FY 2023-2024 FAIR HOUSING NOFA

**PART B – APPLICATION**

**FAIR HOUSING SERVICES**

# Application Summary

The City of Fresno (City) invites eligible organizations to submit applications for Fair Housing Administrative Services through the Community Development Block Grant (CDBG) Program. The 2020-2024 Consolidated Plan prioritizes the provision of services to residents and housing providers to advance fair housing. As such, the City is interested in receiving applications for one or more of the following program activities:

|  |  |
| --- | --- |
| Activity | Potential Funding |
| Fair Housing Complaint and Referral Services | **Not to Exceed $85,000 (CDBG)** |
| Public Fair Housing Education and Outreach |
| Fair Housing Education and Outreach to Housing Industry Professionals |

# Activity Definitions

The Council of the City of Fresno adopted the 2020 Analysis of Impediments to Fair Housing (AI) Choice on May 21, 2020. The AI includes an assessment of socioeconomic conditions, segregation and integration, access to opportunity, housing profile including publicly supported housing, housing for persons with disabilities, and fair housing activities. The AI also identifies barriers to fair housing choice within the City and provides recommended activities to address those barriers. The City has prepared a list of AI recommended activities it wishes to address through this NOFA as well as activities identified by the community as a need, which are presented in this section. The activities fall into three main categories: fair housing complaint and referral services, public fair housing education and outreach, and fair housing education and outreach to housing industry professionals. It is not required that every applicant address all activities, however the City will score points based on 1) the number of activities the applicant proposes to address and 2) the previous experience that the applicant has demonstrated in its application in providing substantially similar services. The City may choose to allocate its fair housing funding to one or more applicants in order to address as many activities as possible.

**Fair Housing Complaint and Referral Services**

* Accept fair housing calls and investigate complaints in multiple languages.
* Provide accessible means of contact for members of the public with fair housing complaints or concerns, to include at minimum telephone, email, and TTY.
* Investigate complaints and refer complainants to appropriate services and organizations.
* Provide for support in multiple languages, to include Spanish and Hmong.
* Track number of complaints by ZIP code, gender, and race/ethnicity.
* Track complaint outcomes to include cases referred to legal services, code enforcement, DFEH, HUD, or other outcome types.
* Provide quarterly and annual report to the City of tracked metrics.

**Public Fair Housing Education and Outreach**

The City is requesting applications that provide for a comprehensive City-wide fair housing education and outreach program. The strongest applications will include:

* **Public Fair Housing Education Program:** Prepare a program plan to include actions and timeframes for educating the Public regarding their fair housing rights and means by which they may report cases of housing discrimination or seek advice pertaining to fair housing rights.
* **Create and distribute materials to promote fair housing rights to the public:** Materials should include both print and digital communications to potentially include a web page hosted by the organization, recommended updates to the City’s Fair Housing web page, printed flyers or brochures to be distributed in City facilities and other public locations, social media posts, and email distributions. The City is interested in applications that demonstrate in-depth knowledge of the best means of reaching low and moderate-income residents, especially persons of color and other populations potentially vulnerable to housing discrimination.
* **Distribute fair housing resources through local agencies**: Distribution of fair housing resources through social service agencies, community organizations, local congregations, and other channels that most effectively reach populations.
* **Collaborate with local agencies serving immigrants, refugees, and populations with limited English proficiency on fair housing education**: Conduct outreach to local agencies serving immigrants, refugees, and other populations with limited English proficiency to collaborate on approaches to provide fair housing education and enforcement for these groups.
* **Publicize new state requirements regarding accepting Section 8 vouchers to public and voucher holders:** Communicate new state requirements regarding acceptance of Section 8 vouchers to members of the Public, to include collaboration with the Fresno Housing Authority to raise awareness among voucher holders and the public.
* **Increase awareness of subsidies and resources in low-income neighborhoods:** Target neighborhoods with high proportions of low-earning workers as priorities for interventions that increase awareness of available subsidies and resources.
* **Annual update to Public Fair Housing Education and Outreach Program**: Provide a summary of actions and outcomes following the implementation of the Public Fair Housing Education Program, to include recommendations for improvement in subsequent years based on emerging best practices and implementation experience.
* **Eviction Protection Program**: Prepare a program to include educating tenants of their rights to prevent unlawful evictions.

**Fair Housing Education and Outreach to Housing Industry Professionals**

The City is requesting applications to provide education and outreach to landlords, property owners, property managers, and lenders. The strongest applications will include:

* **Provide resources communicating stakeholder responsibilities:** Digital and print materials that communicate fair housing responsibilities of landlords, property owners, property managers, and lenders.
* **Publicize new state requirements regarding accepting Section 8 vouchers to landlords and property owners:** Publicize new state requirements regarding accepting Section 8 vouchers to landlords and property managers, with a focus on independent landlords not affiliated with larger property management companies. Publicity to potentially include partnership with media outlets and housing agencies. Connect landlords with questions regarding the new law to appropriate resources.
* **Create and lead workshops with local lenders to improve mortgage lending outcomes for applicants of color:** Convene a working group of local bankers to identify collaborative steps the City, lenders, and other local housing agencies could take to both increase the completion rate of loan applications and reduce the denial rates. Summarize and distribute key issues and recommendations made to attendees and the City.
* **Annually convene housing industry professionals to learn about fair housing rights and responsibilities:** Conduct community-wide event or partner with existing event such as a Fair Housing Conference, either in-person or virtually, that convenes housing industry professionals to learn about fair housing rights and responsibilities and updated fair housing laws. Event should be publicized broadly to industry professionals including lenders, housing agencies, landlords, property owners, and property managers.

# Application Submission

### **Application Deadline**

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

***Resolution Authorizing Application Submission Deadline***

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

### Application Delivery

* **Ple**ase 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 to upload large files (instructions in the Consolidated NOFA Handbook 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.

### Contact Person

* Kimberly Archie, Senior Management Analyst  
  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)

# Application Overview and Instructions

The City of Fresno (City) Housing and Community Development division is accepting proposals from eligible organizations providing services to residents and housing providers to advance fair housing within the City of Fresno.

Funds to be used for this NOFA are from the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program.

Under this Fair Housing NOFA, the following Fair Housing activities have been prioritized. Please see the ‘Activity Definitions’ section for specific actions recommended for each activity.

* Fair Housing Complaint and Referral Services
* Public Fair Housing Education and Outreach
* Fair Housing Education and Outreach to Housing Industry Professionals

### Instructions

Applications have been designed to support a standardized method of evaluation for eligibility and consideration. Applicants are encouraged to carefully review their applications prior to submission to ensure all questions are complete and narrative attachments are included. Once the application is submitted, additional information will not be accepted. In the event additional clarification is needed, City staff will contact the agency. In most instances, applicants will have 24 hours to provide the additional clarifying information in order to be considered responsive.

Prior to completing their applications, applicants should review the 2023-2024 Consolidated NOFA Handbook. The Handbook provides additional information regarding funding priorities, threshold eligibility requirements, applicant support options, and information on the timeline and process for application review and funding.

An organization’s completed application includes one Part A (Subrecipient organizational information), and one Part B Application including all relevant exhibits and attachments for each NOFA project activity for which funding is being sought. Both parts are included in this document.

* Submit one (1) electronic copy by email to [HCDD@fresno.gov](mailto:HCDD@fresno.gov).
* Applicants may provide as attachment a maximum of two, single-page letters of support. Additional pages beyond the maximum will not be reproduced. For this reason, applicants should select the two “best” support letters.

### Evaluation Process

Applications will be scored and ranked according to the below criteria.

| **Category** | **Points** |
| --- | --- |
| **Qualified / Disqualified:**   * Does the applicant demonstrate how the proposal aligns with one or more priorities outlined in the City of Fresno 2020-2024 Consolidated Plan and one or more of the projects outlined in the 2023-2024 Annual Action Plan? (If no, the application is disqualified.) * Are the proposed activities eligible under the applicable funding source? (If no in part or full, the application is disqualified in part or full.) * Are the proposed costs eligible under the applicable funding source? (if no in part or full, the application is disqualified in part or full.) * Is the applicant a unit of government or an established public benefit corporation in good standing with the State of California and recognized as exempt under 501(c)(3) of the Internal Revenue Code? (if no, the application is disqualified) * Does the applicant have established financial and management systems? (if no, the application is disqualified) * Are the proposed activities and the beneficiaries of services located within the City of Fresno? * Has the applicant failed to meet any other threshold eligibility requirements in the accompanying 2023-2024 Consolidated NOFA Handbook? (If yes, the application is disqualified.) | Qualified or Disqualified |
| **Organizational Capacity:**   * Does the organization have experience with federally funded programs? (5 points) * Does the organization have specific experience with programs funded by the Community Development Block Grant? (5 points) * Does the organization have financial resources to support six months of operating expenses? (5 points) * Does the organization demonstrate that its staff has the experience and skills to deliver the activities indicated in the application? (5 points) | 20 |
| **Priority Need Addressed:**   * How many recommended actions from the Analysis of Impediments to Fair Housing Choice are included in the application? (18 points) * For how many of the selected actions does the organization indicate it possesses at least one year of administering a similar activity? (18 points) | 36 |
| **Impact and Outcome:**   * Does the program/activity description clearly articulate how the applicant will deliver the recommended actions from the Analysis of Impediments to Fair Housing Choice? (up to 5 points) * Does the organization describe how their prior activities have resulted in meaningful impact - i.e., successful outcomes for tenants or a change to the way a bank does business, etc. (4 points) * Does the proposal demonstrate that the activity will be completed in a timely manner? (No activities completed by June 30, 2024: 0 points; Some activities completed by June 30, 2024: up to 5 points; all activities completed by June 30, 2024: 10 points) * Will the organization be able to sustain the project in the future without additional CDBG funding provided by the City? (5 points) | 24 |
| **Cost Effectiveness / Leveraging:**   * Is the cost per persons served reasonable for the benefit provided? (5 points) * Will the proposed activity leverage additional funds from other sources? (5 points) | 10 |
| **Coordination / Collaboration**   * Will the proposed activity be integrated or coordinated with other services to serve the overall needs of its clientele? (10 points.) | 10 |
| **Total Possible Points** | 100 |

# Application: Fair Housing

1. **Program/Activity Summary Information** – please complete the below summary information for the project/program.

Program/Activity Name (10 words or less):

Amount Requested: $      .00

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.

This project is a:

New Project/Program

Existing Project/Program

Years the applicant has administered this program/activity:

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Provide a short description of the proposed program/activity. (1 to 3 sentences and must fit in the provided space).

If this is an existing project/program that has not received CDBG funding from the City previously, please briefly explain how CDBG funds will be used to increase the level of service.

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1. **Organizational Capacity**
   1. Describe the organization’s experience with administering programs of this nature.
   2. For how many years has the organization administered activities of the type described in this application?

* 1. Does the organization have experience with:

Administering federally funded programs

Administering programs funded by the Community Development Block Grant

* 1. Provide the below information for direct service staff:

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| --- | --- | --- | --- |
| Name | Title | Brief description of services supported | Years of experience providing services described |
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* 1. Financial Capacity:

Organization has financial resources to support six months of operating expenses (financial statement attachment should clearly show current assets and operating expenses).

* 1. Does the organization have the following in place (check box if ‘yes’)?

Written policies and procedures for the proposed project or program (i.e., intake, eligibility)

Written Financial Management Policies and Procedures

Non-Discrimination / Equal Opportunity Policy

Conflict of Interest Policies and Procedures

Procurement Policies and Procedures

1. **Program / Activity Location (s)**
   1. The proposed activity will… (select all that apply):

…provide services to residents within the City of Fresno

…provide services to residents outside of the City of Fresno

…limit services to one or more neighborhoods

* 1. Describe the service area:  
     Note: Strong applications will include specifically defined services areas such as ‘residents within ½ mile radius of [facility address]’ or ‘residents within the boundaries defined on the attached map.’

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Service area map attached as exhibit

1. **Proposed Scope of Work**
   1. Indicate which actions recommended in the Analysis of Impediments to Fair Housing Choice are included in the application and the years of experience administering each activity. Activity descriptions are provided in the 2023-2024 Consolidated NOFA Handbook.

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| **Fair Housing Complaint and Referral Services** | | **Years of Experience** |
|  | Provide accessible means of contact for members of the public with fair housing complaints or concerns, to include at minimum telephone, email, and TTY. |  |
|  | Investigate complaints and refer complainants to appropriate services and organizations. |  |
|  | Provide for support in multiple languages, to include Spanish and Hmong. |  |
|  | Track number of complaints by zip code, gender, and race/ethnicity. |  |
|  | Track complaint outcomes to include cases referred to legal services, code enforcement, DFEH, HUD, or other outcome types. |  |
|  | Provide quarterly and annual reports of tracked metrics. |  |

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| **Public Fair Housing Education and Outreach Activities** | | **Years of Experience** |
|  | Public Fair Housing Education Program |  |
|  | Create and distribute materials to promote fair housing rights to the public |  |
|  | Distribute fair housing resources through local agencies |  |
|  | Collaborate with local agencies serving immigrants, refugees, and populations with limited English proficiency on fair housing education |  |
|  | Publicize new state requirements regarding accepting Section 8 vouchers to public and voucher holders |  |
|  | Increase awareness of subsidies and resources in low-income neighborhoods |  |
|  | Annual Update to Public Fair Housing Education and Outreach Program |  |
|  | Eviction Protection Program |  |

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| **Fair Housing Education and Outreach to Housing Industry Professionals** | | **Years of Experience** |
|  | Provide resources communicating stakeholder responsibilities |  |
|  | Publicize new state requirements regarding accepting Section 8 vouchers to landlords and property owners |  |
|  | Create and lead workshops with local lenders to improve mortgage lending outcomes for applicants of color |  |
|  | Annually convene housing industry professionals to learn about fair housing rights and responsibilities |  |

* 1. Estimate the number of unduplicated persons expected to benefit from the project:

      unduplicated persons will receive a direct benefit from this project.

* 1. Are direct services limited to specific populations? If so, please explain.

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* 1. Timeliness

The activities described in this application will be completed by June 30, 2024

The activities described in this application will be completed after June 30, 2024

Some of the activities described in this application will be completed by June 30, 2024, while others will require longer (please explain below)

* 1. How will the organization sustain the project after the CDBG funding terminates?

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* 1. Detailed Narrative Description of Project/ProgramDescribe the project/program in detail in the space below. Limit description to the space provided on this and the next page.

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Detailed Narrative Description of Project/Program (Continued from previous page)

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* 1. Collaboration  
     Briefly describe any collaboration efforts with other organizations for this project/program or related initiatives.

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| **Collaborating Organization** | **Description of Collaboration** |
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1. **Project/Program Budget**
   1. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2023-2024. If the organization has received funding commitment letters, please attach as an exhibit to this application.

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| **Funding Source (Name of Funder)** | **Name of Funding Program (if applicable)** | **Dollar Amount** | **Commitment Status (Committed or Pending)** | **If Pending, Expected Commitment Date** |
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* 1. Activity Budget Summary and Narrative  
       
     Please complete Exhibit A – Operating Budget Summary and the Budget Narrative.

The above referenced Budget worksheet is available in Excel format by sending a request to [brandon.sisk@fresno.gov](mailto:brandon.sisk@fresno.gov) with a copy to [HCDD@fresno.gov](mailto:HCDD@fresno.gov).

The Exhibit B - Budget Narrative should include a description of all costs included in each line item listed in the Operating Budget Summary.

Please note the following costs are not allowable for CDBG: bad debts; contingencies; contributions and donations; entertainment costs (including meals for social events and awards/graduation banquets); gifts or incentive awards to individuals; fines and penalties resulting from violations of or non-compliance with Federal, State, and Local laws; interest on borrowed capital; fundraising; investment management.

* 1. Prior-Year Financial Statement

For existing programs, please attach a financial statement labeled as Exhibit B for the proposed program for the last full operating year. Failure to provide the financial statement will result in disqualification.

# Required Attachments to Part B Application:

EXHIBIT A – OPERATING BUDGET SUMMARY; AND

EXHIBIT B – BUDGET NARRATIVE; AND

EXHIBIT       – PRIORYEAR AUDITED FINANCIAL STATEMENT INCLUDING STATEMENT OF ACTIVITIES, STATEMENT OF FINANCIAL POSITION AND STATEMENT OF CASH FLOWS (REQUIRED WHEN TOTAL FEDERAL GRANT AWARDS EQUALED OR EXCEEDED $750,000 DURING THE ANNUAL AUDIT PERIOD); OR

EXHIBIT       – PRIOR-YEAR UNAUDITED FINANCIAL STATEMENT WHEN TOTAL FEDERAL GRANT AWARDS FOR THE ANNUAL AUDIT PERIOD WAS LESS THAN $750,000

**Optional Attachments to Part B Application**:

EXHIBIT       – FUNDING COMMITMENT LETTERS (IF AVAILABLE)

EXHIBIT       – LETTERS OF SUPPORT (OPTIONAL-MAXIMUM 2)

EXHIBIT       – SERVICE AREA MAP (REQUIRED IF NOT DESCRIBED IN 3.b)

## Exhibit A: Operating Project Budget Summary (or submit via Excel)

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| **Budgeted Position (Personnel) or Category (Operations)** | **City of Fresno HUD Funds** | | | **Other Funds for Project** | | | | | **Project Totals (All Funds)** |
| **Salaries & Wages** | **Fringe Benefits** | **Totals (City of Fresno HUD Funds)** | **Other Federal Funds** | **State Funds** | **Local Govm't Funds** | **Private / Donor Funds** | **Other Funds (specify)** |
| **Salaries/Wages (Specify each position)** | | | | | | | | | |
| **Direct Service Personnel (enter position titles):** | | | | | | | | | |
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| **Administrative Personnel (enter position titles):** | | | | | | | | | |
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| **Independent Contractors / Consultants (enter position titles):** | | | | | | | | | |
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| **TOTAL PERSONNEL BUDGET** | $ | $ | **$** | $ | $ | $ | $ | $ | **$** |
| **Other Direct Costs (include only costs that are direct; indirect costs are covered under the Indirect Cost Rate)** | | | | | | | | | |
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| **TOTAL OTHER DIRECT COSTS** |  |  | **$** | $ | $ | $ | $ | $ | **$** |
| **INDIRECT COSTS\* (Select 1 indirect rate Only)** | | | | | | | | | |
| **Approved Indirect Cost Rate** |  |  |  |  |  |  |  |  |  |
| **De minimus 10 % Rate** |  |  |  |  |  |  |  |  |  |
| **TOTAL INDIRECTCOST BUDGET** |  |  | **$** | $ | $ | $ | $ | $ | **$** |
| **TOTAL PROJECT BUDGET** | **$** | **$** | **$** | **$** | **$** | **$** | **$** | **$** | **$** |

**Please review this form and annotate budget items as needed**

**All applicants are required to submit a copy of their organization’s operating budget.**

\*An approved indirect cost rate must be applied to the base identified in the agreement with the federal cognizant agency.

Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 10% of Modified Total Direct Costs (defined in 2 CFR 200.68).

## Exhibit B: Budget Narrative

Please provide a brief narrative describing the expenses included in each category of the budget summary

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