

2023-24 Super-NOFA Application for Affordable Housing Funds

Marin County Housing & Federal Grants Division

This application is for affordable housing developers in Marin County, California who would like to apply for multiple state, local, and federal funding sources simultaneously. Please refer to the Notice of Funding Availability (NOFA) released on February 6, 2023 for detailed information about qualifications and application requirements.

The following grant sources and amounts are available through this application:

1. **Marin County Affordable Housing Fund (HTF) and State Permanent Local Housing Allocation (PLHA)** - \$2.3 million
2. **Federal HOME-ARP** - \$2.4 million
3. **Federal CDBG Housing** - \$600 thousand

Applicant Information

Organization Name

Community Land Trust Association of West Marin

Website URL

www.clam-ptreyes.org

DUNS

966269065

Mailing Address

PO Box 273
Point Reyes Station, California, 94956

Project Contact Name

Stacey Laumann

Title

Deputy Director

Email Address

stacey@clam-ptreyes.org

Phone Number

(415) 663-1005

Executive Director Name

Pamela Dorr

Executive Director Email Address

pam.d@clam-ptreyes.org

Is there a co-applicant organization?

No

Briefly describe your organization, including mission, programs, staff experience, and number of clients served. Describe the co-applicant organization, if applicable.

CLAM's mission is to provide stable and permanently affordable homes in an environmentally responsible way in the communities surrounding Tomales Bay. CLAM creates permanently affordable homes using the Community Land Trust (CLT) model. This means the organization owns land and sells or rents homes at affordable prices in perpetuity to low-income residents who otherwise could not afford to live in West Marin.

CLAM has 18 rental units serving 34 residents which are 48% white, 41% Latinx, and 11% Pacific Islander. Residents range from low-income to extremely low-income. CLAM also has two ownership homes on the Community Land Trust model, using ground leases with the owners to ensure affordability in perpetuity. Together, these two homes house 9 residents which are 45% Latinx.

CLAM also works with private property homeowners to create rentals on their properties and set rents at affordable levels. We have helped create 24 rentals through this Real Community Rentals program housing 29 residents.

CLAM's core leadership team includes Pam Dorr (Executive Director), Stacey Laumann (Deputy Director) and Laura J. Giacomini (Director of Development & Communications). Each have over 15 years experience with non-profit management and affordable housing. Tom McCafferty, the Associate Project Manager is an experienced residential rehab project manager. Currently, CLAM has five full-time and one part-time staff.

Have there been any recent or upcoming leadership transitions?

In 2022 Pam Dorr joined CLAM as the Executive Director. Also in 2022 Laura J. Giacomini joined as the Director of Development and Communications, replacing Stephanie Roth. At this time, CLAM has five full-time and one part-time staff.

Have there been any recent expansions or cutbacks in activities and/or budget? If so, please explain.

CLAM's operating budget and income has grown steadily over the last 4 years. Most of the growth in budget is related to new property acquisition and capacity growth through new staff.

If applicable, what is the organization's standing with licensing or other accreditation authorities?

CLAM is in good standing as a 501C-3.

How does your organization verify client income?

CLAM annually certifies resident income consistent with the State of California welfare tax exemption requirements. CLAM uses the following procedure for determining resident eligibility and for certifying household income:

- Each prospective resident receives an income verification request letter.
- Third party verification forms are used to compute income eligibility. Staff reviews W-2s, paystubs or tax returns as provided by tenants to determine income.

General Project Information

Project Name

60 Third Street Residential rehab

Project Address

60 Third Street
Point Reyes Station, California, 94956

Assessor's Parcel Number (APN)

119-226-13

Funding Requests

Which funding source(s) are you seeking for this project? Please refer to the NOFA for a description of each funding source and eligible project types. Those applying for HOME-ARP funds are highly encouraged to apply for HTF/PLHA funds as well.

HTF/PLHA

CDBG Housing

HTF/PLHA Amount Requested

\$200,000

CDBG Housing Amount Requested

\$50,000

CDBG/HOME-ARP applicants only: Is this project located in a Special Flood Hazard Area, and therefore requires flood insurance?

No

Project Details

Scope of Work: Describe the proposed project, including details such as property characteristics, proposed use of funds, and number of housing units involved. Explain how the project will benefit the community.

The 60 Third Street project consists of the complete rehab of a Point Reyes Station single family home, the installation of a new onsite wastewater (septic) system, and the development of ADU on the property. The existing dilapidated structure and unmaintained 1,100 square foot property in downtown Point Reyes Station has been vacant for approximately 20 years. The project will represent two new units of housing affordable in perpetuity to low and very low income households.

Both units on the property will serve households earning less than 80% AMI. The primary dwelling will be priced to serve 50-80% of AMI, unless funding facilitates deeper affordability. The ADU will likely be priced to serve households earning less than 50% AMI. Section 8 voucher holders are welcome to apply for all homes.

Affordability will be secured through funding agreements with the County of Marin, Marin Community Foundation and Tamalpais Pacific Foundation. CLAM's own bylaws and non-profit status also dictate that homes should be affordable, in perpetuity.

The project will benefit the community by addressing West Marin's significant shortage of available workforce housing, as well as housing affordable to low income seniors. The property will alleviate blight in Point Reyes Station's downtown, and retrofit the existing residence to current energy efficiency standards. These improvements will lower future tenants overall housing costs and also support CLAM's operational expenses.

Describe the property's history leading up to this request. Include when the organization

acquired/will acquire the property, any previous requests for County funding, attempts to secure other financing, etc.

The property was purchased significantly below market price from a private owner in January 2023 for \$630,000. The property was purchased with 0% and 1% interest loans from generous CLAM supporters, with a terms ranging from 6 to 18 months. CLAM has also raised \$340,000 from individual donors for this project. Other funding is pending, including a request to Marin County for Measure W funds. A permanent loan from a private donor for \$230,000 at 4% has been negotiated. Debt financing from a conventional lender is in process.

The renovation of 60 Third Street is an inspiring community story. The primary home was originally built in approximately 1914 as workforce housing. Later, in the 1970s it became the Point Reyes Health Clinic and supported the community in that way for 20 years until the Clinic outgrew the space. Later, it was the residence and work space of many families and small businesses, until the structure fell into disrepair and left vacant. This project is a strategic purchase by CLAM to resolve blight in the downtown, capture the property again for full-time residential use, and protect existing housing stock from the for-profit and short term rental housing market.

Describe any nearby amenities, such as parks, public transportation, grocery stores, health care facilities, schools, childcare, libraries, parks/open space, etc. that residents of the project are/would be able to use.

60 Third Street is located just off of Highway 1, in the heart of Point Reyes Station. It is within one quarter (¼) mile of the grocery store, bank, post office, pharmacy, health center, library, social services, bus stop and restaurant or retail jobs. It is within ¾ three quarter (¾) miles of West Marin School (K-8). The West Marin Stagecoach bus stop is also less than ¼ mile away.

Select the known environmental issues of the proposed project site, and/or adjacent properties if relevant.

No known environmental issues

Notes or clarifying information on environmental issues:

Existing structure & property rehab.

Have you begun any state or federal environmental review procedures for the proposed project?

No

What is the anticipated timeline for the environmental review(s)?

CEQA or NEPA review has not been initiated. Rehab of the existing main house will occur within the footprint of the existing structure and therefore does not trigger CEQA. The addition of an ADU and upgrade of the septic system are exempt from CEQA.

Who is the staff member that will supervise and manage the proposed project? Describe their past experience with project management.

Pam Dorr, Executive Director and Tom McCafferty will supervise the project. They will oversee a licensed contractor to perform rehab and construction activity. Pam Dorr has substantial rehab experience, having worked with Auburn University, Rural Studio and the Hale Empowerment and Revitalization Organization (HERO) for 14 years in rural Alabama to successfully developed over 65 units of new housing and 400 renovated homes. Tom McCafferty has 5 years of direct construction experience including with AmeriCorps, Habitat for Humanity, and private business.

Will the project involve hiring an external property management company?

No

If awarded funding, you will need to draft and submit an Affirmative Marketing Plan for this project. The plan would describe how you will market the project to different groups of people based on protected characteristics such as race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability. Please refer to the Affirmative Marketing tab of the [Federal Grants website](#) for more information.

Describe any prior experience with affirmative marketing or similar initiatives.

CLAM currently uses an Affirmative Marketing Plan that has been approved by the County’s Federal Grants staff for use with HUD funded projects. It is used by CLAM when filling vacancies or notifying prospective tenants of housing opportunities in West Marin. Those least likely to apply in CLAM’s service area include Black, Asian (API), and indigenous people.

All projects funded by HUD programs must Affirmatively Further Fair Housing. This is defined as combating housing discrimination and taking meaningful actions to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to housing opportunities based on protected characteristics: race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability.

CDBG/HOME-ARP applicants only: How will this project Affirmatively Further Fair Housing?

This project will be broadly marketed to communities and people least likely to apply. Those least likely to apply in CLAM’s service area include Black, Asian (API), and indigenous people. CLAM is committed to inclusion and diversity.

Describe any past community engagement activities for this project, and future plans for community engagement.

CLAM has raised approximately \$340,000 in private donations for this project. Future plans for community engagement include an ongoing fundraising campaign, community volunteer work days, and affirmative marketing when the units are available for occupancy.

Demographics and Unit Information

In the table below, enter the existing or anticipated number of units based on income level and bedroom count. Refer to the [Current Marin County Income Limits](#) to determine income level.

Anticipated Unit Count by Bedrooms and Income Level

	Extremely Low	Very Low	Low	Moderate	Market Rate	TOTAL UNITS
Studio	1					1
1 bed						0
2 bed		1				1
3 bed						0
4 bed						0
Other						0
TOTAL UNITS	1	1	0	0	0	2

In the table below, enter the demographics of the people who live (or will live) in the proposed housing project. If unknown, use the demographics of households within similar existing Marin complexes as the proposed project, within the organization’s purview. Specify the number of Hispanic/Latino

residents in its stand-alone column. The "Total" column must include the number of Hispanic/Latino residents as part of the sum.

Are these numbers specific to the proposed project, or to a similar existing Marin complex?

Proposed project

Demographic Information

	Total Number of Persons	Persons Identifying as Hispanic/Latino
White	5	4
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander	0	
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black.African American		
Other Multi-Racial		
Other/Not Disclosed		
TOTAL (Unduplicated)	5	4

Fill in a number for each of the fields below. For new construction, or if you are unsure, please put 0.

Families

2

Female-headed households

0

Households that include person(s) with a disability

0

Notes or clarifying information on demographics:

Property is vacant. Future tenants unknown.

Project Planning

Select the current phase of the proposed project.

Cost Estimate

Describe the project timeline and specify a real or estimated completion date for each milestone

below. Add/explain any additional milestones as needed.

For acquisition projects:

For new construction and/or rehabilitation projects:

Define scope of work/finish design

Friday, April 14, 2023

Complete planning and environmental review

Monday, July 31, 2023

Release bid package

Monday, July 3, 2023

Select contractor

Tuesday, August 1, 2023

Finalize contract

Thursday, September 14, 2023

Obtain building permits

Friday, September 15, 2023

Start construction

Wednesday, September 20, 2023

Complete construction

Wednesday, July 31, 2024

Explain any additional milestones for New and/or Rehabilitation Projects below:

Note that some construction not funded by PLHA or CDBG will precede funding award. New roof has been contracted, building permit obtained. and will be installed April 2023. Soft costs including septic engineering, site surveys, architecture have begun or will begin in April 2023. Other dates are estimated.

CDBG/HOME-ARP applicants only: Describe any flexibility regarding your project's start/completion date.

The project schedule includes predevelopment in 2023 and rehab construction start as early as April 2023. The rehab schedule is flexible and the sequence of rehab could be tailored to accommodate funding sources, if there is sufficient notice and confirmation of award. As noted above, some construction not funded by PLHA or CDBG will precede funding award.

Will you be seeking Project Based Section 8 Vouchers for this project?

No

Please be aware that if Project Based Section 8 Vouchers (PBV) are committed to the project, the environmental review process and subsidy layering must be completed before the acquisition is complete or construction commences. Actions taken prior to PBV being committed are not subject to this requirement.

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

The property was purchased by CLAM in January 2023.

Please describe in detail the entitlements and permits that will be required, and those already obtained. For example, Design Review, Master Plan, Zone Change, General Plan Change, Coastal Permit, etc.

The project conforms to the current zoning. Construction of a new ADU and septic system will require an ADU permit, deck permit, septic and Coastal Permit. Both structures and the septic system will require building permits.

Describe any contact with the planning staff at the relevant government jurisdiction, and any specific feedback they provided.

The Planning Department provided a Property Information Packet, septic options have been discussed with EHS. A Measure W funding request has been submitted to support acquisition expenses.

Identify all applicable accessibility laws and specific accessibility requirements that must be met in the design of the proposed project.

CLAM will accommodate future requests for accommodation if applicable.

Expanding on the Scope of Work, please describe the rehabilitation that is proposed for the property and how it will address specific conditions (i.e., replacement needs, deferred maintenance, existing building violations, required seismic upgrades, building or health code problems). Please describe any other existing rehabilitation needs that are not included in the project scope and explain their exclusion.

The single family home rehab will include a full house rehab, including but not limited to the following: Significant foundation repair any any necessary seismic upgrades.

Replacement of all mechanical, electrical and plumbing.

Weatherization and replacement of exterior siding.

Addition of insulation, double pane windows, air sealing for energy efficiency and comfort.

Installation of kitchen and bath.

New drywall, trim, all fixtures and fittings.

Describe the accessibility of the building. Do you plan to make accessibility improvements?

The existing historic home and new ADU are not mobility accessible. CLAM will accommodate future requests for accommodation if applicable.

How will the rehabilitation be staged to minimize risk and inconvenience to the residents? If certain systems or parts of residents' units will be temporarily inoperable or unusable (e.g., kitchen or bathroom) during construction, what is the estimated duration of such interruptions? What mitigations will you provide?

The property is vacant.

Describe in detail any temporary relocation of existing tenants at the site due to proposed rehab activities. Explain why relocation is needed and provide the estimated duration and number of impacted tenants. If known, identify which laws (local, state, federal) must be followed in carrying out the relocation.

The property is vacant.

Financing Plan

What is the status of all proposed project funding sources as of the date of this application?

Individual donations - \$340,000 raised to date.

Tam Pacific Foundation grant - \$25,000 awarded.

Permanent loan - \$230,000 approved.

Temporary loans - \$350,000 secured.

Sisters of Loretto loan - \$50,000 awarded, \$50,000 pending proposal & approval.

Measure W grant – application awaiting approval. 90% likely, April 2023

Marin Community Foundation – application will be submitted for 2023/2024 funding year. 70% likely, August 2023

What is the timing and likelihood for obtaining commitments of anticipated funding sources?

CLAM is confident the project will be fully funded by January 2024. See above for timing and likelihood.

In the event that any funding sources are not obtained or are committed at lower levels than requested, what alternatives will be pursued?

In the event of a funding shortfall, CLAM will seek additional sources, a larger debt source, or leverage equity from another property.

For each item in your project budget, to be attached to this application, please explain how the budgeted amount was derived, whether costs are estimated or bid, and any other relevant information that justifies the budgeted expense (e.g., cost per square foot, percentage of other costs, estimated number of work hours).

Acquisition fees are actual reflecting the January 2023 purchase.

Site improvement costs are based on contractor estimates.

Construction costs are based on recent similar project bids and contractor estimates.

Professional fees are based on current experience and expenses to date.

Construction finance is based on estimates.

Permanent finance costs are based on current experience.

Soft costs are minimal, due to existing conditions.

Developer fee is estimated at 5% of the project cost.

Is your organization receiving any other Marin County funding for this project?

Yes

Please describe. Include a brief overview of the goals and accomplishments achieved through this funding.

CLAM has applied for Measure W funds for the project. The permanent financing would repay the short-term loans from generous CLAM supporters that were leveraged for property acquisition.

Does your organization have unspent funds that were previously awarded by the County (for any project)?

Yes

What is your timeline for expending the fund balance?

CDBG funds awarded for energy efficiency upgrades at Ocean Terrace Apartments in Stinson Beach will be spent down by September, 2023. The project underway is an electrical panel upgrade and electrification and replacement of the old hot water heaters.

CDBG/HOME-ARP applicants only: Describe your organization's experience with administering federal grant programs. What experience do you have with Davis-Bacon prevailing wage and procurement requirements?

CLAM has successfully implemented many Marin/CDBG awards. We are experienced at implementing projects consistent with the procurement requirements.

This project is only two units and therefore does not trigger Davis Bacon.

Attachments

Please closely review the Notice of Funding Availability (NOFA) for instructions on which documents you must attach. The County requires specific attachments for each funding type (HTF/PLHA, HOME-ARP, CDBG Housing). Please label your attachments in this manner: "2023-24 [Document Name] for [Organization Name]- [Project Name]."

 2023-24 Board_Roster for CL... .pdf	 2023-24 FEMA FIRMETTE for... .pdf
 2023-24 Grant Deed for CLA... .pdf	 2023-24 IRS 501c.3 for CLAM...pdf
 2023-24 Org Budget 2023 forpdf	 2023-24 Org Financials 2019pdf
 2023-24 Org Financials 2020pdf	 2023-24 Org Financials 2021pdf
 2023-24 Proforma for CLAMxlsx	

Certification

Please review your responses above for accuracy.

Name of Person Completing this Application

Stacey Laumann

Title of Person Completing this Application

Deputy Director

By checking this box,

I hereby certify that the information in this application is true and accurate to the best of my knowledge.