

City of South San Francisco
Notice of Funding Availability and Request for Proposals (RFP) FY
2024-26

APPLICATION DEADLINE: JANUARY 18, 2024

Applications must be received by 5:00 PM.

The City of South San Francisco is pleased to announce the availability of Community Development Block Grant (CDBG) and HOME Administrative Funds for eligible projects. The proposed activities must provide assistance to low-income households/individuals residing within South San Francisco that meet one or more of the City's Consolidated Plan priorities related to affordable housing, homelessness, public services and public facilities. CDBG funds are also available for non-profit public facility rehabilitation and housing activities (see the Eligible Activities section)

Funding Overview

The City of South San Francisco is initiating a new two-year funding cycle for FY 2024-2026 with the second year funding contingent upon available resources and contract compliance. Project proposals and budgets should be developed to reflect a one-year program that would renew the same goals and objectives for the following year. However, agencies are encouraged to describe in the project description any cumulative goals or outcomes that may differ or any specific benefits for project participants as a result of a second year of funding.

The City has not received its entitlement amount for FY 2024-26. Based on funding amounts in recent years, the City expects to have available \$354,640 of CDBG funding, pending a final budget approval by the U.S. Congress and the U.S. Department of Housing and Urban Development (HUD).

Applicants must complete and submit proposals on City Data Services (CDS) website at www.citydataservices.net no later than 5:00 PM on **January 18, 2024**. No hard copies (paper copies) will be accepted. Detailed instructions on submitting applications will be provided at the Technical Assistance Workshop. You may also email citydataservices@yahoo.com or call 650-533-5933 for assistance.

Estimated Funding Available <i>FY 2024-26</i>		
PROGRAM	Funding Cycle	ESTIMATED FUNDS <i>(per fiscal year)</i>
CDBG – Estimated Total		\$354,640
Public Services	Two Year*	\$62,745
Minor Rehabilitation Programs (Housing – Non-Capital Projects)	Two Year*	\$100,000
Public Facilities/Capital Projects	One Year **	\$191,895
HOME Admin		
Fair Housing Services	One Year**	\$13,400

*July 1, 2024 - June 30, 2026

**July 1, 2024 - June 30, 2025

Housing Trust Funds (Non-CDBG)

Program	Funding Cycle	Estimated Funds <i>(per fiscal year)</i>
Public Services	Two Year	\$100,000

For a number of years, the City’s CDBG allocation has trended downward while the need for public services in the community has increased. Recognizing this, the City has opted to supplement the public services funds available with local Housing Trust Funds. There is no separate application for the local Housing funds and the funds will be administered in the same way, with the same reporting requirements and timelines. Applicants of any Public Services program should submit their proposals through CDS. Between the CDBG and the Housing Trust funds, there is a total **\$162,745** of Public Services funding available from the City.

FY 2024-2026 CDBG Schedule of Meetings Deadlines

December 5, 2023	NOFA available on City Data Services www.citydataservices.net
January 4, 2024, at 2 PM	Virtual Technical Assistance Workshop. Please contact South San Francisco's Housing Division at CDBG@ssf.net for Zoom invitation.
January 18, 2024	APPLICATION DEADLINE (online submissions only) No later than 5:00 PM
January 2024/February 2024	Staff Application Review Period
February 19 – February 23, 2024	CDBG Subcommittee Meeting to review applications
March 13, 2024	City Council Community needs Assessment Public Hearing and Funding Recommendations to CDBG and HOME
March 18 – March 22, 2024	CDBG Subcommittee to finalize funding recommendations
March – April 2024	30 –Day Public Comment Period for FY 2024-2025 Annual Action Plan
April 24, 2024	City Council Meeting Final Funding Recommendations and Adoption of the City's 2024-2025 Annual Action Plan

Eligibility

CDBG activities must meet a **national objective** and **the City's goals** as identified in the Needs Assessment in the 2023-2027 Consolidated Plan. Please review the City of South San Francisco's 2023-27 Consolidated Plan and 2023-24 Annual Action Plan at <https://bit.ly/47AOC4r>

I. Community Development Block Grant National Objectives

In order to qualify for CDBG funding, all eligible activities must principally benefit low- to moderate- income persons residing within South San Francisco. Low to moderate income is defined as those whose gross income is at or below 80% of Area Median Income (AMI) as shown on Income Limits.

All CDBG applicants must show that their proposed activity meets one of the CDBG national objectives:

(1) Benefit low- and moderate- income (LMI) persons.

- a. Serves clientele of which at least 51% are low-income as defined by HUD;
- b. Serves a target low-income neighborhood as defined by the CDBG Area Map; and
- c. Serves a presumed benefit population as described in 24 CFR 570.208 (a) (2) (i) (A) abused children, battered spouses, elderly persons, adults meet the Bureau of Census's current Population Reports definition of "severely disabled," homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers
- d. Works to achieve the following outcomes and objectives:

Objectives: Decent Housing, Suitable Living Environment, Economic Opportunity

Outcomes: Availability/Accessibility, Affordability, Sustainability

(2) Elimination of slums and blight

(3) Urgent need

II. City Objectives and Outcomes for 2023-27

The program must meet one of the following objectives and outcomes identified in the 2023-27 Consolidated Plan.

1. Minor Home Repair (\$100,000 Available)

Activities that increase and improve the supply of affordable housing for low- and moderate-income households. This includes minor home repair and accessibility modification programs.

2. Public Facilities and Capital Improvement Projects (\$191,895 Available)

Activities that preserve and improve public facilities that serve a high percentage of low-income or special needs residents.

3. Public Services or Community Funding Grants (\$162,745 Available)

Activities that provide public services to improve the quality of life for low-income individuals and families, including those at risk of becoming homeless, senior and youth services, and special needs populations. Additionally, activities that provide service-enriched shelter and transitional housing for homeless families and individuals.

III. Eligible applicants are public agencies, certified 501(c)3 non-profit agency or organizations that will be fiscally sponsored by a certified 501(c)3 agency.

IV. The proposed CDBG programs must be located in South San Francisco.

V. Applicants must comply with all applicable state and local laws.

HOME Administrative Funds

There is a separate grant available for the provision of HUD certified fair housing services. This grant will be provided from the HOME Administrative Funds the City receives from the County of San Mateo for its participation in the HOME Consortium. The City has allocated these dollars to undertake fair housing activities which are required by federal mandate. The City anticipates **\$13,400** to be available for HOME Administrative Funds.

- Applicants for this grant will not be included in the competitive public services grants, but will compete against other fair housing service applicants
- Successful awardees will be required to provide proof of HUD certification

Housing

Housing activities must serve low-income (at or below 80% of AMI) households. Additionally, for all housing activities, proof of income documentation (e.g. tax returns) must be collected and maintained in client files for all households served. Housing activities can include:

One-Year Funding Cycle

- Acquisition, conversion, and/or rehabilitation of existing structures for the purpose of providing affordable, supportive, or transitional housing
- Rehabilitation of rent-restricted existing multi-family affordable housing

Two-Year Funding Cycle

Home repair and modification programs operated by nonprofit agencies that provide cost-effective improvements focusing on health and safety, housing quality standards, and/or accessibility modifications.

Note: Rehabilitation work valued at \$5,000 or more may be subject to lead-based paint testing and subsequent paint stabilization. Additionally, projects involving construction and 8 or more residential units may be subject to payment of prevailing wages under the Davis Bacon Act. Certain federal language and requirements must be included in the competitive bidding package for the scope of work to be performed. If your application will trigger the payment of prevailing wages, please contact SSF's Housing Division at housing@ssf.net or CDBG@ssf.net or by phone at 650-829-6631.

Public Facilities

Public facility improvements include rehabilitation, ADA modifications, or energy efficiency improvements. Public facilities are community and senior centers, recreation facilities, facilities for persons with disabilities, childcare facilities, and facilities that serve presumed benefit populations. All public facility improvement projects are on a one-year funding cycle and must meet one of the CDBG objectives listed under *Community Development Block Grant National Objectives*.

Eligible Activities

CDBG funds may be used for activities, which include, but are not limited to:

- Acquisition of real property
- Relocation and demolition
- Rehabilitation of residential and non-residential structures
- Construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes
- Public services, within certain limits
- Activities relating to energy conservation and renewable energy resources
- Provision of assistance to profit-motivated businesses to carry out economic development and job creation/retention activities

Generally, the following types of activities are ineligible:

- Acquisition, construction, or reconstruction of buildings for the general conduct of government
- Political activities

- Certain income payments
- Construction of new housing (with some exceptions)

Projects involving construction may be subject to payment of prevailing wages under the Davis Bacon Act. Certain federal language and requirements must be included in the competitive bidding package for the scope of work to be performed.

**The City of South San Francisco has identified the downtown area (census tracts 6021 and 6022) to be a local target area. This area meets the Area Benefit criteria. However, there are other census block groups throughout the City that may meet the Area Benefit criteria. Applicants will need to provide this census information.*

Fair Housing

HUD certified fair housing services. Fair housing services are on a two-year funding cycle. See the HOME Administrative Funds section for more information.

Income Verification

CDBG sub-recipients must have an application and verification process to determine income eligibility. If low-income households are not income verified, they cannot count towards the CDBG performance goal. The City monitors sub-recipients' records, which include income and residency information.

Supporting documentation for the determination of income status includes proof of income from sources including, but not limited to: income tax returns, copies of paychecks, social security payments, pension payments, trust payments, and/or evidence of public benefits.

HUD allows that certain populations of clientele are presumed to be low-income. Activities serving these persons are not required to undertake income verification, but are required to keep documentation that the activity undertaken and/or service provided does serve a presumed benefit group. For more information view HUD's Guidance <https://bit.ly/47xV9fX> (Section 3-14, PDF page 14).

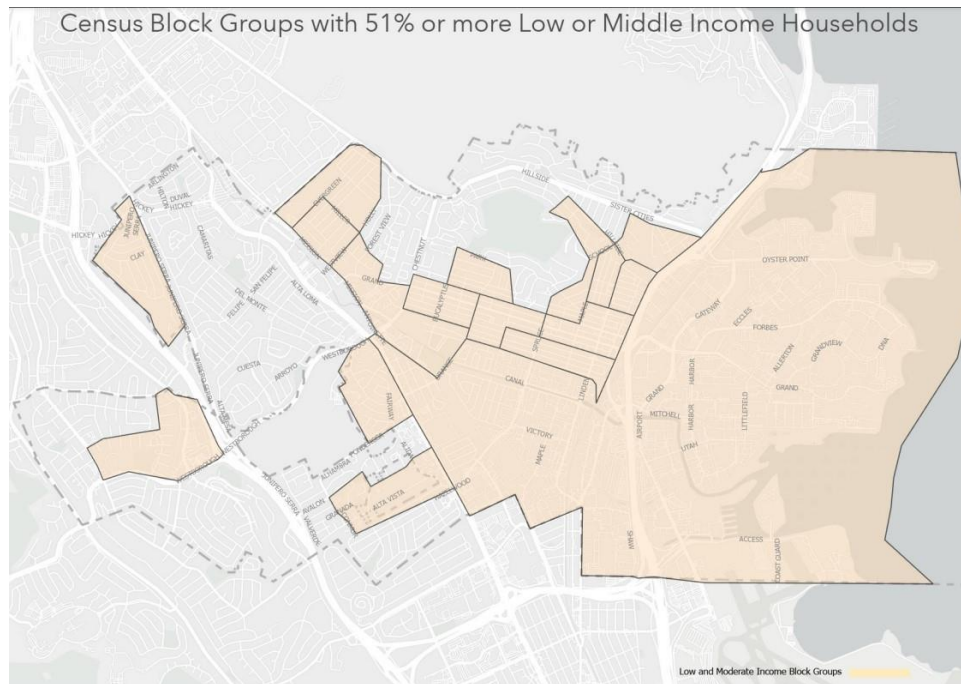
HUD Income Limits

As determined by HUD, State of CA Department of Housing and Community Development (HCD) and County of San Mateo

Income Limits Effective June 6, 2023

	Income Limits by Family Size (\$)							
Income Category	1	2	3	4	5	6	7	8
Acutely Low (15% AMI)	\$ 18,400	\$ 21,000	\$ 23,650	\$ 26,250	\$ 28,350	\$ 30,450	\$ 32,550	\$ 34,650
Extremely Low (30% AMI) *	\$ 39,150	\$ 44,750	\$ 50,350	\$ 55,900	\$ 60,400	\$ 64,850	\$ 69,350	\$ 73,800
Very Low (50% AMI) *	\$ 65,250	\$ 74,600	\$ 83,900	\$ 93,200	\$ 100,700	\$ 108,150	\$ 115,600	\$ 123,050
Low (80% AMI) *	\$ 104,400	\$ 119,300	\$ 134,200	\$ 149,100	\$ 161,050	\$ 173,000	\$ 184,900	\$ 196,850
Median (100% AMI)	\$ 122,500	\$ 140,000	\$ 157,500	\$ 175,000	\$ 189,000	\$ 203,000	\$ 217,000	\$ 231,000
Moderate (120% AMI)	\$ 147,000	\$ 168,000	\$ 189,000	\$ 210,000	\$ 226,800	\$ 243,600	\$ 260,400	\$ 277,200

Map of 51% or more Low and Middle Income Households in South San Francisco



Proposal Evaluation

The CDBG Subcommittee (comprised of two Council members) will use the criteria included in this packet to evaluate all proposals. The review will follow the steps outlined below:

1. Staff will evaluate proposals for HUD eligibility, completeness, and past performance.
2. A public hearing will take place at City Council, where Council will hear the public's needs and priorities and provide direction to the CDBG Subcommittee
3. Staff proposal summary and notations provided with copies of proposals to the CDBG Subcommittee for review.
4. The CDBG Subcommittee will make funding recommendations which will be included as part of the 2024-25 Annual Action Plan that will be approved by City Council.

Equal Opportunity & Access

Equal opportunity and access is a priority for all City of South San Francisco programs, services, and facilities. The City of South San Francisco does not discriminate on the basis of physical disability, medical condition, race, color, ancestry, national origin, religion, sex, age or marital status. Organizations will be requested to provide information about their affirmative marketing plan for their programs and outreach to populations not likely to apply without special outreach.

How to Apply

All applications for funding must be submitted online at: www.citydataservices.net

- 1. New Applicants:** Go to www.citydataservices.net, log in with **SMC2024** as **both** User ID and Password. Fill out a short form of program information and be issued a unique User ID and Password. Log out and then log back into www.citydataservices.net and use the new user ID and Password.
- 2. Existing CBDG/HOME Applicants:** Existing CBDG/HOME Applicants: Go to www.citydataservices.net and log in with your existing Agency User ID and Password.
For a **new** application, there will be a button at the top right hand side to create an entirely new application for a NEW program.
For a **re-application** of funding for a program that already exists in CDS, there will be a link under the Application column that will say "Reapply FY24 App".

Limitations and Conditions

The City reserves the right to:

- Request additional information.
- Extend the due date of the RFP.
- Interview none, any or all consulting firms that submit responses to the RFP.
- Reject, in whole or in part, any or all qualifications submittals, and to waive minor irregularities in the submittal.
- Seek and obtain additional qualifications beyond the due date if the qualifications received are unsatisfactory.
- Cancel, in whole or in part, this Request for Qualifications solicitation.
- The RFP is not a contract or a commitment of any kind by the City and does not commit the City to award exclusive negotiating and/or development rights.
- No reimbursement will be made by the City for any cost incurred by developers in preparation of the response to this RFP.

- The issuance of this RFP does not constitute an agreement by the City that the City Council will actually enter into any contract.
- The information presented in this RFP and in any report or other information provided by the City is provided solely for the convenience of the interested parties. It is the responsibility of interested parties to assure themselves that the information contained in this RFP or other documents is accurate and complete. The City and its advisors provide no representations, assurances or warranties pertaining to the accuracy of the information.
- All responses to this RFP shall become the property of the City. The City may use any and all ideas and materials included in any submittal, whether or not the respondent is selected as the developer.
- Proposals and all other information and documents submitted in response to this RFP are subject to the California Public Records Act, California Government Code §§ 6250 through 6276.48) (CPRA), which generally mandates the disclosure of documents in the possession of the City upon the request of any person, unless the content of the document falls within a specific exemption category.
- Non-Liability: By participating in the RFP process, each respondent agrees to hold the Successor Agency and City and its and their officers, employees, agents, representatives, and consultants harmless from all claims, liabilities, and costs related to all aspects of this RFP. BUSINESS LICENSE The selected firm will be required to obtain a City of South San Francisco Business License prior to any services or work being rendered.