CITY OF ALAMEDA

Notice of Funding Availability/Request for Proposals (NOFA/RFP) Program Guidelines
Fiscal Year July 1, 2022 – June 30, 2023

Pre-Application Workshop
January 26, 2022

Community Development Block Grant (CDBG)
HOME Investment Partnerships (HOME)
Affordable Housing Fund
AGENDA

• Introductions

• Program Overview

• Guidelines for Applications
  o Public Services and Economic Development
  o Capital Improvement and Housing Development

• Questions and Answers
INTRODUCTIONS

• Name

• Organization

• Topics of Interest
  o Public Services
  o Economic Development
  o Capital Improvement
  o Housing Development
CDBG Non-Housing Community Development Programs such as:

- Public Services*
- Economic Development
- Capital Improvements (aka Public Improvements)

HOME Investment Partnerships (HOME) Housing Development

Affordable Housing Fund Housing Development

* CDBG regulations limit public service expenditures to 15% of a jurisdiction’s annual CDBG Entitlement allocation from HUD and the prior year’s program income.
Federal funds to assist low- and moderate-income persons by providing:

- Decent Housing
- Suitable Living Environment
- Expanded Economic Opportunities

WHAT IS CDBG?
HOME Investment Partnership: Federal funds to assist low- and moderate-income persons

Affordable Housing Fund: Housing In Lieu Fees collected from non-residential construction to support the development of affordable housing
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 4</td>
<td>City Council heard public input and approved priority needs.</td>
</tr>
<tr>
<td>January 18</td>
<td>NOFA/RFP released</td>
</tr>
<tr>
<td>February 10</td>
<td>RFP due by 5 p.m.</td>
</tr>
<tr>
<td>March 24</td>
<td>SSHRB Public meeting to consider Public Services recommendations for the City Council</td>
</tr>
<tr>
<td>April 1</td>
<td>Action Plan Recommendations published on Housing Authority website</td>
</tr>
<tr>
<td>May 3</td>
<td>City Council Public Hearing to consider all recommendations</td>
</tr>
<tr>
<td>July 1</td>
<td>Start of Program Year</td>
</tr>
</tbody>
</table>
APPLICANT REQUIREMENTS

• Applicant must be an eligible public agency or qualified 501(c)(3) or (c)(4) non-profit organization.

• Applicant must submit certified financial audit of their organization including any management letters for the most recent fiscal year.
QUALIFYING CRITERIA

• Be an eligible activity for CDBG or HOME funding
• Qualify for funding on the basis of benefiting low- and moderate-income persons
• Meet one of the City of Alameda’s Priority Needs
• Priority Needs include: Housing and homeless services, domestic violence, information and referral services, legal information services, mental health and crisis intervention, disaster related cash grants, food pantries and food security, COVID-19 diagnostic tests
ELIGIBLE ACTIVITIES: PUBLIC SERVICES

Public Services

- Senior Services
- Services for Persons with Disabilities
- Youth Services
- Services for Abused and Neglected Children
- Legal Services
- Transportation Services
- Employment Training
- Domestic Violence Services
- Crime Awareness
- Housing Counseling Services
- Child Care Services
- Health Services
- Mental Health Services
- Food Banks
ELIGIBLE ACTIVITIES: ECONOMIC DEVELOPMENT

Economic Development

- Acquiring, constructing, reconstructing, rehabilitating, or installing commercial or industrial buildings, structures, and other real property equipment and improvements

- Providing economic development services in connection with otherwise eligible CDBG economic development activities
ELIGIBLE ACTIVITIES: CBDOs

Economic development undertaken by community based development organizations (CBDOs).

Neighborhood revitalization, community economic development or energy conversation projects carried out by an organization that qualifies as a CBDO under the regulations at 24 CFR Part 570.204.
Technical assistance to businesses. This activity involves providing technical assistance and training directly to businesses on topics such as business planning or accounting. This activity may be undertaken under several different eligibility categories, assuming that the activity will meet a national objective:

- As a part of a special economic development project;
- To the owner of a microenterprise;
- By a CBDO as a part of an eligible project.
These are activities designed to foster the development, support, and expansion of microenterprise businesses.

- **A microenterprise** is defined as a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise.

- A “person developing a microenterprise” refers to a person who has expressed an interest and who is or, after an initial screening process, is expected to be actively working toward developing a business that will be a microenterprise at the time it is formed.
Eligible Microenterprise activities include the provision of:

- Grants, loans, loan guarantees and other forms of financial support, for the establishment, stabilization, and expansion of microenterprises;

- Technical assistance, advice, and business services to owners of microenterprises and persons developing microenterprises;

- General support to owners of microenterprises and persons developing microenterprises including child care, transportation, counseling and peer support groups; and
ELIGIBLE ACTIVITIES: CAPITAL IMPROVEMENTS

Capital Improvement Projects

- Property acquisition
- Rehabilitation of non-residential facilities
- Remediation & Clearance activities

* Please schedule a time with the CDBG Management Analyst to discuss specific projects and funding availability.
ELIGIBLE ACTIVITIES: HOUSING DEVELOPMENT

**Housing Development Projects**

- Housing Rehabilitation
- New Construction
- Acquisition
- Site Improvements
- Demolition
- Relocation

* Please schedule a time with the Community Development Program Manager to discuss specific projects and funding availability.
FUNDING REQUIREMENTS:
ENVIRONMENTAL REVIEW

Environmental Review Process:

• Federal regulations require local jurisdictions to prepare a NEPA Environmental Review (ER) for every activity funded with federal funds.

• For capital improvement projects, the cost of preparation of the NEPA ER will be charged to your project and netted out of the amount allocated to your project.

• For capital improvement projects, this review may take approximately 6-16 weeks.

NOTE: Please include a project budget line item for ER.
FUNDING REQUIREMENTS: AGREEMENTS

Subrecipient Agreement:

- Required agreement between subrecipient and the City of Alameda.
- The Program/Project must not commit or obligate these funds in any way before an agreement between your agency and the City has been executed.
- The City funding agreement with the service provider will be performance-based.
FUNDING REQUIREMENTS: REPORTING

Reporting Requirements for Non-Housing Community Development Programs:

• Submit quarterly reports

• Complete reports in the City Data Services database (Public Services and Economic Development Programs)

• Include HUD required demographics and narrative updates

• Report only on clients that are Alameda residents

• Verify the income of clients served and make available to City staff any back up file documentation
FUNDING REQUIREMENTS: REIMBURSEMENT

Funding on Reimbursement Basis:

- The City has a strict policy of not providing funding advances before program costs are incurred and paid.
- Reimbursement is made only upon complete documentation of performance program goals or completion.
- Non-Housing Community Development Program subrecipients are required to submit approximately ¼ of the total amount funded on a quarterly basis.
CDBG Non-Housing Capital Improvement and HOME Housing Development Projects must meet the following HUD requirements:

- Environmental Review
- Procurement (24 CFR Part 85)
- Davis Bacon
- Section 3
- Equal Opportunity Tracking
EVALUATION CRITERIA

- Funding Priority: Extent to which Project addresses the NOFA funding priorities.
- Non-Housing Community Development Public Services Programs will need to address one of the SSHRB Priority Needs.
- Sponsor Capacity/Capability
- Cost-Effectiveness
- Leveraging
- Collaboration
Public Service and Economic Development (CDBG) applications must be submitted electronically at [www.citydataservices.net](http://www.citydataservices.net)

- Please contact Lisa Fitts at 510-747-6884 or by email at lfitts@alamedaca.gov to obtain a login ID and password for submitting an application at citydataservices.net.

Capital Improvement (CDBG) and Housing Development (HOME) applicants must an electronic copy of the application to lfitts@alamedaca.gov and schedule time to discuss the details of the project scope, budget and timeline.

- Submit the proposal either as a single .pdf file attachment by email or by providing a link to a cloud-based shared folder which contains the file which can be downloaded.
- Email subject line: *(Name of Organization) Response to RFP: CDBG Capital Improvement or HOME Housing Development*, whichever is applicable

Application Deadline: Thursday, February 10, 2022 at 5:00 p.m.
APPLICATION SUBMISSION

Applications are due on
Thursday, February 10, 2022
by 5:00 PM.

No exceptions for late applications
NEW APPLICANTS:
LOG IN WITH ALA2022 AS BOTH THE USER ID & PASSWORD.

Existing Programs:
Log in as usual and use the “Application FY22/23” link
CONTACT INFORMATION

Lisa Fitts
Community Development Program Manager
510.747.6884
lfitts@alamedaca.gov
WORKSHOP PRESENTATION & SCHEDULE AVAILABLE ON CITY WEBSITE

https://www.alamedaca.gov/BUSINESS/Bid-on-City-Contracts

Or

1. Visit the City of Alameda website
2. Select the Business
3. Choose Bid on City Contracts
4. Select Request for Proposals for FY 22-23 Community Development Block Grant, HOME Investment Partnerships Program and Affordable Housing Fund