



**Planning and Development Department**

**Housing and Community Development Division (HCDD)**

**December 19, 2022**

## **2023-2024 CONSOLIDATED NOTICE OF FUNDING AVAILABILITY (NOFA) HANDBOOK**

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

- Emergency Solutions Grant (ESG)
- Housing Opportunities for Persons with AIDS (HOPWA)
- Community Development Block Grant (CDBG) Homeless Public Services

### **► Owner-Occupied Home Repair**

- Community Development Block Grant (CDBG)

### **► Public and Community Services**

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

### **► Public Infrastructure and City-Owned Facilities**

- Community Development Block Grant (CDBG)

### **► Fair Housing Services**

- Community Development Block Grant (CDBG)

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## Application Submission

### **Application Deadline**

**January 27, 2023, by 4:00 p.m.**

### **Resolutions Authorizing Application Submission Deadline**

**February 13, 2023, by 4:00 p.m.**

### **Application Delivery**

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

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

If your file is over 40 MB, email [HCDD@fresno.gov](mailto:HCDD@fresno.gov) to receive a link for large file submission (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](mailto:erika.lopez@fresno.gov)
- Owner-Occupied Home Repair  
Erica Castaneda | 559-621-8514 | [erica.castaneda@fresno.gov](mailto:erica.castaneda@fresno.gov)
- Public and Community Services  
Kimberly Archie | 559-621-8458 | [kimberly.archie@fresno.gov](mailto:kimberly.archie@fresno.gov)
- Public Infrastructure & City-Owned Facilities  
Kimberly Archie | 559-621-8458 | [kimberly.archie@fresno.gov](mailto:kimberly.archie@fresno.gov)
- Fair Housing Services  
Kimberly Archie | 559-621-8458 | [kimberly.archie@fresno.gov](mailto:kimberly.archie@fresno.gov)
- General Inquiries  
Housing & Community Development Division | 559-621-8300 | [HCDD@fresno.gov](mailto:HCDD@fresno.gov)

## Introduction

The purpose of this Handbook is to guide interested parties through the City of Fresno's Consolidated Notice of Funding Availability (NOFA) for 2023-2024. 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 2023-2024 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 Housing<sup>1</sup>  
Improve access to affordable housing for low-income and special needs households by partnering with interested developers to increase development of low-income and affordable housing in high opportunity areas, and by promoting the preservation and rehabilitation of existing affordable housing units.
- Public Infrastructure and Facilities<sup>2</sup>  
Promote quality of life and neighborhood revitalization through improvements to

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<sup>1</sup> The Affordable Housing Development and Substantial Rehabilitation NOFA is not part of this Consolidated NOFA and is expected to be released in May 2023 under a separate process.

<sup>2</sup> Public infrastructure and facilities applications will be accepted from City departments only.

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.

- Fair Housing

Provide services to residents and housing providers to advance fair housing.

- Compliance<sup>3</sup>

Plan and administer funding for community development, housing, and homelessness activities with improved transparency, increased community involvement, and full compliance with federal regulations.

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

- Community Development Block Grant (CDBG)

Since 1974, the CDBG Program has provided a flexible source of annual funding to communities nationwide. The program offers local governments, with citizen participation, the opportunity to fund certain projects, programs, and/or public services provided that these meet one of the following three National Objectives: 1) benefit low/moderate-income (LMI) persons; 2) prevent or eliminate slums and blight; or 3) meets an urgent need. In the case of the City, all CDBG-funded projects and programs must meet the National Objective of benefitting LMI persons.

- Home Investment Partnerships Act (HOME)

The HOME Investment Partnerships Program (HOME) provides formula grants to localities to fund a wide range of activities, including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. It is the largest Federal block grant to

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<sup>3</sup> Compliance and administration will be performed by the City. The City is not soliciting applications for compliance or administration.

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 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 2023-2024 Program 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,
- Consist of eligible activities according to federal regulations governing the respective funding source, and
- Address the needs of the community as stated through the City's community participation process and identified as objectives prioritized in each Part B Application.

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 five 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 the City anticipates receiving, and which Part B Application an organization should submit to apply for a given project.

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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 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](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=0e17ddc1cdd28ac3741f2794222d0437&mc=true&n=pt2.1.200&r=PART&ty=HTML#se2.1.200_1331))

## 2023-2024 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 2023-2024 Annual Action Plan, contingent on the final amount of annual entitlement funding yet to be announced by HUD.

**Table 1: 2023-2024 Available Funding by Approved Project**

Project Name	Project Description	HUD Program	Eligible Entities	Funding Available	Part B Application Required
<b>Non-Profit Public Services</b>	CDBG funds will be provided to local non-profits to support programs that serve predominantly low- and moderate-income clientele	CDBG	Non-Profits	195,149	Public and Community Services
<b>Emergency Solutions Grant (ESG)</b>	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 <sup>4</sup>	Homeless and Homelessness Prevention
<b>Housing Opportunities for Persons with HIV/AIDS (HOPWA)</b>	HOPWA funds will be used to provide housing assistance and housing-related supportive services for persons living with AIDS/HIV and their families. HOPWA funds will be used for supportive services, housing information and referral services, tenant-based rental assistance, short-term rent, mortgage, and utility assistance	HOPWA	Non-Profits or Units of Local Government	849,665	Homeless and Homelessness prevention

<sup>4</sup> Additional information regarding ESG funding allocations is provided below this table



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<b>Project Name</b>	<b>Project Description</b>	<b>HUD Program</b>	<b>Eligible Entities</b>	<b>Funding Available</b>	<b>Part B Application Required</b>
<b>Micro-Enterprise Assistance</b>	Financial assistance, technical assistance, or general support services to owners and developers of micro-enterprises. A micro-enterprise is a business with five or fewer employees, including the owner(s).	CDBG	Non-Profits or Units of Local Government	40,000	Public and Community Services
<b>Non-Profit Housing Rehabilitation Programs</b>	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	Non-Profits or Units of Local Government	700,000	Owner-Occupied Home Repair
<b>City of Fresno Public Services</b>	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	796,711	Public and Community Services
<b>City of Fresno Public Infrastructure and City-Owned Facility Improvements</b>	Improvements to public infrastructure or city-owned facilities for the benefit of low- and moderate-income neighborhoods	CDBG	City of Fresno Departments/ Divisions	3,005,396.80	Public Infrastructure and City-Owned Facilities
<b>Fair Housing</b>	CDBG administrative funds will be used to support fair housing outreach and education to ensure fair housing opportunities	CDBG	Non-Profits or Units of Local Government	50,000	Fair Housing
<b>Fair Housing Services</b>	CDBG public services funds will be used to support fair housing outreach, education, and referral services consistent with the recommended activities of the 2020 Analysis of Impediments to Fair Housing Choice that result in a direct benefit to persons with low or moderate incomes	CDBG	Non-Profits or Units of Local Government	35,000	Fair Housing

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### Emergency Solutions Grant Funding Allocations

ESG funding percentages by eligible program component for 2023-2024 have been recommended by the City to the Fresno Madera Continuum of Care (FMCoC) for consideration at its December 8, 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.

**Table 1: Emergency Solutions Grant Funding Allocations**

<b>ESG Program Component</b>	<b>Entity Type</b>	<b>2023-2024 Anticipated Allocation %</b>	<b>2023-2024 Anticipated Allocation \$</b>
Rapid Rehousing	Non-Profits or Units of Local Government	54%	327,557
Street Outreach or Emergency Shelter	Non-Profits or Units of Local Government	33.5%	203,206
Homelessness Prevention	Non-Profits or Units of Local Government	5%	30,329
Homeless Management Information System	Units of Local Government	0%	0
ESG Program Administration	City of Fresno	7.5%	45,494

## Threshold Eligibility Requirements

Each proposed project, program, or activity to be funded during 2023-2024 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 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. In Good Standing.** If the entity is a prior recipient of federal funds through the City, it must be in good standing to be eligible for award. This includes having resolved, or actively be in the process of resolving, any open monitoring findings.

**3. 2023-2024 NOFA Part A – Cover Page.** Each Applicant must submit a fully completed and signed 2023-2024 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 Unique Entity Identifier (UEI) number. A UEI number is the primary means of entity identification for federal awards government-wide. The federal government uses the UEI number to track how federal money is allocated. If your organization does not have a UEI number visit the SAM.gov website at:

<https://sam.gov/content/duns-uei>

Registering for a UEI number is free of charge. To see comprehensive

instructions and checklists for entity registration visit:

<https://sam.gov/content/duns-uei>

Click on “Entity Registration Checklist”

4. **2023-2024 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.)

5. **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).

Additionally, Fair Housing applications must address one or more of the recommended actions outlined in the 2020 Analysis of Impediments to Fair Housing Choice (see activity definitions in the Part B: Application).

6. **Community Need Identified**: Proposals that clearly address the needs identified by the community through the City’s community needs meetings and hearings as indicated as priority objectives in each Part B Application will be given preference.
7. **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

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the HUD regulations at links provided in the below table. Additionally, all four grant programs are subject to Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards found at 2 CFR 200.

Funding Source	Program Regulation	e-CFR Link
CDBG	24 CFR 570	<a href="https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title24/24cfr570_main_02.tpl">https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title24/24cfr570_main_02.tpl</a>
HOME	24 CFR 92 (2013 Final Rule)	<a href="https://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&amp;tpl=/ecfrbrowse/Title24/24cfr92_main_02.tpl">https://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&amp;tpl=/ecfrbrowse/Title24/24cfr92_main_02.tpl</a>
ESG	24 CFR 576	<a href="https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-576">https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-576</a>
HOPWA	24 CFR 574	<a href="https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-574">https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-574</a>
Federal Uniform Requirements — All 4 Programs	2 CFR 200	<a href="https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1">https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1</a>

8. **Eligible Expenses**: Each proposal must budget only for ‘eligible expenses’ consistent with the applicable provisions of the program regulations identified in the above table. A budget narrative describing the types of expenses included in each line item shall be included with the Part B application.

**9. Financial and Management Systems:** Each subrecipient must complete the Financial and Management Systems question section of the 2023-2024 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. Additionally, selected subrecipients will be required to participate in mandatory technical assistance training provided by the City before the start of the program year. Failure to attend the mandatory training may disqualify an entity from funding.

**10. 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>

**11. 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.

**12. 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 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 January 10, 2023, from 10-11 AM, 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:

- January 10, 2023, from 2-3 PM – Public Services and Fair Housing
- January 11, 2023, from 10-11 AM – Owner-Occupied Home Repair
- January 11, 2023, from 2-3 PM – Homelessness & 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](http://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 of January 16-20, 2023. Appointments are required and times will be 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](mailto:Erika.Lopez@fresno.gov)

#### **Public and Community Services & Fair Housing**

Kimberly Archie, Senior management Analyst, [Kimberly.Archie@fresno.gov](mailto:Kimberly.Archie@fresno.gov)

#### **Public Infrastructure & City-Owned Facilities**

Kimberly Archie, Senior management Analyst, [Kimberly.Archie@fresno.gov](mailto:Kimberly.Archie@fresno.gov)

**Owner-Occupied Home Repair**

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

**General Inquiries**

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

## 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 handbook. All CDBG awarded subrecipient activities are required to serve low- to moderate-income persons. Activities benefiting lower income persons/households fall into four categories: area-benefit activities, limited clientele activities, housing activities, and job activities.

Area-Benefit 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: Under Low/Mod Limited Clientele (LMC), benefits are provided to a specific group of eligible persons rather than every person in a defined service area. To qualify as a limited clientele activity, at least 51 percent of the

beneficiaries of the activity must be low/mod income. An LMC activity must meet one of the following tests:

1. Exclusively benefit clientele who are generally presumed by HUD to be principally low/mod income persons; specifically abused children, battered spouses, elderly persons, adults with severe disabilities, homeless persons, illiterate adults, persons living with AIDS, and migrant workers.
2. Benefit low/mod persons comprising at least 51 percent of the clientele served. Information on individual family size and income is required to show evidence that incomes do not exceed CDBG income limits.

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) 621-8300. 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.
- 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.

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

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- Note: to utilize CDBG funds for a public service, the service must be either a new service or a quantifiable increase in the level of an existing service.

Specifically, this provision applies in the following manner:

- If a service is new, it may be funded.
- If a service is existing, determine whether it was provided by or on behalf of the City with local or state funding.
- If it was not provided by or on behalf of the City with funding from the local government, it may be funded.
- If it was provided by or on behalf of the City with funding from the local government, the City must determine whether the proposed service will be a quantifiable increase in the level of service. If it can be documented that the service is a quantifiable increase in the level of service, it may be funded.
- The regulations do not prohibit the City from continuing to provide funding to a CDBG-funded public service at the same or decreased level in subsequent program years.

### **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**

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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: 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 ESG funds. 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 <sup>5</sup>	Renovation (Major Rehabilitation and Conversion) Essential Services, Shelter Operations, and Assistance required under URA. See 24 CFR 576.102.
Rapid Re-Housing Assistance	Housing Relocation and Stabilization Services 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. Services: Housing Search, Housing Placement, Housing Stability, Mediation, Legal Services, Credit Repair, Budgeting, Money Management. Rental Assistance: Short: Up to 3 months; Medium: 4 to
Street Outreach <sup>5</sup>	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. Component services generally consist of engagement, case management, emergency health and mental health
Homelessness Prevention	Same activities as Rapid Re-Housing

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<sup>5</sup> ESG regulations limit street outreach and emergency shelter activities (combined) to no more than 60% of the fiscal year grant.

Project Component	Main Eligible Activities
HMIS <sup>6</sup>	Grant funds may be used for certain Homeless Management Information System (HMIS) and comparable database costs, as specified at 24 CFR

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

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<sup>6</sup> HMIS participation is required as a project component within all proposals, but may not be the sole project component.

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:
  - 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

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- 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
  - 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; OR
  - 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.
  - 3. 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 C: 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.

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>



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Project Component	Main Eligible Activities
Administration	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.

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

## Appendix D: CDBG National Objectives

National Objective	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)

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National Objective	Description	24 CFR Citation
LMC	Low/mod limited clientele benefit 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.	570.208(a)(2)
LMCMC	Low/mod limited clientele, micro-enterprises Activities carried out under 24 CFR 570.201(o) that benefit micro-enterprise owners/developers who are low/mod income.	570.208(a)(2)(iii)
LMCSV	Low/mod limited clientele, job service benefit 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.	570.208(a)(2)(iv)
LMH	Low/mod housing benefit Activities undertaken to provide or improve permanent residential structures that will be occupied by low/mod income households.	570.208(a)(3)

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National Objective	Description	24 CFR Citation
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>	<p>570.208(d)(5)(ii) and (d)(6)(ii)</p>
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>	<p>570.208(a)(4)</p>
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>	<p>570.208(a)(4)(vi) (F)</p>

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National Objective	Description	24 CFR Citation
LMJP	Low/mod job creation, location-based 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.	570.208(a)(4)(iv)
SBA	Slum/blight area benefit Activities undertaken to prevent or eliminate slums or blight in a designated area.	570.208(b)(1)
SBR	Slum/blight, urban renewal areas 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.	570.208(b)(3)
SBS	Slum/blight, spot basis Activities undertaken on a spot basis to address conditions of blight or physical decay not located in designated slum/blight areas.	570.208(b)(2)
URG	Urgent need 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.	570.208(c)

## Appendix E: Income Limits

Household Size	30% AMI	50% AMI	80% AMI
1	16,350	27,300	43,650
2	18,700	31,200	49,850
3	21,050	35,100	56,100
4	23,350	38,950	62,300
5	25,250	42,100	67,300

Income limits are effective as of July 1, 2022. View the most current CDBG income limits at <https://www.hudexchange.info/resource/5334/cdbg-income-limits/>

## **Appendix F: 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 G: 2023-2024 (PY 2023) NOFA Timeline

Tentative Dates	Activity
December 19, 2022	Release of Consolidated NOFA
January 10, 2023 10-11 AM	NOFA Webinar: Application Process; Eligibility, Threshold, and Federal Requirements Email <a href="mailto:HCDD@fresno.gov">HCDD@fresno.gov</a> to register for webinars
January 10, 2023 2-3 PM	NOFA Webinar – Public Services and Fair Housing
January 11, 2023 2-3 PM	NOFA Webinar – Homeless & Homelessness Prevention
January 12, 2023 2-3 PM	NOFA Webinar – Owner-Occupied Home Repair
January 27, 2023 4 PM	NOFA Applications Due to City
March 6, 2022	Draft 2023-2024 Annual Action Plan Published for 30-day Public Comment (including proposed NOFA subrecipients)
April 6, 2023	Conclusion of the 30-day Public Comment Period
April 20, 2023	City Council Consideration of 2023-2024 Annual Action Plan & Authorization of Subrecipient Agreements
May 15, 2023	Annual Action Plan due to HUD
Late Spring (Target of June 30, 2023)	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 H: Large File Sharing**

If your submission exceeds 40 MB, please email [HCDD@fresno.gov](mailto:HCDD@fresno.gov) requesting a link to submit using the City's File Sharing tool.