

**Community Development Block Grant/ Gilroy Housing Trust Fund Application
City of Gilroy 22-RFP-HCD-471
Fiscal Years 2022-2023 and 2023-2024**

SECTION 1: COVER SHEET

A. Applicant Information

Legal Name of Organization: _____
 Mailing Address: _____
 City, State, Zip Code: _____
 Contact Person Name: _____ Title: _____
 Email Address: _____ Webpage: _____
 Telephone Number: _____

B. Project Overview

Project Name: _____
 Project Location: _____
 City, State, Zip: _____

Brief Project Description:

C. Funds Requested

\$ _____ (Grant request for fiscal year 2022-2023) \$ _____ (Grant request for fiscal year 2023-2024)

Total estimated project cost for Fiscal Year:		
	2022 / 2023	2023 / 2024
Projected cost:		

Gilroy CDBG/HTF funds in Fiscal Year:		
	2020 / 2021	2021 / 2022
Requested:		
Received:		

Identify the City of Gilroy 2020-2025 Consolidated Plan priority need(s) being met:

- | | |
|---|--|
| <input type="checkbox"/> Preserve Affordable Housing for Home Ownership | <input type="checkbox"/> Install Safety & Enhanced Public Improvements |
| <input type="checkbox"/> Small Business Expansion | <input type="checkbox"/> Workforce Development |
| <input type="checkbox"/> Supportive Services for Homeless | <input type="checkbox"/> Supportive Services for Special Needs Populations |
| <input type="checkbox"/> Fair Housing Support | <input type="checkbox"/> Neighborhood Revitalization |

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SECTION 2: PROJECT INFORMATION

A. Project Overview and Target Population [Limit each response to no more than half a page]

1. Describe the primary purpose of the proposed project:

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1.05. Description of Services

Location of services:	
Hours of operation:	

Activity 1:	
Activity Description:	

Activity 2:	
Activity Description:	

Activity 3:	
Activity Description:	

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2. Describe the need(s) that the proposed project addresses, its community impact, and how it addresses a 2020-2025 Consolidated Plan priority.

3. Describe the project's target population, including client eligibility requirements. Discuss how and if they are an at-risk and/or under-served population.

4. What other private or government organizations are now or will address the same needs identified herein? List and describe the services provided by each in relation to the needs addressed.

5. Explain how the proposed program/project augments rather than duplicates the services of others.

6. Describe how your agency collaborates with other service providers (e.g. shared staffing, locations, or budgets). Specify the names of collaborative groups of which you are a member.

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NOTE: For Reference the 2021 HUD Income Limit Standards for Santa Clara County are provided below.

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
0% - 30% AMI Extremely Low Income	\$34,800	\$39,800	\$44,750	\$49,700	\$53,700	\$57,700	\$61,650	\$65,650
31% - 50% AMI Very Low Income	\$58,000	\$66,300	\$74,600	\$82,850	\$89,500	\$96,150	\$102,750	\$109,400
51% - 80% AMI Low Income	\$82,450	\$94,200	\$106,000	\$117,750	\$127,200	\$136,600	\$146,050	\$155,450

B. Performance Measures/Numeric Goals

1. Unduplicated Participants – Indicate, by quarter, the proposed number of unduplicated participants the City grant funded project will serve. An unduplicated participant is a Gilroy resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Unduplicated Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total

Provide the proposed number of unduplicated Gilroy participants for each category listed below.

	# of Gilroy Clients		# of Gilroy Clients
Extremely Low Income (0%-30% AMI)		Youth (0-18 years)	
Very Low Income (31%-50% AMI)		Adults (19-61 years)	
Low Income (51%-80% AMI)		Seniors (62+ years)	
Moderate Income (81%-120% AMI)		Disabled Individuals	
Above Moderate Income (120%+ AMI)		Other Special Needs	

2. Service Units – Provide activity name, define unit of service, and list the proposed number of units of service that will be provided each quarter resulting from the Gilroy grant only. A unit of service is the “thing” you propose to track each quarter. (i.e. each case, meal, shelter night, job, etc.)

Activity 1:					
Unit of Service =					
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total

Activity 2:					
Unit of Service =					
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total

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Activity 3:					
Unit of Service =					
Goal:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total

3. Outcome Measure Statement and Measurement Methodology – List outcome measure(s) as a percentage (an outcome measure is the proposed measurable outcome(s) expected to be achieved through the activities to be provided) and include the measurement tool(s) you propose to use, then below the outcome measure section describe the measurement methodology to be implemented in order to arrive at the actual percentage achieved. Finally, list the numerical percentages you propose for Q2 (representing outcomes from Q1-Q2) and Q4 (representing outcomes from Q3-Q4).

Example:	
Outcome Measure	50% of clients receiving job readiness training will increase their income by securing new employment as measured by either employer verification letters, pay stubs, or benefit letter.
Measurement Methodology:	Staff will verify the number of clients securing new employment. The number of unduplicated clients securing new employment will be divided by the total number of unduplicated clients served to arrive at the actual percentage securing new employment.
	Quarter 2 Quarter 4
Outcome Goal:	50% 50%

Outcome Measure #1	
Measurement Methodology:	
	Quarter 2 Quarter 4
Outcome Goal:	

Outcome Measure #2	
Measurement Methodology:	
	Quarter 2 Quarter 4
Outcome Goal:	

1. How will the activities being provided under this grant contribute to meeting the outcome measures?

2. Describe in detail how your agency will implement the proposed outcome measurement methodology.

C. Project Administration and Monitoring [Limit each response to no more than half a page]

1. Use the space and table below to briefly describe how the project will be managed and administered, included proposed staff time and staff functions.

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Position Title	Program/Project Duties	Total Annual Salary	Total Hours per Week	% Time Allocated to CDBG/ HTF Activity	CDBG / HTF Salary Reimbursement Request

2. Describe your written policies and/or established procedures for assuring persons with disabilities and/or limited English proficiency have access to services and benefits.

3. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.

4. If previously funded by the City of Gilroy, what were the goals and accomplishments of CDBG/HTF projects?

5. Explain how your agency collects and reports income, race/ethnicity, and disability data.

6. Explain how your agency collects customer service data and provide the metrics used to collect this data.

D. HUD Low Mod Income National Objective Options (please select one of the three categories below)

1. Low Mod – Limited Clientele Activities Category

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County.

The Low Mod Limited Clientele (LMC) Category is the category under the LMI national objective your project will meet. Under the LMC category, at least 51% of the beneficiaries of an activity have to be LMI persons.

Put a check (X) next to the qualifying criteria below your LMC project activity meets, only select one:

- a) The activity will exclusively serve a group of persons in any one or a combination of categories generally presumed to be low, very low, or extremely low income: abused children, battered spouses, elderly persons, adults meeting the definition of "severely disabled" in the Bureau of Census's Current Population Reports, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or
- b) The activity will require documentation on family size and income to document that at least 51% of the clientele are persons whose family income does not exceed HUD income limits for Santa Clara County; or
- c) The activity will have income eligibility requirements that limit the activity exclusively to low, very low, and extremely low-income persons; or
- d) The activity will be of such a nature and in such a location that it may be reasonably concluded that the activity's clientele will primarily be low, very low, or extremely low-income persons.

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2. Low Mod - Housing Activities Category

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Housing Activities (LMH) Category is the category under the LMI national objective your project will meet.

Owner-occupied housing rehabilitation programs established to meet the Low Mod Housing National Objective found at 24 CFR 570.208(a)(3) must benefit households earning less than 80% of area median income adjusted for household size as published by HUD.

Select one of the Two Accepted Methods for Calculating Household Income for your Project

- Part 5 definition of income (24 CFR Part 5.609); or
- Adjusted gross income under Internal Revenue Service (IRS) form 1040

Each method requires collection and evaluation of source documentation. Self-certification is not acceptable for documenting compliance with the housing national objective. The awarded agency(ies) will be expected to determine income eligibility, establish performance measures, and meet performance objectives.

3. Low Mod - Area Benefit Activities Category

The HUD National Objective your project will meet is Low Mod Income (LMI) which benefits low and very low-income persons as defined by HUD's income limits for Santa Clara County. The Low Mod Area (LMA) Category is the category under the LMI national objective your project will meet.

The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents are LMI persons.

Examples of area benefit activities located in a predominantly LMI neighborhood may include:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure (i.e. the installation of gutters and sidewalks); and
- Development of a community center

The above activities benefit all LMI residents in a service area and may qualify under the LMI area benefit category. The applicant is responsible for determining that a service area complies with CDBG regulations.

E. Select one Eligible Project Activity you propose to provide Gilroy residents.

- | | |
|---|---|
| <input type="checkbox"/> Services for Senior Citizens | <input type="checkbox"/> Public Improvements |
| <input type="checkbox"/> Services for Disabled Persons | <input type="checkbox"/> Code Enforcement |
| <input type="checkbox"/> Services for Youth | <input type="checkbox"/> Employment Services |
| <input type="checkbox"/> Services for Victims of Domestic Violence | <input type="checkbox"/> Fair Housing Services |
| <input type="checkbox"/> Services for Homeless | <input type="checkbox"/> Public Facilities |
| <input type="checkbox"/> Substance Abuse Counseling and Treatment | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Services for Those At Risk of Homelessness | <input type="checkbox"/> Tenant / Landlord Counseling |
| <input type="checkbox"/> Housing Rehabilitation | <input type="checkbox"/> Economic Development |
| | <input type="checkbox"/> Other, list |

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F. HUD Performance Measures

HUD requires that recipients of federal funding assess the outcomes of their programs. Below, please select only one primary HUD objective and only one primary HUD outcome to be addressed by this project.

Objectives

- Objective #1: Creates a suitable living environment.** This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor-quality infrastructure) to social issues such as crime prevention, literacy, or elderly health services.
- Objective #2: Provides decent housing.** This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.
- Objective #3: Creates economic opportunity.** This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Outcomes

- Outcome #1: Improve availability/accessibility.** This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.
- Outcome #2: Improve affordability.** This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- Outcome #3: Improve sustainability.** This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

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SECTION 3: FINANCIAL AND OTHER ORGANIZATION INFORMATION

A. Agency Information

Executive Director: _____ Email: _____

DUNS #: _____ Fax: _____

Non-profit with 501(c)(3) Status Yes No

Faith-based organization Yes No

Registered at sam.gov Yes No

B. Total Agency Budget

	2021-2022	2020-2021
Administration		
Fundraising		
Proposed Project (Total Gilroy grant budget)		
All Other Programs		
Total Agency Budget		

C. Proposed City of Gilroy Grant Budget

Proposed City of Gilroy Grant Project Expenses	FY 2021-2022 CDBG/HTF Allocation (If Applicable)	FY 2022-2023 and 2023-2024 CDBG/HTF Request	List % Change from FY 21/22 allocation to FY 22/23 and FY 23/24 Request
Salaries			
Benefits			
Office Supplies			
Communication			
Publications/Printing/Advertising			
Travel			
Rent/Lease/Mortgage			
Utilities			
Insurance			
Equipment Rental/Maintenance, Specify:			
Audit/Legal/Professional Services (for CDBG/HTF portion only)			
Direct Services (Funding for specific service such as a meal, ride), Specify:			
Contracted Services, Specify:			
Other, Specify:			
Total Expenses:			

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City of Gilroy 22-RFP-HCD-471

Fiscal Years 2022-2023 and 2023-2024

1. Please explain any variation in excess of 10% between 2021-2022 allocation and proposed 2022-2023 and 2023-2024 expenses (If applicable).

2. Indirect costs billed to a CDBG grant require a HUD approved indirect cost plan and those billed to an HTF grant require a city approved indirect cost plan. Do you plan to bill the grant for indirect costs? Yes No

3. Does your agency charge fees for the services that you are requesting funding? Yes No If so, please attach a fee schedule to this page.

D. Leveraged Funds

Proposed Project Revenues FY 2022-2023	List Amount
Proposed CDBG/HTF City of Gilroy Grant	
Other Revenue Sources for proposed project (Please List)	
Total of Other Revenue Sources:	

1. If your organization is not leveraging the requested CDBG/HTF funds with other funds, please explain why.

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E. REQUIREMENTS

First-time applicants: Submit all items below with the proposal, as described in the submittal requirements of the application packet.

New applicants or those submitting a proposal for a new project must meet with HCD Technician, Sandra Nava, prior to application submittal to determine if the proposed project meets CDBG and HTF eligibility requirements.

Current grant recipients: Put a check (X) next to an item below if the most current copy is on file with the Housing & Community Development office. Submit all unchecked items below with the proposal, as described in the submittal requirements of the application packet.

- a. **Articles of Incorporation and Bylaws** (submit any amendments).
- b. **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.
- c. **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.
- d. **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.
- e. **Current Authorization to Request Funds.** Submit the governing body's authorization to submit the City of Gilroy funding request. This consists of copies of the resolution (if applicable) and/or of the **minutes of the meeting** in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.
- f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.
- g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.
- h. **Current Financial Statement and Audit and Management Letter, if applicable.** Also, if applicable, describe any actions taken to correct identified findings or concerns.
Any agency that does not have a financial statement or audit to submit must contact Sandra Nava prior to submitting this application.
- i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**

Community Development Block Grant/ Gilroy Housing Trust Fund Application
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Fiscal Years 2022-2023 and 2023-2024

SECTION 4: AUTHORIZATION

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
 - a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
 - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
 - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 et seq.), as amended; and
 - d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
 - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
 - f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
 - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
 - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation that verifies the signer has the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE: _____ DATE: _____

NAME (Please Print): _____ TITLE: _____

COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG)
and HOUSING TRUST (HTF) FUND
APPLICATION PACKET
Fiscal Years 2022-2023 and 2023-2024

ALL APPLICATIONS ARE DUE BY
Monday, January 31, 2022
4:00 p.m.

**ALL PROPOSALS RECEIVED AFTER 4:00 PM, January 31, 2022
CANNOT BE ACCEPTED**

Due to COVID-19 restrictions, only electronic applications will be accepted. Please submit as described in the Submittal Requirements to Carina Baksa at carina.baksa@cityofgilroy.org

A public hearing to review the CDBG and HTF program will be held virtually on
January 11, 2022 at 11 a.m.

All interested applicants are encouraged to attend by joining at

<https://us06web.zoom.us/j/88668599144?pwd=QkVFYmZpMnk0eDMxcW1CT2FYemQvUT09>

**City of Gilroy Community Development Block Grant & Housing Trust Fund
Request for Proposals for Fiscal Years 2022-2023 & 2023-2024**

The City of Gilroy is scheduled to release a Request for Proposals (RFP) for the use of Community Development Block Grant (CDBG) and Housing Trust Fund (HTF) grant funding for Fiscal Years (FY) 2022-2023 & 2023-2024 and expects to receive an estimated \$500,000 in CDBG funds from the U.S. Department of Housing and Urban Development (HUD) for each year. The primary objectives of the CDBG Program include activities that benefit low-income households, aid in the prevention of slums or blight, or meet an urgent community need. The City's HTF program proposes to provide additional funding up to \$168,000 each fiscal year, for the services related to housing and homelessness. The City Council will be reviewing the HTF and providing direction on the future use of HTF funds, subsequent to this notice. There is the potential for a reduction or elimination of this funding source for public services, which if realized may happen in this cycle, or a later cycle. More will be known in late February.

The City will award grants for a two-year period which will run from July 1, 2022 through June 30, 2024.

The Housing and Neighborhood Revitalization Committee (HNRC) and the City Council will consider proposals to utilize these funds to implement activities in FY 2022-2023 & FY 2023-2024.

A public hearing to review the CDBG and HTF Grant Program Notice of Funding Availability (NOFA) and grant application process will be held virtually on January 11, 2022 at 11:00 a.m. All interested applicants are encouraged to attend by joining at

<https://us06web.zoom.us/j/88668599144?pwd=QkVFYmZpMnk0eDMxcW1CT2FYemQvUT09>

CDBG and HTF funding request application packets will be available on Friday December 17, 2021 on the City's website at <http://ca-gilroy.civicplus.com/Bids.aspx?CatID=18> . For additional details on this RFP visit <https://www.cityofgilroy.org/284/Block-Grant-Funds>. For questions and/or technical assistance, contact Housing and Community Development (HCD) at 408-846-0290 by January 25, 2022.

The deadline for submitting proposals is Monday, January 31, 2022 at 4:00 p.m. Due to COVID-19 impacts, only electronic proposals will be accepted by the City of Gilroy at carina.baksa@cityofgilroy.org . **The project title, RFP # 22-RFP-HCD-471 and proposer name must be included in the Proposal email. All proposals received after 4:00 p.m., January 31, 2022, will be rejected.** The City of Gilroy accepts no responsibility if delivery is made to another location other than the location specified above and/or for delayed deliveries.

The City of Gilroy does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation, gender identity, or familial status in the administration of its programs and activities. Pursuant to the Americans with Disabilities Act and Section 504, the City of Gilroy will make reasonable efforts to accommodate persons with disabilities. If you require special accommodations, please contact the Housing and Community Development Office at (408) 846-0290. The hearing impaired can reach HCD through the California Relay System at 711 or (800) 735-2929.

CITY OF GILROY
Community Development Block Grant (CDBG) & Housing Trust Fund (HTF)
FYs 2022-2023 & 2023-2024
22-RFP-HCD-471 REQUEST FOR PROPOSALS (RFP) FUNDING SCHEDULE

<u>MONTH/YEAR</u>	<u>DATE</u>	<u>ACTION</u>
December 2021	December 17	CDBG and HTF Grant Applications Available http://ca-gilroy.civicplus.com/Bids.aspx?CatID=18
January 2022	January 11	Public Hearing to Review Notice of Funding Availability (NOFA) and Grant Application Process January 11 11:00 a.m. Virtual Meeting https://us06web.zoom.us/j/88668599144?pwd=QkVFYmZpMnk0eDMxcW1CT2FYemQvUT09
	January 12	Orientation meeting for Housing and Neighborhood Revitalization Committee (HNRC) members on grant funding cycle process City Council Chambers, 7351 Rosanna St. Gilroy, CA 6:00 p.m.
	January 31	PROPOSALS DUE TO CITY OF GILROY– BY 4:00 p.m. PROPOSALS RECEIVED AFTER 4:00 P.M., January 31, CANNOT BE ACCEPTED
February 2022	February 16	HNRC Meeting – Agency proposal presentation to HNRC. Representative must be able to answer detailed programmatic and/or financial questions City Council Chambers, 7351 Rosanna St. Gilroy, CA 6:00 p.m. (Agency presentation times are subject to change)
March 2022	March 9	HNRC Meeting - For consideration of Council grant allocation recommendations City Council Chambers, 7351 Rosanna St. Gilroy, CA 6:00 p.m.
April 2022	April 1 – May 2	Public Comment Period for FY 2022-2023 Annual Action Plan
May 2022	May 2	Public Hearing – Staff and HNRC recommendations presented to City Council for consideration and possible approval City Council Chambers, 7351 Rosanna St. Gilroy, CA 6:00 p.m. Or www.cityofgilroy.org
July 2022	July 1	2022-2023 CDBG and Housing Trust Fund fiscal year begins

For questions on the application process or technical assistance contact Sandra Nava, HCD Technician II, at sandra.nava@cityofgilroy.org or at (408) 846-0290 by January 25, 2022.

CITY OF GILROY
Community Development Block Grant (CDBG) & Housing Trust Fund (HTF)
FYs 2022-2023 & 2023-2024
22-RFP-HCD-471 REQUEST FOR PROPOSALS (RFP) SUBMITTAL REQUIREMENTS

Proposals are due by January 31, 2022, no later than 4:00 p.m.
Late proposals cannot be accepted.

Submit PDF proposal and requested attachments as ONE* document to:
Carina Baksa via email to carina.baksa@cityofgilroy.org

To be considered, all proposals must be submitted under the guidelines stated herein.

- Project title, project # RFP 22-RFP-HCD-471, and the Proposer's name MUST be written in the subject line and body of the email with the PDF proposal and requested documents attached as ONE* document
- *If you have any problems submitting the proposal and attachments as ONE document, submit in a few files, with subject title as described in the submittal requirements and identify as 1 of 2, 1 of 3, or 1 of 4, etc. as applicable.
- Proposal must be on 8 ½" x 11" size paper
- Font size cannot be smaller than 11
- Limit each response to no more than half a page
- **Do not** include additional literature and/or attachments beyond that necessary to present a complete and effective application. Failure to submit a concise, complete application shall be evidence of the proposer's inability to undertake program objectives
- **Section I, Cover Sheet of the funding proposal** will be submitted in the City Council packet and **must** be completed. Please provide **CLEAR AND CONCISE** information, **to be kept to 1 page**, so that Council members and the general public can **easily** understand the project activities your agency is proposing under the grant

CITY OF GILROY
COMMUNITY DEVELOPMENT BLOCK GRANT / HOUSING TRUST FUND
REQUEST FOR PROPOSALS (RFP)
FYs 2022-2023 & 2023-2024
APPLICATION INSTRUCTIONS AND ELIGIBILITY STANDARDS

PURPOSE

This application packet provides information regarding the application form in addition to other pertinent information all applicants need to know when applying for Community Development Block Grant (CDBG) funds. Local Housing Trust Fund (HTF) grant funding is also available for services related to homelessness and housing services. Please note that the City Council will be reviewing the HTF and providing direction on the future use of HTF funds, subsequent to this notice. There is the potential for a reduction or elimination of this funding source for public services, which if realized may happen in this funding cycle, or a later cycle. More will be known in late February.

You may use the same application for both funding sources. Staff will determine eligibility for the appropriate funding source. A program will typically be allocated funding from only one funding source.

ACCEPTANCE OF PROPOSALS

This proposal does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this proposal if it is in the best interest of the City to do so.

MINIMUM GRANT AMOUNT

The minimum grant amount is \$7,500.

TWO-YEAR FUNDING CYCLE

The awards are for a two-year period. The first fiscal year will run from July 1, 2022 – June 30, 2023 and the second fiscal year will run from July 1, 2023 – June 30, 2024.

REIMBURSEMENT METHOD OF PAYMENT

Payments are made on a reimbursement basis based on actual allowable grant expenditures from July 1 – June 30 in each fiscal year. A reimbursement request is due October 10, January 10, April 10, and July 7 of each fiscal year. Any alteration to this schedule must be approved in advance by City staff.

QUARTERLY ACTIVITY REPORTING

You will report on quarters 1 through 2 on January 10 and for quarters 3 through 4 on July 7. This consists of reporting on actual project outputs, outcomes, demographics, and providing narrative responses.

FIRST TIME APPLICANTS / FIRST TIME PROJECTS

New applicants or applicants with new projects must discuss their project's eligibility with Sandra Nava, at sandra.nava@cityofgilroy.org or 408.846.0290, by January 25, 2022.

INELIGIBLE ACTIVITIES

The following activities are **ineligible** for CDBG/HTF funding:

- assistance to buildings used for the general conduct of government

- general government expenses
- political activities
- maintenance expenses for public facilities
- new housing construction
- income payments that exceed three consecutive months

REQUIRED ELIGIBILITY INFORMATION

Each agency applying for funding must meet the following “Entry Criteria”:

- 1. The proposed project must meet the Low/Mod Income (LMI) HUD National Objective**
- 2. Must be an eligible HUD activity.**
 - Acquisition of Real Property
 - Public Facilities and Improvements
 - Public Services (subject to 15% cap)
 - Housing Rehabilitation
 - Homeownership Assistance
 - Economic Development
 - And More. Interested applicants may visit HUD’s website to determine eligibility. <https://www.hudexchange.info/resource/89/community-development-block-grant-program-cdbg-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities/>
- 3. This RFP seeks proposals that will meet the following Consolidated Plan Priority Needs:**
 - Preserve Affordable Housing for Home Ownership
 - Install Safety and Enhanced Public Improvements
 - Small Business Expansion
 - Workforce Development
 - Supportive Services for Homeless
 - Supportive Services for Special Needs Populations
 - Fair Housing Support
 - Neighborhood Revitalization
- 4. Must be a unit of local government or an incorporated non-profit organization having 501(c) (3) status.**
- 5. Must have an audit/financial statement or a designated fiscal agent who will assume all financial responsibilities.**

Must use funds within the City limits of Gilroy, or in such other location as is approved by City in writing, for the purpose of benefitting low and very low-income Gilroy residents.

AWARDED FUNDING, AGENCY MUST SUBMIT

- a. A procurement policy in accordance with 2 CFR Part 200. Each entity must be aware of state/local laws that may affect procurement policies.

- b. A Direct Cost Proposal, Attachment to Exhibit C of the City agreement, describing whether allowable grant expenditures are on a cash or accrual basis and how each line item cost on the grant budget is determined.
- c. An annual Indirect Cost Allocation Plan approved by HUD, if you plan to charge indirect costs to the grant. HTF funded agencies must have one approved by the City's Program Administrator.

COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING OR HOUSING TRUST FUND FUNDING

The City will consider funding those applications and agencies that meet the eligibility criteria. Based upon information provided in the application, staff will assess whether the project is eligible for CDBG funding. HTF funds will be allocated to projects meeting the CDBG criteria with the exception that they are providing services specifically related to housing or homeless services.

All programs awarded CDBG or HTF funds must comply with the CDBG regulations outlined in each contract.

USE OF CDBG AND HTF FUNDS

CDBG or HTF funding for Fiscal Year 2022-2023 or Fiscal Year 2023-2024 cannot be spent or obligated prior to the project start date identified in the executed agreement with the City of Gilroy.

FUNDING SET ASIDE FOR PUBLIC SERVICES*

- Approximately \$75,000 is available in CDBG funds for eligible public services
- Up to \$300,000 for all other eligible CDBG activities
- \$168,000 from the HTF is available for housing and homeless related public services (*There is the potential for a reduction or elimination of this funding source for public services, which if realized may happen in this funding cycle, or a later cycle, as described on page 1 of this document.)

EVALUATION OF PROPOSALS

The Housing and Neighborhood Revitalization Committee, made up of Gilroy residents, will rate and rank all proposals based on criteria found on the attached Exhibit A and will provide grant funding recommendations for the City Council's consideration.

QUESTIONS

Please contact Sandra Nava HCD Technician II at sandra.nava@cityofgilroy.org with questions on the application process and/or to discuss project/program eligibility no later than January 25, 2022.

**EXHIBIT A
CITY OF GILROY – CDBG and HTF
EVALUATION CRITERIA**

FYs 2022-2023 and 2023-2024 REQUEST FOR PROPOSALS

In evaluating eligible projects, the criteria listed below will be used to determine which projects will be recommended for funding. Each project proposal will be rated on the degree to which it meets each of the numerical rating factors.

RATING FACTORS

- The rating a project receives will be based on the information provided in the Project Proposal
- Use whole numbers only when rating proposals
- A high numerical score alone does not guarantee funding

Examples of high, medium, and low degrees needed to meet each criterion are shown. After rating numerically, proposals with tied scores should be further evaluated, for ranking purposes, based on which proposal meets a greater need.

CRITERION 1: NEED Measures how effectively the proposed project addresses one or more FY 2020-2025 Consolidated Plan priority needs.		AGENCY RESPONSE
		Found in Section 2, A2 of proposal
HIGH (6 pts.) Clearly documents an effective approach to meeting this need.	MEDIUM (3 pts.) Need is clearly documented, approach is less effective than in comparative proposals.	LOW (0 pts.) Need is not clearly documented and/or applicant cannot demonstrate they are addressing a Consolidated Plan priority goal being met.

CRITERION 2: TARGETED INCOME Measures the income levels of proposed beneficiaries.		AGENCY RESPONSE
		Found in Section 2, B1 of proposal
HIGH (6 pts.) All proposed beneficiaries are extremely low income	MEDIUM (4 pts.) All proposed beneficiaries are Very low income or lower	LOW (2 pts.) All proposed beneficiaries are low income or lower

CRITERION 3: EXPERIENCE		AGENCY RESPONSE
Measures the extent of experience the agency has providing the proposed service or similar service.		Found in Section 2, C3 of proposal
HIGH (4 pts.) Agency has experience providing the same service proposed.	MEDIUM (2 pts.) Agency has experience providing a similar service to that proposed.	LOW (0 pts.) Agency has no organizational or staff experience providing the type of service proposed.

CRITERION 4: LEVERAGED FUNDS		AGENCY RESPONSE
Measures the total revenue the agency proposes to acquire from other funding sources in order to operate the proposed program.		Found in Section 3, D of proposal
HIGH (4 pts.) 25% or higher of total proposed project revenues are budgeted from other sources.	LOW (1 pt.) Less than 25% of total proposed project revenues are budgeted from other sources.	BELOW (0 pts.) No proposed project revenues are budgeted from other sources.

CRITERION 5: WORKING WITH OTHER AGENCIES		AGENCY RESPONSE		
Measures the agency's efforts to collaborate in order to augment rather than duplicate services to beneficiaries.		Found in Section 2, A5 & A6 of proposal		
BONUS POINTS: measures the use of leveraging staff and resources to enhance services.		Found in Section 2, A6		
HIGH (4 pts.) Agency clearly demonstrates how it actively works with other agencies in delivering program services.	MEDIUM (2 pts.) Agency actively participates in a consortium of service providers related to project services. The South County Collaborative or Santa Clara County Collaborative on Affordable Housing and Homeless Issues are examples.	LOW (1pt.) Agency has informal but established working relationships with other public service providers.	NO SCORE (0 pt.) Applicant shows no evidence of working with other agencies.	BONUS POINTS (2 pts.) Collaboration with other service providers including elements such as shared staff, locations or budgets that resulted in increased, expanded, or different services.

CRITERION 6: MEASURABLE OUTCOMES AND SYSTEM		AGENCY RESPONSE
Measures the extent to which the application proposes outcome measures and a feasible measurement system.		Found in Section 2, B3, #1 and #2 of proposal
HIGH (4 pts.) Application identifies outcome measures for proposed services and has implemented a feasible outcome measurement system.	MEDIUM (1 pt.) Application identifies outcome measures and measurement methods, but has not implemented a feasible outcome measurement system.	BELOW (0 pts.) Application does not identify outcome measures and/or feasible outcome measurement system.

CRITERION 7: PROGRAM PERFORMANCE	WHERE TO FIND
Measures applicant's history or track record of meeting goals and completing projects.	Information to be provided by Housing & Community Development staff.

High (4 pts.) Applicant has demonstrated history of exceeding all 3 performance benchmarks (i.e. unduplicated participants, activities and outcomes).	Medium (2 pts.) Applicant has demonstrated history of meeting at least 2 of 3 performance benchmarks and has no pending or unresolved monitoring or financial audit findings requiring corrective actions.	Low (1 pt.) Applicant has demonstrated history of meeting at least 1 of 3 standard performance benchmarks and has no pending or unresolved monitoring or financial audit findings requiring corrective actions.	NEW APPLICANT (0 pt.)	CORRECTIVE ACTIONS PENDING (-2 pt.) A project with pending corrective actions identified in monitoring reports from the City, another funding source or financial audit. This includes projects subject to a corrective action plan, including probationary status from any funding source.	CORRECTIVE ACTIONS UNRESOLVED (-4 pts.) A project with unresolved corrective actions not being adequately addressed at the time of application. Rating also applies to applicants who have shown substantial delays in implementing past projects and have not corrected past performance problems.
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