



2020-2021 Notice of Funding Availability Owner-Occupied Home Repair

Program Overview, Eligible Activities, and
Application Process

June 3, 2020

Introductions

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Agenda

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Program Overview

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NOFA Process & Consolidated Plan

2020-2021 NOFA Process & the 5-Year Consolidated Plan

- Program Year 2020-2021 is a 5-Year Plan Year
 - Applications are being requested to meet the priorities of the City's newly-adopted 2020-2024 Consolidated Plan
- Projects have been approved by Council (May 21) prior to NOFA
- Applications for specific activities (applicant programs) for approved projects are being requested
 - Multiple applications may be approved for funding for each project

Approved Projects & Funding Levels

Action Plan #	Project Name	Project Description	HUD Program	Funding Available
1	Housing Rehabilitation	Address the home repair, building systems, and housing rehabilitation needs of low-income homeowners.	CDBG	1,028,001

Consolidated Plan Priorities

- Preservation of the City's existing affordable housing supply through rehabilitation and repair programs to specifically include elderly residents and mobile homes
- Programming to assist people with disabilities with the cost of accessibility modifications
- Home improvement programming that assists homeowners with the cost of improvements that will improve the energy efficiency of their homes

Eligibility Requirements

In order to receive funding, a proposed activity must:

1. Consist of eligible activities
2. Provide benefit to eligible persons
3. Include only eligible costs according to federal requirements
4. Address a priority area in the 5-year Consolidated Plan
5. Qualify under one of the approved projects in the Annual Action Plan

Additional information on eligibility is provided in the 2020-2021 NOFA Handbook at <http://www.fresno.gov/housing>

Program Overview

Program Overview

Funding available to implement Home Repair Programs for Owner Occupied Income Eligible Households

Activity Examples:

- Owner Occupied Home Repair Program
- Senior Emergency Home Repair Program
- Minor Home Repair Program
- Roof Repair and Replacement Program
- Water Heater Replacement Program
- ADA Improvement Program

Eligible Costs

Eligible Costs

Costs

- Personnel Costs to Administer Program
 - Direct Service: Program Manager, Processor, Rehab Specialist
 - Administrative: Program Director, Administrative Analyst
- Occupancy/Supplies/Other
 - Office Rent/Utilities/Office Supplies/Postage
- Indirect Cost Allocation
 - Approved Plan Rate
 - De minimus Rate 10%
- Program Expenses
 - Grants/Loans to Beneficiaries
 - Hard Costs: Construction Costs
 - Soft Costs: Title fees, credit report fee, inspection fees

Documentation must support all program expenses

Expenses for Water and Food are not eligible

Documentation Requirements & Monitoring

Documentation & Monitoring Requirements

- Detailed Policies and Procedures
- Supporting Documentation
 - Owner Occupied-Title Report (PIRT)/Real Quest
 - Complete application
 - Current Income Limits
 - Income of all household members (check stubs, social security, retirement)
 - Environmental Tier II Form
 - Construction Management Forms
 - Before/After Pictures
 - Bid Process
 - Contractor License/Debarment (sam.gov)
 - Contractor agreement including federal requirements
 - Paid Invoices
 - Full timesheets signed by staff and supervisor

Monitoring

- Programmatic and Financial Monitoring
- At minimum 1 per year
- Technical Assistance
- On-Site Inspections
- Sample monitoring exhibits
- Quarterly Reports/Accomplishment

Additional Information

Resources

- <https://www.hudexchange.info/>
- <https://www.hudexchange.info/resource/5334/cdbg-income-limits/>
- <https://files.hudexchange.info/resources/documents/Summary-of-Lead-Based-Paint-Requirements-By-Activity.pdf>
- <https://www.epa.gov/lead/lead-renovation-repair-and-painting-program>
- <https://sam.gov/SAM/>
- <https://www.cslb.ca.gov/OnlineServices/CheckLicenseII/CheckLicense.aspx>

Application Process

How to Apply

Application process is presented in detail in the 2020-2021 Consolidated NOFA Handbook

<http://www.fresno.gov/housing>

The NOFA handbook and all application materials are available here.

The screenshot shows a website navigation menu on the left with the following items: Programs, Notice of Funding Available (circled in orange), Plans and Reports, Affordable Housing Programs, Grant Management Resources, Current Annual Action Plan Schedule, Opportunities for Bidders, 5-Year Consolidated Plan, and Expanded. The main content area is titled 'Notice of Funding Available' and contains the following text: 'The City announces various Notice of Funding Availability (NOFA) opportunities throughout the year. Additional details regarding the application process, submission instructions, technical assistance, and selection notification are provided in the NOFA document. As available, current NOFA opportunities are listed on the Notice of Funding Availability webpage.' Below this is a section titled 'Notices of Funding Availability (NOFA)' with a bulleted list: '2020-2021 Consolidated NOFA – Owner Occupied Home Repair, Homeless and Homelessness Prevention, and Public and Community Services (Due June 22, 2020)'. Under this bullet, the link '2020-2021 Consolidated NOFA Handbook' is circled in orange. Other links in the list include 'NOFA Application Part A – Organizational Information', 'NOFA Application Part B – Owner Occupied Home Repair', 'NOFA Application Part B – Homeless and Homelessness Prevention', 'NOFA Application Part B – Public and Community Services', and 'NOFA Operating Budget Summary Workbook'.

How to Apply

All applicants must submit at least one NOFA Application Part A (Organization Information) including all required attachments.

- 501(c)(3) IRS determination of exemption letter
- Articles of incorporation
- Bylaws
- Statement and designation by foreign corporation (required of out-of-state corporations only)
- List of Directors and Officers
- Most recent audited financial statements
- Cost allocation plan (if applicant seeks to charge an indirect cost rate greater than 10 percent of modified total direct costs)
- Resolution of Board of Directors authorizing the application and naming the person or persons authorized to sign the application (required by July 7, 2020)

How to Apply

Specific programs submitted on NOFA Application Part B.

- An organization may submit one or more Part B Applications
- Each Application Part B should include only one program
- Required Attachments:
 - Program-Level Operating Budget Summary
 - Prior-Year Program-Level Financial Statements (required for existing programs)
 - Service Area Map (unless adequately described in Part B Application narrative)
- Optional Attachments:
 - Funding commitment letters (for other sources of funding of specific program)
 - Maximum 2 letters of support

Application Timeline

(dates subject to change)

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 HCDD@fresno.gov 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

Application Submission

Applications Due June 22, 2020 by 4:00 PM (postmarks not accepted)

Submit ONE signed application and ONE digital copy

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

IF DELIVERING IN-PERSON PLEASE CONTACT US 24 HOURS IN ADVANCE TO ARRANGE RECEIPT

Digital submission options:

1. Email HCDD@fresno.gov (attachments must be under 40 MB)
2. Flash drive with physical submission
3. City FTP upload tool (instructions in handbook appendix)

We recommend you contact the Program Manager for your application upon submission, and contact HCDD@fresno.gov or 559-621-8300 if you do not receive email confirmation of your digital submission within one business day of submission.

Additional Support

The Housing & Community Development Division is available to answer your questions. Please contact the program manager for your application to schedule one-on-one application support between June 8 and June 12.

- **Owner-Occupied Home Repair**
Erica Castaneda, Project Manager,
Erica.Castaneda@fresno.gov
- **General Inquiries**
HCDD@fresno.gov

Q&A

To ask a question:

- Select icon labeled 'Participants' at the bottom center of your PC
- On the right side of the screen, click the icon labeled 'RaiseHand'
- If joined by phone, select *9 to request to speak

We will unmute you in turn to ask your questions.



Housing and Community Development Division