

Joint Technical Assistance Workshop

FY2016-2017 Notice of funding Availability /
Request for Proposals (NOFA/RFP)

Introductions

- Staff
- City Data Services
- Attendees

Agenda

- Introductions
- Background Information
- Review of General Requirements
- Questions
- City Data Services - Grant Website Orientation
- Conclude: Staff Available for 1:1 Questions

Joint Project Jurisdictions (PJ'S)

- Each of the following PJ's receive an allocation of funds from HUD:
 - City of Redwood City
 - City of San Mateo
 - City of South San Francisco
 - County of San Mateo
 - *NOTE: Daly City is not accepting applications for FY2016-2017 as they are in year two of a two year funding cycle.*

Background

- Consolidated Plan
 - Created every 3-5 years
 - Community Needs Assessment
 - Identifies Community Needs
 - Citizen Participation
 - Community Meetings
 - Surveys
 - Prioritizes use of resources (CDBG, HOME, ESG)
 - Annual Action Plans

Consolidated Plan Process



CDBG

The primary objective of the program is the development of viable communities by the provision of decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income.

Examples:

- Homeless and human services programs
- Grant and loan programs for housing repair and rehab
- Fair housing services (including tenant/landlord)
- Economic development programs
- Capital housing projects
- Public facilities, public improvements

HOME

Exclusively to create and preserve affordable housing for very low income persons and households

Examples:

- Build new housing
- Repair existing housing (rehab to preserve housing)
- Provide services related to housing (e.g. first time homebuyer counseling)

ESG

Homeless programs receiving Emergency Solutions Grant (formerly known as Emergency Shelter Grant) dollars are required to show at least a one-to-one match from other sources. These other sources may include other federal, non-federal and private funds.

- Up to 60% of the County's ESG 2014 allocation or the County's 2010 ESG commitment for Shelter Operations, whichever amount is greater, may be used for emergency shelter services.
- HUD's new emphasis for ESG is rapid re-housing activities and to a lesser extent, services to prevent homelessness

HSFA

HSFA funds can be used to support basic human needs services that provide assistance to persons or households in Redwood City.

- Basic Human Needs are activities that are vital for survival and not just an improvement to the quality of life, regardless of income.
- For example, emergency food programs are essential to survival. Coordination of a volunteer program is an improvement to the quality of life.

Fund Sources Available

PJ	CDBG	HOME	ESG	HSFA
Redwood City	x	x		x
San Mateo	x			
South San Francisco	x	x		
County of San Mateo	x	x	x	

Refer to each NOFA/RFP for estimated amounts and categories.

Category	CDBG	HOME	ESG	HSFA
Public Services	Redwood City San Mateo South San Francisco County of San Mateo		County of San Mateo <i>(Homeless Rapid Re-Housing)</i>	Redwood City
Fair Housing	Redwood City San Mateo County of San Mateo	South San Francisco		
Micro Enterprise Assistance	Redwood City County of San Mateo			
Minor Home Repair Programs	Redwood City San Mateo South San Francisco County of San Mateo			
*Capital Housing Projects	Redwood City South San Francisco County of San Mateo	Redwood City County of San Mateo		
*Public Facilities (Capital)	Redwood City San Mateo South San Francisco County of San Mateo			

HUD National Objectives

All activities and programs must meet one of the following objectives:

- Benefiting low- and moderate-income persons
- Preventing or eliminating slums or blight
- Urgent Need: Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Activities Benefiting L/M Income Persons

- **L/M Income Area Benefit**
- **L/M Limited Clientele:** Activities will be offered to all residents of a particular group of low- and moderate-income residents in eligible Urban County areas. Income verification documentation is required along with other client statistics.
- **L/M Income Housing**
- **L/M Income Jobs**

Prevention/Elimination of Slums/Blight

- Addressing Slums or Blight on an Area Basis
- Addressing Slums or Blight on an Spot Basis
- Addressing Slums or Blight in an Urban Renewal Area

Urgent Needs

Use of the urgent need national objective category is rare. It is designed only for activities that alleviate emergency conditions.

Examples:

- Acquisition of property located in a flood plain that was severely damaged by a recent flood
- Public facility improvements like the reconstruction of a publicly-owned hospital that was severely damaged by a tornado
- Demolition structures that are severely damaged by a major earthquake

Presumed Benefit & Special Needs

- Presumed Benefit (CDBG definition):
 - Abused children; elderly persons; battered spouses; homeless persons; adults meeting the Bureau of Census' definition of severely disabled; illiterate adults; persons living w/AIDS; and migrant farm workers.
- Special Needs
 - Definition for each PJ is included in each Consolidated Plan and NOFA/RFP – varies. May include but not limited to seniors aging in place, persons recovering from substance abuse, emancipated youth, survivors of domestic violence, persons recently released from incarceration.

Public Services - Eligible Activities

- **Public Services - 100% Low Income Benefit**
 - Shelter operations
 - Safety net services
 - Housing related services (e.g. legal, home share)
- **Rapid Rehousing (ESG)**
- **Basic Human Needs Services (HSFA)**

Minor Home Repair - Eligible Activities

- Minor Home Repair Programs - Low Income Housing Benefit
 - Minor Repairs
 - Energy efficiency improvements
 - Accessibility modifications

Other - Eligible Activities

- **Fair Housing Programs/Services**
 - Tenant/Landlord Assistance
- **Economic Development Activities**
 - Create, preserve or expand low income jobs
- **Capital Housing**
 - Creation/Preservation of Affordable Housing
- **Public Facilities**
 - New or improvements to existing facilities that serve low income

Ineligible Activities

- Income & rent supplement payments (series of subsistence payments for food, clothing, housing, utilities)
- General operation & maintenance of real estate, unless portion supports public service program operations
- Expenses to carry out the regular responsibilities of local government (e.g., public works)
- Political or religious activities

Eligible Organizations

- 501 (c) (3) / Not for Profit
- Nonprofit faith based organization
- Community Development Housing Organization (HOME)

- COUNTY:
 - Small non entitlement cities within the County
 - County agency
 - Public Agency serving County

Proposal / Application Basic Requirements

- All applications and supporting documents must be submitted online. No paper copies will be accepted.
- Minimum grant amounts:
 - Redwood City: \$15,000
 - San Mateo: \$15,000
 - South San Francisco: \$10,000
 - County of San Mateo: \$25,000
- One proposal/application per program
 - *An organization may apply for addition funds if more than one eligible program*
- Funds – Reimbursement basis
 - Supporting expense documentation (itemized) required
- Timely expenditure of funds
- Two year fund cycles (*except Capital Housing, Public Facilities, Microenterprise*)

Proposal/Application Information

- **Income Verification**
 - How will you obtain, verify, and maintain proof of income and presumed benefit status?
- **Project Specific Narrative**
 - Describe the specific activities to be carried out with the funds.
 - Program objectives and key priorities for each specific jurisdiction.
- **Assessment of Need**
 - How did you determine the need for your program *for each jurisdiction?* (include source(s) and date(s) of information).
 - Identify target population(s) and area(s) served.
 - Identify any similar programs in the community.

Proposal/Application Information

- **Timeline**
 - Provide a brief timetable for project implementation and milestones for projected goals and how you plan to expend your funds in a timely manner.
- **Evaluation**
 - How you will determine and measure the success of your program and whether or not program goals were met?
- **Collaboration**
 - Describe partnerships with other organizations/agencies, the nature of the partnership, and how it relates to the proposed project.

Proposal/Application Information

- **Impact**
 - Discuss any general trends and conditions that have affected or impacted your service levels or service populations.
 - How will these funds allow your agency provide a services that you may not be able to now?
 - How would your program would be impacted without these funds?
- **Project Beneficiaries/Quantifiable Measurement**
 - Indicate the expected number of low income beneficiaries to be served by the program by households or persons.
- **Affirmative Outreach**
 - Provide an analysis of the population you serve relative to the demographics for each jurisdiction.

Proposal/Application Information

- **Leveraging**
 - Describe your fundraising efforts and additional sources of revenue for this project/program and your organization.
 - Are any of these fund sources already committed and in what amount?
- **Staff List**
 - Provide a list of key staff that will implement/work on this program?
- **Proposed Program Budget For FY2016-17**
 - Budget line items must clearly identify expense categories. For example "miscellaneous" or "program operations" do not identify the expense.
 - Be very specific with budget line items.
- Each jurisdiction may have supplemental questions related to their Consolidated Plans and priorities.

Proposal/Application Attachments

All attachments are **REQUIRED**. Applications missing attachments will be deemed incomplete and will not be accepted.

- Resolution authorizing application and designation of signatory, by the Board of Directors
- Proof of 501(c)3 / tax-exempt status
- By-laws
- Articles of Incorporation
- Board roster, including:
 - Name, Company, Years on Board
 - Meeting dates for previous 12 months
 - Number of years allowed for each board term

Proposal/Application Attachments

- Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and:
 - Management letters (if applicable)
 - A-122 and A-133 Single Audit (for entities that receive more than \$750,000 in federal funding) OR
 - A letter from your Executive Director or Chief Financial Officer certifying that agency does not receive more than \$750,000 in federal funds and is not subject to the Single Audit.
- Current (FY15-16) Agency Operating Budget AND Proposed (FY16-17) Agency Operating Budget
- Mission Statement
- Non-discrimination policy for organization (staff) and program services (clients)
- Reasonable Accommodations Policy for staff and clients
- Conflict of Interest Policy

Proposal/Application Evaluation

- **THRESHOLD CRITERIA**

- Completeness
- Met submittal deadline
- Project is eligible and a qualified activity

- **EVALUTION CRITERIA**

- Proposed project/activity meets PJ funding priorities (ConPlans)
- Sponsor capacity
- Project feasibility/readiness
- Cost effective
- Fund/resource leveraging
- Collaboration

Process / NOFA/RFP Schedule

Dates	Item(s)
December 2015	NOFA/RFP Publication
January 11, 2016	Technical Assistance Workshop
January 22, 2016 - 5:00 PM	Proposals (Applications) Due - Hard deadline, no exceptions
February - April 2016	Refer to each PJ's NOFA/RFP for specific meetings related to funding allocations, presentations and other important information.

QUESTIONS

- General
- NOFA/RFP Content Related
- Technical (CDS)

City Data Services

- Website
 - citydataservices.net
- New Users
- Existing Users
- Application
- Questions and Technical Assistance
 - PJ Staff
 - CDS Staff

Contacts

- City Data Services - Grant Website: citydataservices.net
 - Email: citydataservices@yahoo.com (Steve or Chris)
- City of Redwood City
 - CDBG & HOME:
 - Rhonda Coffman rcoffman@redwoodcity.org
 - Cindy Avila cavila@redwoodcity.org
 - HSFA: Teri Chin tchin@redwoodcity.org
- City of San Mateo
 - Danielle Thoe dthoe@cityofsanmateo.org
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