



Notice of Funding Availability,
Program Guidelines, and
Request for Proposals

For The

Community Development Block Grant and
HOME Investment Partnerships Program

Due Date: February 9, 2023 at 5pm

TABLE OF CONTENTS

I.	Program Overview	1
A.	Community Development Block Grant (CDBG).....	1
B.	HOME Investment Partnerships (HOME)	1
C.	Basic Applicant Requirements.....	2
II.	Funding Priorities	2
	Priority: Public Services	2
	Priority: Homelessness	2
	Priority: Economic Development/Microenterprise Assistance	2
	Priority: Affordable Housing	2
	Priority: Non-Housing Public Improvements	3
III.	Eligible Activities	3
	CDBG: Public Services.....	3
	CDBG: Economic Development/Microenterprise Assistance	3
	CDBG: Public Improvement (Capital Improvement) Projects	3
	HOME: Housing Development	3
IV.	Qualifying Criteria	4
V.	Funding Requirements.....	5
A.	Religious Organizations.....	5
B.	Program/Project Schedule.....	5
C.	Environmental Review Process	5
D.	Subrecipient Agreement	5
E.	Demographic Data on Project/ Program Beneficiaries	5
F.	Funding on Reimbursement Basis	6
G.	Financial Audits	6
H.	Background of Non-profit Organizations.....	6
I.	Designated Person to Execute Documents	6
VI.	Evaluation Criteria	7
VII.	Application Submission	8
A.	Pre-Submission Meeting	8
B.	Where to Submit.....	8
C.	Information and Assistance	8
VIII.	Notice of Funding Availability Schedule	10
IX.	Income Limits.....	11
X.	Sample Certification for No Single Audit Requirement.....	12
XI.	Social Services Human Relations Board Community Needs Statement	13

I. Program Overview

Notice of Funding Availability and Request for Proposal (NOFA/RFP):

A. Community Development Block Grant (CDBG)

The City of Alameda (City) invites applications for CDBG Non-Housing Community Development activities for FY 2023-24 (July 1, 2023 to June 30, 2024). These guidelines focus on public service programs, economic development programs, and capital improvement programs, which are further described on page 3. Section VIII provides the NOFA schedule for public participation and the NOFA/RFP funding approval process.

Until Congress adopts a final budget and the U.S. Department of Housing & Urban Development (HUD) announces CDBG funding allocations, the total amount of funds to be available will not be known. The approximate amounts available will be adjusted once the final allocations from HUD are determined and any program income from the previous year is ascertained and reprogrammed.

Non-Housing Community Development Funding Category	Approximate Amount Available Annually*
Public Service Programs	\$185,000
Economic Development / Micro-Enterprise	\$125,000
Capital Improvement Projects	+\$ TBD (applications accepted year round on an ongoing basis)

* The funding shown above are estimates only and are subject to change. The actual amount of funding available will not be known until Congress adopts a final budget and HUD announces funding allocations for FY 2023-24.

B. HOME Investment Partnerships Program (HOME)

The City is one of eight jurisdictional members of the Alameda County HOME Consortium (HOME Consortium) which makes it possible for participating jurisdictions to receive HOME funding from HUD. The HOME Program will fund the affordable housing development activities.

Affordable Housing Development Funding Category	Approximate Amount Available*
Housing Development	\$250,000

* The funding shown above are estimates only and are subject to change. The actual amount of funding available will not be known until Congress adopts a final budget and HUD announces funding allocations for FY 2023-24.

All applicants for HOME funds will be considered for other City funds as well.

C. Basic Applicant Requirements:

- Applicant must be an eligible public agency or qualified 501(c)(3) or (c)(4) non-profit organization.
- All applicants must submit a certified financial audit of their organization including any management letters for the most recent audit year.
- Non-profit organizations must submit evidence of current non-profit status and an up-to-date roster of its Board of Directors.
- Housing Development activities will require development experience.

II. Funding Priorities

The FY 2020-25 Priority Needs for the City's CDBG/HOME Program are determined through a series of public community meetings and were adopted in accordance with regulations established by the HUD. The Priority Needs guide CDBG/HOME funding priorities when evaluating proposals to this NOFA.

Priority: Public Services

- Support programs for low income residents, preserving safety net services for families and individuals who are vulnerable or "in crisis."
- Improve access to food and reduce food insecurity.
- Support services that provide mental health care or support services for those residents experiencing mental health challenges.

Priority: Homelessness

- Fund and support overnight shelter, crisis housing and public services for homeless families and individuals
- Fund supportive services, including case management and outreach, at agencies that serve homeless families and individuals.

Priority: Economic Development/Microenterprise Assistance

- Fund economic development initiatives and support services that help job seekers to receive additional training or enter the job market, including microenterprise assistance
- Rehabilitate historic, commercial, and industrial structures. Work under this goal shall reduce code deficiencies or create new job opportunities.

Priority: Affordable Housing

- Create new affordable housing units using vacant or underutilized space in existing structures.
- Offer financing for residential rehabilitation projects.
- Provide financing/grant for small residential renovation projects that improve the housing safety of a residence.
- Provide financing/grant for small residential renovation projects that improve the housing safety of a residence.
- Support the development of infrastructure for homeless individuals who utilize RV's or other vehicles as shelter.

Priority: Non-Housing Public Improvements

- Demolition, clean-up or securing of unsafe structures and sites that pose a health or safety threat to prepare the site.
- Make improvements, including those for ADA accessibility, to public facilities, such as curbs and sidewalks, neighborhood parks and recreational improvements, tree planting, homeless facilities, transportation, and other public facilities/community centers.

III. Eligible Activities

Programs and projects considered for funding must meet all of the following requirements:

- Be an eligible activity under CDBG/ HOME funding regulations;
- Qualify for funding on the basis of benefiting low- and moderate-income persons; and
- Meet one of the City's Priority Needs described above in Section II.

Listed below are specific eligible activities which may be carried out with CDBG/ HOME funds. While this list is not complete, it provides a spectrum of the more typical activities that receive funding:

Community Development Block Grants:

- Public Services
- Economic Development/Micro-Enterprise Assistance
 - A qualified Community Based Development Organization (CBDO) may carry out activities such as neighborhood revitalization, community economic development, or energy conservation
 - Business Assistance loans
 - Support and development of micro-enterprise resulting in the retention or creation of permanent jobs.
- Public Improvement (Capital Improvement) Projects
 - Accessibility Improvements
 - Health and Safety Improvements
 - Demolition/Site Clearance
 - Off-site improvements/public infrastructure

HOME Investment Partnerships Program

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

IV. Qualifying Criteria

In order to qualify for CDBG/ HOME funding, all eligible activities must principally benefit low- and moderate-income persons. An activity will be considered to principally benefit low- and moderate-income persons if it meets one or more of the following:

- 100% Low-Income Benefit which is 80% of AMI and below (Public Services): The activity has an income eligibility requirement that limits the benefits exclusively to very low- and low-income persons. Public service programs requesting CDBG funds to support operating costs must demonstrate 100% benefit to very low- and low-income households. (Refer to Section IX for income limits)
- Presumed Benefit Population: The activity would benefit one or more of the following groups, presumed to be low- or very low-income under CDBG/HOME regulations: abused children, battered spouses, the elderly, adult persons with disabilities, the homeless, illiterate persons, and/or migrant farm workers. Removal of architectural barriers would fall under this category of Presumed Benefit. Please refer to www.hud.gov for additional clarification.
- Job Creation/Retention for Low-Income Population: The activity is designed to create or retain permanent jobs, a majority of which employ or shall employ very low- and low-income persons.

HOME Housing Development activities must additionally meet the following requirements to qualify for funds:

- **Funds cannot be used to cover administrative costs**
- All recipients of funds must be in compliance with HOME Rules – 24 CFR Part 92
- Applicants who have previously received HOME or other federal funds must be able to demonstrate successful performance, including timely expenditure and regulatory compliance
- HOME-Required Match of no less than 25 cents for each dollar of HOME funds and HOME Affordability Covenant
- HOME projects must be completed within four years of execution of a HOME contract
- HOME-assisted rental units must be occupied by income-eligible households within 18 months of project completion
- Federal Labor Requirements
- Hazardous Materials/Lead Mitigation Requirements
- Federal Accessibility Requirements

V. Funding Requirements

A. Religious Organizations

Funds provided under this NOFA cannot be used for religious activities. However, HUD will allow faith-based organizations to access funds for programs meeting City funding priorities described above without having to form secular affiliates.

B. Program/Project Schedule

When preparing the program schedule, it is important to factor in sufficient time allowances for various administrative procedures. These include City staff preparation of the HUD-required Environmental Review under the National Environmental Policy Act (NEPA), consultation under the National Historic Preservation Act (NHPA) and negotiation and execution of the funding agreement between your agency/organization and the City.

C. Environmental Review Process

Federal regulations require local jurisdictions to prepare a NEPA Environmental Review (ER) for every activity funded with federal funds. For complex projects, including most capital improvement projects, this review may take approximately 6-16 weeks. If environmentally significant conditions are found and/or mitigation measures are required, the time to complete the environmental review process will be extended.

For capital improvement projects involving any physical activity, this process can be time consuming and expensive. The cost of preparation of the NEPA ER will be charged to your project and netted out of the amount allocated to your project. This will include public notices and additional studies needed to document ER compliance. The City will incur these costs, with the actual total cost of the ER reimbursed to the City Housing Division from your allocation. Please include a project budget line item for ER.

D. Subrecipient Agreement

Required agreement between subrecipient and the City: If you have been awarded CDBG/ HOME funds for your activity, you must not commit or obligate these funds in any way before an agreement between your agency/organization and the City has been executed. If you commit or obligate the funds before the agreement is executed, the City will not be able to reimburse you for the program costs. When planning your project schedule, the City will enter into subrecipient agreements after it has received the funding approval/agreement from HUD and the funds are made available.. The City funding agreement with the service providers will be performance-based.

E. Demographic Data on Project/ Program Beneficiaries

If your project is funded, you will be required to provide City staff with a certain amount of demographic data depending on your particular type of project. The HUD-required data may include: client household income, client racial/ethnic background, and head of household information. The City will provide you with required reporting forms. File documentation is required as back-up to quarterly

reports. The City also requires that the service provider verify the income of clients served, and that such information be reported on a quarterly basis.

In addition, if your project qualifies for funding under CDBG criteria limiting benefit to low-income individuals, you will be required to verify your clients' incomes by obtaining employment verification, and/or benefits income verification, and/or tax returns, or client self-certification.

F. 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 of program goals or completion and payment of incurred costs for capital improvement projects. Public Service sub-recipients should submit no more than one-fourth of the total amount funded on a quarterly basis.

G. Financial Audits

Program applicants are required to submit a copy of the most recent certified financial audit prepared by an independent CPA firm, including any management letters. Annual submission of financial audit reports will also be required during the term of the financing or funding agreement. If your agency has expended \$750,000 or more of federal funds from any source in any one year, the audit should include a "single audit" and be in compliance with Uniform Guidance 2 CFR Part 200, depending on if your entity is a non-profit organization or public agency. If project applicants have not expended \$750,000 or more of federal funds from any source in any one year, they must attach a certification attesting to this fact.

H. Background of Non-profit Organizations

All non-profit organizations applying for funds must meet the following requirements:

1. Governing Body - Governing body of the organization should be vested in a responsible and active voluntary board which meets at least quarterly and establishes and enforces policy. The governing body should be large enough and so structured to be representative of the community it serves.
2. Personnel - The organization must provide for adequate administration of the program to ensure delivery of services. At a minimum, one person should be designated the full time director of the organization.
3. Staffing of Public Service Programs - Agencies requesting funds for public service programs are encouraged to have staffing at all levels of responsibility that reflect the racial/ethnic composition of population served. It is highly desirable that the agency staff also possess the appropriate bi-cultural and bi-lingual capabilities.

I. Designated Person to Execute Documents

Once a non-profit agency has been approved for funding, the City must know who has been authorized by the non-profit's governing body to execute all necessary documents related to the funding.

VI. Evaluation Criteria

Public Services: Staff will evaluate applications. A selection committee comprised of Social Service Human Relations Board (SSHRB) members will review all submissions. All responses will be evaluated on the basis of information requested. Staff will compile SSHRB's scores and present to City Council. The final decision will be made by City Council.

A. Threshold Criteria

The project application must be received on time, be complete, and meet the requirement that the project be both eligible and qualify under CDBG/HOME regulations.

B. Evaluation Criteria

Once a program/project is determined to meet the threshold criteria, the proposed program/project is then evaluated against the additional criteria by the Social Service Human Relations Board:

1. Project Description (up to 70 points): Proposal addresses the preference as stated by the Social Services and Human Relations Board and has adequately documented how need was determined. Proposal has clearly defined measurable client outcomes. Scope of work is clearly defined and appropriate to achieving the stated outcomes. Cost per client is appropriate to project scope and activities. Program has appropriate income verification in place. Proposal identifies other agencies providing similar services and/or delineates the uniqueness of the program. Program delineates engagement strategy, including outreach to diverse and underserved populations, and to Alameda residents. Timeline is realistic and demonstrates distribution of funds by end of fiscal year. * Program is requesting funds for less than 25% of total Program budget. Program addresses preference needs (public service and homelessness). Proposal demonstrates the added value of this funding.
2. Budget and Funding (up to 15 points): Proposal identifies reasonable leveraged funding and funding commitments. Proposal budget is clear and reasonable. Proposal provides explanation and justification of all related program costs.
3. Capacity (15 points): Proposal identifies staff expertise to carry out activity. Proposal reflects the cultural competency of program staff to address the needs of the target population. Organization has the capacity to meet the

City's administrative requirements and proposed outcomes; and if applicable, has satisfactorily met them in the past.

Economic Development, Capital Improvements, and HOME Housing Development: City staff will evaluate applications. A selection committee comprised of City staff will review all submissions and make a recommendation to City Council. All responses will be evaluated on the basis of information requested. The final decision will be made by City Council. Preference will be given to projects and programs that benefit homeless households.

Applications will be reviewed by staff against priorities and criteria described in more detail in the specific category application of the NOFA Guidelines. All funding recommendations for the various categories will be presented to the City Council for final approval.

A public hearing is tentatively scheduled for May 2, 2023 before the City Council for the final funding approval.

July 1, 2023 is the earliest that FY 2023-24 funding can be accessed provided a funding agreement has been executed between your agency/organization and the City after all HUD requirements have been met.

VII. Application Submission

C. Pre-Submission Meeting

Attendance at the City's Pre-Submission Meeting is REQUIRED of all prospective applicants. The Pre-Submission Meeting which will be held online is designed to acquaint the public, including applicants, with the application and decision-making process for all of the City's grantmaking activities, including the funding process and program guidelines. Application materials will be reviewed at the Pre-Submission Meeting. All prospective applicants are encouraged to attend. Zoom link shall be posted on the City's RFP page.

B. Where to Submit

Public Service and Economic Development applications must be submitted electronically at:

www.citydataservices.net

Please contact Amanda Olson at 510-747-6883 or by email at Aolson@alamedaca.gov to obtain a login ID and password for submitting an application at citydataservices.net.

Capital Improvement and HOME Housing Development applicants must contact Amanda Olson at 510-747-6883 or by email at Aolson@alamedaca.gov to set up a meeting to discuss the details of the project scope and budget.

Please submit your proposal electronically to Aolson@alamedaca.gov no later than 5:00 p.m. PST on Monday, February 9, 2023.

The proposal should be submitted as a single .pdf file, with the subject line: *(Name of Organization) Response to RFP: CDBG Capital Improvement or HOME Housing Development*, whichever is applicable.

- C. Information and Assistance: Staff is available to answer questions regarding the NOFA and submittal of the RFP. You may contact the following staff:

Amanda Olson
Community Development Program Manager
(510) 747-6883
Aolson@alamedaca.gov

Application Deadline
February 9, 2023 at 5:00 p.m.

VIII. NOFA Schedule for the FY 2023-24 Action Plan

December 1, 2022 7:00 p.m. (Completed)	SOCIAL SERVICE HUMAN RELATIONS BOARD PUBLIC MEETING Community stakeholders and citizens participate to identify priority needs for the Action Plan Needs Statement FY 2023-24 Meeting information is available at alamedaca.gov
January 3, 2023 7:00 p.m. (Completed)	CITY COUNCIL NEEDS PUBLIC HEARING Community Needs Priorities for the Action Plan FY 2023-24 2263 Santa Clara Ave., 3rd Floor, Alameda, CA
January 10, 2023	CDBG & HOME FY 2023-24 NOFA/RFP RELEASED
February 9, 2023 5:00 p.m.	CDBG FY 2023-24 NOFA/RFP RESPONSES DUE
March 23, 2023 7:00 p.m.	MEETING OF THE SOCIAL SERVICE HUMAN RELATIONS BOARD Propose social service agencies' funding levels for FY 2023-24 CDBG Action Plan.
March 31, 2023	NOTICE OF PUBLIC HEARING Public hearing notice published in Alameda Sun (newspaper of record). Copies of draft Action Plan published on the City web site. (Hard copies may be provided to City Clerk's Office and the Main Library, if open to the public.)
March 31, 2023	FUNDING RECOMMENDATIONS PUBLISHED Funding recommendations will be published on the City of Alameda website: www.alamedaca.gov .
May 2, 2023 7:00 p.m.	WRITTEN COMMENTS DUE Written comments on the published funding recommendations are invited and encouraged. By email: clerk@alamedaca.gov By mail: City of Alameda Community Development Department Attn: Amanda Olson 950 West Mall Square, 2 nd Floor Alameda, CA 94501
May 2, 2023 7:00 p.m.	CITY COUNCIL PUBLIC HEARING Adopt the Funding recommendations for the FY 2023-24 CDBG Action Plan.
July 1, 2023	START OF PROGRAM YEAR

IX. Income Limits

All references to low-income in this document shall be based on the definition of 80 percent or lower of median income. HUD updates this income chart each year. The City will provide all sub-recipients with the most current data when it becomes available.

2022 INCOME LIMITS			
Persons in Household	Extremely Low (30%) Income Limits	Very Low Income (50%) Income Limits	Low Income (80%) Income Limits
1	\$ 30,000	\$ 50,000	\$ 74,200
2	\$ 34,300	\$ 57,150	\$ 84,800
3	\$ 38,600	\$ 64,300	\$ 95,400
4	\$ 42,850	\$ 71,400	\$ 106,000
5	\$ 46,300	\$ 77,150	\$ 114,500
6	\$ 49,750	\$ 82,850	\$ 123,000
7	\$ 53,150	\$ 88,550	\$ 131,450
8	\$ 56,600	\$ 94,250	\$ 139,950

Source: U.S. Department of Housing and Urban Development, (HUD) Data for Alameda County at <https://www.huduser.gov/portal/datasets/il/il2022/2022summary.odn>

Effective: April 18, 2022

X. Sample Certification for No Single Audit Requirement

(Please insert sample language onto your agency letterhead stationary)

City of Alameda
Community Development Department
Attn: Amanda Olson
950 W. Mall Square
Alameda, CA 94501

Dear Ms. Olson:

This is to certify that as _____ (Designated Signer Title) for our agency. _____ (name of agency), we did not expend more than \$750,000 of federal funds from all federal sources during the fiscal year ending. As such, our independent financial audit submitted with this application was not required to comply with the single audit requirements set forth in 2 CFR Part 200.

Name (signature)

Print Name

Title

Date

XI. Social Services Human Relations Board Community Needs Statement

DocuSign Envelope ID: 5F980978-A598-4953-AC66-B5A7F5B49117



City of Alameda • California

January 3, 2023

To: Honorable Mayor and Members of the City Council

From: Sarah Lewis, President
Social Service Human Relations Board

Subject: Social Service Human Relations Board
FY 2023-2024 CDBG Public Service Needs Statement

As an advisor to the City Council, the Social Service Human Relations Board (SSHRB) assesses the community's social and human service needs and establishes strategies to address those needs. In 1997, the City Council tasked SSHRB with participating in the Community Development Block Grant (CDBG) process by reviewing and commenting on residents' public service needs and forwarding recommendations to Council on the CDBG Non-Housing Public Services funding. This letter represents SSHRB's recommendations for priority needs for social and community service support in the City of Alameda,

At the SSHRB meeting on December 1, 2022, City staff presented the priorities that were identified in the CDBG Five-Year Strategic Plan, including: affordable housing, fair housing, food security, homelessness services, mental health support, safety and anti-crime programs, tenant rights and housing support, and transportation and pedestrian safety. Staff invited 23 non-profit organizations active in Alameda to comment on the community's current needs, especially as we emerge from the COVID-19 pandemic. SSHRB received written and/or verbal comments from 14 community service providers and organizations. SSHRB members, with consideration from the service providers, recommend the following priority areas, and are strongly emphasizing that racial equity concerns are at the core of many of these issues:

- Housing and homeless services
 - Provide emergency services such as shelters, showers, storage, day center, restrooms, and housing navigation services
 - Develop housing options that include rapid rehousing, permanent supportive housing, independent housing, etc.
 - Increase the supply of affordable housing
 - Promote fair housing
 - Provide access to crisis and ongoing mental health services for unhoused individuals
 - Acknowledge that a disproportionate amount of unhoused individuals in the City are Black and try to understand the cause(s)
- Domestic violence
 - Address economic insecurity, which often leads to increased risk for homelessness and legal problems
 - Provide shelter and prevent homelessness for individuals fleeing domestic violence
- Access to information and referral services, especially for English-as-a-second-language and recent immigrant populations

Community Development Department
950 West Mall Square, Suite 205
Alameda, CA 94501-4477

- Legal information services
- Mental health services
 - Access to emergency and ongoing supportive mental health services
 - Youth and student mental health crisis intervention and supportive programming
 - Community access to mental health services for the unhoused
- Available and affordable child care
- Food pantries and food security

The impacts of COVID-19, rising rents, inflation, and the high cost of living continue to challenge many of our residents in Alameda. The needs of our citizens are outpacing the resources available to meet the basic necessities of Bay Area living. The CDBG Non-Housing Public Services funding provides an important safety net that supports Alameda's most vulnerable populations, but its modest amount is shrinking. Prioritizing the needs identified by Alameda stakeholders is therefore an imperative, and leveraging other sources must be explored. SSRHB strongly encourages the City Council to supplement the CDBG funding with other resources, such as General Funds. Without the identification and deployment of additional financial resources, the community organizations our citizens depend on will be forced to reduce their much-needed services.

Alameda's compassionate, strong, and resilient community is what makes our island city unique. SSRHB recommends that the City Council make policy and funding decisions that prioritize the needs of the people that have been identified in this needs statement letter. Thank you for your consideration.

Sincerely,


Sarah Lewis, President
Social Services Human Relations Board

PROVISIONS FOR PERSONS WITH DISABILITIES

If any person with an interest in participating in the aforementioned federal program is a person with a disability as defined by Section 504 of the Rehabilitation Act of 1974 and requires an accommodation to participate or take interest, a request for accommodation may be made to Amanda Olson at (510) 747-6883 or by email at Aolson@alamedaca.gov. Such request shall include a description of the accommodation sought, along with a statement of the impairment that necessitates the accommodation. Any request for accommodation shall be reviewed and a response provided within five business days of receipt of such request. Notice of any accommodation granted will be promptly provided to the requester.

PROVISIONS FOR NON-ENGLISH SPEAKING RESIDENTS

The City of Alameda has a network of employees speaking some 45 languages who can act as interpreters for residents seeking information regarding the aforementioned federal programs. If notified two business days in advance, the City will arrange to have an interpreter available. Please contact Amanda Olson at (510) 747-6883 (Voice) or email Aolson@alamedaca.gov.

NON-DISCRIMINATION POLICY

The City of Alameda does not discriminate against any persons on the grounds of race, color, religion, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, marital status, familial status, source of income, genetic information, medical condition, physical disability or mental disability, or any other category protected by law.

