COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION PACKET
Program Year 2024-2025

REVISED 12-7-2023

ALL APPLICATIONS ARE DUE BY Tuesday, January 16, 2024 @ 5:00 PM

ALL PROPOSALS RECEIVED AFTER 5:00 PM, January 16, 2024 WILL NOT BE ACCEPTED

Only electronic applications will be accepted. Please submit as described in the Submittal Requirements to housing@cityofgilroy.org

A public hearing to review the CDBG program will be held virtually on

December 14, 2023 at 6:00 PM

All interested applicants are encouraged to attend by joining at

https://us06web.zoom.us/j/87965659567?pwd=ILu5lQNVbhaHSu5jTOC8Th8lYC7Mu2.1
NOTICE IS HEREBY GIVEN that the City of Gilroy announces the following Notice of Funding Availability (NOFA) for Community Development Block Grant (CDBG) grant funding for program year (PY) 2024. The City expects to receive an estimated $400,000 in CDBG funds from the U.S. Department of Housing and Urban Development (HUD) for PY 2024. The three national objectives of the CDBG Program include activities that benefit low- and moderate-income persons, aid in the prevention of slums or blight, or meet an urgent community need. Under this NOFA, the City is seeking activities which meet the national objective of benefiting low- and moderate-income persons.

The City will award CDBG grants for year five of its five-year Consolidated Plan period, which will run from July 1, 2024 through June 30, 2025.

A public hearing to review the CDBG Grant Program NOFA and grant application process will be held virtually on December 14, 2023, at 6:00 PM. All interested applicants are encouraged to attend by joining at https://us06web.zoom.us/j/87965659567?pwd=ILu5iQNVBlhaHSU5jTOC8Th8YC7Mu2.1

CDBG application packets and additional details on this NOFA will be available on Friday, December 8, 2023, on the City’s website at https://www.cityofgilroy.org/cdbg. For questions and/or technical assistance, contact Sandra Nava, Housing and Community Services (HCS), at housing@cityofgilroy.org.

The deadline for submitting applications is Tuesday, January 16, 2024, at 5:00 PM. Applications must be submitted in accordance with submittal requirements. All proposals received after 5:00 PM, January 16, 2024, will not be accepted. The City of Gilroy accepts no responsibility if delivery is made to another location other than the location specified in the CDBG application packet and/or for delayed deliveries.

City staff will review grant applications and make funding recommendations to the City Council, who will consider and possibly approve grant funding allocations to implement priority activities in PY 2024.

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 Services Division at (408) 846-0290. The hearing impaired can reach HCD through the California Relay System at 711 or (800) 735-2929.

Posted: December 1, 2023 Published: December 1, 2023
## CITY OF GILROY
Community Development Block Grant (CDBG)
PY 2024-2025
GRANT APPLICATION FUNDING SCHEDULE

<table>
<thead>
<tr>
<th>MONTH/YEAR</th>
<th>DATE</th>
<th>ACTION</th>
</tr>
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<tbody>
<tr>
<td>December 2023</td>
<td>December 8</td>
<td>CDBG Grant Applications Available</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="https://www.cityofgilroy.org/cdbg">https://www.cityofgilroy.org/cdbg</a></td>
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<tr>
<td>December 2023</td>
<td>December 14</td>
<td>Public Hearing to Review Notice of Funding Availability (NOFA) and Grant Application Process</td>
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<tr>
<td></td>
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<td>December 14 at 6:00 PM, Virtual Meeting Link</td>
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<td><a href="https://us06web.zoom.us/j/87965659567?pwd=ILu5lQNvBhaHSu5jTOC8Th8IYC7Mu2.1">https://us06web.zoom.us/j/87965659567?pwd=ILu5lQNvBhaHSu5jTOC8Th8IYC7Mu2.1</a></td>
</tr>
<tr>
<td>January 2024</td>
<td>January 16</td>
<td>APPLICATIONS DUE TO CITY OF GILROY– BY 5:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>APPLICATIONS RECEIVED AFTER 5:00 P.M., January 16, 2024, WILL NOT BE ACCEPTED</td>
</tr>
<tr>
<td>Spring 2024</td>
<td></td>
<td>Application Review and Evaluation</td>
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<td>Tentative meeting for applicant presentations</td>
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<tr>
<td>April 2024</td>
<td>April 1 – May 2</td>
<td>Public Comment Period for PY 2024-2025 Annual Action Plan</td>
</tr>
<tr>
<td>May 2024</td>
<td>May 6</td>
<td><strong>Public Hearing</strong> – Staff recommendations presented to City Council for consideration and possible approval. City Council Chambers, 7351 Rosanna St. Gilroy, CA 6:00 PM</td>
</tr>
<tr>
<td>July 2024</td>
<td>July 1</td>
<td>2024-2025 CDBG program year begins.</td>
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For questions on eligibility, the application process, or technical assistance contact Sandra Nava, HCS Division, at housing@cityofgilroy.org or at (408) 846-0290.
CITY OF GILROY
Community Development Block Grant (CDBG)
PY 2024-2025
GRANT APPLICATION SUBMITTAL REQUIREMENTS

Applications are due by January 16, 2024, no later than 5:00 PM.
Late proposals will not be accepted.

Submit PDF application and requested attachments to:
Housing and Community Services Division via email to housing@cityofgilroy.org

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

• Project title, and the applicant agency name MUST be written in the subject line and body of the email with the PDF application and requested documents attached as ONE* document.

• *If you need to submit multiple emails due to file size, please include subject title as described in the submittal requirements and identify as 1 of 2, 1 of 3, or 1 of 4, etc. as applicable.

• 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 applicant’s inability to undertake program objectives.

• Section I, Cover Sheet of the funding application must be complete. Please provide CLEAR AND CONCISE information, to be kept to 1 page, so that the activities your agency is proposing are easily understood.
CITY OF GILROY
COMMUNITY DEVELOPMENT BLOCK GRANT
GRANT APPLICATION
PY 2024-2025
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.

ACCEPTANCE OF APPLICATIONS

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

MINIMUM GRANT AMOUNT

The minimum grant amount is $7,500.

ONE-YEAR FUNDING CYCLE

The awards are for a one-year period. The program year will run from July 1, 2024 – June 30, 2025.

REIMBURSEMENT METHOD OF PAYMENT

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

QUARTERLY ACTIVITY REPORTING

You will submit a summary activity report on October 10 for quarter 1 and April 10 for quarter 3 on project outputs. You will submit a comprehensive activity report on January 10 for quarters 1 through 2 and on July 7 for quarters 3 through 4 on accomplishments and demographic information.

FIRST TIME APPLICANTS / FIRST TIME PROJECTS

New applicants, applicants with new projects/programs, and applicants who don’t have a financial statement or audit to submit must discuss their application’s eligibility with Sandra Nava, at housing@cityofgilroy.org or 408.846.0290 as soon as possible.

INELIGIBLE ACTIVITIES

The following activities are ineligible for CDBG 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

3. **This NOFA seeks applications that will meet the following 2020-2025 Consolidated Plan Priority Needs:**
   - Preserve Affordable Housing for Home Ownership
   - Install Safety and Enhanced Public Improvements
   - Supportive Services for the Unhoused
   - 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.**

6. **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 benefiting 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.

**COMMUNITY DEVELOPMENT BLOCK GRANT 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.

**All programs awarded CDBG must comply with the CDBG regulations outlined in each contract.**

**USE OF CDBG**

CDBG funding for program year 2024-2025 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 $60,000 is available in CDBG funds for eligible public services
- Up to $340,000 for all other eligible CDBG activities

**EVALUATION OF APPLICATIONS**

Community Development Department staff 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, Housing and Community Services, at housing@cityofgilroy.org with questions on the application process and/or to discuss project/program eligibility as soon as possible.
In evaluating eligible applications, the criteria listed below will be used to determine which projects/programs will be recommended for funding. Each application will be rated on the degree to which it meets each of the numerical rating factors.

**RATING FACTORS**

- The rating a project/program receives will be based on the information provided in the application
- Use whole numbers only when rating applications
- 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, applications with tied scores should be further evaluated, for ranking purposes, based on which application meets a greater community need.

<table>
<thead>
<tr>
<th>CRITERION 1: NEED</th>
<th>AGENCY RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measures how effectively the proposed project addresses one or more PY 2020-2025 Consolidated Plan priority needs.</td>
<td>Found in Section 2, A2 of application</td>
</tr>
<tr>
<td><strong>HIGH</strong> (6 pts.)</td>
<td><strong>MEDIUM</strong> (3 pts.)</td>
</tr>
<tr>
<td>Clearly documents an effective approach to meeting this need.</td>
<td>Need is clearly documented; approach is less effective than in comparative applications.</td>
</tr>
</tbody>
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<thead>
<tr>
<th>CRITERION 2: TARGETED INCOME</th>
<th>AGENCY RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measures the income levels of proposed beneficiaries.</td>
<td>Found in Section 2, B1 of application</td>
</tr>
<tr>
<td><strong>HIGH</strong> (6 pts.)</td>
<td><strong>MEDIUM</strong> (4 pts.)</td>
</tr>
<tr>
<td>All proposed beneficiaries are extremely low income.</td>
<td>All proposed beneficiaries are Very low income or lower</td>
</tr>
</tbody>
</table>
### CRITERION 3: EXPERIENCE
Measures the extent of experience the agency has providing the proposed service or similar service.

<table>
<thead>
<tr>
<th>HIGH (4 pts.)</th>
<th>MEDIUM (2 pts.)</th>
<th>LOW (0 pts.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency has experience providing the same service proposed.</td>
<td>Agency has experience providing a similar service to that proposed.</td>
<td>Agency has no organizational or staff experience providing the type of service proposed.</td>
</tr>
</tbody>
</table>

### CRITERION 4: LEVERAGED FUNDS
Measures the total revenue the agency proposes to acquire from other funding sources to operate the proposed program.

<table>
<thead>
<tr>
<th>HIGH (4 pts.)</th>
<th>LOW (1 pt.)</th>
<th>BELOW (0 pts.)</th>
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<tbody>
<tr>
<td>25% or higher of total proposed project revenues are budgeted from other sources.</td>
<td>Less than 25% of total proposed project revenues are budgeted from other sources.</td>
<td>No proposed project revenues are budgeted from other sources.</td>
</tr>
</tbody>
</table>

### CRITERION 5: WORKING WITH OTHER AGENCIES
Measures the agency’s efforts to collaborate to augment rather than duplicate services to beneficiaries.

**BONUS POINTS:** measures the use of leveraging staff and resources to enhance services.

<table>
<thead>
<tr>
<th>HIGH (4 pts.)</th>
<th>MEDIUM (2 pts.)</th>
<th>LOW (1 pt.)</th>
<th>NO SCORE (0 pt.)</th>
<th>BONUS POINTS (2 pts.)</th>
</tr>
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<tbody>
<tr>
<td>Agency clearly demonstrates how it actively works with other agencies in delivering program services.</td>
<td>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.</td>
<td>Agency has informal but established working relationships with other public service providers.</td>
<td>Applicant shows no evidence of working with other agencies.</td>
<td>Collaboration with other service providers including elements such as shared staff, locations or budgets that resulted in increased, expanded, or different services.</td>
</tr>
</tbody>
</table>

**AGENCY RESPONSE**
Found in Section 2, C3 of application

**AGENCY RESPONSE**
Found in Section 3, D of application

**AGENCY RESPONSE**
Found in Section 2, A5 & A6 of application. Found in Section 2, A6
### CRITERION 6: MEASURABLE OUTCOMES AND SYSTEM

Measures the extent to which the application proposes outcome measures and a feasible measurement system.

<table>
<thead>
<tr>
<th>AGENCY RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Found in Section 2, B3, #1 and #2 of application</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>HIGH (4 pts.)</th>
<th>MEDIUM (1 pt.)</th>
<th>BELOW (0 pts.)</th>
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</thead>
<tbody>
<tr>
<td>Application identifies outcome measures for proposed services and has implemented a feasible outcome measurement system.</td>
<td>Application identifies outcome measures and measurement methods but has not implemented a feasible outcome measurement system.</td>
<td>Application does not identify outcome measures and/or feasible outcome measurement system.</td>
</tr>
</tbody>
</table>

### CRITERION 7: PROGRAM PERFORMANCE

Measures applicant's history or track record of meeting goals and completing projects.

<table>
<thead>
<tr>
<th>WHERE TO FIND</th>
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<tbody>
<tr>
<td>Information maintained by Housing and Community Services staff</td>
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</table>

<table>
<thead>
<tr>
<th>High (4 pts.)</th>
<th>Medium (2 pts.)</th>
<th>Low (1 pt.)</th>
<th>NEW APPLICANT (0 pt.)</th>
<th>CORRECTIVE ACTIONS PENDING (-2 pt.)</th>
<th>CORRECTIVE ACTIONS UNRESOLVED (-4 pts.)</th>
</tr>
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<tbody>
<tr>
<td>Applicant has demonstrated history of exceeding all 3 performance benchmarks (i.e., unduplicated participants, activities and outcomes).</td>
<td>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.</td>
<td>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.</td>
<td>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.</td>
<td>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.</td>
<td></td>
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</tbody>
</table>