PY 2024-2025 ConsolidateD NOFA  
Application – Part B  
Public Infrastructure and City-Owned FACILITY IMPROVEMENTS

# Application Summary

The City of Fresno (City) invites Units of City Government (Units) to submit applications for Public Infrastructure and City-Owned Facilities Improvements through the Community Development Block Grant (CDBG) Program. The 2020-2024 Consolidated Plan prioritizes improvements to public infrastructure and city-owned facilities to close gaps in areas with aging, lower quality, or nonexistent public infrastructure and facilities to promote quality of life and neighborhood revitalization. As such, the City is interested in receiving applications for one or more of the following activities:

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| Activity | Potential Funding |
| Improvements to streets, curbs, sidewalks, and street lighting in Low- and Moderate-Income (LMI) Neighborhoods | **CDBG** |

# Application Submission

## **Application Deadline**

**February 16, 2024 by 5 PM**

## 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

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 Units of City Government (Units) providing Public Infrastructure and City-Owned Facility Improvements to benefit low-income and special needs households to promote quality of life and neighborhood revitalization.

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. A guide to program requirements is attached to the Consolidated NOFA Handbook.

## 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 2024-2025 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 (Cover Page), and one or more Part B (Application) including all relevant exhibits and attachments.

* 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.

Under this Consolidated NOFA, the following Public Infrastructure and Facilities objectives have been prioritized:

* Include landscape improvements, tree planting, and additional greenery in scope of work where street improvements occur
* Improvements to streets, curbs, sidewalks, and street lighting in the following areas:
  + Hughes area around 99 and Parkway Drive
  + Jane Addams area around Olive and Marks
* Building water stations in Low- and Moderate-Income Areas throughout the city to provide clean drinking water, showers, restrooms, and laundry facilities
* Add lighting in the area around the north side of Roeding Park near Live Again Fresno
* Build parks in the Olive & Brawley and 8th/Orange & Ventura areas
* Increase access to free public Wi-Fi in Low- and Moderate-Income Areas

## 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? (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.) * Has the applicant failed to meet any other threshold eligibility requirements in the accompanying 2024-2025 Consolidated NOFA Handbook? (If yes, the application is disqualified.) * Does the application clearly define a service area that meets low-and-moderate income criteria, or demonstrate that the primary activities to be enabled by the improvement benefit at least 51% low- and moderate-income persons? | Qualified or Disqualified |
| **Quality of the Proposal / Alignment to Community Needs**   * Does the application provide sufficient evidence that the improvement was identified as a community need by low- and moderate-income residents, and that an assessment demonstrates the need takes priority among competing needs? (20 points) * Are existing resources insufficient to meet the need? (10 points) * Is the program targeted to specific areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs)? (10 points) | 40 |
| **Impact and Outcome:**   * Does the proposal clearly describe how the improvement will be completed in a timely manner? (Up to 15 points) * Does the proposal clearly articulate how the proposal was developed and how any final designs will be prepared in consultation with the target population? (Up to 15 points) | 30 |
| **Cost Effectiveness / Leveraging:**   * Is the proposed budget well-researched and consistent with the proposed benefits? (Up to 10 points) * Will the proposed activity leverage additional funds that would otherwise not be available? (Up to 10 points) | 20 |
| **Coordination / Collaboration**   * Will the proposed improvement enable coordination between organizations and resources to serve the overall needs of beneficiaries? (10 points) | 10 |
| **Total Possible Points** | **100** |

# PY 2024-2025 APPLICATION Public Infrastructure and City-Owned Facility Improvements

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

Project Name (10 words or less):

Amount Requested: $      .00

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

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1. **Organizational Capacity**
   1. Describe the unit’s experience with administering federally funded projects of this nature.

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* 1. For how many years has the unit administered activities of the type described in this application?

* 1. Does the unit 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. **Proposed Scope of Work**
   1. Briefly describe the needs this proposal addresses, and how existing resources are insufficient to meet this need:

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* 1. The City’s Analysis of Impediments to Fair Housing Choice recommends that the City prioritize investments in areas identified as Racially/Ethnically Concentrated Areas of Poverty (RECAPs – see NOFA Handbook). Please select one of the following:

The investment is not located within a RECAP

The investment and its service area are located within RECAPs

* 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. Estimate the *annual* number of unduplicated persons expected to receive a direct benefit from the project:

      unduplicated persons will receive a direct benefit from this project.

* 1. Select the proposed beneficiaries of the proposed project (select all that apply):

Children and Youth

Abused Children

Older Adults (62 and older)

Severely Disabled Adults

Public Housing Residents

Victims of Domestic Violence

Illiterate Adults

Migrant Farm Workers

Low-Income Persons in General

Homeless Individuals

Persons at Risk of Homelessness

Other (Specify:       )

* 1. What are the expected outcomes of the project?

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* 1. Income Documentation  
     CDBG-eligible projects must primarily benefit persons who earn less than 80% of the area median income. A chart containing the income limits effective as of July 1, 2023, is included as a reference below. Applicants must select one of the following three options for documenting how their project or program will satisfy the CDBG income eligibility requirement.

View the most current CDBG income limits at <https://www.hudexchange.info/resource/5334/cdbg-income-limits/>

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| --- | --- | --- | --- |
| **Household Size** | **30% AMI** | **50% AMI** | **80% AMI** |
| 1 | 17,350 | 28,900 | 46,200 |
| 2 | 19,800 | 33,000 | 52,800 |
| 3 | 22,300 | 37,150 | 59,400 |
| 4 | 24,750 | 41,250 | 65,950 |
| 5 | 26,750 | 44,550 | 71,250 |

SELECT ONE OF THE THREE OPTIONS ON THE FOLLOWING PAGE

OPTION 1: Low-Income Clientele – Presumed Benefit

Select this option if the program will exclusively serve one of the following clienteles (select all that apply)

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| --- | --- |
| Older Adults (62 and older)  Severely Disabled Adults  Abused Children | Illiterate Adults  Migrant Farm Workers |

OPTION 2: Low-Income Clientele – Other

Select this option if the activity will benefit low- and moderate-income persons other than the specific clientele listed under the first option. The organization must be willing to document income eligibility for each beneficiary participating in programs at the facility (see continuation of use).

Indicate below the types of documentation the organization will collect to verify income eligibility (select all that apply):

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| --- | --- |
| Pay Stubs / Wage Statements  W-2s  Income Tax Returns  Social Security Documentation  Bank Statements | Signed Certifications from Beneficiaries  Other:  Other:  Other: |

OPTION 3: Low-Income Area

Select this option if the improvement will benefit residents within the defined service area described in 3.c.

NOTE: the service area must be primarily residential, and the participants receiving benefit from the improvement must primarily reside within the service area. If a portion of the participants receiving benefit from the improvement reside outside the service area, additional information about these participants may be required to qualify under Option 3: Low-Income Area.

* 1. Continuation of Use  
     Pursuant to 24 CFR 570.505, recipients receiving CDBG funds may not change the use or planned use of any property for which CDBG-funded improvements were made unless the recipient provides affected citizens with reasonable notice of, and opportunity to comment on, any proposed change, and the new use of such property qualifies as meeting one of the national objectives in §570.208 (formerly §570.901) and is not a building for the general conduct of government.

The applicant agrees to comply with 24 CFR 570.505 and to consult with the Housing & Community Development Division prior to implementing any change of use for facilities improved with CDBG funds.

Please describe your unit’s capacity to maintain the facility or improvements into the future.

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* 1. Detailed Narrative Description of Project Describe the project in detail in the space below. Include any information about how the project has or will incorporate input from its anticipated beneficiaries. Limit description to the space provided on this and the next page.

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Detailed Narrative Description of Project (Continued from previous page)

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* 1. Please attach any drawing or visual plans that have been drafted as an exhibit to this application.

Drawings or visual plans are attached as exhibit

* 1. Collaboration  
     Briefly describe any collaboration efforts with other organizations for this project or activities enabled through this investment.

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| **Collaborating Organization** | **Description of Collaboration** |
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1. **Project/Program Budget**
   1. The City is interested in investments that provide benefit to residents in a timely manner (12 months) while balancing the need to maintain high standards of project delivery. Please propose how you will address this need.

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* 1. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for PY 2024-2025. If the unit 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  
       
     Please complete Exhibit A – Capital Budget Summary.

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

An Exhibit B – Budget Narrative must also be completed to provide a brief explanation of the expenses included in the budget.

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.

# Attachments to Part B Application:

EXHIBIT A – OPERATING BUDGET SUMMARY

EXHIBIT B – BUDGET NARRATIVE

Optional Additional Exhibits:

EXHIBIT       – DRAWINGS OR PLANS (IF AVAILABLE)

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: Capital Project Budget Summary (or submit via Excel)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Budgeted Category** | **City of Fresno CDBG** | **Other Federal Funds** | **State Funds** | **Local Funds** | **Private Funds (List Source)** | **Subrecipient Contribution** | **Other  (List Source)** | **Total Cost** |
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| **Property Acquisition** |  |  |  |  |  |  |  |  |
| **Land Acquisition** |  |  |  |  |  |  |  |  |
| **Building and Improvements** |  |  |  |  |  |  |  |  |
| **Related Acquisition Soft Costs** |  |  |  |  |  |  |  |  |
| **Total Acquisition** | **$** | $ | $ | $ | $ | $ | $ | **$** |
| **Construction Hard Costs** |  |  |  |  |  |  |  |  |
| **Renovation Cost** |  |  |  |  |  |  |  |  |
| **New Construction Cost** |  |  |  |  |  |  |  |  |
| **Off-site Improvements** |  |  |  |  |  |  |  |  |
| **Renovation / Construction / Off Site Contingency** |  |  |  |  |  |  |  |  |
| **Environmental Mitigation** |  |  |  |  |  |  |  |  |
| **Permits** |  |  |  |  |  |  |  |  |
| **Connection / Tap Fees** |  |  |  |  |  |  |  |  |
| **Construction Period Utilities** |  |  |  |  |  |  |  |  |
| **Other: (Specify)** |  |  |  |  |  |  |  |  |
| **Total Construction Hard Cost** | **$** | $ | $ | $ | $ | $ | $ | **$** |
| **Professional Fees** |  |  |  |  |  |  |  |  |
| **Architect** |  |  |  |  |  |  |  |  |
| **Engineer** |  |  |  |  |  |  |  |  |
| **A & E Reimburseables** |  |  |  |  |  |  |  |  |
| **Survey** |  |  |  |  |  |  |  |  |
| **Environmental Consultant** |  |  |  |  |  |  |  |  |
| **Geotechnical** |  |  |  |  |  |  |  |  |
| **Testing and Inspection** |  |  |  |  |  |  |  |  |
| **Construction Estimator** |  |  |  |  |  |  |  |  |
| **Project Management** |  |  |  |  |  |  |  |  |
| **Total Professional Fees Budget** | **$** | $ | $ | $ | $ | $ | $ | **$** |

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| **Continued from previous page** | | | | | | | | |
| **Budgeted Category** | **City of Fresno CDBG** | **Other Federal Funds** | **State Funds** | **Local Funds** | **Private Funds (List Source)** | **Subrecipient Contribution** | **Other  (List Source)** | **Total Cost** |
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| **Project Financing Fees and Costs** | | | | | | | | |
| **Appraisal** |  |  |  |  |  |  |  |  |
| **Title and Recording** |  |  |  |  |  |  |  |  |
| **Construction Escrow** |  |  |  |  |  |  |  |  |
| **Application Fees** |  |  |  |  |  |  |  |  |
| **Financing Fees** |  |  |  |  |  |  |  |  |
| **Construction Interest** |  |  |  |  |  |  |  |  |
| **Lender Inspections** |  |  |  |  |  |  |  |  |
| **Lender Legal** |  |  |  |  |  |  |  |  |
| **Total Project Financing** | **$** | $ | $ | $ | $ | $ | $ | **$** |
| **Miscellaneous** |  |  |  |  |  |  |  |  |
| **Real Estate taxes** |  |  |  |  |  |  |  |  |
| **Builder's Risk Insurance** |  |  |  |  |  |  |  |  |
| **Property Insurance** |  |  |  |  |  |  |  |  |
| **Liability Insurance** |  |  |  |  |  |  |  |  |
| **Pollution Insurance** |  |  |  |  |  |  |  |  |
| **Other: (Specify)** |  |  |  |  |  |  |  |  |
| **Other: (Specify)** |  |  |  |  |  |  |  |  |
| **Total Miscellaneous** | **$** | $ | $ | $ | $ | $ | $ | **$** |
| **Furnishings & Equipment** | | | | | | | | |
| **Program Equipment** |  |  |  |  |  |  |  |  |
| **Data & Communications Equipment** |  |  |  |  |  |  |  |  |
| **Security Equipment** |  |  |  |  |  |  |  |  |
| **Furnishings** |  |  |  |  |  |  |  |  |
| **Other: (Specify)** |  |  |  |  |  |  |  |  |
| **Other: (Specify)** |  |  |  |  |  |  |  |  |
| **Total Furnishings & Equipment** | **$** | $ | $ | $ | $ | $ | $ | **$** |
| **GRAND TOTAL** | **$** | **$** | **$** | **$** | **$** | **$** | **$** | **$** |

## Exhibit B: Budget Narrative

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

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