



2022-2023 Notice of Funding Availability Public and Community Services

Program Overview, Eligible Activities, and
Application Process
February 16, 2022

Introductions

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NOFA Process & Consolidated Plan

2022-2023 NOFA Process & Annual Action Plan

- Program Year 2022-2023 is the 3rd year of the 5-Year Consolidated Plan
 - Applications are being requested to meet community needs in alignment with the City's Consolidated Plan
- Applications for specific activities (applicant programs) are being requested
 - Multiple applications may be approved for funding for each project type
- Applicant activities proposed for funding will be included in the 2022-2023 Annual Action Plan prior to Public Review (March 18, 2022)
 - Applications will be scored by staff, and reviewed for inclusion in the plan by the Administration and City Council committee

Estimated Funding Levels*

Action Plan #	Project Name	Project Description	HUD Program	Funding Available
TBD	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	\$246,921

- 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

*Funding levels may be revised based on actual HUD funding levels

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

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

Additional information on eligibility is provided in the 2022-2023 NOFA Handbook at <http://www.fresno.gov/housing>

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

- Decent Housing
- A suitable living environment
- Expanded economic opportunities

Previous Subrecipients

- Marjaree Mason Center
- Boys & Girls Club of Fresno County
- Fresno County Economic Opportunities Commission
- Fresno Interdenominational Refugee Ministries (FIRM)

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 2022-2023 NOFA Handbook at <http://www.fresno.gov/housing>

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.

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 Costs

- Eligible expenses are direct costs associated with program delivery such as administrative costs and program supplies
- Costs associated with outreach to City residents are allowable program costs as well
- Indirect costs (approved Federally Negotiated Indirect Cost rate or de minimis rate of 10%)

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.

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.
- At least 51% of individuals served must be LMI

- **Presumed Benefit**

- The activity exclusively serves older adults
- Illiterate adults
- Severely disabled adults
- Migrant farm workers
- Abused children

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 more than \$750,000, an audit is required
 - Otherwise, Agency is exempt from audit
 - HUD recommends signed certification from subrecipient to determine applicability

Reimbursement Process

- Are all costs allowable?
 - 2 CFR 200
 - 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)
 - Full tour of duty timesheets

Application Process

How to Apply

Application process is presented in detail in the 2022-2023 Consolidated NOFA Handbook

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

The NOFA handbook and all application materials are available here.

Public Comment Opportunities
Programs
Notice of Funding Available
Plans and Reports
Affordable Housing Programs
Grant Management Resources
Current Annual Action Plan Schedule
Opportunities for Bidders
5-Year Consolidated Plan
Enhanced Infrastructure

Notice of Funding Available

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.

2022-2023 Consolidated NOFA – Homeless and Homelessness Prevention and Public Community Services (Due March 4, 2022)

- [2022-2023 Consolidated NOFA Handbook](#)
- [NOFA Part A – Cover Page: Non-Profit Organizations](#)
- [NOFA Part A – Cover Page: Units of Government](#)
- [NOFA Part B – Application: Homeless and Homelessness Prevention](#)
- [NOFA Part B – Application: Public and Community Services](#)
- [NOFA Part B – Application: Public Infrastructure and City Facilities](#)
- [NOFA Operating Budget Summary Workbook](#)

Prior Year Notices of Funding

- [View prior year \(2021-2022\) notices of funding available](#)
- [View prior year \(2020-2021\) notices of funding available](#)

How to Apply

All applicants must submit at least one NOFA Part A: Cover Page 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
- Indirect Cost Rate Agreement with Federal Cognizant Agency (required 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 March 19, 2021)

How to Apply

Specific program information submitted on NOFA Part B: Application.

- 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
 - Procurement Policy
- 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
February 4, 2022	Release of Consolidated NOFA
February 15, 2022 2:00 – 3:30 PM	NOFA Webinar: Application Process; Eligibility, Threshold, and Federal Requirements Email HCDD@fresno.gov to register for webinars
February 16, 2022 2:00 – 3:00 PM	NOFA Webinar – Non-Profit Public Services
February 17, 2022 2:00 – 3:00 PM	NOFA Webinar – Homeless & Homelessness Prevention
March 4, 2022 4:00 PM	NOFA Applications Due to City
March 18, 2022	Resolutions authorizing application submission due to the City
March 18, 2022	Draft 2022-2023 Annual Action Plan Published for 30-day Public Comment (including proposed NOFA subrecipients)
April 28, 2022	City Council Consideration of 2022-2023 Annual Action Plan & Authorization of Subrecipient Agreements
May 15, 2022	Annual Action Plan due to HUD
Late Spring (Target of June 30, 2021)	Program Leads will work with selected subrecipients to acquire any remaining documentation, complete any required training, establish monitoring plans, conduct environmental studies, and enter into subrecipient agreements (units of local government will receive Notice of Grant Awards).

Application Submission

Applications Due March 4, 2022 by 4:00 PM

Digital submission options:

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

We recommend you contact the Program Lead 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 February 22 and February 25.

- **Public and Community Services**
Kimberly Archie, Senior Management Analyst,
Kimberly.archie@fresno.gov
- **General Inquiries**
HCDD@fresno.gov

Q&A

Zoom Application:

- Click icon labeled “Participants” at the bottom center of your screen
- At the bottom of the window on the right side of the screen, click the label “Raise Hand.” Your digital hand will now be raised.

Phone:

- Press *9 to be added to the queue
- Press *6 to unmute your phone once called upon



Housing and Community Development Division