

**CITY OF IRVINE**  
**2019 CDBG & HOME NOTICE OF FUNDING AVAILABILITY**

The City of Irvine is currently seeking applications for the 2019 program year for Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) funds. These programs are funded through the U.S. Department of Housing and Urban Development (HUD) and are administered locally by the City of Irvine. This Notice of Funding Availability (NOFA) covers a one-year period for CDBG and HOME activities that will begin July 1, 2019 and end June 30, 2020.

The City anticipates the availability of CDBG and HOME funds as follows:

**CDBG**

Public Services	\$ 254,764
Capital Projects	\$1,103,978

**HOME**

Capital Projects	\$ 582,630
CHDO Projects	\$ 309,588

Public service programs and capital projects that benefit low- and moderate-income Irvine residents are strongly encouraged.

**Submission Guidelines**

For funding consideration, all proposed programs and/or projects must meet the CDBG and/or HOME eligibility requirements identified on pages 10 through 16 of this NOFA. Respondents to this NOFA must complete the appropriate application noted below:

- Application for CDBG Public Service Programs
- Application for CDBG/HOME Capital Projects

Beginning November 7, 2018, electronic fillable copies of the applications may be obtained online at [www.cityofirvine.org/cdbg](http://www.cityofirvine.org/cdbg). Please note that any modifications and/or changes made to the format of the application will result in the rejection of your application.

**One original single-sided and 10 double-sided three-hole punched copies** must be provided, individually bound with binder clips or rubber bands (no staples).

The application must be **typed** (not handwritten) and the original must have signatures in **blue ink**.

Application technical workshops will be held on November 6, 2018:

- 10:00 a.m. - 11:00 a.m. for CDBG Public Service Program Applications
- 1:00 p.m. - 2:00 p.m. for CDBG/HOME Capital Project Applications

The workshops will be held at:

Las Lomas Community Center  
10 Federation Way  
Irvine, California, 92603

Attendance at the workshops is not mandatory for submitting an application.

### **Submission Deadline**

All applications must be received in the City of Irvine Neighborhood Services Division by 5:00 p.m. on Tuesday, December 18, 2018.

If by mail: City of Irvine Neighborhood Services Division  
P.O. Box 19575  
Irvine, CA 92623-9575  
Attn: Charles Kovac, Housing Administrator

If by hand delivery: City of Irvine Neighborhood Services Division  
Irvine City Hall, 1<sup>st</sup> Floor – Community Development  
One Civic Center Plaza  
Irvine, CA 92606

This requirement is firm as to place, date and time. Mailed applications should be posted in time to be received by the date, time and location noted above. No faxed or emailed applications will be accepted. Attach only the required documentation. Any additional information not requested will be disposed of and not considered as part of the application.

Applications that are incomplete, have an insufficient number of copies, exceed the prescribed response limits, have content errors or deficiencies, or that are submitted after the deadline may be rejected. Once submitted, proposals may not be amended, unless the amendment has been requested by the City. The City reserves the right to contact an applicant if additional information is required. The City, at its sole and absolute discretion, with or without cause, and without liability to any applicant, reserves the right to accept or reject any and/or all proposals either in whole or in part, waive any informalities or irregularities of any proposals, cancel this NOFA at any time, and/or take any action in the best interest of the City.

City staff is available to answer questions and provide technical assistance to any agency wishing to submit an application until December 11, 2018. Please call the Neighborhood Services Division at 949-724-7444 for any technical assistance.

## **Application Review and Decision Process**

The application review process has three phases. In the first phase, all applications are reviewed by Neighborhood Services Division staff for completeness and eligibility under federal regulations. Eligible public service program and capital project applications are then reviewed to determine if the application is for a program or project that addresses one of the goals included in the City of Irvine Consolidated Plan – Strategic Plan for 2015-19 (refer to pages 145-148) available online at [www.cityofirvine.org/cdbg](http://www.cityofirvine.org/cdbg). Ineligible applications and applications for programs or projects that do not meet a Consolidated Plan – Strategic Plan goal will not be submitted for consideration by the Community Services Commission. Agency capacity, experience and past performance are also considered. Based on this review, Neighborhood Services Division staff prepares general funding recommendations that are provided to the Community Services Commission.

The second phase of the application review process includes a public hearing before the Community Services Commission where it considers all eligible applications and prepares funding recommendations for the City Council.

The third phase of the application review process includes a public hearing before the City Council concerning the Annual Action Plan, which will include the Community Services Commission's funding recommendations. The decision of the City Council with respect to CDBG and HOME funding allocations shall be final. The action of the City Council adopts the Annual Action Plan, which is the CDBG and HOME program annual budget submitted to HUD.

Applications considered at the Community Services Commission and City Council public hearings are limited to those submitted according to the guidelines and timetables outlined in this NOFA. Applicants are encouraged to attend and participate at these public hearings.

If you have questions or require additional information, please contact Charles Kovac, Housing Administrator, at 949-724-7452 or by email at [ckovac@cityofirvine.org](mailto:ckovac@cityofirvine.org).

## **FY 2019-20 Application Timeline**

- November 6, 2018, 10:00 a.m. - 11:00 a.m.: **CDBG Public Service Programs Technical Workshop.**
- November 6, 2018, 1:00 p.m. - 2:00 p.m.: **CDBG/HOME Capital Projects Technical Workshop.**
- December 18, 2018, 5:00 p.m.: **Applications Due** to the Neighborhood Services Division at Irvine City Hall.
- December 19, 2018 - January 31, 2019: City Staff reviews applications to verify threshold eligibility.
- February 20, 2019 and March 20, 2019: Community Services Commission public meetings.\*

- April 23, 2019: City Council public hearing.\*
- July 1, 2019: CDBG and HOME 2019-20 Program Year begins.

\* Community Services Commission and City Council meeting dates and times are tentative. Notices of all public meetings will be placed in the local newspapers of general circulation and online at [www.cityofirvine.org/cdbg](http://www.cityofirvine.org/cdbg). Please watch for these notices to confirm public meeting dates and times.

♿ It is the intention of the City of Irvine to comply with the Americans with Disabilities Act (ADA). To request special assistance at a City meeting, please contact Kim Radding, Administrative Secretary, at 949-724-7444, 711 Relay at 949-724-6607, or via email at [kradding@cityofirvine.org](mailto:kradding@cityofirvine.org). TDD/Voice 949-724-6607.

### **Income Limits**

The purpose of the CDBG and HOME programs is to provide housing and community development opportunities for low- and moderate-income individuals and/or households. HUD establishes income limits annually based upon the Area Median Income (AMI) for eligibility under these programs. The 2018 income limits for Orange County are provided below:

2018 Income Limits								
Income Level	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30% AMI Extremely Low-Income	23,000	26,250	29,550	32,800	35,450	38,050	40,700	43,300
50% AMI Very Low- Income	38,300	43,750	49,200	54,650	59,050	63,400	67,800	72,150
80% AMI Low/Mod- Income	61,250	70,000	78,750	87,450	94,450	101,450	108,450	115,450

Source: [www.hudexchange.info/programs/home/home-income-limits/](http://www.hudexchange.info/programs/home/home-income-limits/)

### **Written Agreements**

If selected and awarded funding, your agency will be required to execute a written agreement with the City of Irvine. The agreement must be executed within 60 days of the City’s transmittal to your agency. Failure to do so may result in termination of the award and loss of funding. The agreement outlines terms and conditions of funding for your agency and the City. The agreement is a legally binding contract and failure to adhere to its terms and conditions may result in the termination and required repayment of the funding award. Each agreement will contain the following information derived from your agency’s application:

**Description of Program Services:** This provides an overview of the program services or project as described in the application, goals and objectives, and specific services (e.g., working hours, location of services, number of clients to be served) achievable

based on the funding level approved by the City Council. The description of program services also describes in detail how the funds will be used to support the program or project.

**Project Budget:** The budget lists the specific uses of funds approved by the City (e.g., personnel, consultants, utilities, supplies, rental assistance payments). Please note that all CDBG and HOME funding is disbursed on a reimbursement basis.

**Program Performance Measurement Plan / Schedule of Performance:** This schedule outlines the major activities and expected outcomes for each quarter of the year based on HUD and/or City performance indicators and goals specified in your agency's application. For capital projects, this schedule outlines the major milestones through project completion.

### **General Requirements**

**Leverage/Match Funds:** Applicants for capital projects must demonstrate that CDBG and/or HOME funds will be leveraged or matched with resources from state, local, private, or other non-federal sources by not less than 25 percent (excluding City sponsored projects). Match or leverage may be cash or grant, but should be reasonably expected to be available for the project. For the HOME program, matching funds must be either committed or in-hand at the time of application and must be spent prior to reimbursement from HOME, unless approved by City staff.

**Readiness:** Programs and projects must display evidence of readiness to proceed. All leverage and match funding must be in place and all land use requirements met prior to submission of application. Applicants must demonstrate that CDBG and HOME funds will be fully spent within the program year. Applicants for affordable housing construction projects may request a waiver of this requirement. Such waivers may be granted only for affordable housing and/or City sponsored capital improvement projects and at the sole discretion of City staff.

**CDBG Public Service Conditions to Disbursement:** The written agreement will specify that the disbursement of CDBG Public Service funds to your agency is subject to the following conditions at the time each disbursement is to be made:

- Your agency shall have provided to City a complete payment request with documentation supporting the eligible CDBG costs incurred;
- Your agency shall have submitted to City a quarterly report of progress toward achieving the Program Performance Measurement Plan;
- If payment is for the professional services of a consultant or contractor, your agency will be required to provide the City with appropriate evidence that consultant or contractor is not federally debarred or suspended and shall have provided a copy of the executed contract between your agency and the consultant or contractor;
- The ratio of disbursement of CDBG funds to your agency shall not exceed the ratio of progress toward achieving the Program Specific Performance Measurement Plan identified in the written agreement; and

- That City's obligation to provide CDBG funds to your agency shall be subject to the availability of CDBG funds to the City from HUD.

**Indemnification:** Agencies approved for funding must agree to defend, indemnify, and hold harmless the City, its officers, agents and employees from and against all liability, claims, demand, losses, and expenses, including attorney's fees, original and on appeal, arising out of or related in any way to the performance of the agreement.

**Insurance:** Agencies approved for funding will be required to maintain the insurance coverages described below, each of which shall contain a provision that forbids any cancellation, changes or material alterations without prior notice to the City at least 30 days in advance. The insurance coverage shall be evidenced by an original certificate of insurance provided through the City's third-party risk management firm prior to the execution of the written agreement. The required insurance (as of July, 2019, subject to change in the written agreement) is as follows:

- a. Commercial General Liability Insurance – shall be written to cover liability arising from premises and operations, independent contractors, products and completed operations, personal and advertising injury, and contractual liability. The minimum bodily injury and property damage liability limit shall be \$1,000,000 per occurrence.
- b. Workers' Compensation Insurance – shall cover all employees engaged in work for the agency in accordance with the laws of the State of California. The minimum employer's liability limit shall be \$1,000,000 per accident.
- c. Auto Insurance – shall be required to cover all employees who may operate a vehicle as part of the proposed program/project. The minimum employer's liability limit shall be \$500,000 per accident.

**Licenses:** Agencies approved for funding will be required to obtain a City of Irvine business license.

**Program Monitoring:** Agencies approved for funding will be required to maintain and submit adequate information necessary to monitor program accountability and progress in accordance with the terms and conditions of the written agreement.

**Fair Housing, Nondiscrimination and Equal Opportunity:** The City of Irvine, in accordance with federal and state law and City policy, prohibits discrimination on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship or service in the uniformed services. Agencies awarded funding will be required to comply with all applicable fair housing, nondiscrimination and equal opportunity requirements.

**Notification:** All applicants will be notified between April 24, 2019 and June 30, 2019 of funding determinations. Receipt of an award letter does guarantee funding. Funds may not be obligated until an environmental review has been prepared by City staff and approved by HUD, the written agreement is signed by all parties and a notice to proceed is issued. Please be aware that past funding does not guarantee future funding or funding at the same level.

**Compliance with Applicable Laws, Rules and Regulations:** Agencies that are awarded CDBG and/or HOME funding must act in accordance with all applicable federal, State of California, and City of Irvine laws, rules, and regulations. Applicants are strongly encouraged to be familiar with these requirements prior to submitting a funding request. These include, but are not limited to, the following:

- **24 CFR Part 570, as amended** – The regulations governing the CDBG program.
- **24 CFR Part 92, as amended** – The regulations governing the HOME program.
- **24 CFR Part 1 and 6, Public Law 90-284, Fair Housing Act** – The regulations issued following Title VI of the 1964 Civil Rights Act and Section 109 of the 1975 Housing and Community Development Act that prohibits discrimination in HUD programs based on sex, race, color, national origin, and religion and requires all programs and activities to be administered in a manner to affirmatively further the policies of the Fair Housing Act.
- **24 CFR Part 107 and 108** – The regulations issued following Executive Order 11063 and Executive Order 12892 which prohibit discrimination and promote equal opportunity in housing.
- **Section 504 of the Rehabilitation Act of 1973, 24 CFR Part 40 and 41** – The regulations that set forth policies and procedures for the enforcement of standards and requirements for disabled accessibility. The Architectural Barriers Act of 1968 and the Americans with Disabilities Act provide additional laws on accessibility and civil rights of individuals with disabilities.
- **Age Discrimination Act of 1975 (42 U.S.C. 6101)** – The regulations that prohibit discrimination on the basis of age.
- **29 CFR Parts 3 and 5** – The regulations on labor standard provisions that include the payment of prevailing wages on federally assisted projects as mandated by the Davis-Bacon Act and Contract Work Hours and Safety Standards Act. 24 CFR Part 70 provides information on the use of volunteers.
- **Copeland “Anti-Kickback” Act (18 U.S.C. 874 and 40 U.S.C. 276c)** – The regulations on contracts for construction or repair awarded by subrecipients shall include a provision for compliance.
- **24 CFR Part 58** – The regulations prescribing the Environmental Review procedure under the National Environmental Policy Act of 1969.

- **National Flood Insurance Act of 1968, 24 CFR Part 55 under Executive Order 11988** – The regulations for proposed projects and properties located in a floodplain.
- **36 CFR Part 800** – The regulations outlining the procedures for the protection of historic and cultural properties.
- **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970** – the policies for displacement, relocation assistance, and real property acquisition as defined by 42 U.S.C. 4601 (URA) and implementing regulations issued by the Department of Transportation at 49 CFR part 24 and section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)).
- **24 CFR Part 7 and 41 CFR Part 60** – The regulations outlining equal employment opportunity without regard to race, sex, color, religion, age, national origin, and disability in federally assisted construction contracts.
- **24 CFR 135** – Regulations outlining requirements of Section 3 of the Housing and Urban Development Act of 1968 providing for economic opportunities for low- and very low-income local residents. All projects must, to the greatest extent feasible, provide opportunities for training and employment for low- and moderate-income persons residing within the City of Irvine, and contracts or work in connection with the project be awarded to eligible business concerns which are located in or owned in substantial part by persons residing in the City of Irvine.
- **Residential Lead Based Paint Hazard Reduction Act of 1992** – The regulations implemented by 24 CFR Part 35, Subpart B imposes certain requirements on disclosure of lead based paint hazards.
- **24 CFR Part 24** – The regulations that prohibit use of debarred or suspended contractors on federally assisted projects and Drug Free Workplace requirements, issued according to Executive Order 12459.
- **2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards** – These regulations include requirements for procurement, contracting, cost principles and audit requirements including the Single Audit required for organizations expending \$750,000 or more derived from federal awards during the organization’s fiscal year. This Part replaces former requirements found at 24 CFR Part 84, 24 CFR Part 85, OMB Circular A-87, OMB Circular A-122 and OMB Circular A-133.
- **24 CFR Part 49** – The regulations on eligibility restrictions for resident aliens.
- **24 CFR Part 87 and Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)** – The regulations for restrictions on lobbying and required certifications.



- **Executive Order 13170** – The regulations on increasing opportunities and access for Disadvantaged Businesses.
- **HUD Requirements** – All other applicable required reports, OMB Circulars, and procedures.
- **Administrative Procedures** – The rules issued by the City of Irvine in relation to contracts, process and procedures.
- **Clean Air Act (42 U.S.C. 7401) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.)** – The regulations that require compliance with all applicable standards, orders or regulations issued following the rule.

The Code of Federal Regulations (CFR) and Executive Orders may be found at:

CFR: [www.ecfr.gov](http://www.ecfr.gov)

Executive Orders: [www.archives.gov/federal-register/index.html](http://www.archives.gov/federal-register/index.html)

# Community Development Block Grant (CDBG) Program

## Introduction

The Housing and Community Development Act of 1974, as amended, has as its primary objective the development of viable urban communities through the provision of decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low- and moderate-income. Recipients of CDBG funds must certify that their use of funds will address one of three broad objectives – benefit low- and moderate-income families, aid in the elimination of blight, or meet urgent needs which pose a serious threat to the health or welfare of a community.

## City of Irvine's CDBG Program

The CDBG Program generally provides for a wide range of eligible activities. This NOFA process shall prioritize allocation of CDBG funds to programs and projects that:

1. Clearly and measurably address the needs of low- and moderate-income Irvine residents, as further described by the goals included in the City of Irvine Consolidated Plan – Strategic Plan for 2015-19 (refer to pages 145-148) available online at [www.cityofirvine.org/cdbg](http://www.cityofirvine.org/cdbg);
2. Directly contribute to, or are consistent with, ongoing housing, community and economic development efforts in Irvine;
3. Have well-defined sources and uses of funding, including proposed uses that are necessary and reasonable to address identified needs;
4. Identify appropriate leveraged or matching funds that are committed or in-hand at the time of application; and
5. Will be implemented by incorporated public, nonprofit and for-profit entities possessing appropriate capacity relative to the complexity and size of the proposed program or project.

## Eligible Applicants

1. Applicants must be incorporated public, nonprofit or for-profit agencies able to implement the approved program or project within the boundaries of the City of Irvine.
2. Applicants must demonstrate the financial management and programmatic expertise to successfully develop, design, implement and monitor the proposed program or project. This expertise can be demonstrated through previous experience in successfully developing programs or projects similar to the one proposed, either by partners or key agency staff.

3. Applicants must be able to meet all federal, State of California, and City of Irvine requirements relative to the CDBG program, specifically those concerning equal opportunity and fair housing, affirmative marketing, environmental review, displacement, relocation, acquisition, labor, lead-based paint, conflict of interest, debarment and suspension and flood insurance. Pertinent requirements are noted in *General Requirements*. All applicants should be aware that if funded, additional requirements will apply.
4. Applicants submitting applications to provide fair housing services on the behalf of the City of Irvine must be able to report on their progress in addressing the impediments identified in the current effective Analysis of Impediments to Fair Housing Choice, available at [www.cityofirvine.org/cdbg](http://www.cityofirvine.org/cdbg).

### **Eligible CDBG Activities**

Under current regulations, programs and projects assisted with CDBG funds may include only the following activities. Construction projects must be shovel-ready and able to commence within the program year and be completed within a reasonable and defined schedule thereafter.

1. **Acquisition** of real property for a public purpose.
2. **Disposition** of real property acquired with CDBG funds.
3. Acquisition, construction, reconstruction, rehabilitation, or installation of **public facilities and improvements** including senior citizen centers, parks, playgrounds, centers for the disabled, neighborhood facilities, solid waste disposal facilities, fire protection facilities and equipment, parking facilities, public utilities, street improvements, water and sewer facilities, foundations and platforms, pedestrian walks and walkways, and flood and drainage facilities. Buildings for the general conduct of business are excluded. *To be eligible, public facility improvements must demonstrate a predominant benefit to seniors, disabled adults and/or low- and moderate-income Irvine residents.*
4. **Clearance, demolition, and removal** of buildings and improvements.
5. **Public services** directed toward improving the community's services concerned with employment, crime prevention, child care, health, drug abuse, education, welfare, or recreation. *There is a minimum \$10,000 for all public services requests. However, please be mindful that there is only \$254,764 anticipated to be available for allocation in this funding category and that there are multiple public service needs identified in the Consolidated Plan.*
6. **Interim assistance** to alleviate harmful conditions in deteriorating areas where permanent improvements will be carried out at a later date.
7. **Relocation payments** and assistance for persons displaced by housing and community development program activities.

8. **Removal architectural barriers** to enhance the mobility and accessibility for elderly and disabled persons to publicly or privately owned buildings.
9. Acquisition, construction, reconstruction, rehabilitation, or installation of distribution facilities of **privately owned utilities** where necessary and appropriate to implement revitalization or housing.
10. **Rehabilitation and preservation** of privately owned buildings, including low-income housing, publicly owned residential and non-residential buildings (except buildings for the general conduct of business), code enforcement and historic preservation.

### **CDBG National Objectives**

Each activity must be eligible and must address one or more of the three Broad National Objectives:

1. Benefit persons of low- and moderate-income, including those presumed to be low- and moderate-income as described at 24 CFR Part 570.208(a)(1)(ii)(A) and those who are able to supply appropriate evidence of low- and moderate-income status as described at 24 CFR Part 570.208(a)(1)(ii)(B). For area benefit activities described at 24 CFR Part 570.208(a)(1)(i), the project must have a direct impact on a primarily residential area in which the total population residing in the designated Census Tract block groups is at least 43.88 percent low- and moderate-income. The Census Tract block groups do not need to be coterminous, but must be the entire area served by the project. Note that the low- and moderate-income percentage is subject to change each year based on data supplied to the City by HUD.
2. Aid in the prevention or elimination of blight.
3. Meet other community development needs of particular urgency (usually the result of a natural disaster).

More detailed information on Eligible Activities and National Objectives can be found in the *Guide to National Objectives and Eligible Activities for Entitlement Communities* handbook. This document can be found on the U.S. Department of Housing and Urban Development web site at:

<https://www.hudexchange.info/resource/89/community-development-block-grant-program-cdbg-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities/>.

## **Ineligible CDBG Activities**

Pursuant to 24 CFR 570.207, the following activities are not eligible under the CDBG program:

1. Funds spent on buildings used for the general conduct of government, except to remove architectural barriers to the mobility or accessibility of elderly persons or of adults meeting the Bureau of the Census Current Population Report definition of “severely disabled.”
2. General government expenses.
3. Political activities.
4. Purchase of equipment (e.g., vehicles, computers, machines, furniture).
5. Purchase of furnishings and personal property.
6. New housing construction.
7. Maintenance and operating expenses, unless necessary for providing an eligible service.
8. Income payments, such as housing allowances, down payments, and mortgage subsidies, except emergency grant payments made over a period of up to three consecutive months to the provider of such items or services on behalf of an individual or family.

# HOME Investment Partnerships (HOME) Program

## Introduction

The HOME program was created under Title II of the National Affordable Housing Act of 1990. The general purposes of HOME are: expanding the supply of decent and affordable housing, particularly rental housing, for low- and very low-income households; strengthening the ability of local government to design and implement strategies for achieving adequate supplies of decent affordable housing; and extending and strengthening partnerships among all levels of government and the private sector, including for-profit and nonprofit agencies, in the production and operation of affordable housing.

Funding applications through the City of Irvine's HOME program will be assessed for conformance with the HOME Program regulations at 24 CFR Part 92, including but not limited to cost reasonableness, market demand, developer capacity and the commitment of other funding sources. Additional considerations include conformance with the City's Housing Strategy and Implementation Plan and the goals, policies and housing programs included on pages C98-C108 of the adopted and certified 2013-21 Housing Element of the General Plan. The Housing Strategy and Implementation Plan may be found online at: <http://www.cityofirvine.org/community-development/affordable-housing>. The Housing Element of the General Plan may be found online at: <http://www.cityofirvine.org/community-development/current-general-plan>.

## City of Irvine's HOME Program

The HOME program generally provides for a wide range of eligible affordable housing activities. Within that framework, the City established a set of guidelines to assist it in meeting federal and local objectives. These include:

1. Working only with incorporated public, nonprofit and for-profit entities demonstrating appropriate capacity relative to the activity to be undertaken.
2. Requiring applicants to assist in satisfying the City's 25 percent match obligation. Matching contributions must be a permanent contribution to affordable housing and from non-federal sources. Qualifying project match includes, but is not limited to, cash, value of donated land and real property, and value of donated materials and labor. Proposed sources of matching funds must be approved and consistent with program regulations found at 24 CFR 92.220.

## Priority Considerations

This NOFA process shall prioritize allocation of HOME funds to programs and projects that:

1. Conform to a specific housing goal included in the City of Irvine Consolidated Plan – Strategic Plan for 2015-19 (refer to pages 145-148) available online at [www.cityofirvine.org/cdbg](http://www.cityofirvine.org/cdbg).

2. Conform to the City's Housing Strategy and Implementation Plan and the goals, policies and housing programs included on pages C98-C108 of the adopted and certified 2013-21 Housing Element of the General Plan.

### **Eligible Applicants**

1. Applicants must be an incorporated public, nonprofit or for-profit agency able to undertake the approved program or project within the boundaries of the City of Irvine.
2. Applicants must demonstrate the financial management and programmatic expertise to successfully develop, design, implement and monitor the proposed program or project. This expertise can be demonstrated through previous experience in successfully developing projects similar to the one proposed, either by partners or key staff within the agency.
3. Applicants must be able to meet all federal, State of California, and City of Irvine requirements relative to the HOME program, specifically those concerning equal opportunity and fair housing, affirmative marketing, environmental review, displacement, relocation, acquisition, labor, lead-based paint, conflict of interest, debarment and suspension and flood insurance. Pertinent federal requirements are noted in *General Requirements*. All applicants should be aware that if funded, additional requirements will apply.
4. Applicants seeking consideration for funds to be reserved for Community Housing Development Organizations (CHDOs) are advised that funds awarded under this category are contingent upon certification as a CHDO by the City. Applicants are advised that additional documentation to support City's determination of your agency's CHDO status shall be requested by the City subsequent to submission of an application. Such additional documentation shall be provided to the City within 14 days of such request or your agency's application may not be considered for HOME funding. A Community Housing Development Organization (CHDO) has among its purposes the provision of decent housing that is affordable to low- and moderate-income persons; has a demonstrated capacity to carry out activities assisted with HOME funds including paid employees with experience implementing the type of project proposed for HOME funding; has a history of serving the community within which the housing to be assisted with HOME funds is located; is organized under state laws; has standards of financial accountability; has tax exemption under section 501(c) of the Internal Revenue Code; and maintains at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations.

## **Eligible Activities**

There are four activities that are allowed under the HOME program.

1. Housing rehabilitation
2. Homebuyer assistance
3. Rental housing assistance
4. Tenant-based rental assistance

Please note that any activity funded through the HOME program must result in the creation of affordable housing and that any units previously subsidized with HOME funds are not eligible for additional financial assistance under the HOME program for the duration of all HOME affordable housing regulatory controls.

## **Eligible Costs**

1. Rehabilitation
2. Reconstruction
3. Acquisition of housing
4. Acquisition of land for housing (only if construction will begin within 12 months)
5. Demolition (only if construction will begin within 12 months)
6. Relocation
7. Capitalization of project reserves
8. Project-related soft costs

## **Eligible Activities for CHDOs**

1. New construction of rental housing
2. Acquisition and/or rehabilitation of rental housing
3. Acquisition and/or rehabilitation of homebuyer properties
4. New construction of homebuyer properties
5. Direct financial assistance to buyers of housing developed by a CHDO with HOME funds



## Evaluation Criteria for Public Service Program Applications

The Community Services Commission will use the evaluation criteria listed below to inform funding recommendations to be forwarded to the City Council for consideration.

### General Requirements

**Max Points: 10**

Evaluation Criteria	Points
<p>The application meets all requirements of the NOFA, including but not limited to:</p> <ul style="list-style-type: none"> <li>• All questions are answered</li> <li>• The application is signed by an authorized official</li> <li>• All required attachments are submitted with the application</li> <li>• A cover letter is included with the application from the Executive Director or Board President describing the program to be implemented and how it will address the City's Consolidated Plan – Strategic Plan goals.</li> </ul>	10 points

### Application Part 3: Program Description and Level of Need

**Max Points: 50**

Evaluation Criteria	Points
<p>a. The program is clearly defined, including the:</p> <ul style="list-style-type: none"> <li>• Services to be provided</li> <li>• Population(s) to be served</li> <li>• Implementation schedule</li> <li>• Use of CDBG funds</li> <li>• Start and end dates</li> </ul>	10 points
<p>b. The degree to which the program meaningfully contributes to achieving an unmet goal of the 2015-19 City of Irvine Consolidated Plan – Strategic Plan. The application clearly identifies the goal to be met and describes how the program is consistent with the goal.</p> <p>If the program is for Fair Housing and landlord/tenant mediation services, the application clearly describes how the program will assist the City of Irvine in the implementation of the Fair Housing Plan that is part of the most recent Analysis of Impediments to Fair Housing Choice.</p>	15 points
<p>c. The applicant describes a level of service to be provided that has a relatively high level of benefit in terms of the number of low- and moderate-income people served relative to the request for CDBG funds. The application includes information concerning:</p> <ul style="list-style-type: none"> <li>• The number of unduplicated Irvine residents to be served during the program year</li> <li>• The rationale for how the level of service was determined</li> <li>• If previously funded with CDBG, the application demonstrates an appropriate enhancement to the scope of service and/or a quantifiable increase in the level service provided to Irvine residents</li> </ul>	10 points

Evaluation Criteria	Points
d. The proposed marketing/outreach efforts described in the application include sufficient detail concerning how Irvine residents in need of service may learn of the availability of the program, including residents who do not speak English	5 points
e. The program outcomes and objectives are clearly stated, specific, measurable and realistic. The application describes: <ul style="list-style-type: none"> <li>• The possible outcomes for Irvine residents receiving service from the program and how outcomes will be measured</li> <li>• The level of impact expected as a result of the anticipated outcomes for the number of people to be served relative to the level of need for the service in Irvine</li> </ul>	10 points

**Application Part 4: Activity Operating Budget**

**Max Points: 20**

Evaluation Criteria	Points
<p>The program budget is complete and provides sufficient information to conclude that:</p> <ul style="list-style-type: none"> <li>• The amount of CDBG funds requested is reasonable relative to other leveraged sources that are committed or in-hand</li> <li>• The amount of CDBG funds requested is appropriate relative to the type of service to be provided and the number of people expected to receive services</li> <li>• The activity is supported by multiple funding sources and Irvine CDBG funds represent a reasonable portion of the total program budget</li> </ul>	20 points

**Application Part 5: Agency Experience and Capacity**

**Max Points: 20**

Evaluation Criteria	Points
<p>The application includes a clear plan of action and demonstrates sufficient organizational capacity to implement the program. The following factors will be considered:</p> <ul style="list-style-type: none"> <li>• If previously funded with CDBG, the applicant has a successful record of performance with respect to attainment of goals and objectives, effective and timely program implementation, administration, management capacity and responsiveness</li> <li>• The applicant has no audit or monitoring review findings</li> <li>• The applicant has qualified and appropriate staff to implement the program</li> <li>• The applicant has sound procedures in place to verify and document the eligibility of clients to receive services</li> <li>• If the applicant submits multiple applications proposing similar programs, the comparative number of persons that will benefit and results that will be achieved</li> </ul>	20 points

**Total Points Possible: 100**

## Evaluation Criteria for Capital Project Applications

The Community Services Commission will use the evaluation criteria listed below to inform funding recommendations to be forwarded to the City Council for consideration.

### General Requirements

**Max Points: 10**

Evaluation Criteria	Points
<p>The application meets all requirements of the NOFA, including but not limited to:</p> <ul style="list-style-type: none"> <li>• All questions are answered</li> <li>• The application is signed by an authorized official</li> <li>• All required attachments are submitted with the application</li> <li>• A cover letter is included with the application from the Executive Director or Board President describing the project to be implemented and how it will address the City’s Consolidated Plan – Strategic Plan goals.</li> </ul>	<p>10 points</p>

### Application Part 4: Project Type, Description and Level of Need

**Max Points: 45**

Evaluation Criteria	Points
<p>The project is clearly defined, including information concerning:</p> <ul style="list-style-type: none"> <li>• The scope of the project</li> <li>• How the project benefits the community</li> <li>• The target population expected to benefit from the project</li> <li>• The number of unduplicated households or individuals the project will serve</li> <li>• The income characteristics of the households or individuals the project will serve</li> <li>• Other characteristics of the individuals the project will serve, such as special needs</li> <li>• For affordable housing, a description of the number of units, project features and anticipated period of affordability</li> </ul>	<p>10 points</p>
<p>The degree to which the project meaningfully contributes to achieving an unmet goal of the 2015-19 City of Irvine Consolidated Plan – Strategic Plan.</p> <p>Affordable housing projects shall also conform to the City’s Housing Strategy and Implementation Plan as well as the goals, policies and housing programs included on pages C98-C108 of the adopted and certified 2013-21 Housing Element of the General Plan.</p>	<p>15 points</p>

Evaluation Criteria	Points
<p>Project-Specific Evaluation Criteria:</p> <ul style="list-style-type: none"> <li>• All Projects: The project’s objectives and outcomes are realistic, measurable and specifically address a target population eligible to benefit from the investment of CDBG and/or HOME funds</li> <li>• Acquisition or New Construction Projects: The application clearly demonstrates a need for new construction of housing, community facilities or infrastructure, demonstrates site control and is realistically expected to be completed within 12 months</li> <li>• Site-Specific Housing Rehabilitation Projects: The application clearly describes the need for rehabilitation including an assessment of required repairs supported with attached documentation such as inspections, work write-ups and photographs</li> <li>• Public Facility Rehabilitation Projects: The application describes the need for the proposed improvements, details on how/when the facility is available to the general public for use, and a discussion of how the general public uses the facility</li> <li>• ADA Public Facility Rehabilitation Projects: The application describes the specific barriers to accessibility to be removed and how the improvements will benefit disabled adults, including the number of disabled adults who will benefit from the project</li> </ul>	20

**Application Part 5: Project Schedule and Funding**

**Max Points: 25**

Evaluation Criteria	Points
<p>The application clearly demonstrates that:</p> <ul style="list-style-type: none"> <li>• The project is shovel-ready and will be completed within the program year (or within a reasonable period approved by staff)</li> <li>• The project budget is complete and provides sufficient information to conclude that the sources and uses of funds are reasonable and appropriate</li> <li>• Other funding sources needed to complete the project are either secured or are committed and will be available for the project</li> <li>• Project delivery amounts or developer fees specified in the budget are ordinary, reasonable and necessary</li> <li>• The project has secured the required 25 percent non-federal matching funds</li> </ul>	25 points

**Application Part 6: Applicant Capacity****Max Points: 20**

<b>Evaluation Criteria</b>	<b>Points</b>
<p>The application includes a clear plan of action and demonstrates sufficient organizational capacity to implement the project. The following factors, at a minimum, shall be considered:</p> <ul style="list-style-type: none"><li>• If previously funded with CDBG, the applicant has a successful record of performance</li><li>• The applicant has no audit or monitoring review findings</li><li>• The application demonstrates qualified principal staff and a comprehensive development team to implement and complete the project</li><li>• The applicant demonstrates successful previous experience implementing and managing projects of similar scope, size and complexity</li><li>• The applicant has a track record of successfully implementing projects requiring compliance with local, state and federal procurement and labor standards requirements</li></ul>	20 points

**Total Points Possible: 100**

## **CDBG & HOME NOFA**

### **Frequently Asked Questions**

1. *Will we be held to the budget, timeline, and goals in the application?*

Yes. All will be part of your agreement with the City.

2. *What if something happens and we need to change our budget, timeline, or goals?*

An amendment to the agreement can be executed if there are legitimate reasons for doing so. However, you should not count on this, particularly if your agency wants an amendment because it did not begin the project on time or has changed its mind about the project scope or budget.

3. *Will we get the full amount of funding requested?*

Projects may receive full or partial funding depending on the nature of the project, amount requested, funds available and NOFA evaluation criteria results. If your project is not viable without full funding, make sure to indicate this fact on your application.

4. *Are leveraged/matching funds required?*

If applying for CDBG Public Service funds, leveraged funds from other federal, state, local, or private sources are not required but strongly encouraged. If applying for CDBG or HOME Capital Project funds, a 25 percent non-federal fund contribution towards the project is required.

5. *When will we know whether we will be funded? When can we spend the money?*

The City anticipates making preliminary award notification between April 24, 2019 and June 30, 2019, with funds available for reimbursement on or about October 1, 2019. Receipt of an award letter is not a final guarantee of funding. Agencies must receive a written Notice to Proceed.

6. *Can we spend our money now and be reimbursed by CDBG/HOME funds later?*

No. If you commit or expend funds before receiving Notice to Proceed, you will not be eligible for reimbursement at any time.

7. *Will we hear from you even if our application does not receive funding?*

Yes. All agencies will be notified in writing whether their application will be fully or partially funded or not funded at all.

8. *Is it acceptable to submit the original application late as long as it is faxed, emailed, or postmarked by the submission deadline?*

No. The City of Irvine Neighborhood Services Division must receive the complete application package (one original single-sided and 10 double-sided three-hole punched copies that are individually bound with binder clips or rubber bands) no later than the submission deadline. Faxed or emailed applications will not be accepted. Mailed applications received by the Neighborhood Services Division after the deadline has passed will not be accepted. Please plan accordingly.