

**City of South San Francisco**  
**Notice of Funding Availability and Request for Proposals (RFP)**  
**FY 2022-23**

**APPLICATION DEADLINE: JANUARY 13, 2022**

*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 2022-2024 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 from HUD for FY 2022-23. The entitlement amounts for FY 2021-22 are \$508,064 for CDBG and \$14,842 for HOME Administrative Funds, however the City expects a minimum reduction of 10% in fund availability for FY 2022-23.

Applicants must complete and submit proposals on City Data Services (CDS) website at [www.citydataservices.net](http://www.citydataservices.net) no later than **January 13, 2022**. No hard copies will be accepted. Detailed instructions on submitting applications will be provided at the Technical Assistance Workshop.

<b>Funds Available for 2020-2022</b>		
<b>PROGRAM</b>	<b>Funding Cycle</b>	<b>ESTIMATED FUNDS</b>
<b>CDBG – Estimated Total</b>		<b>\$415,000</b>
Public Services	Two Year**	\$62,250
Minor Rehabilitation Programs (Housing – Non-Capital Projects)	Two Year**	\$138,000
Public Facilities/Capital Projects	One Year *	\$130,000
<b>HOME Admin</b>		
Fair Housing Services	One Year*	<b>\$16,000</b>

\*July 1, 2022-June 30, 2023

\*\*July 1, 2023-June 30, 2024

## FY 2022-2023 CDBG Schedule of Meetings Deadlines

December 6, 2021	NOFA available on City Data Services <a href="http://www.citydataservices.net">www.citydataservices.net</a>
January 5, 2022	Technical Assistance Workshop DOH Office Details to follow
<b>January 13, 2022</b>	<b>APPLICATION DEADLINE (online submissions online) No later than 5:00 pm</b>
January 2022/February 2022	Staff Application Review Period
February 21 – February 25	CDBG Subcommittee Meeting to Review Applications
March 9, 2022	City Council Community Needs Assessment Public Hearing and Funding Recommendations for CDBG and HOME
March 14 – March 18	CDBG Subcommittee to finalize funding recommendations
March 25, 2022	30 –Day Public Comment Period for FY 2022-2023 Annual Action Plan
April 27, 2022	City Council Meeting: Final Funding Recommendations and Adoption of City’s 2022-2023 Annual Action Plan

### Eligibility

CDBG activities must meet a **national objective** and **the City’s goals** as identified in the Needs Assessment in the 2018-2023 Consolidated Plan.

#### 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. 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 2018-2023

The program must meet one of the following objectives and outcomes identified in the 2018-2023 Consolidated Plan.

##### 1. Minor Home Repair (\$138,000 Available)

Activities that increase, preserve, 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 (\$130,000 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 (\$62,250 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 \$16,000 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 Heather Ruiz at 650-829-6620.

## **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

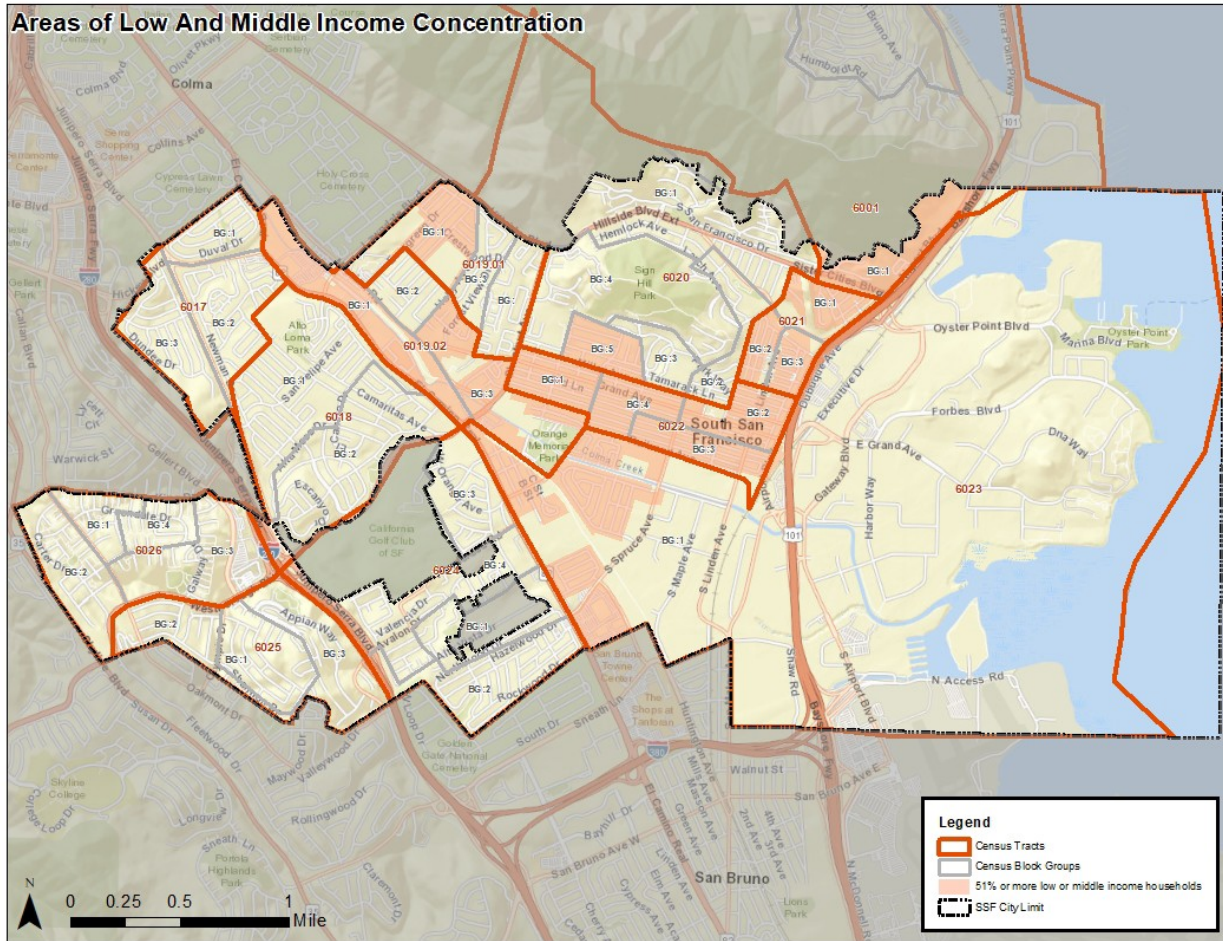
CDBG sub-recipients must have an application and verification process to determine income eligibility. If low-income households are not income verified, they cannot count towards the CDBG performance goal. The City monitors sub-recipients' records, which include income and residency information.

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 Income Limits

<b>2021</b>	<b>1 Person</b>	<b>2 People</b>	<b>3 People</b>	<b>4 People</b>
30% AMI	\$38,400 or less	\$43,850 or less	\$49,350 or less	\$54,800 or less
50% AMI	\$38,401 - \$63,950	\$43,851 - \$73,100	\$49,351 - \$82,250	\$54,801 - \$91,350
80% AMI	\$63,951 - \$102,450	\$73,101 - \$117,100	\$82,250 - \$131,750	\$91,351 - \$146,350
	<b>5 People</b>	<b>6 People</b>	<b>7 People</b>	<b>8 or More People</b>
30% AMI	\$59,200 or less	\$63,600 or less	\$68,000 or less	\$72,350 or less
50% AMI	\$59,201 - \$98,700	\$63,601 - \$106,000	\$68,001 - \$113,300	\$72,351 - \$120,600
80% AMI	\$98,701 - \$158,100	\$106,001 - \$169,800	\$113,301 - \$181,500	\$120,601 - \$193,200

## 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 2020-21 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](http://www.citydataservices.net)

- 1. New Applicants:** Go to [www.citydataservices.net](http://www.citydataservices.net), log in with **SMC2022** 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](http://www.citydataservices.net) and use the new user ID and Password.
- 2. Existing CDBG/HOME Applicants:** Go to [www.citydataservices.net](http://www.citydataservices.net) and log in with your existing Agency User ID and Password. There will be a button on the top of the page to access the CDBG/HOME Application.