

# CITY OF ALAMEDA

Notice of Funding Availability/Request for Proposals  
(NOFA/RFP) Program Guidelines  
Fiscal Year July 1, 2024 – June 30, 2025

**Application Workshop**  
**January 31, 2024**

Community Development Block Grant (CDBG)  
HOME Investment Partnerships (HOME)  
&  
Permanent Local Housing Allocation (PLHA)

# AGENDA

- Introductions
- Program Overview
- Guidelines for Applications
  - Capital Improvement
  - Housing Development
- Questions and Answers

# INTRODUCTIONS

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

# **FY 2024-25 RFP AVAILABLE SOURCES OF FUNDING**

Community Development Block Grant Funds for:

- Capital Improvements (aka Public Improvements)

HOME Investment Partnerships (HOME) Housing  
Development

Permanent Local Housing Allocation (PLHA) Housing  
Development

# WHAT IS CDBG?

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

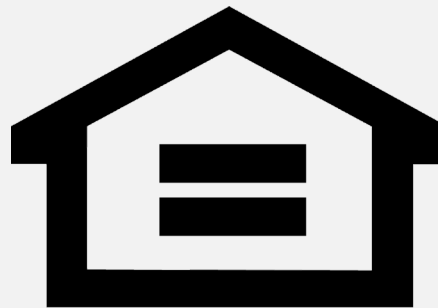
- Decent Housing
- Suitable Living Environment
- Expanded Economic Opportunities



# FUNDS FOR HOUSING DEVELOPMENT

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

**Permanent Local Housing Allocation:** State funds to assist with creating affordable housing



**EQUAL HOUSING  
OPPORTUNITY**

# FY 2024-25 TIMELINE

December 19	City Council heard public input and approved priority needs
January 18	NOFA/RFP released
February 19	Responses are due by 5 p.m.
April 5	Funding recommendations published on the City of Alameda website: <a href="http://www.alamedaca.gov">www.alamedaca.gov</a>
May 7 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
- Benefit low- and moderate-income persons, household earning less than 80% AMI
- Meet one of the City of Alameda's Priority Needs as listed in the SSHRB Needs Statement
- Examples of priority needs include:
  - Mental health & crisis intervention
  - Food security
  - Housing affordability & supply

# 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 Management Analyst 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 “Business” in the header
3. Choose “Bid on City Contracts”
4. Select [Request for Proposals for FY 24-25 Community Development Block Grant, HOME Investment Partnerships Program, and Permanent Local Housing Allocation](#)

# APPLICATION SUBMISSION

**Capital Improvement (CDBG) and Housing Development (HOME)** applicants must submit an electronic copy of the application to [housing@alamedaca.gov](mailto:housing@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:**

**Monday, February 19, 2024 at 5:00 p.m.**

# CONTACT INFORMATION

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# APPLICATION DUE DATE

Applications are due to  
[housing@alamedaca.gov](mailto:housing@alamedaca.gov)

**By 5:00 PM on**

**Monday, February 19, 2024**

No exceptions for late applications