16 Date Submitted	July-Sep 16 Date Submitted												
Oct-Dec 16 Date Submitted	Oct-Dec 16 Date Submitted												

Authorized Signatories Identity Form
(for State Recipient applicants only)

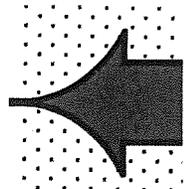
For every position/title authorized in the Authorizing Resolution submitted with the HOME Application, the Department requires that the name of the person(s) currently occupying that/those position(s)/title(s) be kept on file at HCD. This allows the Standard Agreement to be signed by the current occupant(s) of the named position(s)/title(s) to sign on behalf of the applicant. Please provide this information in the spaces below.

Note: If the information provided below changes, update this form and send it to your HOME Representative along with a copy of meeting notes or some other official documentation evidencing the change in persons occupying the authorized position(s)/title(s). The additional documentation evidencing the name and position(s)/title(s) of authorized signatories need not be HOME-specific, but may provide general authority evidencing the name(s) and position(s)/title(s) of individuals authorized to legally bind the governing body.

State Recipient: City of Carson

HOME Application Year or Contract Number: 2016

Authorized Signatory Position/Title	Name of Person Currently Occupying this Position
City Manager	Kenneth C. Farfsing
Finance Director	Kathryn Downs



Submitted by (must not be a person named above):

Printed Name: John Raymond

Signature: 

Title: Director of Community Development

Date: 1/26/17

I hereby certify that this document is a full, true, and correct copy of the document on file in this office

City Clerk, City of Carson, CA



RESOLUTION NO. 17-006

By [Signature]
Deputy
Date Jan. 26, 2017

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING SUBMITTAL OF AN APPLICATION TO THE STATE OF CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE HOME INVESTMENT PARTNERSHIP PROGRAM AND THE EXECUTION OF RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE HOME INVESTMENT PARTNERSHIPS PROGRAM.

WHEREAS, The California Department of Housing and Community Development (HCD) is authorized to allocate Home Investment Partnerships Program (HOME) funds made available from the U.S. Department of Housing and Urban Development (HUD). HOME funds are to be used for the purposes set forth in Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, in federal implementing regulations set forth in Title 24 of the Code of Federal Regulations, part 92, and in Title 25 of the California Code of Regulations commencing with section 8200.

WHEREAS, the Mayor and City Council join Los Angeles County's Board of Supervisors and Chief Executive Officer in identifying homelessness as a priority issue for the region; and

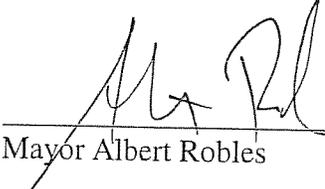
WHEREAS, On December 6, 2016, the Department issued a 2016 Notice of Funding Availability announcing the availability of funds under the HOME program (NOFA).

WHEREAS, In response to the 2016 NOFA, the City of Carson, a municipal corporation (Applicant), wishes to apply to the Department for, and receive an allocation of, HOME funds.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARSON THAT:

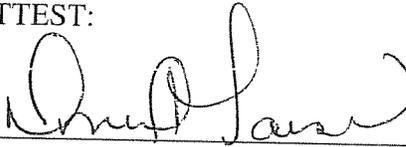
1. In response to the 2016 NOFA, the Applicant shall submit an application to the Department to participate in the HOME program and for an allocation of funds not to exceed Seven Hundred Thousand Dollars (\$700,000) for the following program: Owner-Occupied Rehabilitation to be located in the City of Carson.
2. If the application for funding is approved, then the Applicant hereby agrees to use the HOME funds for eligible activities in the manner presented in its application as approved by the Department in accordance with the statutes and regulations cited above. The Applicant may also execute a standard agreement, any amendments thereto, and any and all other documents or instruments necessary or required by the Department or HUD for participation in the HOME program (collectively, the required documents).
3. The applicant authorizes the City Manager or his/her designee(s) to execute, in the name of the applicant, the required documents.

PASSED, APPROVED, and ADOPTED this 24th day of January, 2017.



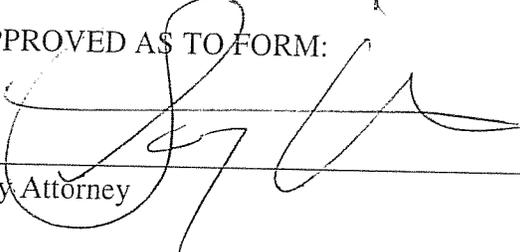
Mayor Albert Robles

ATTEST:



Donesia Gause, City Clerk

APPROVED AS TO FORM:



City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF CARSON)

I, Donesia L. Gause, City Clerk of the City of Carson, California, hereby attest to and certify that the foregoing resolution, being Resolution No. 17-006, adopted by the Carson City Council at its meeting held on the 24th day of January, 2017, by the following vote:

AYES:	COUNCIL MEMBERS:	Mayor Robles, Davis-Holmes, Santarina, and Hicks
NOES:	COUNCIL MEMBERS:	None
ABSTAIN:	COUNCIL MEMBERS:	None
ABSENT:	COUNCIL MEMBERS:	Hilton



Donesia L. Gause, City Clerk

2016 HOME PROGRAM ACTIVITIES APPLICATION

PART B EXHIBIT CHECKLIST

(COMPLETE AND SUBMIT ONE CHECKLIST FOR EACH PART B/ACTIVITY)

Check if Applicable	Check if Included	Part, or Exhibit #	Part, Section, or Exhibit Title
X	X	B1	Resumes of Staff Working on the Proposed Activity
		B2	CHDO Role Documentation
		B3	CHDO recertification documents set forth in NOFA Appendix G. To be submitted by existing CHDOs last certified prior to January 1, 2016, whose 3-year CHDO certification has not yet expired. If you are a new CHDO or you are an existing CHDO who was recertified in 2016, see instructions for the certification submission process.
X	X	B4	Prior Experience – same as proposed activity
X	X	B5	Prior Experience – different than proposed activity
X	X	B6	Instructions for Program Guidelines
		B7	First-Time Homebuyer Program Feasibility <u>Note:</u> This is an Excel file. Infill New Construction applicants must complete the Excel file named “Infill New Construction Feasibility Application Worksheets”, which contains three different tabbed worksheets (Exhibits B7 – B9). All other FTHB applicants must complete the Excel file named “FTHB Mortgage Assistance Feasibility Worksheet”.
		B8	Project Financing Summary (Infill New Construction applicants only). This is in the same Excel file in which Exhibit B7 is found.
		B9	Construction Sources and Uses (Infill New Construction applicants only). This is also in the same Excel file in which Exhibit B7 is found.
		B10	Market Comparables (Infill New Construction applicants only). Produced by applicant.
		B11	Preliminary Construction Cost Estimate (Infill New Construction applicants only). Produced by applicant.
		B12	Developer Capacity Information (Excel file) – CHDO Applicants Only

HOME Investment Partnerships Program

2016 Program Activities Application

Part B



Applicant Name City of Carson

Complete a separate Part B Program Activities Application for each proposed activity.

I. Activity

Indicate in the table below the activity applying for by double-clicking on the desired checkbox and choose "checked" for Default value. Check all that apply for First-Time Homebuyer Program (example: Homebuyer Acquisition Only and Homebuyer Acquisition with Rehabilitation).

Chart 1 Select activity you are applying for: (double-click to check/uncheck)	
<input type="checkbox"/> Homebuyer Acquisition Only <input type="checkbox"/> Homebuyer Acquisition with Rehabilitation <input type="checkbox"/> Infill New Construction	<input checked="" type="checkbox"/> Owner-Occupied Rehabilitation <input type="checkbox"/> Tenant-Based Rental Assistance (TBRA)

II. Program Description

Provide a brief narrative below describing the proposed activity and how the funds will be used (location, use of funds, units proposed, income levels, funding sources, type of loan).

Chart 2 Activity Description:
HOME funds will be utilized to provide financial assistance to eligible low- and moderate-income households for rehabilitation of owner-occupied single family residences through loans of up to \$65,000 per unit to correct all code and building deficiencies and achieve suitable and sustainable housing environments throughout the City of Carson. It is the City's intent to submit a request for an increase in the HOME maximum after-rehabilitation value limits, based on existing values in the City of Carson.

III. Program Operation Capacity

A. Capacity to Implement the HOME Activity

Please answer the following questions and provide the requested attachments.

a) Do you plan on administering the proposed HOME activity with your own staff (from HOME award through long-term compliance monitoring, if applicable)?

Yes
No

b) Do you plan to hire an administrative subcontractor or subrecipient to assist with the proposed activity?

Yes
No

i. If Yes, what will be the duties of the administrative subcontractor or subrecipient?

The administrative contractor will perform construction management duties inclusive of preparation of environmental documentation, property inspections, scheduling and coordinating environmental testing, work scope preparation, construction agreement signing and pre-construction job-walk, performance of progress inspections and final inspections, contractor payment coordination inclusive of receipt of invoices and reviewing lien releases, construction related environmental clearance documentation, contractor/homeowner dispute resolution when necessary, preparation and coordination of notice of completion signing and recordation, and payment of retention amounts and job close-out.

ii. If No, please explain why an administrative subcontractor or subrecipient will not be needed.

c) What is the estimated cost to implement this activity?

The activity delivery cost for the OOR program shall not exceed the 24% cap as required under the OOR Program.
The overall activity cost inclusive of construction costs shall be \$500,000.

d) If estimated costs to implement this activity exceed the allocated amount for HOME ADC and Administration/CHDO Operations, how will the difference be funded?

Community Development Block Grant (CDBG) or General Funds.

B. Program Team Composition

In the chart below, list all team members who will be responsible for the implementation and operation of the HOME Program Activity and/or oversee the work of an administrative subcontractor/subrecipient if one is proposed. Briefly describe the roles and responsibilities of each member, and for applicant staff only, the estimated amount of hours per month devoted to the administration of the program. Members include, but are not limited to: key employees of the applicant, administrative subcontractor/subrecipient, rehabilitation specialists, and loan underwriters. This information will be used to assist the Department in understanding your proposed program. Include each person's phone number and e-mail address. Fill in the box in the last column if that person is acting as an administrative subcontractor or subrecipient.

Chart 3 Program Team					
Name	Roles/responsibilities	Estimated Monthly Hours	Telephone	E-mail Address	Subcontractor or Subrecipient Name
Debra Scott	Overall Program Management	20	(310) 830-7600, ext. 1309	dscott@carson.ca.us	N/A
Sheilah Thompson	Financial Program Management	10	(310) 830-7600, ext. 1308	sthompson@carson.ca.us	N/A
Art Gomez	Construction Management	20	(310) 952-1700, ext. 1306	agomez@carson.ca.us	MDG Associates, Inc.

Attach, as Exhibit B1, copies of resumes for the State Recipient staff who will work on this proposed activity.

IV. CHDOs

CHDO Role as Sole Developer

The State HOME Regulations require the CHDO to be the sole project developer for infill new construction and acquisition with rehabilitation activities. Submit a narrative which discusses how the CHDO will satisfy the role of sole developer. **Attach as Exhibit B2.** Note: as sole developer, the CHDO must assume all of the risks and rewards customarily associated with being the developer of homebuyer units. Refer to State HOME Regulation 8204 (a) (2) (D), 24 C.F.R. Part 92.300(a) (1) and HUD CPD Notice 97-11 for more information, or contact the HOME Program for guidance.

CHDO Certification

Normal CHDO Certification Process: New applicants and currently-certified CHDOs with certifications that will expire before February 2, 2017, must submit a complete Application for CHDO Certification with all exhibits and attachments by January 10, 2017. The Application for CHDO Certification is available at:
http://www.hcd.ca.gov/fa/home/Certification_CHDO.html

Annual Recertification for Existing CHDOs: HUD requires HCD to conduct a modified re-certification process each time new CHDO set-aside funding is awarded. If you are an existing CHDO last certified prior to January 1, 2016, please submit the documents set forth in NOFA Appendix G with your HOME application as **Exhibit B3**.

For assistance with CHDO Certification Process, contact Muri Christine Bartkovsky at (916) 263-1176.

If you are a new CHDO or you are an existing CHDO that was recertified in 2016, you do not need to submit these documents.

All CHDO applicants must complete the CHDO self-certification contained in the application certification in Part A, which certifies they have either 1) submitted their application for certification by the deadline, or 2) are currently certified and in compliance with requirements.

V. Program Service Area

In the chart below, enter the eligible jurisdiction in which your activity is proposed to be completed. See Appendix A of the NOFA for a list of State HOME-eligible jurisdictions. CHDOs that intend to operate a State HOME program in multiple jurisdictions should identify each jurisdiction separately. CHDOs are eligible to apply for only a First-Time Homebuyer Infill New Construction Program and/or First-Time Homebuyer Acquisition with Rehabilitation Program.

State Recipients with TBRA programs that will assist tenants to reside within their own jurisdiction should list their jurisdiction as "Jurisdiction #1". If tenants will also be assisted to reside in other HOME-eligible jurisdictions within the county, these jurisdictions should all be listed as "Jurisdiction #2". If more than four jurisdictions, you may list more than one per line.

Chart 4 Program Service Area	
Jurisdiction # 1	City of Carson
Jurisdiction # 2	
Jurisdiction # 3	
Jurisdiction # 4	

VI. Prior Experience with Programs

Submit a Prior Experience summary using the Exhibits B4 and B5 below. See the instructions with these forms.

VII. Activity Feasibility

A. Program Guidelines - Complete the revised Exhibit B6 in this Application, and if choosing the first option, attach your guidelines on a Compact Disc (CD). Separate Guidelines for each program activity are required.

B. First-Time Homebuyer Programs

1) Complete the Homebuyer Feasibility Worksheet, Exhibit B7 (All FTHB applicants)

Note: This Exhibit is an Excel file, and there are two versions. Infill New Construction applicants must complete the Excel file named "Infill New Construction Feasibility Application Worksheets", which contains three different tabbed worksheets (Exhibits B7 – B9). All other FTHB applicants must instead complete the Excel file named "FTHB Mortgage Assistance Feasibility Worksheet".

IMPORTANT: To receive FTHB feasibility points, enclose supporting document(s) (e.g. MLS sales history printout, Title Company report, etc.) to document the number of units sold at or below target sales price. If not self-explanatory, please attach your calculations and/or notes.

2) Construction Financing Summary (FTHB Infill New Construction applicants only):

Submit as Exhibit B8

3) Construction Sources and Uses (FTHB Infill New Construction applicants only):

Submit as Exhibit B9

4) Market Analysis (FTHB Infill New Construction applicants only):

Submit as Exhibit B10

An analysis of comparable properties in the market area of each of the proposed homes must be prepared by a licensed real estate broker or appraiser having no identity of interest with the program Sponsor. The analysis must be prepared no earlier than 2016 (however, we prefer the most up-to-date comparables possible), and must contain comparable actual sales data from at least ten (10) other single-family homes in the market area of the proposed homes. The comparables must be similar in size and type to the homes proposed, and must not be affected by some unique situation that is artificially impacting their sales prices. If there are no homes in the market area of a similar size and type to those proposed, the comparable sales shall be the next closest in size and type. The market analysis must demonstrate that the sales prices

projected for all homes are achievable. Note: The home cannot be sold for more than its value, i.e. the total of all loans secured by the property cannot exceed its appraised value.

- 5) Preliminary Construction Cost Estimate (FTHB Infill New Construction applicants only):

Submit as Exhibit B11

Provide an itemized cost estimate for each type of home proposed. The cost estimate(s) must be prepared no earlier than 2016. The cost estimate(s) must be consistent with the Development Budget, or an explanation must be provided to support any differences.

- 6) Developer Capacity and Qualifications Information (CHDOs only):

Complete "Developer Capacity and Qualifications" form and Workload Chart and
Submit as Exhibit B12

- C. Owner-Occupied Rehabilitation Programs – **You do not need to submit any data for this Section.**
- D. Tenant-Based Rental Assistance – **You do not need to submit any data for this Section.**

Debra Scott

CITY OF CARSON
ECONOMIC DEVELOPMENT DEPARTMENT
Housing and Neighborhood Division
701 E. CARSON STREET
CARSON, CALIFORNIA 90745
310-830-7600, ext 1309
E-Mail Address: dscott@Carson.CA.US

REHABILITATION FINANCIAL COUNSELOR

Objective: Responsible for performing professional duties in conjunction with Housing and Neighborhood Services provided by the City of Carson. The incumbent is responsible for performing professional and specialized tasks directly related to the administering of federal housing programs offered by the City of Carson.

Experience: 12 Years

2004 - Present

City of Carson, Carson, California

- ❖ Coordinate and participate in the processing of applications for CDBG grants and deferred loans review and underwrite applications to determine eligibility; preparation and maintenance of project files.
- ❖ Respond to public inquiries and provide information regarding the Rehabilitation Assistance Program. Assist property owners with the process of rehabilitation assistance grants and loans; prepare grant and loan documentation for client signature and recordation.
- ❖ Compile and analyze rehabilitation case histories; monitor lien cases to expedite financing or provide assistance.
- ❖ Communicate with contractors, title companies, financial institutions and city personnel; prepare correspondence and reports.
- ❖ Prepare staff reports relative to changes and or revisions needed for programs.
- ❖ Coordinate and oversee the First Time Homebuyers program, counseling and technical assistance to potential home buyers regarding resolution of credit/title issues debt and consolidation to enhance affordability for financing related issues.
- ❖ Develop and maintain relationships with real estate professionals, lenders, and nonprofit organizations.
- ❖ Monitor grant programs to assure compliance with State and Federal regulations and City policies.

Sheilah L. Thompson

**CITY OF CARSON
COMMUNITY DEVELOPMENT DEPARTMENT
Housing Division
701 E. CARSON STREET
CARSON, CALIFORNIA 90745
310-830-7600 X1308
E-Mail Address: SThompson@Carson.CA.US**

SENIOR ADMINISTRATIVE SPECIALIST

Objective: Responsible for performing professional duties in conducting studies and performing other specialized administrative support to management. Under the supervision of the Community Development Manager, the incumbent is responsible for performing professional and specialized tasks directly related to the administering of federal housing programs (Community Development Block Grant Program, and HOME Investment Partnership Program) offered by the City of Carson.

Experience:34 Years

1983-2017

City of Carson, Carson, California

- ❖ Coordinates and performs specialized task, which includes, coordinating special programs and/or events; coordinating training and developing federal activities; monitoring city and federal contracts; calculating and processing property values; preparing loan documents; analyzing and auditing financial information; preparing procedures; and/or other related activities.
- ❖ Monitors and analyzes projects and procedures; makes recommendations for improvement.
- ❖ Analyzing, verifying, calculating, and preparing program agreements for signature, settlement, construction, grant, and/or loan participation; analyzing, verifying, and processing full and partial reconceyances.
- ❖ Advise program applicants and general public, in person and over the phone of requirements and eligibility of various projects/programs.
- ❖ Prepares a variety of activity reports for submittal to Federal and State agencies, interdepartmental staff, City Council, Carson Housing Authority, and/or other applicable parties.
- ❖ Analyze, prepare and monitors departmental and federal program budgets; prepares related reports, transfer requests, justifications, and/or other related documents.
- ❖ Lead and cooperate work projects of administrative support staff
- ❖ Maintain records and program databases

- ❖ Assist in processing financial transactions actions
- ❖ Coordinate and participate in meetings with community groups to discuss and plan projects; review contractor bids, appraisals, preliminary reports, and escrow instructions.
- ❖ Analyze, track, review and approve sub-grantees CDBG disbursement requests, construction disbursements, rental subsidy disbursements and other federal program vendor disbursements.
- ❖ Set-up projects/activities, monitor and maintains CDBG Projects and Activities in HUD's Integrated Disbursement and Information System (IDIS)
- ❖ Assist with the Sub-grantees compliance monitoring process, monitoring visitations to program offices, analyze client files for program compliance.
- ❖ Prepare and process various letters, notices, and reports for CDBG program and rehabilitation housing programs
- ❖ Instructs CDBG sub-grantees regarding contact and federal compliance issues. Conduct meetings with sub-grantees, contractors regarding contract compliance, contract reimbursements/disbursements, etc.
- ❖ Assist CDBG management staff with information in the preparation of the CAPER and the Annual Action Plan.
- ❖ Record keeping for the City's federal housing programs: Neighborhood Pride Program, Commercial Rehabilitation Program, and Community Development Block Grant Program.

Arthur J. Gomez

Senior Associate

EDUCATION: Allied Business Schools – Laguna Hills, CA.
Real Estate Finance, Appraisal
East Los Angeles City College – Undergraduate Courses

EXPERIENCE: **MDG/LDM Associates – Senior Associate**
Duties include assisting with the implementation of residential rehabilitation programs funded with Community Development Block Grant (CDBG) and Redevelopment funds. Responsibilities include reviewing applications for participation in rehabilitation programs, coordinating and conducting rehabilitation inspections, maintaining applicant files current, preparing bid packages, reviewing bids, preparing contractor agreements, processing progress and final payments, and processing/recording the Notice of Completion.

3 Day Express Appraisals – Real Estate Appraiser

Responsible for preparing detailed real estate appraisals for residential and commercial properties. Duties included measuring buildings and preparing reference drawings; conducting property inspection and observing construction methods, construction quality, and code deficiencies on the property. Conducted pre-evaluations of properties as well as conducting property research through public City and County records.

Largo Concrete Incorporated – Union Carpenter

Responsible for the preparation and installation of forming and installation of structural framing for the installation of concrete. Duties included the reading of construction drawings, laying out the project, cutting material such as joists, plywood, and form material.

Home Depot – Plumbing Associate and Night Crew Supervisor

Assisted customers on a variety of plumbing related questions including but not limited to appropriate materials, installation procedures, and other plumbing related questions. Supervised the night crew in stocking all of the plumbing merchandise received during the day and the down stocking of all merchandise for the entire store.

TECHNICAL SKILLS: Computer Skills: Knowledge of Microsoft Windows Operating systems and Microsoft Office (Word, Excel, Internet applications).
Fluent in Spanish

AFFILIATIONS/ REGISTRATIONS: Certified State of California Notary Public

EXHIBIT B4

Prior Experience with Programs – Same Activity

In each line below, list the number of units assisted by the applicant with specific HOME, local, State or other Federal funding source(s) in one of the seven calendar years, 2010 – 2016, and in 2017 before the application deadline, for the same activity as proposed in this application. Do not count the same units/families in more than one year, even if income was recertified (e.g. Section 8 and TBRA). Do not count twice if assisted by two programs (e.g. TBRA and Section 8). List no more than 10 entries on this form. **A minimum of 2 units per year is required for points.**

Remember: a separate Exhibit B4 must be submitted for each program activity for which you are applying. Each activity is scored separately.

ACTIVITY APPLIED FOR:

Owner-Occupied Rehab

Calendar Year	Assisted Units (minimum 2 units/yr to count for points)	Funding Source(s) Example: HOME, CDBG, CalHome, RDA, or other (provide name/names if other). List all sources for a calendar year.	Program Name (e.g. Owner-Occupied Rehab or First-Time Homebuyer Program)	Location City/County
2017	20	Federal, CDBG Funds	Owner-Occupied Rehab	Carson, LA County
2016	20	Federal, CDBG Funds	Owner-Occupied Rehab	Carson, LA County
2015	42	Federal, CDBG Funds	Owner-Occupied Rehab	Carson, LA County
2014	31	Federal, CDBG Funds	Owner-Occupied Rehab	Carson, LA County
2013	30	Federal, CDBG Funds	Owner-Occupied Rehab	Carson, LA County
2012	30	Federal, CDBG Funds	Owner-Occupied Rehab	Carson, LA County
2011	30	Federal, CDBG Funds & Local RDA 20% Housing Set-Aside	Owner-Occupied Rehab	Carson, LA County
2010	52	Federal CDBG Funds & and Local RDA 20% Housing Set-Aside	Owner-Occupied Rehab	Carson, LA County

EXHIBIT B5

Prior Experience with Programs – Different Activity

Single-Family Experience

In each line below, list the number of units assisted by the applicant with specific HOME, local, State and/or other federal funding sources in one of the seven calendar years, 2010 – 2016, and in 2017 before the application deadline, for different activities. Do not count the same activities listed in Exhibit B4, and do not count the same units in more than one year. Use the year each project (e.g. FTHB) was completed. List no more than 10 entries on this form. A minimum of two (2) units per year for program activity-type housing activities (i.e. OOR, FTHB mortgage assistance, TBRA) is required for credit for any given year. More than one entry per year is allowed for credit, if the activity type (Program Name) is different from other entries for that same calendar year. List programs (e.g. OOR) with multiple funding sources for a given year on one line.

Other Housing and Community Development Experience

Also list completed projects (one per line) for other housing and community development activities, such as infrastructure, parks, community centers, multi-family housing projects, etc.. Do not list stand-alone studies or public service activities. Each such project is counted as one year of experience, so multiple projects in the same year each count as a year of experience (list on separate lines).

Remember: A separate Exhibit B5 must be submitted for each program activity for which you are applying. Each activity is scored separately.

ACTIVITY APPLIED FOR:

Owner-Occupied Rehab

Calendar Year (between 2010 and 2017)	Assisted Units (for program activity-type housing only, a minimum of two units per yr is required for credit)	Funding Source(s) Example: HOME, CDBG, CalHome, RDA, other (provide name/names if other). List all sources for a given project or program type for each calendar year.	Program Name (e.g. Owner-Occupied Rehab or First-Time Homebuyer Program)	Location City/County
2010	10	Local (RDA 20% Housing Set-Aside)	First-Time Homebuyer	Carson, L.A. County
2011	7	Local (RDA 20% Housing Set-Aside)	First-Time Homebuyer	Carson, L.A. County
2012	4	CDBG	Commercial Façade Rehabilitation Program	Carson, L.A. County
2013	3	CDBG	Commercial Façade Rehabilitation Program	Carson, L.A. County
2014	0	No Activity		
2015	3 2	HOME Funds HOME Funds	First-Time Homebuyer Home Rehabilitation Prog.	Carson, L.A. County
2016		No Activity		

2017	0	No Activity		