



Planning and Development Department  
Housing and Community Development Division (HCDD)  
May 22, 2020

## **2020 – 2021 CONSOLIDATED NOTICE OF FUNDING AVAILABILITY (NOFA) HANDBOOK**

### **▶ Owner-Occupied Home Repair**

- Community Development Block Grant (CDBG)

### **▶ Homeless and Homelessness Prevention**

- Emergency Solutions Grant (ESG)
- Housing Opportunities for Persons with AIDS (HOPWA)
- HOME Tenant Based Rental Assistance (TBRA) for Homeless Prevention
- Community Development Block Grant (CDBG) Homeless Public Services

### **▶ Public and Community Services**

- Community Development Block Grant (CDBG) Non-Homeless Public Services

## Table of Contents

Application Submission .....	3
Introduction .....	4
Invitation.....	6
2020-2021 Available Funding by Approved Project .....	7
Threshold Eligibility Requirements .....	10
NOFA and Action Plan Approval Process .....	14
Application Period Support.....	15
Appendices .....	17
Appendix A: CDBG Program Description .....	17
Appendix B: HOME TBRA Program Description .....	21
Appendix C: ESG Program Description .....	23
Appendix D: HOPWA Program Description .....	28
Appendix E: CDBG National Objectives .....	30
Appendix F: Income Limits .....	33
Appendix G: 2020-2021 (PY 2020) NOFA Timeline .....	34
Appendix H: FTP File Upload Instructions .....	35

## Application Submission

### Application Deadline

**June 22, 2020 by 4:00 p.m. (postmarks not accepted)**

### Application Delivery

1. Please deliver or mail signed application to:

Planning and Development Department  
Attn: Housing and Community Development Division  
2600 Fresno Street, Room 3065  
Fresno, CA 93721

**IMPORTANT:** if you choose to deliver the signed application in-person, contact us 24 hours in advance at the 'General Inquiries' contact information below so that we may notify security in the event that City Hall is closed to the public.

2. Please also submit an electronic version of your application by:

Email [HCDD@fresno.gov](mailto:HCDD@fresno.gov), or

Include electronic copy on flash drive with your physical submission, or

If your file is over 40 MB and you would prefer to email, use the City's FTP tool to create a link to the file and email the link to [HCDD@fresno.gov](mailto:HCDD@fresno.gov) (instructions in the appendix)

We will email you within one business day of receipt to confirm application submission – if you do not receive a confirmation, please contact the relevant person below:

### Contact Person

- Owner-Occupied Housing:  
Erica Castaneda | 559-621-8514 | [erica.castaneda@fresno.gov](mailto:erica.castaneda@fresno.gov)
- Homeless and Homelessness Prevention:  
Erika Lopez | 559-621-8403 | [erika.lopez@fresno.gov](mailto:erika.lopez@fresno.gov)
- Public and Community Services  
Austin Robinson | 630-478-6166 | [austin.robinson@fresno.gov](mailto:austin.robinson@fresno.gov)
- General Inquiries  
Housing & Community Development Division | 559-621-8300 | [HCDD@fresno.gov](mailto:HCDD@fresno.gov)

## Introduction

The purpose of this Handbook is to guide interested parties through the City of Fresno's Consolidated Notice of Funding Availability (NOFA) for 2020 – 2021. This Handbook provides a general overview of the NOFA process and applicable requirements and is for informational purposes only. **It is not intended to be a full disclosure of all applicable federal, state and/or local rules, regulations, procedures, and/or reporting requirements.**

The proposals submitted in response to the NOFA must align with one of the projects outlined in the City's 2020-2021 Annual Action Plan. The Annual Action Plan allocates U.S. Department of Housing and Urban Development (HUD) entitlement funding according to the City's 2020 – 2024 Consolidated Plan. The priorities are:

- Homelessness and the Prevention of Homelessness  
Provide assistance for the homeless and those at risk of becoming homeless through safe low-barrier shelter options, housing first collaborations, and associated supportive services.
- Safe and Affordable Housing<sup>1</sup>  
Improve access to affordable housing for low-income and special needs households by partnering with interested developers to increase development of low-income and affordable housing in high opportunity areas, and by promoting the preservation and rehabilitation of existing affordable housing units.
- Public Infrastructure and Facilities<sup>2</sup>  
Promote quality of life and neighborhood revitalization through improvements to current public infrastructure and facilities, and by closing gaps in areas with aging, lower quality, or nonexistent public infrastructure and facilities.
- Community Services (Including Micro-Enterprise Assistance)  
Provide services to low-income and special needs households that develop human capital and improve quality of life.

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<sup>1</sup> The HOME Affordable Housing Development and Substantial Rehabilitation NOFA is not part of this Consolidated NOFA and will be released on June 5, 2020 under a separate process.

<sup>2</sup> Public infrastructure and facilities applications will be accepted from City departments only for FY 2020-2021.

## City of Fresno 2020-2021 Consolidated NOFA

- Fair Housing<sup>3</sup>  
Provide services to residents and housing providers to advance fair housing.
- Compliance<sup>4</sup>  
Plan and administer funding for community development, housing, and homelessness activities with improved transparency, increased community involvement, and full compliance with federal regulations.

The four HUD entitlement funded programs allocated through the Annual Action Plan are:

- Community Development Block Grant (CDBG)  
Since 1974, the CDBG Program has provided a flexible source of annual funding to communities nationwide. The program offers local governments, with citizen participation, the opportunity to fund certain projects, programs, and/or public services provided that these meet one of the following three National Objectives: 1) benefit low/moderate-income (LMI) persons; 2) prevent or eliminate slums and blight; or 3) meets an urgent need. In the case of the City, all CDBG-funded projects and programs must meet the National Objective of benefitting LMI persons.
- Home Investment Partnerships Act (HOME)  
The HOME Investment Partnerships Program (HOME) provides formula grants to localities to fund a wide range of activities, including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. It is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households.
- Housing Opportunities for Persons with AIDS (HOPWA)  
The Housing Opportunities for Persons with AIDS (HOPWA) Program is the only Federal program dedicated to the housing needs of people living with HIV/AIDS. Under the HOPWA Program, HUD makes grants to local communities, States, and nonprofit organizations for projects that benefit low-income persons living with HIV/AIDS and their families.
- Emergency Solutions Grant (ESG)  
ESG funds can be used to provide a wide range of services and supports under

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<sup>3</sup> Fair Housing is not part of this Consolidated NOFA. A separate NOFA for Fair Housing Programs will be released on a date to be determined.

<sup>4</sup> Compliance and Administration will be performed by the City. The City is not soliciting applications for compliance and administration.

the five program components: Street Outreach, Emergency Shelter, Rapid Rehousing, Homelessness Prevention, and HMIS.

## **Invitation**

The City invites interested nonprofit organizations and eligible governmental entities to submit proposals for funding for the upcoming 2020 – 2021 Fiscal Year. This funding invitation seeks proposals for programs, services, projects, and activities that:

- Address one or more of the priorities outlined in the 2020-2024 Consolidated Plan, and;
- Align to an approved project in the 2020-2021 Annual Action Plan, and;
- Consist of eligible activities according to federal regulations governing the respective funding source.

An organization's completed application includes one Part A (Subrecipient organizational information), and one or more Part B Applications including all relevant exhibits and attachments. The City has prepared four Part B Application types corresponding to different programmatic requirements to allow for a standardized method of evaluation based on the type of program, project, or activity. The following section provides the amount of funding approved for each project, and which Part B Application an organization should submit to apply for that project's funding.

## 2020-2021 Available Funding by Approved Project

The City awards HUD funds to governmental entities, both internal and external, and nonprofit subrecipients. The following CDBG, HOME, ESG, and HOPWA allocations have been approved to the following projects according to the 2020-2021 Annual Action Plan.

Table 1: 2020-2021 Available Funding by Approved Project

IDIS Project No.	Project Name	Project Description	HUD Program	Funding Available	Part B Application Required
1	<b>Housing Rehabilitation</b>	Address the home repair, building systems, and housing rehabilitation needs of low-income homeowners.	CDBG	1,028,001	Owner-Occupied Repair and Rehabilitation
4	<b>Affordable Housing Development or Rehabilitation</b>	HOME funds will be loaned to local affordable housing developers to finance the development or rehabilitation of rental housing projects affordable to low-income households	HOME	1,914,018	Affordable Housing Development and Substantial Rehabilitation NOFA ( <b>not included in this NOFA</b> )
5	<b>Community Housing Development Organization Set-Aside</b>	HOME funds will be loaned to a qualified Community Housing Development Organization (CHDO) to finance the development of housing affordable to low-income households. Developments may be either rental or homebuyer.	HOME	488,261	Affordable Housing Development and Substantial Rehabilitation NOFA ( <b>not included in this NOFA</b> )
6	<b>Tenant-Based Rental Assistance</b>	HOME funds will be used to subsidize private market units for homeless and low-income households to increase affordability.	HOME	711,789	Homeless and Homelessness Prevention

City of Fresno 2020-2021 Consolidated NOFA

<b>IDIS Project No.</b>	<b>Project Name</b>	<b>Project Description</b>	<b>HUD Program</b>	<b>Funding Available</b>	<b>Part B Application Required</b>
7	<b>Non-Profit Public Services</b>	CDBG funds will be provided to local non-profits to support programs that serve predominantly low and moderate income clientele.	CDBG	161,000	Public and Community Services
10	<b>Emergency Solutions Grant (ESG)</b>	ESG funds will be used to provide homeless prevention services, shelter assistance to homeless and persons at risk of homelessness, to provide rapid rehousing services to homeless and persons at risk of homelessness, and to administer the grant program.	ESG	673,230 <sup>5</sup>	Homeless and Homelessness Prevention
11	<b>Housing Opportunities for Persons with HIV/AIDS (HOPWA)</b>	HOPWA funds will be used to provide housing assistance and housing-related supportive services for persons living with AIDS/HIV and their families. HOPWA funds will be used for supportive services, housing information and referral services, tenant-based rental assistance, short-term rent, mortgage, and utility assistance.	HOPWA	617,040	Homeless and Homelessness prevention
16	<b>Fair Housing</b>	CDBG funds will be used to support fair housing outreach and education to ensure fair housing opportunities	CDBG	50,000	Fair Housing NOFA ( <b>not included in this NOFA</b> )
18	<b>Micro-Enterprise Assistance</b>	Financial assistance, technical assistance, or general support services to owners and developers of micro-enterprises. A micro-enterprise is a business with five or fewer employees, including the owner(s).	CDBG	35,000	Public and Community Services

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<sup>5</sup> Additional information regarding ESG funding allocations is provided below this table

City of Fresno 2020-2021 Consolidated NOFA

Emergency Solutions Grant Funding Allocations

ESG funding percentages by eligible program component for 2020 – 2021 have been recommended by the City and the City’s recommendation was approved by the Fresno Madera Continuum of Care (FMCoC) by its Board of Directors at its February 2020 meeting. The approved ESG percentage of funding by component is as follows:

Table 1: Emergency Solutions Grant Funding Allocations

<b>ESG Program Component/ Entity Type</b>	<b>2020-2021 Allocations</b>
Street Outreach and Emergency Shelter / Nonprofit Subrecipients	227,247
Homelessness Prevention / Nonprofit Subrecipients	33,918
Rapid Rehousing / Nonprofit Subrecipients	366,312
ESG Program Administration / City	45,751

## Threshold Eligibility Requirements

Each proposed project, program, or activity to be funded during 2020 – 2021 must meet each of the threshold criteria listed below. If City staff reviews the proposal and cannot determine, strictly based on the information presented, how one or more of the criteria will be met the proposal will be deemed ineligible and will not be forwarded for consideration.

1. **Eligible Entity**. An eligible entity is:
  - A unit of local government serving program beneficiaries residing in the Fresno, or;
  - A nonprofit corporation that: 1) is incorporated in California or incorporated with a State of the United States, the District of Columbia or a United States Territory and also properly registered as a “Foreign Corporation” with the California Secretary of State; and 2) possesses a 501(C)(3) determination of exempt status. The City will accept an advance determination ruling from the IRS.
2. **2020 – 2021 NOFA Application Part A**. Each Applicant must submit a fully completed and signed 2020 – 2021 NOFA Application Part A by the deadline provided herein. Additionally, the applicant needs to submit an electronic copy of the Part A Application by email or flash drive.

Application Part A must, without exception, include the applicant’s DUNS number. A DUNS number is a unique nine-character number used to identify your organization. The federal government uses the DUNS number to track how federal money is allocated. If your organization does not have a DUNS number visit the grants.gov website at:

<https://www.grants.gov/web/grants/applicants/registration.html>

Registering for a DUNS number is free of charge. You will need all of the following information to obtain a DUNS number:

- Name of organization
- Organization address
- Name of the chief executive officer, president or Board of director’s chair
- Legal structure of the organization (nonprofit corporation)
- Year the organization started
- Primary type of business
- Total number of employees (full and part-time)

3. **2020 – 2021 NOFA Application Part B**. Except when noted below, submit the corresponding NOFA Application Part B (per Table 1 above) in both electronic (email or flash drive) and hard copy formats, for each NOFA project activity for which funding is being sought.

Notes:

- ESG and HOPWA funding cannot be combined into a single Homeless and Homelessness Prevention proposal.
- Each Public Infrastructure and Facility project must have a separate NOFA Application Part B for each location, even when the work being conducted at each location is identical.

Each activity seeking a Low/Mod Income Presumed Benefit by Nature and Location National Objective must submit a separate NOFA Application Part B for each location. (Note: Any Applicant seeking Presumed Benefit by Nature and Location must discuss with your City NOFA category contact person prior to application submittal.)

4. **Consolidated Plan Priorities / Annual Action Plan Projects**: The proposal must:

- Clearly target at least one of the priorities incorporated into the City 's 2020–2024 Consolidated Plan (see Introduction), and;
- Fit the parameters of one of the projects approved as part of the 2020-2021 Annual Action Plan (see Table 1: Approved Projects by Funding Category)

**5. Eligible Activity:** Each proposal must: (1) implement an eligible activity (2) serving eligible beneficiaries and (3) achieving an eligible objective (4) at a reasonable cost (5) in a timely manner. These five considerations are found in the HUD regulations at links provided in the below table. Additionally, all four grant programs are subject to Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards found at 2 CFR 200.

Funding Source	Program Regulation	e-CFR Link
CDBG	24 CFR 570	<a href="https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title24/24cfr570_main_02.tpl">https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title24/24cfr570_main_02.tpl</a>
HOME	24 CFR 92 (2013 Final Rule)	<a href="https://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&amp;tpl=/ecfrbrowse/Title24/24cfr92_main_02.tpl">https://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&amp;tpl=/ecfrbrowse/Title24/24cfr92_main_02.tpl</a>
ESG	24 CFR 576	<a href="https://www.ecfr.gov/cgi-bin/text-idx?c=ecfr;sid=dc4c2f93cdadf08974315fa2bfd4cec;rgn=div5;view=text;node=24%3A3.1.1.3.8;idno=24;cc=ecfr">https://www.ecfr.gov/cgi-bin/text-idx?c=ecfr;sid=dc4c2f93cdadf08974315fa2bfd4cec;rgn=div5;view=text;node=24%3A3.1.1.3.8;idno=24;cc=ecfr</a>
HOPWA	24 CFR 574	<a href="https://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&amp;node=24:3.1.1.3.7">https://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&amp;node=24:3.1.1.3.7</a>
Federal Uniform Requirements – All 4 Programs	2 CFR 200	<a href="https://www.govinfo.gov/content/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200.pdf">https://www.govinfo.gov/content/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200.pdf</a>

**6. Eligible Expenses:** Each proposal must budget only for ‘eligible expenses’ consistent with the applicable provisions of the program regulations identified in the above immediately above table.

- 7. Financial and Management Systems:** Each subrecipient must complete the Financial and Management Systems question section of the 2020–2021 NOFA Application Part A. Failure to answer the questions/requests for information or to provide answers consistent with good financial management practices may disqualify the applicant for funding. Successful applicants will be required to submit evidence that the program manager or line supervisor overseeing the project or program has completed the HUD Exchange online Financial Management 101, 201, and the applicable Advanced Financial Management webinars and passed the associated tests/quizzes with an acceptable score. Evidence will be a certificate issued by HUD or a transcript printed from the manager’s/supervisor’s HUD Exchange account. Evidence of this requirement being met will be a precedent to contract execution.

**Important Additional Notes**

- **Pre-Award Cost**

Applicants should note that any premature commitment or expenditure of funds for proposed activities is prohibited. No project expenses will be eligible for CDBG reimbursement if they have been incurred or commissioned prior to a completed environmental review and clearance by the City. Project expenses will also not be eligible for reimbursement if they have been incurred or commissioned prior to the commencement date identified in the executed subrecipient agreement with the City.

## NOFA and Action Plan Approval Process

The NOFA application and Annual Action Plan process is lengthy and complex and may be disconcerting to the uninitiated. The following graphic illustrates the major stages and steps in the NOFA Application and Annual Action Plan process through agreement execution and commencement. The teal boxes indicate the steps that require applicant participation. The blue boxes indicate significant steps involving City staff. The dark purple box indicates an approval step in the NOFA Application and Annual Action Plan Process.



A more detailed Action Plan timeline is attached as an appendix.

## **Application Period Support**

The City is committed to encouraging and supporting as many eligible proposals from as many different applicants as possible. The following resources will be available to applicants during the application period.

### **Applicant Webinars**

On June 2, 2020, from 1:00 PM to 2:30 PM, City Staff will present a webinar regarding the NOFA process, threshold eligibility requirements, and Federal requirements for all applicants. Topics will include:

- Eligible organizations, activities, and expenses
- Federal administrative requirements
- Application process

The City will also provide a series of webinars to be presented by the Program Managers for each of the following NOFA categories, to address technical and programmatic considerations specific to the corresponding applications:

- June 2, 2020 from 3:00 PM – 4:00 PM – Public and Community Services
- June 3, 2020 from 1:00 PM - 2:00 PM – Homeless and Homelessness Prevention
- June 3, 2020 from 2:30 PM - 3:30 PM – Owner-Occupied Home Repair

Webinars will be recorded and made available on the website of the Housing and Community Development Division at [www.fresno.gov/housing](http://www.fresno.gov/housing).

To sign up for the webinars, email [HCDD@fresno.gov](mailto:HCDD@fresno.gov).

### **One-to-One Technical Assistance**

You may schedule a one-on-one meeting with City staff member responsible for administering the NOFA during the period from June 8, 2020 to June 12, 2020. Appointments are required and times based on City staff member availability. The staff members for each NOFA are:

#### **Owner-Occupied Home Repair**

Erica Castaneda, Project Manager, [Erica.Castaneda@fresno.gov](mailto:Erica.Castaneda@fresno.gov)

#### **Homeless and Homelessness Prevention**

Erika Lopez, Project Manager, [Erika.Lopez@fresno.gov](mailto:Erika.Lopez@fresno.gov)

**Public and Community Services and Fair Housing**

Austin Robinson, Project Manager, [Austin.Robinson@fresno.gov](mailto:Austin.Robinson@fresno.gov)

**Affordable Housing Development and Substantial Rehabilitation<sup>6</sup>**

[Corrina Nunez, Project Manager, Corrina.Nunez@fresno.gov](mailto:Corrina.Nunez@fresno.gov)

**General Inquiries**

[HCDD@fresno.gov](mailto:HCDD@fresno.gov)

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<sup>6</sup> See Affordable Housing and Substantial Rehabilitation NOFA for additional details

## Appendices

### Appendix A: CDBG Program Description

The Community Development Block Grant (CDBG) Program is administered by HUD and is authorized under Title 1 of the Housing and Community Development Act of 1974, as amended. The purpose of the CDBG Program is to enhance and maintain viable urban communities through the provision of decent housing, a suitable living environment, and the expansion of economic opportunities, principally for low- and moderate-income persons.

Programs and activities proposed for CDBG funding must be located within the city limits, include only eligible uses of funds, and meet at least one of the following national objectives.

#### **National Objective No. 1 – Activities Benefiting Lower Income Persons/Households**

The definition of a lower income person or household is one having an income equal to or less than 80 percent of the Fresno Area median income, as established by HUD. Income levels are provided in a later section of this Information Guide. All CDBG awarded subrecipient activities are required to serve 100% low- to moderate-income persons. Activities benefiting lower income persons/households fall into four categories: area wide activities, limited clientele activities, housing activities, and job activities.

Area Wide Activities: Activities that serve geographic areas in which at least 51% of the households are lower income based on census data. Examples of Area Benefit Activities include public improvements, i.e., street, sidewalk, curb, gutter improvements), park improvements, community centers, and public facilities (including related design and engineering work).

Limited Clientele Activities: To qualify as a limited clientele activity, there must be documentation that the service or project directly benefits a low-income clientele or a presumably low-income clientele. HUD presumes certain groups meet the lower income criteria. HUD has defined these groups as abused children, battered spouses, elderly persons, adults with severe disabilities, homeless persons, illiterate adults, persons living with AIDS, and migrant workers.

Housing Activities: Housing activities include acquisition or rehabilitation of properties. CDBG funds may not be used for new housing construction. However, funds may be used for property acquisition and construction of off-site improvements in conjunction with new construction.

The City currently has a housing rehabilitation program for lower-income owner occupied units. Persons wanting more information about these programs should contact the Housing Division at (559) 621-8035. Applications received for these types of

activities from individuals will not be accepted. Individuals will be redirected to the existing programs.

Job Activities: CDBG funds may be used to undertake certain economic development activities. Activities under this category are required to create and/or retain jobs for low- and moderate-income persons. There are stringent guidelines under this activity. It is advised that persons or organizations interested in this activity work directly with staff to ensure the parameters of the regulations are met.

### **National Objective No. 2 – Activities That Aid in the Prevention or Elimination of Slums or Blight**

If a project cannot meet the low-income objective, a project may qualify if it benefits a slum or blighted area. State or local laws define slum and blighted areas as those that contain a high number of deteriorating or dilapidated buildings or infrastructure. Redevelopment project areas generally qualify under this category. Note: Most blighted areas also qualify under National Objective No. 1 (Activities Benefiting Lower-Income Persons/Households) and it is not necessary for you to spend time on the application justifying how you meet the special requirements for slums and blight.

To meet this objective, the activity must be located in a City redevelopment area or in an area where there is a substantial number of deteriorated or deteriorating buildings. The activity must be designed to address one or more of the conditions that qualified the area as slum/blighted.

Projects may qualify outside a slum or blighted area on a spot blight basis. Activities include acquisition, demolition, rehabilitation, relocation, and historic preservation. Under this standard, rehabilitation of a building or a house is limited, to the extent necessary, to eliminate the substandard conditions that are detrimental to public health and safety.

### **National Objective No. 3 – Activities Designed to Meet Community Development Needs Having a Particular Urgency**

Activities must be designed to alleviate existing conditions that pose a serious and immediate threat to the health or welfare of the community that became urgent within the past 18 months. The City must demonstrate that other sources of funding are not available. Again, projects that meet either National Objective No. 1 or 2 do not need to meet this objective.

### **Eligible CDBG Activities**

In addition to meeting one of the above national objectives, the activity must also be an eligible use of CDBG funds. Eligible activities include, but not limited to, the following:

- Acquisition, design, construction, and/or rehabilitation of a structure that will conduct a CDBG eligible activity.

## City of Fresno 2020-2021 Consolidated NOFA

- Public facility improvements such as: parks, playgrounds, recreational, senior and youth centers, except 24-hour care facilities.
- Street improvements including curbs, gutters, sidewalks, lights, and street paving.
- Water system improvements including fire hydrants.
- Flood, drainage, or sewer facilities.
- Acquisition of property that is of historic value; appropriate for beautification or conservation of open spaces; or appropriate for low- or moderate-income housing.
- Elimination of conditions that are detrimental to health, safety and public welfare through interim rehabilitation such as: demolition of buildings and clearance of land that may be a health hazard to the community.
- Interim assistance or temporary help to alleviate harmful or dangerous conditions.
- Removal of architectural barriers that restrict mobility of persons with disabilities.
- Conservation and improvement of the housing stock through rehabilitation of homes belonging to lower-income persons.
- Assistance to lower income first-time home buyers.
- Rehabilitation and preservation of buildings and improvements, both publicly and privately owned.
- Eligible planning and environmental design cost.
- Eligible economic development activities, such as creation of jobs for persons of low and moderate income through the expansion of business opportunities by providing financial incentives to small businesses. Note: There are additional federal requirements for qualifying projects under this provision. Interested persons should discuss their proposal with City staff prior to submitting an application.
- Public Services - Expansion and improvement in the quantity and quality of public services, principally for lower income persons. A maximum of 15 percent of the City's total annual CDBG allocation may be used for public service activities. Examples of public services include:
  - After school programs, crime prevention, childcare, health care, job training, recreation, education, fair housing, senior citizen programs,

## City of Fresno 2020-2021 Consolidated NOFA

homeless services, drug-abuse related services, energy conservation, home buyer assistance and social services (excluding provision of income payments).

### **Ineligible CDBG Activities**

- Buildings for the general conduct of government such as city halls, courthouses, and police stations (Note: Police substations may be built in CDBG eligible areas.)
- Stadiums, sports arenas, auditoriums, museums, and central libraries (Note: Branch libraries and community centers may be built in CDBG eligible areas.)
- Airports, subways, bus or other stations.
- Expenses of general government for operation and maintenance of public facilities.
- Direct income payments to residents.
- New housing construction (except when done by a community-based development organization recognized by HUD.)

Appendix B: HOME TBRA Program Description

HUD also administers the Home Investment Partnership (HOME) Program as authorized by the 1990 National Affordable Housing Act, as amended by the Housing and Community Development Act of 1992. The intent of the HOME Program is to expand the supply of decent, safe, sanitary and affordable housing.

**Eligible HOME Activities Included in this NOFA:**

- Tenant-based rental assistance<sup>7</sup>

**Additional HOME Program Requirements**

In order for an activity or program to be eligible for HOME funding, it must qualify by meeting the following guidelines:

- One hundred percent of all funding must be used to benefit households or persons with incomes less than 80 percent of the Fresno area median income, as defined by HUD.
- HOME funds may be used for rehabilitation, tenant-based rental assistance, new construction, low income home buyer assistance, acquisition of property for affordable housing, or CHDO activities.
- All HOME-funded projects must have 25% matching funds from a non-federal source.
- The HOME program has strict long-term affordability requirements that differ based on the type of project and the amount of funding requested per unit. Check with City staff for specific requirements prior to submitting an application.
- Prevailing wage requirements are different from the CDBG program. Federal prevailing wages (Davis-Bacon) are triggered when there are eight or more units assisted with CDBG funds. For the HOME program, it is 12 or more units. If a project will trigger this important requirement, the cost estimate should be adjusted accordingly.

**Ineligible HOME Activities**

- Homeless shelters

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<sup>7</sup> City is prioritizing organizations that demonstrate targeting chronically homelessness that are appropriate for a rapid rehousing solution. Applicants will demonstrate capacity, experience, and participate in the coordinated entry system.

City of Fresno 2020-2021 Consolidated NOFA

- Matching funds for other programs, except to match McKinney Act funds
- Temporary shelters
- Other properties that do not constitute permanent housing such as residential health care facilities and publicly run residential institutions

Appendix C: ESG Program Description

The Emergency Solutions Grant (ESG) is designed to identify sheltered and unsheltered homeless persons, as well as those at risk of homelessness, and provide the services necessary to help those persons quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

The City of Fresno receives an annual allocation of ESG funding. All funded agencies are required to follow federal guidelines in the implementation of the ESG. The City of Fresno has written policies and procedures to facilitate the agencies in implementing the ESG guidelines as set by the U.S. Department of Housing and Urban Development.

Subrecipient agencies will provide assistance related to housing of persons at risk of becoming homeless and housing persons that are currently homeless, as well as provide housing relocation and stabilization services.

**Target Population**

The funds under this program are intended to target two populations of persons facing housing instability:

1. Individuals and families who are experiencing homelessness (residing in emergency or transitional shelters or on the street) and need temporary assistance in order to obtain housing and retain it, and
2. Individuals and families who are currently in housing but are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless or assistance to move to another unit.

**Eligible Activities**

Funding is available in certain eligible activities. Up to 2.5% of the requested amount for street outreach & emergency shelter, homelessness prevention, and rapid rehousing can be requested for administration of the grant. Any unallocated administration funds can be reallocated to homelessness prevention or rapid rehousing.

**Summary of ESG Eligible Project Components:**

Project Component	Main Eligible Activities
Emergency Shelter <sup>8</sup>	Renovation (Major Rehabilitation and Conversion) Essential Services, Shelter Operations, and Assistance required under URA. See 24 CFR 576.102.
Rapid Re-Housing Assistance	<p>Housing Relocation and Stabilization Services</p> <p>Financial Assistance: Moving Costs, Rent Application Fees, Security Deposits, Last Month’s Rent, Utility Deposit and Utility Payment. Assistance may also include a one-time payment of rental arrears for up to 6 months.</p> <p>Services: Housing Search, Housing Placement, Housing Stability, Mediation, Legal Services, Credit Repair, Budgeting, Money Management.</p> <p>Rental Assistance: Short: Up to 3 months; Medium: 4 to 24 months. Tenant-Based Rental Assistance and Project-Based Rental Assistance. See 24 CFR 576.103, 576.105 and 576.106.</p>
Street Outreach <sup>8</sup>	<p>Essential Services necessary to reach out to unsheltered homeless individuals and families, connect them with emergency shelter, housing, or critical services, and provide them with urgent, non-facility-based care.</p> <p>Component services generally consist of engagement, case management, emergency health and mental health services, and transportation. For specific requirements and eligible costs, see 24 CFR 576.101.</p>
Homelessness Prevention	Same activities as Rapid Re-Housing

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<sup>8</sup> ESG regulations limit street outreach and emergency shelter activities (combined) to no more than 60% of the fiscal year grant.

Project Component	Main Eligible Activities
HMIS <sup>9</sup>	Grant funds may be used for certain Homeless Management Information System (HMIS) and comparable database costs, as specified at 24 CFR 576.107.

See HUD’s ESG Program Components Quick Reference for more information.

### Homelessness Definitions

Homeless is defined as:

1. Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - a. Has a primary nighttime residence that is a public or private place not meant for human habitation;
  - b. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
  - c. Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
2. Individual or family who will imminently lose their primary nighttime residence, provided that:
  - a. Residence will be lost within 14 days of the date of application for homeless assistance;
  - b. No subsequent residence has been identified; and
  - c. The individual or family lacks the resources or support networks needed to obtain other permanent housing
3. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

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<sup>9</sup> HMIS participation is required as a project component within all proposals, but may not be the sole project component.

City of Fresno 2020-2021 Consolidated NOFA

- a. Are defined as homeless under the other listed federal statutes;
  - b. Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;
  - c. Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and
  - d. Can be expected to continue in such status for an extended period of time due to special needs or barrier
4. Any individual or family who:
- a. Is fleeing, or is attempting to flee, domestic violence;
  - b. Has no other residence; and
  - c. Lacks the resources or support networks to obtain other permanent housings

At risk of Homelessness is defined as:

1. An individual or family who:
  - a. Has an annual income below 30% of median family income for the area;  
AND
  - b. Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the “homeless” definition; AND
  - c. Meets one of the following conditions:
    - i. Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance;  
OR
    - ii. Is living in the home of another because of economic hardship; OR
    - iii. Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; OR
    - iv. Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR

## City of Fresno 2020-2021 Consolidated NOFA

- v. Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; O
  - vi. Is exiting a publicly funded institution or system of care; OR
  - vii. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved Con Plan
2. A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute

An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.

### **Conditions**

The City of Fresno Housing and Community Development Division (HCDD) reserves the right to determine which funding source will be used to fund specific proposals, negotiate and award contracts to multiple applicants, and request additional information from applicants. By the act of submitting a proposal, applicants acknowledge and agree to the terms and conditions of this NOFA and to the accuracy of the information submitted in response. HCDD reserves the right to reject any and all submittals or waive any irregularities in the submittal requirements. All submittal packages become the property of HCDD.

All requirements of the ESG Program apply under this NOFA. The HEARTH Act significantly revised the ESG Programs regulations at 24 CFR Part 576 and established new requirements for the ESG Program. HCD recommends that all organizations applying for funding review ESG Program eligibility criteria carefully.

### **Ineligible ESG Activities**

- Assistance to organizations that require religious instruction or counseling, as part of the provision of homeless assistance. Renovation of certain buildings belonging to primarily religious organizations is defined by HUD as prohibited from receiving ESG funding.
- Assistance to organizations with facilities that do not have documentation that the units to be occupied by children under the age of six have not been abated for lead-based paint. If a shelter has units having one or more bedrooms, and a person receives assistance for more than 100 days, all child-occupied spaces must be lead-safe. Organizations with units that are not exempt will be required to provide documentation that the units have met the requirements of the law.

Appendix D: HOPWA Program Description

The Housing Opportunities for Persons with HIV/AIDS (HOPWA) program is designed to identify sheltered and unsheltered persons with HIV/AIDS, as well as those at risk of homelessness, and provide the services necessary to help those persons quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

The City of Fresno receives an annual allocation of HOPWA funding. All funded agencies are required to follow federal guidelines in the implementation of the HOPWA Program. The City of Fresno has written policies and procedures to facilitate the agencies in implementing the HOPWA guidelines as set by the U.S. Department of Housing and Urban Development.

Subrecipient agencies will provide assistance related to housing of persons at risk of becoming homeless and housing persons that are currently homeless, as well as provide housing relocation and stabilization services.

**Target Population**

The funds under this program are intended to target two populations of persons facing housing instability:

1. Individuals and families who are experiencing homelessness (residing in emergency or transitional shelters or on the street) and need temporary assistance in order to obtain housing and retain it, and
2. Individuals and families who are currently in housing but are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless or assistance to move to another unit.

**Summary of HOPWA Eligible Project Components:**

Project Component	Main Eligible Activities
Tenant-based Rental Assistance (TBRA)	Rent subsidy, rent standards, and rent reasonableness with respect to shared housing arrangements for the assisted family or individual shall be voluntary to the rules as described at HUD 24 CFR 574.300, .310, .320.

City of Fresno 2020-2021 Consolidated NOFA

Project Component	Main Eligible Activities
STRMU	<p>Short-term rent, mortgage, and utility payments to prevent the homelessness of the tenant or mortgagor of a dwelling. Short-term supported housing includes facilities to provide temporary shelter to eligible individuals as well as rent, mortgage, and utilities payments to enable eligible individuals to remain in their own dwellings.</p> <p>Rent, mortgage, and utilities payments to prevent the homelessness of the tenant or mortgagor of a dwelling may not be provided over a period of more than 21 weeks in any 52 week period, as described at HUD 24 CFR 574.300,.330(a).</p>
Supportive Services	<p>Supportive services including, but not limited to, health, mental health, assessment, permanent housing placement, drug and alcohol abuse treatment and counseling, day care, personal assistance, nutritional services, intensive care when required, and assistance in gaining access to local, State and Federal government benefits as described at HUD 24 CFR 574.300(b)(7).</p>
Housing Information Services	<p>Housing information services including, but not limited to, counseling, information, and referral services to assist an eligible person to locate, acquire, finance, and maintain housing, as described at HUD 24 CFR 574.300(1)</p>
Administration	<p>Eligible costs of overall program management, coordination, monitoring and evaluation. Salaries, wages, and related costs of the staff of subrecipients, or other staff engaged in program administration, as specified at HUD 24 CFR 576.108.</p>

See HUD’s HOPWA Program Components Quick Reference for more information.

Appendix E: CDBG National Objectives

National Objective (NOC)	Description	24 CFR Citation
LMA	<p>Low/mod area benefit</p> <p>Activities providing benefits that are available to all the residents of a particular area, at least 51% of whom are low/mod income. The service area of a LMA activity is identified by the grantee, and need not coincide with Census tracts or other officially recognized boundaries.</p>	570.208(a)(1)
LMAFI	<p>Low/mod area benefit, community development financial institution (CDFI)</p> <p>Job creation and retention activities that are carried out by a CDFI and that the grantee elects to consider as meeting the low/mod area benefit criteria.</p>	570.208(d)(6)(i)
LMASA	<p>Low/mod area benefit, neighborhood revitalization strategy area (NRSA)</p> <p>Job creation and retention activities that are carried out pursuant to a HUD-approved Neighborhood Revitalization Strategy (NRS) and that the grantee elects to consider as meeting the low/mod area benefit criteria.</p>	570.208(d)(5)(i)
LMC	<p>Low/mod limited clientele benefit</p> <p>Activities that benefit a limited clientele, at least 51% of whom are low/mod income. LMC activities provide benefits to a specific group of persons rather than to all the residents of a particular area.</p>	570.208(a)(2)
LMCMC	<p>Low/mod limited clientele, micro-enterprises</p> <p>Activities carried out under 24 CFR 570.201(o) that benefit micro-enterprise owners/developers who are low/mod income.</p>	570.208(a)(2)(iii)

City of Fresno 2020-2021 Consolidated NOFA

National Objective (NOC)	Description	24 CFR Citation
LMCSV	<p>Low/mod limited clientele, job service benefit</p> <p>Activities that provide job training, placement and/or employment support services in which the percentage of low/mod persons assisted is less than 51%, but the proportion of the total cost paid by CDBG does not exceed the proportion of the total number of persons assisted who are low/mod.</p>	570.208(a)(2)(iv)
LMH	<p>Low/mod housing benefit</p> <p>Activities undertaken to provide or improve permanent residential structures that will be occupied by low/mod income households.</p>	570.208(a)(3)
LMHSP	<p>Low/mod housing benefit, CDFI or NRSA</p> <p>Activities carried out by a CDFI or pursuant to a HUD- approved Neighborhood Revitalization Strategy (NRS) to provide or improve permanent residential structures that the grantee elects to consider as a single structure for purposes of determining national objective compliance. For example, two single-unit homes rehabilitated in an NRS may be considered a single structure; at least one of the units must be occupied by a low/mod household. If ten single-unit homes were assisted, at least six (51%) must be occupied by low/mod households.</p>	570.208(d)(5)(ii) and (d)(6)(ii)
LMJ	<p>Low/mod job creation and retention</p> <p>Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/mod persons.</p>	570.208(a)(4)

City of Fresno 2020-2021 Consolidated NOFA

National Objective (NOC)	Description	24 CFR Citation
LMJFI	<p>Low/mod job creation and retention, public facility/ improvement benefit</p> <p>Public facility/improvement activities that are undertaken principally for the benefit of one or more businesses and that result in the creation/retention of jobs.</p>	570.208(a)(4)(vi) (F)
LMJP	<p>Low/mod job creation, location-based</p> <p>Activities where a job is held by or made available to a low/mod person based on the location of the person's residence or the location of the assisted business.</p>	570.208(a)(4)(iv)
SBA	<p>Slum/blight area benefit</p> <p>Activities undertaken to prevent or eliminate slums or blight in a designated area.</p>	570.208(b)(1)
SBR	<p>Slum/blight, urban renewal areas</p> <p>Activities authorized under an Urban Renewal Loan and Grant Agreement that are undertaken to prevent or eliminate slums or blight in an urban renewal area and that are necessary to complete an Urban Renewal Plan.</p>	570.208(b)(3)
SBS	<p>Slum/blight, spot basis</p> <p>Activities undertaken on a spot basis to address conditions of blight or physical decay not located in designated slum/blight areas.</p>	570.208(b)(2)
URG	<p>Urgent need</p> <p>Activities that alleviate emergency conditions of recent origin that pose a serious and immediate threat to the health or welfare of the community; eligible only if the grantee cannot finance the activity on its own and no other sources of funding are available.</p>	570.208(c)

Appendix F: Income Limits

<b>Household Size</b>	<b>30% AMI</b>	<b>50% AMI</b>	<b>80% AMI</b>
1	13,650	22,700	36,300
2	15,600	25,950	41,500
3	17,550	29,200	46,700
4	19,450	32,400	51,850
5	21,050	35,000	56,000

City of Fresno 2020-2021 Consolidated NOFA

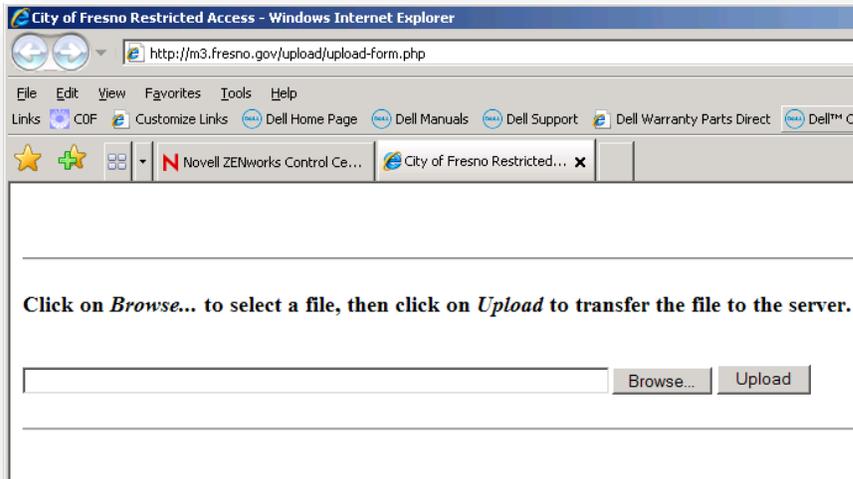
Appendix G: 2020-2021 (PY 2020) NOFA Timeline

Tentative Dates	Activity
May 21, 2020	Adoption of 5-year strategic priorities through the 2020-2024 Consolidated Plan, and; Adoption of 2020-2021 Annual Action Plan including funding levels by project
May 22, 2020	Release of Consolidated NOFA
June 2, 2020 1:00 – 2:30 PM	NOFA Webinar: Application Process; Eligibility, Threshold, and Federal Requirements Email <a href="mailto:HCDD@fresno.gov">HCDD@fresno.gov</a> to register for webinars
June 2, 2020 3:00 – 4:00 PM	NOFA Webinar – Public Services
June 3, 2020 1:00 – 2:00 PM	NOFA Webinar – Homeless and Homelessness Prevention
June 3, 2020 2:30 – 3:30 PM	NOFA Webinar – Owner-Occupied Rehabilitation and Repair
June 22, 2020 4:00 PM	NOFA Applications Due to City
July 20, 2020	Consolidated Plan & Annual Action Plan Approved by HUD (estimated)
August 20, 2020	City Council Consideration of Subrecipient Agreements
August 27, 2020	Notice of Grant Awards (NOGA) distributed to subrecipients
September 24, 2020	Signed NOGAs due to City

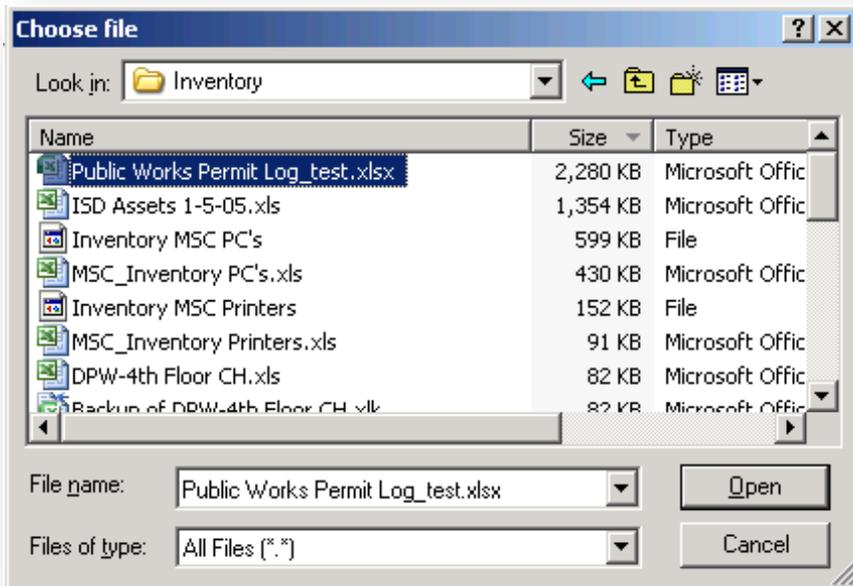
Appendix H: FTP File Upload Instructions

If your submission exceeds 40 MB, please utilize the below instructions to submit your electronic application to the Housing and Community Development Division.

1. Visit <http://m3.fresno.gov/upload/upload-form.php>
2. Select browse to find the file you want to send.



3. Use the selection box to locate the file you want to send and click Open:



4. Select Upload

Click on *Browse...* to select a file, then click on *Upload* to transfer the file to the server.

J:\Inventory\Public Works Permit Log\_test.xlsx

5. Copy the hyperlink and paste into an email to [HCDD@fresno.gov](mailto:HCDD@fresno.gov).

The Housing and Community Development Division will confirm the receipt of your email within 24 hours. If you do not receive a confirmation, please contact the individual listed as the program manager for your application in the 'Application Submission' section of this handbook.

Upload Complete. Received 2334373 bytes in file PublicWorksPermitLog\_test.xlsx.

Copy and paste the following link to your email message to download the file:

[http://m3.fresno.gov/upload/files/122466422/PublicWorksPermitLog\\_test.xlsx](http://m3.fresno.gov/upload/files/122466422/PublicWorksPermitLog_test.xlsx)

**NOTE: The above link will be valid for 72 hours.**