



2020-2021 Notice of Funding Availability Public and Community Services

Program Overview, Eligible Activities, and
Application Process

June 2, 2020

Introductions

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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
7	Non-Profit Public Services	CDBG funds will be provided to local non-profits to support programs that serve predominantly low and moderate income clientele.	CDBG	161,000
18	Micro-Enterprise Assistance	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

- Programming for homeless proposals should be submitted on the Homeless and Homelessness Prevention application
- Fair Housing programs will be requested through a subsequent process, date to be determined

Consolidated Plan Priorities

- Afterschool enrichment programs for children to include educational and recreational programming
- Enhanced programming for children and youth in existing parks and recreation centers
- Affordable childcare and daycare options, particularly for parents engaged in the workforce or who are enrolled in job training programs
- Job training to include assistance with job search and interview skills
- Educational activities for adults around job skills and employment to improve employment options
- Incentive programs for entrepreneurs and local businesses that create new jobs
- Recreation, nutrition, and social services for seniors
- Counseling and recovery programs for people with alcohol and/or substance abuse disorders
- Services to assist victims of domestic violence
- Services to assist children who have been victims of abuse

Program Overview

Public & Community Services

- Public services are an essential component to a comprehensive community development strategy.
- Public services activities not only provide direct benefits to those assisted, but also can serve to link other CDBG investments, such as economic development, public facilities and housing activities, together for a stronger impact.

Public & Community Service Objectives

- The primary objective of this program is the development of viable communities, achieved by providing the following, principally for persons/areas of persons of low and moderate income and presumed benefit:
 - Decent housing
 - A suitable living environment
 - Expanded economic opportunities

Previous Subrecipients

- Helping Others Pursue Excellence (HOPE) Builds – Job Training Program
- Stone Soup Career Development and Training
- Boys & Girls Club Afterschool Program
- Fresno Economic Opportunities Commission (FEOC) Street Saints Afterschool Program

Eligible Activities & Costs

Eligibility Information

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>

Eligibility Requirements

- Only non-profit and local government organizations are eligible to apply for Public Service grants.
- Organizations must be incorporated under state law and have a 501(c)(3) designation from the U.S. Internal Revenue Service.
- Applicants must also demonstrate the ability to comply with all Department of Housing and Urban Development (HUD) rules and regulations

Eligible Activities

- Employment services (e.g., job training)
- Crime prevention and public safety
- Childcare
- Health services
- Substance abuse services (e.g., counseling and treatment)
- Fair housing counseling
- Education programs
- Energy conservation
- Services for senior citizens;
- Services for homeless persons
- Welfare services (excluding income payments);
- Down payment assistance
- Recreational services.

Eligible Costs

- Eligible expenses are direct costs directly associated with program delivery such as administrative costs and program supplies
- Costs associated with outreach to City residents are allowable program costs as well

Ineligible Costs

- Ineligible Expenses include but are not limited to:
 - Fundraising,
 - Entertainment,
 - Alcoholic beverages,
 - Deposits on equipment,
 - Incentives to clients (gift cards, raffle prizes, holiday gifts, prizes for social activities)
 - Late fees or penalties

Meeting a National Objective

- To be eligible for CDBG funding, a public service program/project must meet a national objective
- There are three CDBG national objectives:
 - Benefit to low- and moderate-income persons,
 - Prevention and elimination of slums and blight
 - Meeting a particularly urgent community development need
- Public service activities may qualify as meeting a national objective as depicted in the chart on the following slide.

Objective	Qualifies If	Example
L/M Income Area Benefit	The public service is available to <i>all</i> the residents in a particular primarily residential area, and at least 51 percent of those residents are L/M income persons.	Operation of after-school programs for children attending an elementary school serving a predominantly L/M income area.
L/M Income Limited Clientele	The public service is limited to a specific group of people, at least 51 percent of who are L/M income persons. Services qualifying under this category serve a specific clientele, rather than providing service to all the persons in a geographic area.	Provision of meals to the homeless. (Most public services qualify under this category.)
L/M Income Housing	Not applicable	Not applicable
L/M Income Jobs	Not applicable	Not applicable
Slum or Blighted Area	The public service is provided within a designated slum or blighted area, and is designed to address one or more conditions which contributed to the deterioration of the area.	Provision of crime prevention counseling to residents of a designated slum or blighted area.
Spot Blight	Not applicable	Not applicable
Urgent Needs	The public service is designed to alleviate existing conditions that pose a serious and immediate threat to the health or welfare of the community, they are of recent origin or recently became urgent, and the grant recipient is unable to find other available funds to support the activity.	Additional police protection to prevent looting in an area damaged by a tornado.

National Objective Qualification

- **Low Income Area Benefit**

- Identify boundaries of service area
- The city will generate map data of the surrounding residents in a half mile radius of the service area(s) to determine if at least 51% of people living in the area have low or moderate income.

- **Low to Moderate Income Clientele**

- Under limited clientele, services are targeted to low- and moderate-income persons (earning less than 80% of the area median income) or people who are presumed to be low or moderate income regardless of where they live
- grantees must maintain accurate and complete records for each person receiving direct assistance.

Documentation Requirements & Monitoring

Monitoring

- All programs funded will be monitored by the City for compliance with City and HUD requirements and regulation
- Program requirements including performance, accomplishments, eligibility, and expenditures will be included in desk review/remote monitoring and on-site monitoring reviews.
- The City will provide technical assistance as needed or requested to assist the grantees to track program progress and success of efforts.
- If the agency is not following the program requirements, and the Federal or State regulations, funding may be terminated and funding reimbursement is required.

Quarterly Performance Report

- Within thirty (30) days from the end of each quarter grantees shall submit quarterly reports for all funded activities.
- Data to be collected includes:
 - racial and ethnic data
 - income data (if not presumed benefit)
 - homeless status
 - Assessment of performance
- The reports must report the number of “unduplicated” households/persons assisted
- The report format will be e-mailed to all grantees at agreement signing

Program Policies & Procedures

- Must be Written
- Applicant Intake and Eligibility Determination
 - Verification and Eligibility Determination
 - Approval and Notification
- Procurement of Services and Supplies
- Conflict of Interest
- Equal Opportunity & Nondiscrimination

Financial Policies & Procedures

- Must be written
- Internal Controls
- Determination of Allowability
- Payment Process
- Audit Requirements
 - If total of all Federal funds EXPENDED in contract year is > \$750,000, then Audit is required
 - Otherwise, Agency is exempt from audit
 - HUD recommends signed certification from subrecipient to determine applicability

Financial Procedures

- Are all costs allowable?
 - Stick to budget
- Are all costs reasonable?
 - What a prudent person would pay
 - Good procurement records will support this
- Are all costs allocable?
 - Expenditures must directly relate to funded program
 - For costs split between programs, indicate split and rationale for split (basis)

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 interface with a vertical navigation menu on the left and a main content area on the right. The menu items are: 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, there is a sub-bullet '2020-2021 Consolidated NOFA Handbook' (circled in orange) followed by four links: 'NOFA Application Part A – Organizational Information', 'NOFA Application Part B – Owner Occupied Home Repair', 'NOFA Application Part B – Homeless and Homelessness Prevention', and 'NOFA Application Part B – Public and Community Services'. The final link in the list is '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
Week of July 7	City staff scores applications
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.

- **Public and Community Services**
Austin Robinson, Project Manager,
Austin.Robinson@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