



**2025-2026 NOTICE OF FUNDING AVAILABILITY
AND APPLICATION INSTRUCTIONS**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)**

City Manager's Office
Health and Wellness
Housing & Supportive Services
One Civic Center Plaza
Irvine, CA 92606

(949) 724-6114

**CITY OF IRVINE
2025-2026 CDBG AND HOME
NOTICE OF FUNDING AVAILABILITY**

The City of Irvine is currently seeking applications for the 2025-2026 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, 2025. The City anticipates the availability of CDBG and HOME funds as follows:

Funding Program	Amount*
Community Development Block Grant (CDBG) Total	\$1,854,517
CDBG Available for Public Service Activities	\$ 347,722
CDBG Available for CDBG Capital Projects	\$1,506,795
HOME Investment Partnerships (HOME) Total	\$1,510,960
HOME Available for Community Housing Development Organization (CHDO)	\$ 765,855
HOME Available for Rental Housing or Residential Rehab Program	\$ 745,105
Total:	\$3,365,477
*Amounts are estimates. Final funding availability will be different.	

CDBG public service programs and CDBG or HOME 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 or HOME eligibility requirements identified in 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 21, 2024, links to the electronic application portal in Neighborly will be available online at www.cityofirvine.org/cdbg.

The application technical workshop scheduled to be held on November 20, 2023 at 9:00 a.m. via teleconference. Attendance at the workshop is not mandatory. To register for this event, applicants were instructed to register via the registration link at www.cityofirvine.org/cdbg. All applications for eligible activities submitted by eligible applicants are welcome.

Submission Deadline

Applications shall be accepted in electronic format only, using the provided link via the Neighborly application system by 5:00 p.m. on Friday, December 20, 2024. **Late applications will not be accepted.** Applicants are encouraged to click submit well in advance of this deadline to ensure confirmation of receipt prior to the deadline.

This requirement is firm as to date and time. Applications must be submitted via Neighborly. No faxed, emailed, or hardcopy applications will be accepted. The Neighborly system will provide a list of required support documentation to be uploaded with your application. The application form and certification assurances must be signed electronically within the system. Be cognizant of file size limitations and keep files less than 5MB whenever possible or break attachments into more than one file if necessary. Any additional information not requested may be disposed of and not considered as part of the application.

The Neighborly application site will not allow for applications that are incomplete, exceed the prescribed response limits, have content errors or deficiencies, or that are submitted after the deadline. 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, 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 13, 2024. Please call the City Managers Office – Health and Wellness Office’s Management Analyst, Sarah Escobedo at 949-724-7447 to request technical assistance.

Right to Waive Irregularities

The City of Irvine reserves the right to:

1. Withdraw this solicitation at any time without prior notice and, furthermore, make no representation that any contract occur and that funds will be awarded to any respondent to this solicitation.
2. Waive any irregularities in the NOFA process and to reject any and all submissions not in the best interest of the City.
3. To request additional information and materials.
4. Retain all submitted applications. Selection or rejection of an application does not affect these rights.

Application Review and Decision Process

The application review process has three phases. In the first phase, all applications are reviewed by the City Manager's Office – Health and Wellness Division staff for completeness and eligibility under federal regulations. Ineligible applications will not be submitted for consideration by the Community Services Commission. Agency capacity, experience and past performance are also considered. Based on this review, the City Manager's Office – Health and Wellness Division staff prepares general funding recommendations that are provided to the Community Services Commission.

The second phase of the application review process may include three Community Services Commission Meetings. The first meeting provides an overview of the process and includes a public hearing to receive comments from residents and stakeholders concerning housing and community development needs in Irvine and prior year program performance. An overview of the NOFA process is provided to the Commission during this meeting. The second meeting generally provides applicants with the opportunity to make a three-minute presentation to the Community Services Commission. The third meeting is when the Community Services Commission determines its final funding recommendations to 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 concerning the CDBG and HOME funding allocations shall be final. The action of the City Council adopts the Annual Action Plan, which will be the CDBG and HOME program annual budget submission to HUD.

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

If you have questions or require additional information, please contact Sarah Escobedo, Management Analyst, at 949-724-7447 or by email at SEscobedo@cityofirvine.org

Appeals

The funding decision of the Irvine City Council shall be final. Appeals of the City Manager's Office – Health and Wellness Division staff determinations of non-eligibility shall be made within 10 working days of receipt of written notification of staff's determination. For the purpose of determining the time period for appeals, written notification of a determination of non-eligibility shall be considered "received" by the applicant on the next business day following an e-mail notification. Appeals shall be made in writing via e-mail to SEscobedo@cityofirvine.org. The decision of the Health and Wellness Officer concerning eligibility appeals shall be final. A written response will be provided via email for any appeal within 10 business days of receipt of the appeal.

Program Year 2025-26 Application Timeline

- November 20, 2024, 9:00 a.m. **Application Technical Workshop.**
- December 20, 2024, 5:00 p.m.: **Applications Due** for CDBG Public Services, and CDBG/HOME Capital applications.
- December 20, 2024 - January 6, 2025: City Staff reviews applications to verify threshold eligibility.
- January 2025, February 2025, and March 2025: Community Services Commission public meetings.*
- May or June 2025: City Council public hearing.*
- July 1, 2025: Program Year begins.

* Community Services Commission and City Council meeting dates and times are to-be-determined and shall be provided to applicants when known. Notices of all public meetings will be placed in the local newspapers of general circulation and online at 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 Sarah Escobedo, Management Analyst, at 949-724-7447, 711 Relay at 949-724-6607, or via email at SEscobedo@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 and to address homelessness. HUD establishes income limits annually based upon the Area Median Income (AMI) for eligibility under these programs. The 2024 income limits for Orange County are provided below:

Household Size	Extremely-Low Income Equal to or Less Than 30% of Area Median	Low Income 31% to 50% of Area Median	Moderate Income 51% to 80% of Area Median
1	\$33,150	\$55,250	\$88,400
2	\$37,900	\$63,100	\$101,000
3	\$42,650	\$71,050	\$113,650
4	\$47,350	\$78,900	\$126,250
5	\$51,150	\$85,250	\$136,350
6	\$54,950	\$91,550	\$146,450
7	\$58,750	\$97,850	\$156,550
8	\$62,550	\$104,150	\$166,650

Source: 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 and returned to the City 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, at a minimum, 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

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, 2025, 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 May 13, 2025 and June 30, 2025 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 Part 75** – This part establishes the requirements to be followed to ensure the objectives of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) are met. The purpose of Section 3 is to ensure that economic opportunities, most importantly employment, generated by certain HUD financial assistance shall be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing or residents of the community in which the Federal assistance is spent.
- **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 \$1,000,000 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

Executive Orders: 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;
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.

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. Applications seeking funds for acquisition or rehabilitation of affordable housing units are advised that the minimum affordability period shall be 55 years, secured by a Regulatory Agreement recorded against property title.
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, childcare, health, drug abuse, education, welfare, or recreation. *There is a minimum \$15,000 for all CDBG public services requests. However, please be mindful that there is limited funding 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.
11. **Microenterprise assistance** to facilitate economic development by:
 - Providing credit, including, but not limited to, grants, loans, loan guarantees, and other forms of financial support, for the establishment, stabilization, and expansion of microenterprises; or
 - Providing technical assistance, advice, and business support services to owners of microenterprises and persons developing microenterprises; or
 - Providing general support, including, but not limited to, peer support programs, counseling, child care, transportation, and other similar services, to owners of microenterprises and persons developing microenterprises.

For purposes of this activity type, “persons developing microenterprises” means such persons who have expressed interest and who are, or after an initial screening process are expected to be, actively working toward developing businesses, each of which is expected to be a microenterprise at the time it is formed. These persons must be low- and moderate-income Irvine residents qualified using the Part 5 Annual Income determination method. The persons benefitting from the services of the microenterprises shall be Irvine residents.

CDBG National Objectives

Each activity must be eligible and must address one of the three CDBG 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 51.00 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 may not be assisted with CDBG funds unless authorized under provisions of 24 CFR 570.203 or as otherwise specifically noted here or when carried out by an entity known as a Community Based Development Organization pursuant to 24 CFR 570.204:

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, which includes expenses required to carry out the regular responsibilities of the unit of general local government.
3. Political activities.
4. Purchase of equipment:
 - a. Construction equipment. The purchase of construction equipment is ineligible, but compensation for the use of such equipment through leasing or depreciation pursuant to 2 CFR part 200, subpart E, as applicable for an otherwise eligible activity is an eligible use of CDBG funds. However, the purchase of construction equipment for use as part of a solid waste disposal facility is eligible under §570.201(c).
 - b. Fire protection equipment. Fire protection equipment is considered for this purpose to be an integral part of a public facility and thus, purchase of such equipment would be eligible under §570.201(c).
 - c. Furnishings and personal property. The purchase of equipment, fixtures, motor vehicles, furnishings, or other personal property not an integral structural fixture is generally ineligible. CDBG funds may be used, however, to purchase or to pay depreciation in accordance with 2 CFR part 200, subpart E, for such items when necessary for use by a recipient or its subrecipients in the administration of activities assisted with CDBG funds, or when eligible as fire fighting equipment, or when such items constitute all or part of a public service pursuant to §570.201(e).
5. Operating and Maintenance Expenses. The general rule is that any expense associated with repairing, operating or maintaining public facilities, improvements and services is ineligible. Specific exceptions to this general rule are operating and maintenance expenses associated with public service activities, interim assistance, and office space for program staff employed in carrying out the CDBG program. For example, the use of CDBG funds to pay the allocable costs of operating and maintaining a facility used in providing a public service would be eligible under §570.201(e), even if no other costs of providing such a service are assisted with such funds. Examples of ineligible operating and maintenance expenses are:
 - a. Maintenance and repair of publicly owned streets, parks, playgrounds, water and sewer facilities, neighborhood facilities, senior centers, centers for persons with a disabilities, parking and other public facilities and

- improvements. Examples of maintenance and repair activities for which CDBG funds may not be used include the filling of potholes in streets, repairing of cracks in sidewalks, the mowing of recreational areas, and the replacement of expended street light bulbs; and
- b. Payment of salaries for staff, utility costs and similar expenses necessary for the operation of public works and facilities.
6. New housing construction, except that certain activities in support of the development of low or moderate income housing may be eligible such as the costs of site assemblage (land acquisition) and the provision of public improvements when those improvements are publicly owned and are undertaken by the City using CDBG funds.
 7. 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 Investment Partnerships (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 8-1 through 8-28 of the adopted and certified 2021-29 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 the City's Housing Strategy and Implementation Plan and the goals, policies and housing programs included on pages 8-1 through 8-28 of the adopted and certified 2021-29 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 two eligible HOME activity types in the City's Consolidated Plan.

1. Affordable Housing Development
2. Affordable Housing Preservation (rehabilitation)

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 CDBG 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"> • All questions are answered • The application is signed by an authorized official • All required attachments are submitted with the application 	10 points

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"> • Services to be provided • Population(s) to be served • Implementation schedule • Use of CDBG funds • Start and end dates <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>	25 points
<p>b. 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"> • The number of unduplicated Irvine residents to be served during the program year • The rationale for how the level of service was determined • 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 	10 points
<p>c. 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</p>	5 points

Evaluation Criteria	Points
<p>d. The program outcomes and objectives are clearly stated, specific, measurable and realistic. The application describes:</p> <ul style="list-style-type: none"> • The possible outcomes for Irvine residents receiving service from the program and how outcomes will be measured • 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 	10 points

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"> • The amount of CDBG funds requested is reasonable relative to other leveraged sources that are committed or in-hand • 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 • The activity is supported by multiple funding sources and Irvine CDBG funds represent a reasonable portion of the total program budget 	20 points

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"> • 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 • The applicant has no audit or monitoring review findings • The applicant has qualified and appropriate staff to implement the program • The applicant has sound procedures in place to verify and document the eligibility of clients to receive services • If the applicant submits multiple applications proposing similar programs, the comparative number of persons that will benefit and results that will be achieved 	20 points

Total Points Possible: 100

Evaluation Criteria for CDBG, HOME 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"> • All questions are answered • The application is signed by an authorized official • All required attachments are submitted with the application 	10 points

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"> • The scope of the project • How the project benefits the community • The target population expected to benefit from the project • The number of unduplicated households or individuals the project will serve • The income characteristics of the households or individuals the project will serve • Other characteristics of the individuals the project will serve, such as special needs • For affordable housing, a description of the number of units, project features and anticipated period of affordability 	10 points
<p>A sufficient description of how the project is eligible for CDBG, or HOME funds.</p>	N/A – Threshold Requirement
<p>The degree to which the application provides verifiable evidence to support the need for the project and clearly defines those residents, businesses, or stakeholders who will directly benefit from the project.</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 8-1 through 8-28 of the adopted and certified 2021-29 Housing Element of the General Plan.</p>	15 points

Evaluation Criteria	Points
<p>Project-Specific Evaluation Criteria:</p> <ul style="list-style-type: none"> • 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 • 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 • 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 • 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 • 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 	20 points

Project Schedule and Funding

Max Points: 25

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

Applicant Capacity**Max Points: 20**

Evaluation Criteria	Points
<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">• If previously funded with CDBG, the applicant has a successful record of performance• The applicant has no audit or monitoring review findings• The application demonstrates qualified principal staff and a comprehensive development team to implement and complete the project• The applicant demonstrates successful previous experience implementing and managing projects of similar scope, size and complexity• The applicant has a track record of successfully implementing projects requiring compliance with local, state and federal procurement and labor standards requirements	20 points

Total Points Possible: 100

CDBG / HOME NOFA Frequently Asked Questions

1. *Where is the application form?*

The application forms are available by visiting:

<https://portal.neighborlysoftware.com/MDG-IRVINECA/Participant>

2. *If we want to review the application questions before setting up a Neighborly login / profile, how can we do that?*

The application form questions for CDBG Public Service and CDBG/HOME Capital Projects are attached to this document as Attachment 1 and Attachment 2, respectively.

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

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

4. *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.

5. *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.

6. *Are leveraged/matching funds required?*

Leveraged funds from other federal, state, local, or private sources are not required but strongly encouraged.

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

The City anticipates making preliminary award notification in May or June of 2025, with funds available for reimbursement beginning on or about October 1, 2025. Receipt of an award letter is not a final guarantee of funding. Agencies must receive a written Notice to Proceed.

8. *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.

9. *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.

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

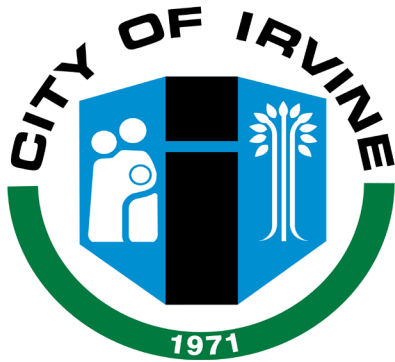
No. The City of Irvine Health and Wellness Office must receive the complete application package via the Neighborly Application site no later than the submission deadline. Faxed, emailed, or mailed applications will not be accepted. Applications received by the Health and Wellness Office after the deadline has passed will not be accepted. Please plan accordingly.

Attachment 1
CDBG Public Service Application Questions
For Reference Only

REFERENCE ONLY

Program Overview

Program Overview



City of Irvine CDBG Public Services

City Manager's Office
Office of Health and Wellness
1 Civic Center Plaza
Irvine, CA 92606
(949) 724-7447
CDBG@cityofirvine.org

The City is pleased to announce the availability of approximately \$347,721 in Community Development Block Grant (CDBG) funds for the 2025-2026 Program Year. This program is funded through the U.S. Department of Housing and Urban Development (HUD) and is administered locally by the City. This Notice of Funding Availability (NOFA) covers a one-year period for CDBG activities that will begin July 1, 2025, and end June 30, 2026.

OVERVIEW

The City of Irvine is currently accepting applications for the following projects under CDBG:

CDBG Public Services

The Housing and Community Development Act of 1974 created the CDBG Program with three primary objectives against which HUD evaluates the Consolidated Plan and the City's performance. Those primary objectives are decent housing, suitable living environments, and expanded economic opportunities for low- and moderate-income persons. The CDBG regulations require that each activity meet one of the following national objectives:

The public service must be one of the following:

- Benefit low- and moderate-income persons; or
- Aid in the prevention or elimination of slums and blight; or
- Meet other community development needs having a particular urgency (usually the result of a natural disaster)

Eligible CDBG Public Services

- Employment
- Crime Prevention
- Child Care
- Health

- Drug Abuse Treatment & Prevention
- Education
- Welfare (excludes the provision of income payments identified under §570.207(b)(4))
- Fair Housing
- Energy Conservation
- Homebuyer Down Payment Assistance
- Recreational needs

For more information about the program, please click on the link provided [City of Irvine](#)

REFERENCE ONLY

A. Agency Overview

A. Agency Overview

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

A.2. Agency Address

A.3. Agency Type

A.4. Unique Entity Identifier (UEI)

A.5. Federal EIN

A.6. California Corporation Entity Number

CONTACT PERSON FOR APPLICATION

A.7. First Name

A.8. Last Name

A.9. Title

A.10. Phone

A.11. Phone Extension

A.12. Email

Contact Person for Activity Implementation

A.13. First Name

A.14. Last Name

A.15. Title

A.16. Phone

A.17. Phone Extension

A.18. Email

Official Authorized to Execute Contracts

A.19. First Name

A.20. Last Name

A.21. Title

A.22. Phone

A.23. Phone Extension

A.24. Email

REFERENCE ONLY

B. Activity Summary

B. Activity Summary

Please provide the following information.

B.1. Activity Name

B.2. Activity Address

B.3. Proposed Accomplishment Goal (Number of Unduplicated People to be served)

B.4. Provide a general description of the activity your agency will be implementing to address one or more of the City's Consolidated Plan goals during the applicable program year . A sample response may be found at : [Activity Description form](#)

REFERENCE ONLY

C. Capacity and Compliance

C. Capacity and Compliance

Please provide the following information.

C.1. Has your agency previously received HUD or CDBG funds?

Not Applicable

If yes, please list and briefly describe the programs your agency has previously undertaken with HUD funds (i.e. CDBG, CDBG-CV, HOME, HOME-ARP, ESG, HOPWA, etc.)

C.2. Has your agency previously implemented this activity?

C2.a. Was it funded via a HUD program?

C2.b. Was it funded with CDBG funds?

C.3. Has your agency had any audit findings, liens, investigations, lawsuits, claims, settlements, or been placed on probation by any oversight agency in the past five (5) years?.

Not applicable

If yes, please explain.

C.4. Describe the level of need for the proposed program in the City of Irvine. If the activity will provide Fair Housing services, describe how your Agency 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.)

C.5. Please describe the target population and number of unduplicated Irvine residents to be served from July 1, 2025 through June 30, 2026. Describe how the expected number of clients was determined. Explain why this program is needed for this target population. Cite specific data to explain and document need.

C.6. Describe the program marketing/outreach and service delivery method. Include information about how you will reach your target population and how your program will be carried out, what service(s) will be provided and who will deliver those services.)

Describe the anticipated program outcomes and objectives. Indicate how the outcomes and objectives will be measured. The Outcomes and objectives must be results oriented, specific and measurable.

Agency Experience

C.7. List and briefly describe similar programs your Agency has previously undertaken.

C.8. Discuss the outcomes of the programs mentioned above in measurable terms.

C.9. Explain how your Agency will verify that clients are eligible for CDBG Assistance.

C.10. Describe your Agency's experience in working with CDBG and other federal funds in communities other than Irvine, including outcomes.

C.11. Describe your Agency's experience in working with City of Irvine CDBG and other funds, including outcomes.

C.12. List your Agency's personnel, consultants, and/or volunteers who will be carrying out the program and their qualifications.

Provide their salary, cost of benefits, and the percentage of their time that will be charged to the program. Explain how the position(s) provide direct client services to Irvine residents and please attach a current job description .

REFERENCE ONLY

D. Activity Budget

D. Activity Budget

Please provide the anticipated budget for the proposed activity. The CDBG portion of the budget must reflect only those costs of serving CDBG eligible residents

D.1. Proposed CDBG Activity Budget

Enter the amount of funds being requested in the 'CDBG Funds Requested' column for each of the corresponding cost categories. If the requested amount is \$0 for any line item, report "\$0." In the 'Leveraged Funds' column, insert the amount of leveraged funds your agency anticipates utilizing to finance the proposed activity. Leveraged funds are not required for activities but will enhance your agency's application. Leveraged funds are the other non-CDBG funds that will be used in conjunction with CDBG funds to implement the activity. Leveraged funds include, but are not limited to, cash, gifts, in-kind gifts, volunteer labor. These funds must be firmly committed to the activity and immediately available.

Cost Category	CDBG Funds Requested	Leveraged Funds
Total	\$0.00	\$0.00

D.2. Sources of Funding

List all the sources of funding your agency anticipates utilizing to implement the proposed activity by source, amount, and status. Add additional rows to indicate all other leveraged funds for the activity. The total of all sources listed in this table should equal the Leverage funds in the Proposed CDBG Activity Budget table.

Source	Amount	Status	Comments
Total	\$0.00		

D.3. Type of Indirect Cost Rate applicable to this Application

Select from the following:

- "Decline Indirect Cost Rate" if your agency has elected to decline reimbursement for indirect costs during the applicable program year.
- "Federally Accepted De Minimis Rate" if your agency is requesting to charge a flat de minimis indirect cost rate of 15 percent of Modified Total Direct Costs (MTDCs) and does not have a current negotiated (including provisional) rate and does not receive more than \$35 million in Federal funding.
- "Federal Negotiated Indirect Cost Rate" if your agency currently has an approved indirect cost rate with a Federal (Cognizant) Agency.

D.3a. Cost Rate Selection (choose one):

What is the federally negotiated indirect cost rate?

0.00%

Current federally-negotiated indirect cost rate ***Required**

***No files uploaded*

REFERENCE ONLY

E. Required Documents

E. Required Documents

Please provide the following

Agency Type

Non-Profit

Additional Information (if applicable)

***No files uploaded*

Agency-wide Organizational Chart (report effective date) ***Required**

***No files uploaded*

Certificate of Good Standing with the State ***Required**

***No files uploaded*

Certificate of Resolution authorizing an appropriate staff member to execute program applications, agreements, payment requests, and related documents on behalf of the Agency related to the Irvine CDBG grant. ***Required**

***No files uploaded*

Corporate Profile ***Required**

***No files uploaded*

Cover Letter ***Required**

***No files uploaded*

Current Articles of Incorporation ***Required**

***No files uploaded*

Current By Laws ***Required**

***No files uploaded*

Current List Board of Directors (report effective date) ***Required**

***No files uploaded*

Current Proposed Activity Organizational Chart (report effective date) ***Required**

***No files uploaded*

IRS Non-Profit Status Letter ***Required**

***No files uploaded*

Most Recent audited Financial Statement or Single Audit (only applicable if your agency expended \$1 million or more in federal funds during the prior fiscal year). If your Agency is not required to perform audits, a current balance sheet and income statement may be submitted to meet this requirement. ***Required**

***No files uploaded*

Most recently filed IRS-990 ***Required**

***No files uploaded*

Proposed activity Job Descriptions for each position funded under this application ***Required**

***No files uploaded*

W-9 ***Required**

***No files uploaded*

Quasi

Additional Information (if applicable)

***No files uploaded*

Agency-wide Organizational Chart (report effective date) ***Required**

***No files uploaded*

Cover Letter ***Required**

***No files uploaded*

Current Proposed Activity Organizational Chart (report effective date) ***Required**

***No files uploaded*

Proposed activity Job Descriptions for each position funded under this application ***Required**

***No files uploaded*

Faith Based

Additional Information (if applicable)

***No files uploaded*

Agency-wide Organizational Chart (report effective date) *Required

***No files uploaded*

Certificate of Good Standing with the State *Required

***No files uploaded*

Certificate of Resolution authorizing an appropriate staff member to execute program applications, agreements, payment requests, and related documents on behalf of the Agency related to the Irvine CDBG grant. *Required

***No files uploaded*

Corporate Profile *Required

***No files uploaded*

Cover Letter *Required

***No files uploaded*

Current Articles of Incorporation *Required

***No files uploaded*

Current By Laws *Required

***No files uploaded*

Current List Board of Directors (report effective date) *Required

***No files uploaded*

Current Proposed Activity Organizational Chart (report effective date) *Required

***No files uploaded*

IRS Non-Profit Status Letter *Required

***No files uploaded*

Most Recent audited Financial Statement or Single Audit (only applicable if your agency expended \$1 million or more in federal funds during the prior fiscal year). If your Agency is not required to perform audits, a current balance sheet and income statement may be submitted to meet this requirement. *Required

***No files uploaded*

Most recently filed IRS-990 *Required

***No files uploaded*

Proposed activity Job Descriptions for each position funded under this application *Required

***No files uploaded*

W-9 *Required

***No files uploaded*

Public

Additional Information (if applicable)

***No files uploaded*

Agency-wide Organizational Chart (report effective date) *Required

***No files uploaded*

Cover Letter *Required

***No files uploaded*

Current Proposed Activity Organizational Chart (report effective date) *Required

***No files uploaded*

Proposed activity Job Descriptions for each position funded under this application *Required

***No files uploaded*

REFERENCE ONLY

Submit

No data saved

Case Id: 30020

Name: Test Application - 2024-2025

Address: *No Address Assigned

Submit the Application

Once an application is submitted, it can only be "Re-opened" by an Administrator.

After reviewing the enclosed Applicant Agency Acknowledgement Form, your agency's Official Authorized to Execute Contracts must sign at the bottom acknowledging the receipt and understanding of the form.

APPLICANT AGENCY ACKNOWLEDGMENT FORM

- That, by submission of this application, the Agency agrees that it will become a public document.
- That, to the best of its knowledge and belief, all information provided is true and correct and all estimates are reasonable.
- That no revised application may be made in connection with this application once the deadline for applications has passed.
- That the City may request or require changes in the information submitted which it deems reasonable for any and all information provided.
- That the Agency will cooperatively assist in the application review process.
- That, if the activity is recommended and approved by the City Council, the City reserves the right to fund less than the full amount requested. The City also reserves the right to reduce and/or cancel allocation if federal entitlements are cancelled, reduced, or rescinded.
- That the City reserves the right not to fund any applications received.
- By submission of this application, the Agency agrees to abide by the federal regulations applicable to this activity.
- That past program and financial performance will be considered in reviewing this application.
- That services are to be provided only to eligible City residents at no cost during the grant period.
- That, if the activity is funded, the City or a designated Agency may conduct an accounting system inspection to

review internal controls, including procurement and uniform administrative procedures, prior to issuance of payments for program expenditures.

- That, if the program is funded, the City will perform an environmental review prior to the obligation of funds.
- That, if the activity is funded, a written agreement will be required that includes, among other matters, a statement of work, records retention and reporting, local and federal requirements, and circumstances that would trigger grant suspensions and terminations.
- That an activity's funding does not guarantee its continuation in subsequent program years.
- That proof of insurance (general comprehensive public liability insurance with a company licensed to do business in California, and in the aggregate naming the City, its employees and agents as additional insured) will be submitted to the City prior to receiving funds.
- That written signature authority from the Agency's governing body indicating who can execute contracts and amendments on its behalf will be submitted to the City prior to receiving funds.
- That the Agency agrees to abide by HUD's Conflict of Interest Provisions found at 2 CFR 200.317 and 200.318 the City's Local Conflict of Interest Policy. Items of concern would include Board of Directors or staff members families having a monetary interest in any contract made by the City, and other matters that may give the appearance of a conflict of interest.
- The Agency understands that if the activity does not meet a national objective upon activity completion, that the activity will not be eligible and amounts paid out to Agency will be required to be paid back to the City.
- The Agency understands and certifies compliance with the anti-lobbying statement required under 24 CFR Part 87.
- The Agency understands that the proposed activity must address at least one (1) of the City's Consolidated Plan goals to be considered for funding.
- The Agency understands and certifies compliance with the Build America, Buy America Act (BABA) and the Buy America Preference (BAP) which requires that all iron, steel, manufactured products, and construction materials used in infrastructure projects funded with Federal Financial Assistance (FFA), must be produced in the United States.

Signature

By signing below, the agency acknowledge the above.

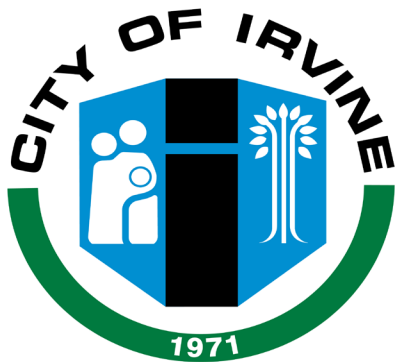
sample submitter

Electronically signed by samplesubmitter@neighborlysoftware.com on 12/13/2024 3:58 PM

Attachment 2
CDBG / HOME Capital Project Application Questions
For Reference Only

Program Overview

Program Overview



City of Irvine CDBG/HOME Capital Projects

City Manager's Office
Office of Health & Wellness
1 Civic Center Plaza
Irvine, CA, 92606
949-724-7447
CDBG@cityofirvine.org

OVERVIEW

The City of Irvine is pleased to announce the availability of Community Development Block Grant (CDBG) funds and HOME Investment Partnerships (HOME) funds, available for capital improvement type projects for the 2025-2026 Program Year. This program is funded through the U.S. Department of Housing and Urban Development (HUD) and is administered locally by the City. This Notice of Funding Availability (NOFA) covers a one-year period for CDBG activities that will begin July 1, 2025, and end June 30, 2026.

The Housing and Community Development Act of 1974 created the CDBG Program with three primary objectives against which HUD evaluates the Consolidated Plan and the City's performance. Those primary objectives are decent housing, suitable living environments, and expanded economic opportunities for low- and moderate-income persons. The CDBG regulations require that each activity meet one of the following national objectives:

- Benefit low- and moderate-income persons; or
- Aid in the prevention or elimination of slums and blight; or
- Meet other community development needs having a particular urgency (usually the result of a disaster).

Eligible CDBG Capital Improvement Projects:

- CDBG funds is anticipated to be available for Capital Projects including, but not limited to:
 - Rental Housing
 - Land acquisition, rehabilitation
 - Owner-Occupied Housing
 - Rehabilitation
 - Community Development
 - Public Facilities Improvements, ADA Improvements

- Proposed projects must:
 - Be an eligible CDBG activity
 - Benefit low- and moderate-income Irvine residents
 - Demonstrate and support the “need” for the proposed activity by supplying verifiable data

Eligible HOME Capital Projects:

- Affordable Housing Development
- Affordable Housing Preservation (rehabilitation)
- Affordable Housing Development by a Community Housing Development Organization (CHDO)

For more information about the program, please click on the link provided: cityofirvine.org/cdbg

REFERENCE ONLY

A. Agency Overview

A. Agency Overview

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

A.2. Agency Address

A.3. Agency Type

A.4. Unique Entity Identifier (UEI)

A.5. Federal EIN

A.6. California Corporation Entity Number

CONTACT PERSON FOR APPLICATION

A.7. First Name

A.8. Last Name

A.9. Title

A.10. Phone

A.11. Phone Extension

A.12. Email

Contact Person for Activity Implementation

A.13. First Name

A.14. Last Name

A.15. Title

A.16. Phone

A.17. Phone Extension

A.18. Email

Official Authorized to Execute Contracts

A.19. First Name

A.20. Last Name

A.21. Title

A.22. Phone

A.23. Phone Extension

A.24. Email

REFERENCE ONLY

B. Activity Summary

B. Activity Summary

Please provide the following information.

B.1. Activity Name

B.2. Activity Address

B.3. Proposed Accomplishment Goal (Number of Unduplicated People or Households to be served)

B.4. Provide a general description of the activity your agency will be implementing to address one or more of the City's Consolidated Plan goals during the applicable program year .

B.5. Project Type:

Rental Housing (Check all that Apply):

- New Housing Construction
- Property Acquisition
- Rehabilitation/Conversion

Ownership Housing (Check all that Apply):

- New Housing Construction
- Property Acquisition
- Rehabilitation/Conversion

Other Housing (Check all that Apply):

- Disabled Housing
- Senior Housing
- Transitional Supportive Housing

Permanent Supportive Housing

Community Development (Check all that Apply):

Construction of new Public Facilities

Rehabilitation of existing Public Facilities

ADA Improvements to Public Facilities

Infrastructure Improvements

Micro Enterprise Assistance

Other Type:

Explain

B.6. Explain how the project will benefit the community. Describe the target population in detail and note how many unduplicated households/individuals the project will serve, their incomes, and whether they are part of any priority special needs groups. For affordable housing, explain the proposed period of project affordability

B.7. Describe how your project is eligible for CDBG, or HOME funds.

B.8. Describe the level of need for the proposed project. Provide verifiable evidence or data to support the level of need for the proposed project in Irvine. Identify the residents, businesses, or other stakeholders who will benefit.

B.9. For site-specific housing rehabilitation projects, describe the need for rehabilitation and explain the basis for your assessment of the repairs needed. Please provide supporting documentation.

B.10. For public facility rehabilitation projects, describe how the need for the proposed improvements was determined and explain how the facility is available to the general public and how the facility is used by the general public. If the public facility rehabilitation project is a project to remove barriers to accessibility (ADA improvements), describe how the improvements will benefit disabled adults and quantify how many unduplicated Irvine disabled adults the improvements will serve. Please provide documentation supporting each aspect of this question.

B.11. Describe how the microenterprise assistance activity will provide assistance to facilitate economic development by:

- Providing credit, including, but not limited to, grants, loans, loan guarantees, and other forms of financial support, for the establishment, stabilization, and expansion of microenterprises; or
- Providing technical assistance, advice, and business support services to owners of microenterprises and persons developing microenterprises; or
- Providing general support, including, but not limited to, peer support programs, counseling, child care,

transportation, and other similar services, to owners of microenterprises and persons developing microenterprises.

For purposes of this activity type, “persons developing microenterprises” means such persons who have expressed interest and who are, or after an initial screening process are expected to be, actively working toward developing businesses, each of which is expected to be a microenterprise at the time it is formed. These persons must be low- and moderate-income Irvine residents and the persons benefitting from their services shall be Irvine residents.

REFERENCE ONLY

C. Activity Budget

C. Activity Budget

Please provide the anticipated budget for the proposed activity. The CDBG portion of the budget must reflect only those costs of serving CDBG eligible residents

C.1. Proposed CDBG and/or Home Activity Budget

Enter the amount of funds being requested in the 'CDBG Funds Requested' or HOME Funds Requested column for each of the corresponding cost categories. If the requested amount is \$0 for any line item, report "\$0." In the 'Leveraged Funds' column, insert the amount of leveraged funds your agency anticipates utilizing to finance the proposed activity. Leveraged funds are not required for activities but will enhance your agency's application. Leveraged funds are the other non-CDBG or non-HOME funds that will be used in conjunction with CDBG or HOME funds to implement the activity. Leveraged funds include, but are not limited to, cash, gifts, in-kind gifts, volunteer labor. These funds must be firmly committed to the activity and immediately available.

Cost Category	CDBG Funds Requested	HOME Funds Requested	Leveraged Funds
Total	\$0.00	\$0.00	\$0.00

C.2. Sources of Funding

List all the sources of funding your agency anticipates utilizing to implement the proposed activity by source, amount, and status. Add additional rows to indicate all other leveraged funds for the activity. The total of all sources listed in this table should equal the Leveraged funds in the Proposed Activity Budget table.

Source	Amount	Status	Comments
Total	\$0.00		

C.3. Type of Indirect Cost Rate applicable to this Application

City of Irvine projects must select "Decline Indirect Cost Rate". For nonprofit applicants only. Select from the following:

- "Decline Indirect Cost Rate" if your agency has elected to decline reimbursement for indirect costs during the applicable program year.
- "Federally Accepted De Minimis Rate" if your agency is requesting to charge a flat de minimis indirect cost rate of 15 percent of Modified Total Direct Costs (MTDCs) and does not have a current negotiated (including provisional) rate and does not receive more than \$35 million in Federal funding.
- "Federal Negotiated Indirect Cost Rate" if your agency currently has an approved indirect cost rate with a Federal (Cognizant) Agency.

C.3a. Cost Rate Selection (choose one):

What is the federally negotiated indirect cost rate?

0.00%

Current federally-negotiated indirect cost rate ***Required**

***No files uploaded*

REFERENCE ONLY

D. Capital Improvement Activity Application

D. Capital Improvement Activity Application

Please provide the following information.

Project Element	Start Date	End Date
-----------------	------------	----------

D.1. Does the project depend on receiving 100% of your funding request?

D.2. If your agency is not approved for 100% of your funding request, how will your agency address the shortfall?

D.3. Has your organization implemented an activity within the last five (5) years subject to the following requirements? (Select all that apply)

- The procurement and contracting requirements of 2 CFR Part 200
- The prevailing wage requirements of the Davis-Bacon and Related Acts
- The Equal Employment Opportunity and Women/Minority-Owned Business Requirements (W/MBE).
- Section 3 of the Housing and Urban Development Act of 1968 subject to 24 CFR Part 75
- Build America, Buy America Act (BABA) as part of the Infrastructure Investment and Jobs Act (IIJA), effective November 15, 2022

D.4. Please describe what steps your agency will take to ensure that efforts to hire minority (MBE) or women-owned (WBE) businesses for your activity are documented.

D.5. For projects requesting \$200,000 or more, please describe what your agency will do to ensure that employment and/or job training opportunities for low income individuals are provided, per HUD Section 3 requirements (24 CFR Part 75).

D.6. For projects exceeding \$250,000 (from all sources), please describe what your agency will do to assure compliance with the Build America, Buy America Act (BABA) and Buy America Preference (BAP).

D.7. Describe all similar projects your Agency has carried out in the last five (5) years. For each project, provide a

reference name and telephone number from the local participating city and/or county that provided CDBG and/or HOME funding.

D.8. Identify and describe any audit findings, liens, investigations, or probation by any oversight agency in the past five (5) years. Additionally, identify and briefly describe any lawsuits (regardless of outcome), claims or settlements in the past five (5) years. If none, please state none.

D.9. If your project is for construction or rehabilitation of rental housing for special needs populations, describe your supportive services plan, who will provide the services, and the types of residents it will serve.

D.10. Describe any green building techniques that will be employed in carrying out your project.

REFERENCE ONLY

E. Required Documents

E. Required Documents

Please provide the following information.

Agency Type

Public

Additional Information (if applicable)

***No files uploaded*

Agency-wide Organizational Chart (report effective date) ***Required**

***No files uploaded*

Cover Letter ***Required**

***No files uploaded*

Current Proposed Activity Organizational Chart (report effective date ***Required**

***No files uploaded*

Proposed activity Job Descriptions for each position funded under this application ***Required**

***No files uploaded*

Quasi-Public

Additional Information (if applicable)

***No files uploaded*

Agency-wide Organizational Chart (report effective date) ***Required**

***No files uploaded*

Cover Letter ***Required**

***No files uploaded*

Current Proposed Activity Organizational Chart (report effective date ***Required**

***No files uploaded*

Proposed activity Job Descriptions for each position funded under this application ***Required**

***No files uploaded*

Faith-based

Most recent audited financial statement or Single Audit (only applicable if your agency expended \$1 million or more in federal funds during the prior fiscal year). If your Agency is not required to perform audits, a current balance sheet and income statement may be submitted to meet this requirement. ***Required**

***No files uploaded*

Additional Information (if applicable)

***No files uploaded*

Agency-wide Organizational Chart (report effective date) ***Required**

***No files uploaded*

Certificate of Good Standing with the State ***Required**

***No files uploaded*

Certificate of Resolution authorizing an appropriate staff member to execute program applications, agreements, payment requests, and related documents on behalf of the Agency related to the Irvine CDBG and/or HOME grants.

***Required**

***No files uploaded*

Corporate Profile ***Required**

***No files uploaded*

Cover Letter ***Required**

***No files uploaded*

Current Articles of Incorporation ***Required**

***No files uploaded*

Current By Laws ***Required**

***No files uploaded*

Current List of Board of Directors (report effective date) ***Required**

***No files uploaded*

Current Proposed Activity Organizational Chart (report effective date) *Required

***No files uploaded*

IRS Non-Profit Status Letter *Required

***No files uploaded*

Most recently filed IRS-990 *Required

***No files uploaded*

Proposed activity Job Descriptions for each position funded under this application *Required

***No files uploaded*

W-9 *Required

***No files uploaded*

Non-Profit

Most recent audited financial statement or Single Audit (only applicable if your agency expended \$1 million or more in federal funds during the prior fiscal year). If your Agency is not required to perform audits, a current balance sheet and income statement may be submitted to meet this requirement. *Required

***No files uploaded*

Additional Information (if applicable)

***No files uploaded*

Agency-wide Organizational Chart (report effective date) *Required

***No files uploaded*

Certificate of Good Standing with the State *Required

***No files uploaded*

Certificate of Resolution authorizing an appropriate staff member to execute program applications, agreements, payment requests, and related documents on behalf of the Agency related to the Irvine CDBG and/or HOME grants.

***Required**

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Corporate Profile *Required

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Cover Letter *Required

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Current Articles of Incorporation *Required

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Most recently filed IRS-990 *Required

***No files uploaded*

Proposed activity Job Descriptions for each position funded under this application *Required

***No files uploaded*

W-9 *Required

***No files uploaded*

REFERENCE ONLY

Submit

Submit the Application

Once an application is submitted, it can only be "Re-opened" by an Administrator.

- That, by submission of this application, the Agency agrees that it will become a public document.
- That, to the best of its knowledge and belief, all information provided is true and correct and all estimates are reasonable.
- That no revised application may be made in connection with this application once the deadline for applications has passed.
- That the City may request or require changes in the information submitted which it deems reasonable for any and all information provided.
- That the Agency will cooperatively assist in the application review process.
- That, if the activity is recommended and approved by the City Council, the City reserves the right to fund less than the full amount requested. The City also reserves the right to reduce and/or cancel allocation if federal entitlements are cancelled, reduced, or rescinded.
- That the City reserves the right not to fund any applications received.
- By submission of this application, the Agency agrees to abide by the federal regulations applicable to this activity.
- That past program and financial performance will be considered in reviewing this application.
- That services are to be provided only to eligible City residents at no cost during the grant period.
- That, if the activity is funded, the City or a designated Agency may conduct an accounting system inspection to review internal controls, including procurement and uniform administrative procedures, prior to issuance of payments for program expenditures.

- That, if the program is funded, the City will perform an environmental review prior to the obligation of funds.
- That, if the activity is funded, a written agreement will be required that includes, among other matters, a statement of work, records retention and reporting, local and federal requirements, and circumstances that would trigger grant suspensions and terminations.
- That an activity's funding does not guarantee its continuation in subsequent program years.
- That proof of insurance (general comprehensive public liability insurance with a company licensed to do business in California, and in the aggregate naming the City, its employees and agents as additional insured) will be submitted to the City prior to receiving funds.
- That written signature authority from the Agency's governing body indicating who can execute contracts and amendments on its behalf will be submitted to the City prior to receiving funds.
- That the Agency agrees to abide by HUD's Conflict of Interest Provisions found at 2 CFR 200.317 and 200.318 the City's Local Conflict of Interest Policy. Items of concern would include Board of Directors or staff members families having a monetary interest in any contract made by the City, and other matters that may give the appearance of a conflict of interest.
- The Agency understands that if the activity does not meet a national objective upon activity completion, that the activity will not be eligible and amounts paid out to Agency will be required to be paid back to the City.
- The Agency understands and certifies compliance with the anti-lobbying statement required under 24 CFR Part 87.
- The Agency understands that the proposed activity must address at least one (1) of the City's Consolidated Plan goals to be considered for funding.
- The Agency understands and certifies compliance with the Build America, Buy America Act (BABA) and the Buy America Preference (BAP) which requires that all iron, steel, manufactured products, and construction materials used in infrastructure projects funded with Federal Financial Assistance (FFA), must be produced in the United States.

Signature

sample submitter

Electronically signed by samplesubmitter@neighborlysoftware.com on 12/13/2024 3:58 PM