

# CITY OF ALAMEDA

Notice of Funding Availability/Request for Proposals  
(NOFA/RFP) Program Guidelines  
Fiscal Year July 1, 2023 – June 30, 2024

**Pre-Application Workshop**  
**January 19, 2023**

Community Development Block Grant (CDBG)  
&  
HOME Investment Partnerships (HOME)

# AGENDA

- Introductions
- Program Overview
- Guidelines for Applications
  - Public Services and Economic Development
  - Capital Improvement and Housing Development
- Questions and Answers
- City Data Services Overview
  - Public Services and Economic Development only

# INTRODUCTIONS

- Name
- Organization
- Topic(s) of Interest
  - Public Services
  - Economic Development
  - Capital Improvement
  - Housing Development

# FY 23-24 RFP AVAILABLE SOURCES OF FUNDING

CDBG Non-Housing Community Development Programs  
such as:

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

HOME Investment Partnerships (HOME) 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.

# WHAT IS CDBG?

Federal funds to assist low- and moderate-income persons by providing:

- Decent Housing
- Suitable Living Environment
- Expanded Economic Opportunities



# FUNDS FOR HOUSING DEVELOPMENT

**HOME Investment Partnership:** Federal funds to assist low- and moderate-income persons



**EQUAL HOUSING  
OPPORTUNITY**

## FY23-24 TIMELINE

January 3	City Council heard public input and approved priority needs.
January 10	NOFA/RFP released
February 9	RFP due by 5 p.m.
March 23 7:00 pm	SSHRB Public meeting to consider Public Services recommendations for the City Council
April 1	Action Plan Recommendations published on the City of Alameda website: <a href="http://www.alamedaca.gov">www.alamedaca.gov</a> .
May 2 7:00 pm	City Council Public Hearing to consider all recommendations
July 1	Start of Program Year

## 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 services, access to information and referral services, legal services, mental health services, available and affordable child care, and food pantries and food security.

## **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 conservation projects carried out by an organization that qualifies as a CBDO under the regulations at 24 CFR Part 570.204.

## ELIGIBLE ACTIVITIES: TECHNICAL ASSISTANCE

**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.

## ELIGIBLE ACTIVITIES MICROENTERPRISE DEVELOPMENT

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 Program Manager 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  $\frac{1}{4}$  of the total amount funded on a quarterly basis.

## **FUNDING REQUIREMENTS**

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 must address one of the SSHRB Priority Needs.
- Sponsor Capacity/Capability
- Project Readiness
- Cost-Effectiveness
- Leveraging
- Collaboration

## 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 23-24 Community Development Block Grant and HOME Investment Partnerships Program](#)



# APPLICATION SUBMISSION

**Public Service and Economic Development (CDBG)** applications must be submitted electronically at [www.citydataservices.net](http://www.citydataservices.net)

- Please contact Amanda Olson at 510-747-6883 or by email at [aolson@alamedaca.gov](mailto:aolson@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 submit an electronic copy of the application to [aolson@alamedaca.gov](mailto:aolson@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 9, 2023 at 5:00 p.m.**

## **NEW APPLICANTS:**

LOG IN WITH ALA2023 AS  
BOTH THE USER ID &  
PASSWORD.

## **Existing Programs:**

Log in as usual and use the  
“Application FY23/24” link

## CONTACT INFORMATION

Amanda Olson  
Community Development  
Program Manager  
510.747.6883  
aolson@alamedaca.gov



## APPLICATION DUE DATE

**Applications are due on**

**Thursday, February 9, 2023  
by 5:00 PM.**

No exceptions for late applications