

NOTICE OF FUNDING AVAILABILITY IRVINE RECOVERY PLAN

Presented by
Keri Bullock, Neighborhood Services Administrator
Frank Perez, IRP Consultant

February 16, 2023
2:00 p.m. to 3:00 p.m.

CITY OF IRVINE



Agenda

1. Eligible Applicants
2. Available Funding / Eligible Activities
3. Program Timeline
4. Submission Guidelines
5. Selection and Contracting
6. Questions and Answers
7. For More Information

Logistics

- All participants will be muted during the webinar
- Questions may be submitted using the “Q&A” function at the bottom of your screen
- Simple procedural questions may be addressed live during the recorded session
- More detailed policy questions will be considered after the webinar, with responses to those questions posted to cityofirvine.org/IRP with the FAQs

1. ELIGIBLE APPLICANTS



Eligible Applicants

- Nonprofit agencies, organized under section 501(c)(3) or 501(c)(6) of the IRS Code, able to implement the approved project within the boundaries of the City of Irvine
- The nonprofit applicant must have an annual operating budget of \$300,000 or less as demonstrated by an audited financial statement or IRS 990 Tax Form and 10 or fewer employees
- Applicants must demonstrate appropriate programmatic and financial capacity to design and implement the proposed project in accordance with City policies
- The best qualified Applicants will have a successful track record developing and implementing similar projects using grant funds and other leveraged sources

2. Available Funding / Eligible Activities

Available Funding / Eligible Activities

- \$368,443 of IRP funds are included in this NOFA
- The minimum award amount is \$30,000
- The maximum award amount is \$60,000
- The City anticipates making 7-12 grants as a result of this NOFA
- Applicants must specify which eligible activity to be implemented (Vulnerable Populations or Small Business - not both)
- At least \$10,000 of the awarded amount must be used to develop nonprofit's capacity to provide services to the Irvine community (not to exceed 50 percent of the grant award)

Vulnerable Populations Grants

Eligible activities under the Vulnerable Populations Grants prioritize programs assisting the Irvine community still impacted by the COVID-19 pandemic

- Information and referral service (i.e., community resource navigation)
- Job training and job transition
- Financial coaching and literacy
- Senior services
- Mental health services (non-duplicative of Be Well)
- Resources to address immediate needs (food, shelter, clothing, other) – (rental payments made directly to landlord)
- Transportation assistance
- Legal assistance
- Childcare scholarships (payments made directly to service provider)

Vulnerable Populations

Allowable expenses under Vulnerable Populations include:

- For Programs
 - Program related personnel and benefits
 - Program related supplies
- For Direct Assistance of Tangible Benefits
 - Program food, clothing and essential household supplies provided to applicants
 - Childcare scholarship assistance to income qualified households
 - Direct Rent or utility assistance to income qualified households
 - Household must be income-qualified
 - Justification: Why the proposed program is needed in addition to or in lieu of the State of California COVID-19 Rent Relief program or other government assistance programs
 - With a description of how the proposer will consider previous rental assistance to applicant households

Vulnerable Populations

- All program beneficiaries must be Irvine residents
- To qualify for programs that provide direct assistance of tangible benefits under the Vulnerable Populations Grant, participants will be required to have a household income that does not exceed 80% of the Area Median Income (AMI)

Household Size	Gross Income Limit*
1	\$ 75,900
2	\$ 86,750
3	\$ 97,600
4	\$ 108,400
5	\$ 117,100
6	\$ 125,750

* Represents 2022 Income Limits



Small Business Assistance

Eligible Small Business Assistance activities include:

- Resource navigation (e.g., information, referrals)
- Technical Assistance (e.g., accounting, information tech., capitalization, marketing)
- Direct financial support in the form of grants (e.g., rental assistance, payroll, personal protective equipment, grant for childcare business)

Must demonstrate need

- Support “need” for proposed activity in addition to existing COVID-19 recovery assistance programs, with verifiable data

Small Business Assistance

Allowable Expenses Under Small Business Assistance Include:

- Small Business Assistance Programs
 - Program-related personnel and benefits
 - Program-related supplies
- Direct Assistance
 - Grants to small businesses for income loss during COVID-19
 - Grants to small businesses for job & resource navigation assistance
 - Grants to small businesses for rental assistance
 - Grants to small businesses for general operating assistance

Small Business Assistance

To qualify, the assisted small businesses must meet the following requirements:

- Employ 25 or fewer full-time equivalent employees, including business owner
- Operate within the City of Irvine since March 13, 2020 or earlier
- Must be physically located in the City of Irvine, including home-based businesses
- Hold a valid City of Irvine Business License
- That are not imminently at risk of closure or bankruptcy (based on review of Profit and Loss Statements and Balance Sheets)

Capacity Building

Recognizing that Emerging Nonprofits are still building their organizations, this NOFA requires a portion of the grant budget to be dedicated to capacity building during the two-year term of the grant.

- \$5,000 annual minimum (\$10,000 total minimum)
- Maximum is 50% of the grant award
- The capacity building may take place first, with commencement of the required Vulnerable Populations or Small Business services during the second year of the grant as a “next step” in capacity building process

Capacity Building

The minimum \$10,000 annually to develop organizational capacity may be used as follows:

- Foundational Support (e.g., Administrative and financial systems, human resources systems, grants and contracts management, registration and taxation compliance)
- Organizational Development (e.g., communications, marketing, budgeting, fundraising, strategic planning, program design)
- Building the Team (e.g., Board of Directors, staff, and volunteer development and training)
- Increasing Impact (e.g., additional program staff and supplies)

3. PROGRAM TIMELINE



Program Timeline

Date / Time *	Event / Deadline
February 16, 2023, 2:00 p.m.	Application Technical Workshop
March 7, 5:00 p.m.	Deadline for applicants to submit questions at IRP@cityofirvine.org
March 10, or soon thereafter	Responses to FAQs issued by City
March 16, 12:00 p.m. (noon PT)	Applications Due electronically to IRP@cityofirvine.org . No exceptions.
Week of April 17	Grant Review Subcommittee public meeting for Applicant Presentations
Week of May 8	Grant Review Subcommittee public meeting to finalize funding recommendations
June 13	City Council consideration of funding recommendations
June – July 2023	Contracting process, programs begin
June 30, 2025	Programs end

*Dates subject to change

4. SUBMISSION GUIDELINES



Submission Guidelines

- Read the entire NOFA and Application Instructions document and obtain the application form at cityofirvine.org/IRP
- Complete all sections of the application
- Gather all required attachments
- Submit the application form and all required attachments as one or two PDF documents via email to: IRP@cityofirvine.org by 12:00 p.m. (noon PT) on March 16, 2023

Submission Guidelines

- Applications that are incomplete, exceed the prescribed response limits, have content errors or deficiencies, or are submitted after the deadline may be rejected
- Once submitted, applications 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 reserves the right to accept or reject any and/or all application proposals either in whole or in part

Submission Guidelines

Language Access Pursuant to Executive Order 13166

한국어로 된 서류 안내 및 번역에 대해 더 많은 정보가 필요한 경우, 949-724-7430 의 Keri Bullock (으)로 문의해 주시기 바랍니다.

Nếu bạn cần biết thêm bất kỳ thông tin nào liên quan đến thông báo này hoặc tài liệu dịch thuật tiếng Việt, vui lòng liên hệ Keri Bullock tại 949-724-7430.

如果您需要进一步了解关于此通知或这些文件的中文译本方面的信息，请联系 Keri Bullock 的 949-724-7430.

Si necesita más información sobre este aviso o la traducción de documentos en español, comuníquese con Keri Bullock al 949-724-7430.

از طریق Keri Bullock صورت نیاز به اطلاعات بیشتر در رابطه به این اعلامیه و یا ترجمه اسناد به فارسی، لطفا با به تماس شوید 949-724-7430 راه ارتباطی.

この通知または日本語での文書の翻訳に関する詳細情報が必要な場合は、949-724-7430 に Keri Bullock に連絡してください。

إذا كنت ترغب في الحصول على أي معلومات إضافية تتعلق بهذا الإشعار أو بترجمة المستندات باللغة العربية، فيرجى Keri Bullock على 949-724-7430 الاتصال بـ

5. SELECTION AND CONTRACTING

Selection and Contracting

- Housing Division review for completeness, eligibility, regulatory compliance, and applicant capacity
- Consideration by the Grant Review Subcommittee comprised of two representatives each from the:
 - Community Services (CS) Commission
 - Diversity, Equity, and Inclusion (DEI) Committee
- One Grant Review Subcommittee meeting for Applicant Presentations and one to determine funding recommendations to the City Council
- Final funding decisions by the City Council
- Written notice to all applicants of funding decisions

Selection and Contracting

- Contracts to be issued June 2023
- Contract periods of performance:
 - July 1, 2023 through June 30, 2025
- All contracts will be monitored either in person or remotely
- All contracts will have quarterly reporting requirements
- All contracts will include a grant disbursement schedule and deadlines for submission of expenditure backup documentation

Selection and Contracting

- The City will receive questions at IRP@cityofirvine.org through March 7 at 5:00 pm
- The City will provide written responses to questions received on March 10 or soon thereafter

6. QUESTIONS AND ANSWERS



7. FOR MORE INFORMATION

Visit cityofirvine.org/IRP



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