



Planning and Development Department
Housing and Community Development Division (HCDD)
February 4, 2022

2022-2023 CONSOLIDATED NOTICE OF FUNDING AVAILABILITY (NOFA) HANDBOOK

▶ Homeless and Homelessness Prevention

- Emergency Solutions Grant (ESG)
- Housing Opportunities for Persons with AIDS (HOPWA)
- HOME Tenant Based Rental Assistance (TBRA) for Homeless Prevention

▶ Public and Community Services

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

▶ Public Infrastructure and City-Owned Facilities

- Community Development Block Grant (CDBG)

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Application Submission

Application Deadline

March 4, 2022 by 4:00 p.m.

Resolutions Authorizing Application Submission Deadline

March 18, 2022 by 4:00 p.m.

Application Delivery

1. Please submit an electronic version of your application by:

Email HCDD@fresno.gov, or

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

Hard copies of applications and authorizing resolutions are not requested or accepted. If assistance is required for digital submission, please reach out to the contact listed below.

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

- Homeless and Homelessness Prevention:
Erika Lopez | 559-621-8403 | erika.lopez@fresno.gov
- Public and Community Services
Kimberly Archie | 559-621-8458 | kimberly.archie@fresno.gov
- Public Infrastructure & City-Owned Facilities
Kimberly Archie | 559-621-8458 | kimberly.archie@fresno.gov
- General Inquiries
Housing & Community Development Division | 559-621-8300 | 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 2022–2023. 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 the goals and priorities outlined in the City's 2020-2024 Consolidated Plan. Selections made through this NOFA will be incorporated into the 2022-2023 Annual Action Plan which will allocate the City's annual entitlement funding from the U.S. Department of Housing and Urban Development's Office of Community Planning and Development (HUD CPD) 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 Housing¹
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 Facilities²
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
Provide services to low-income and special needs households that develop human capital and improve quality of life.

¹ The Affordable Housing Development and Substantial Rehabilitation NOFA is not part of this Consolidated NOFA and is expected to be released in May 2022 under a separate process.

² Public infrastructure and facilities applications will be accepted from City departments only.

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- Fair Housing³
Provide services to residents and housing providers to advance fair housing.
- Compliance⁴
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

³ 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.

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

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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 2022–2023 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;
- Consist of eligible activities according to federal regulations governing the respective funding source.

An organization's completed application includes one Part A (Cover Page), and one or more Part B (Applications) including all relevant exhibits and attachments. The City has prepared three 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 proposed for each project, and which Part B Application an organization should submit to apply for that project's funding.

Please note that the final annual entitlement allocation had not been announced by HUD as of the date of this NOFA. The final amounts available to each project may increase or decrease based on the final announcement.

Organizations selected to receive funding through this Notice of Funding Available will be considered subrecipients in accordance with 2 CFR 200.331. (see e-CFR citation at: https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=0e17ddc1cdd28ac3741f2794222d0437&mc=true&n=pt2.1.200&r=PART&ty=HTML#se2.1.200_1331)

2022-2023 Available Funding Anticipated 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 will be proposed for the following projects in the 2022-2023 Annual Action Plan, contingent on the final amount of annual entitlement funding yet to be announced by HUD.

Table 1: 2022-2023 Available Funding by Approved Project

Project Name	Project Description	HUD Program	Eligible Entities	Funding Available	Part B Application Required
Tenant-Based Rental Assistance	HOME funds will be used to subsidize private market units for homeless and low-income households to increase affordability	HOME	Non-Profits or Units of Local Government	778,000	Homeless and Homelessness Prevention
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	Non-Profits	246,921	Public and Community Services
Emergency Solutions Grant (ESG)	ESG funds will be used to provide homeless prevention and diversion services, wrap-around services to people experiencing homelessness and people at risk of homelessness, to provide rapid rehousing to people who are homeless and people at risk of homelessness, increasing the number of low- and no-barrier shelters available throughout the City, and to administer the grant program	ESG	Non-Profits or Units of Local Government	561,092 ⁵	Homeless and Homelessness Prevention

⁵ Additional information regarding ESG funding allocations is provided below this table

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Project Name	Project Description	HUD Program	Eligible Entities	Funding Available	Part B Application Required
Housing Opportunities for Persons with HIV/AIDS (HOPWA)	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	Non-Profits or Units of Local Government	849,665	Homeless and Homelessness prevention
City of Fresno Housing Rehabilitation Programs	Address the home repair, building systems, and housing rehabilitation needs of low-income homeowners. Special consideration for home rehabilitation for community members with access and functional needs or who are non-English speaking	CDBG	City of Fresno Departments/ Divisions	500,000	Owner-Occupied Home Repair
City of Fresno Public Services	Recreation, education, and enrichment programs for youth and/or seniors operated by City of Fresno PARCS Department to benefit low and moderate-income persons	CDBG	City of Fresno Departments/ Divisions	795,711	Public and Community Services
City of Fresno Public Infrastructure and City-Owned Facility Improvements	Improvements to public infrastructure or city-owned facilities for the benefit of low- and moderate-income neighborhoods	CDBG	City of Fresno Departments/ Divisions	4,281,260	Public Infrastructure and City-Owned Facilities

Emergency Solutions Grant Funding Allocations

ESG funding percentages by eligible program component for 2022–2023 have been recommended by the City to the Fresno Madera Continuum of Care (FMCoC) for consideration at its January 13, 2022 meeting. The proposed percentage of funding by component is as follows, however project selection and the final Annual Action Plan will incorporate any final recommendations by the FMCoC to the City, as well as final funding allocations from HUD.

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Table 1: Emergency Solutions Grant Funding Allocations

ESG Program Component	Entity Type	2022-2023 Anticipated Allocation %	2022-2023 Anticipated Allocation \$
Rapid Rehousing	Non-Profits or Units of Local Government	52.1%	316,031
Street Outreach or Emergency Shelter	Non-Profits or Units of Local Government	32.5%	197,140
Homelessness Prevention	Non-Profits or Units of Local Government	4.4%	26,690
Homeless Management Information System	Units of Local Government	3.5%	21,231
ESG Program Administration	City of Fresno	7.5%	45,494

Threshold Eligibility Requirements

Each proposed project, program, or activity to be funded during 2022–2023 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. **2022–2023 NOFA Part A – Cover Page**. Each Applicant must submit a fully completed and signed 2022–2023 NOFA Part A Cover Page by the deadline provided herein. There are two versions of the Part A which correspond to the type of entity – Non-Profit Organization, or Unit of Government.

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. **2022–2023 NOFA Part B - Application.** Submit the corresponding NOFA Application Part B (per Table 1 above) 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:** The proposal must clearly target at least one of the priorities incorporated into the City’s 2020–2024 Consolidated Plan (see Introduction).
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	https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title24/24cfr570_main_02.tpl
HOME	24 CFR 92 (2013 Final Rule)	https://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title24/24cfr92_main_02.tpl
ESG	24 CFR 576	https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-576

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Funding Source	Program Regulation	e-CFR Link
HOPWA	24 CFR 574	https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-574
Federal Uniform Requirements – All 4 Programs	2 CFR 200	https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1

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

7. **Financial and Management Systems**: Each subrecipient must complete the Financial and Management Systems question section of the 2022–2023 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.

8. **Active & in Good Standing**: Non-profit organizations must be registered and in good standing with the IRS, State of California Secretary of State, and State of California Office of Attorney General. City staff will verify organizations’ status on the following web sites, and any missing filings, ‘inactive’ or ‘delinquent’ statuses will be grounds for disqualification failing sufficient explanation by the applicant.
 - IRS: <https://www.irs.gov/charities-non-profits/tax-exempt-organization-search>
 - California Secretary of State: <https://businesssearch.sos.ca.gov/>
 - California Office of the Attorney General: <https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>

9. **No Open or Unresolved Findings with the City’s Housing & Community Development Division**: Any current or previous City of Fresno subrecipient for whom a monitoring finding is currently open and unresolved will be disqualified. Staff reserves the right to recommend exceptions for subrecipients who are actively working to resolve the findings.

10. **Location of Activities**: With the exception of activities funded using the HOPWA program, all activities funded must be located in and benefit residents of the City of Fresno.

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

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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 February 15, 2022, from 2:00 PM to 3:00 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 on each of the following NOFA categories, to address technical and programmatic considerations specific to the corresponding applications:

- February 16, 2022 from 2:00 PM - 3:00 PM – Non-Profit Public Services
- February 17, 2022 from 2:00 PM - 3:00 PM – Homeless & Homelessness Prevention

Participation instructions for the webinars will be made available on the website of the Housing and Community Development Division at www.fresno.gov/housing under the 'Notice of Funding Available' tab.

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 February 22, 2022 to February 25, 2022. Appointments are required and times based on City staff member availability. The staff members for each NOFA are:

Homeless and Homelessness Prevention

Erika Lopez, Senior Management Analyst, Erika.Lopez@fresno.gov

Public and Community Services & Fair Housing⁶

Kimberly Archie, Senior management Analyst, Kimberly.Archie@fresno.gov

⁶ See Fair Housing NOFA (release date TBD) for additional details

Public Infrastructure & City-Owned Facilities

Kimberly Archie, Senior management Analyst, Kimberly.Archie@fresno.gov

Affordable Housing Development and Substantial Rehabilitation⁷

Corrina Nunez, Project Manager, Corrina.Nunez@fresno.gov

General Inquiries

HCDD@fresno.gov

⁷ See Affordable Housing and Substantial Rehabilitation NOFA (release estimated for May 2022) 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.

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- 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,

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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.)

Continuation of Use

In accordance with 24 CFR 570.505, real property acquired or improved using CDBG funds in excess of \$25,000 must continue to be used for the planned use for which it was originally qualified for CDBG funding. If the subrecipient or City Department wishes to change the use of the property at any point in the future, that change of use is subject to the provisions at 24 CFR 570.505, and the proposed change of use should be reviewed by the City's Housing and Community Development Division. Failure to comply with the provisions of 24 CFR 570.505 with regard to the use of real property may result in repayment to the City's CDBG program of the current fair market value of the real property.

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 assistance⁸

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

⁸ 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.

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- 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. The table below presents the types of eligible activities under ESG.

Summary of ESG Eligible Project Components:

Project Component	Main Eligible Activities
Emergency Shelter ⁹	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 ⁹	<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

⁹ 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 ¹⁰	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:

¹⁰ HMIS participation is required as a project component within all proposals, but may not be the sole project component.

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- 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

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- 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. HCDD 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.

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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)

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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)

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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)

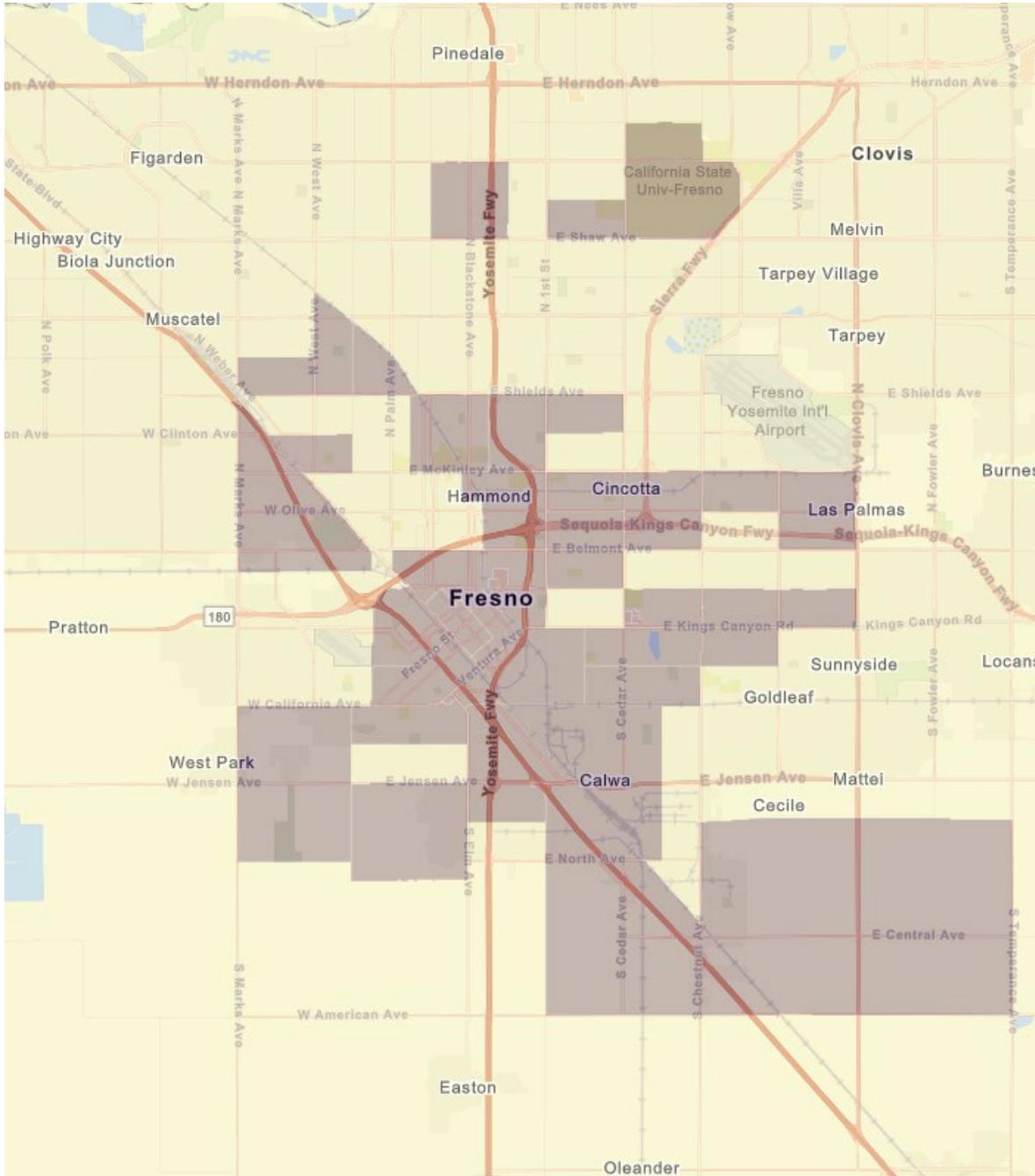
Appendix F: Income Limits

Household Size	30% AMI	50% AMI	80% AMI
1	14,650	24,400	39,050
2	16,750	27,900	44,600
3	18,850	31,400	50,200
4	20,900	34,850	55,750
5	22,600	37,650	60,250

Income limits are effective as of July 1, 2021. View the most current CDBG income limits at <https://www.hudexchange.info/resource/5334/cdbg-income-limits/>

Appendix G: Racially/Ethnically Concentrated Areas of Poverty (RECAPs)

The Owner-Occupied Home Repair, Public and Community Services, and Public Infrastructure and City-Owned Facility Improvements applications award additional points for projects that are targeted to areas designated by HUD as Racially/Ethnically Concentrated Areas of Poverty (RECAPs). The below map indicates the location of these census tracts within the City (shaded areas). If you are unsure if the location of your proposed activity is within a RECAP tract, contact us for support.



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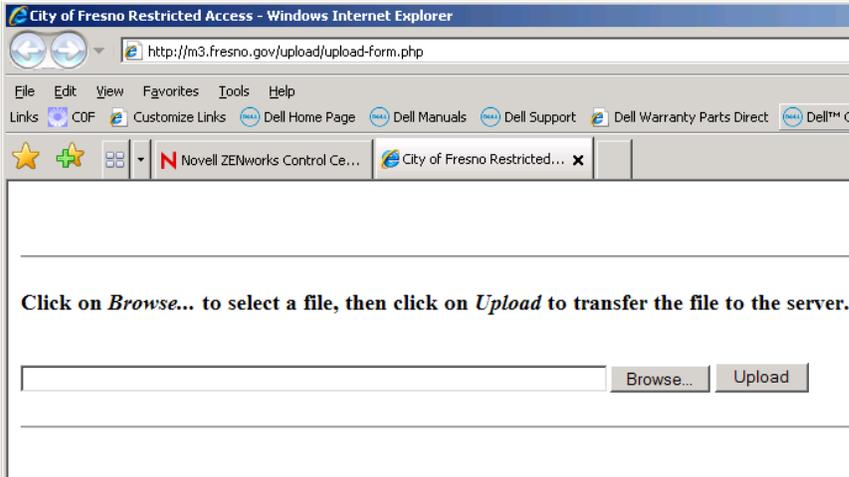
Appendix H: 2022-2023 (PY 2022) NOFA Timeline

Tentative Dates	Activity
February 4, 2022	Release of Consolidated NOFA
February 15, 2022 2:00 – 3:00 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	Draft 2022-2023 Annual Action Plan Published for 30-day Public Comment (including proposed NOFA subrecipients)
April 19, 2022	Conclusion of the 30-day Public Comment Period
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, 2022)	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).

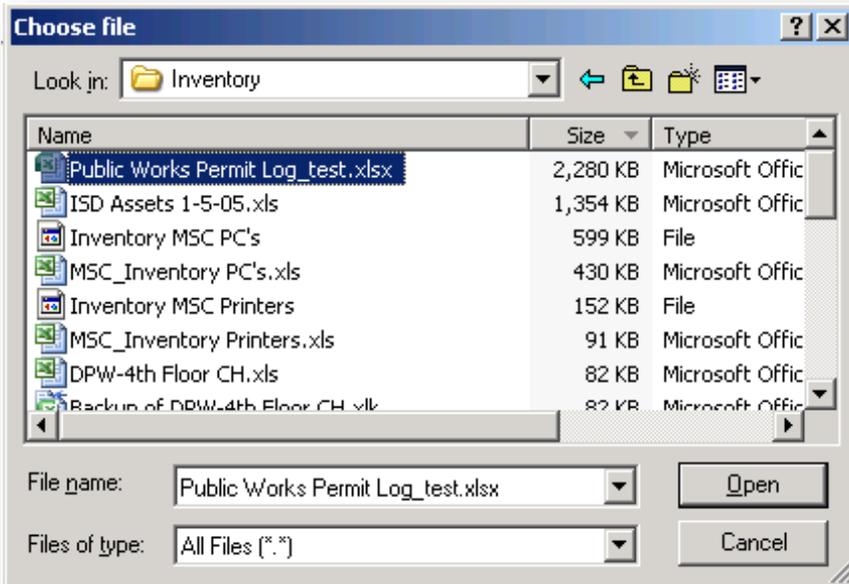
Appendix I: FTP File Upload Instructions

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.

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

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