

# NOTICE OF FUNDING AVAILABILITY CDBG AND HOME PROGRAMS

Welcome and Introduction  
Keri Bullock, Health and Wellness Officer

Presented by  
Sarah Escobedo, Management Analyst  
Clint Whited, CDBG Consultant  
Frank Perez, CDBG Consultant

November 20, 2024

CITY OF IRVINE



# Agenda

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1. Available Funding by Grant and Eligible Activity
2. Eligible Applicants
3. Application Timeline
4. Submission Guidelines
5. Selection and Contracting
6. Questions and Answers
7. For More Information

A note about ESG funds this year:

ESG funds will be made available via the Orange County ESG Collaborative application process.

The City of Irvine is the lead agency for that effort this year. The collaborative application includes funds for Anaheim, Garden Grove, Irvine, and Santa Ana.

Applications will be available via Planet Bids by visiting [www.CityofIrvine.org/Purchasing](http://www.CityofIrvine.org/Purchasing)

For more information, you may contact Juliet Mukasa in the Health and Wellness Office at [jmukasa@CityofIrvine.org](mailto:jmukasa@CityofIrvine.org)

# 1. AVAILABLE FUNDING BY GRANT AND ELIGIBLE ACTIVITY

# Estimated Available Funding by Grant

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

# CDBG Public Service Funds

- CDBG Public Service Cap: 15 percent or \$347,722
  - Minimum funding request per application is \$15,000
  - High demand for CDBG funds
- Proposed programs must:
  - Be an eligible CDBG public service program
  - Benefit low- and moderate-income Irvine residents
  - Demonstrate and support the “need” for the proposed program by supplying verifiable data

\* Assumes level funding of CDBG Program

# 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 Counseling
- Energy Conservation
- Homebuyer Down Payment Assistance
- Recreational needs

# CDBG Capital Project Funds

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- \$1,506,795 of 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 CDBG Capital Projects

- Activities in support of affordable housing development
  - Funds cannot be used for actual new housing construction
  - Funds may be used for land acquisition or for public infrastructure improvements in support of housing development when such improvements are in public ownership and are undertaken by the City using CDBG funds
- Affordable Housing Preservation (rehabilitation)
- Public Facilities Improvements
  - City-owned facilities available to the public
  - Nonprofit- or other public agency-owned facilities available to the public
- Public Infrastructure Improvements - ADA

# HOME Capital Project Funds

- \$745,105 of HOME funds for:
  - Rental Housing Development / Rehabilitation
  - Owner-Occupied Rehabilitation
- AND -
- \$765,855 set-aside available for CHDO Projects including:
  - Development of affordable housing
- Proposed projects must:
  - Be an eligible HOME activity
  - Demonstrate and support the “need” for the proposed activity by supplying verifiable data

# Eligible HOME Capital Projects

By any eligible applicant:

- Affordable Housing Development
- Affordable Housing Preservation (rehabilitation)

By a Community Housing Development Organization (CHDO):

- Affordable Housing Development

# Available Funding by Grant - Review

| Funding Program   | Amount*            |
|---|--------------------|
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## 2. ELIGIBLE APPLICANTS

# Eligible Applicants

- Incorporated public, nonprofit or for-profit agencies able to implement the approved project within the boundaries of the City of Irvine
- Applicants must demonstrate appropriate programmatic and financial capacity to design and implement the proposed project in accordance with Federal regulations and City policies
- The best qualified Applicants have a successful track record developing and implementing similar projects using CDBG, HOME and other leveraged sources

# 3. APPLICATION TIMELINE



# Application Timeline

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| Date / Time *               | Event / Deadline  |
|-----------------------------|---|
| November 20, 2024           | Technical Workshop  |
| November 21, 2024           | NOFA materials posted to <a href="https://cityofirvine.org/cdbg">cityofirvine.org/cdbg</a>  |
| December 13, 2024           | Applicant questions will be answered by City Staff/or program consultants   |
| December 20, 2024 5:00 p.m. | Applications Due for CDBG and HOME Program  |
| January 2025 (TBD)          | Community Services Commission Meeting:<br>Public Hearing to introduce the funding process and receive comments on funding source performance / priorities |
| February 2025 (TBD)         | Community Services Commission Meeting: Applicant Presentations  |
| March 2025 (TBD)            | Community Services Commission Meeting: Funding Recommendations  |
| May – June (TBD)            | City Council Public Hearing: Action Plan Approval   |

\*Dates subject to change



# 4. SUBMISSION GUIDELINES

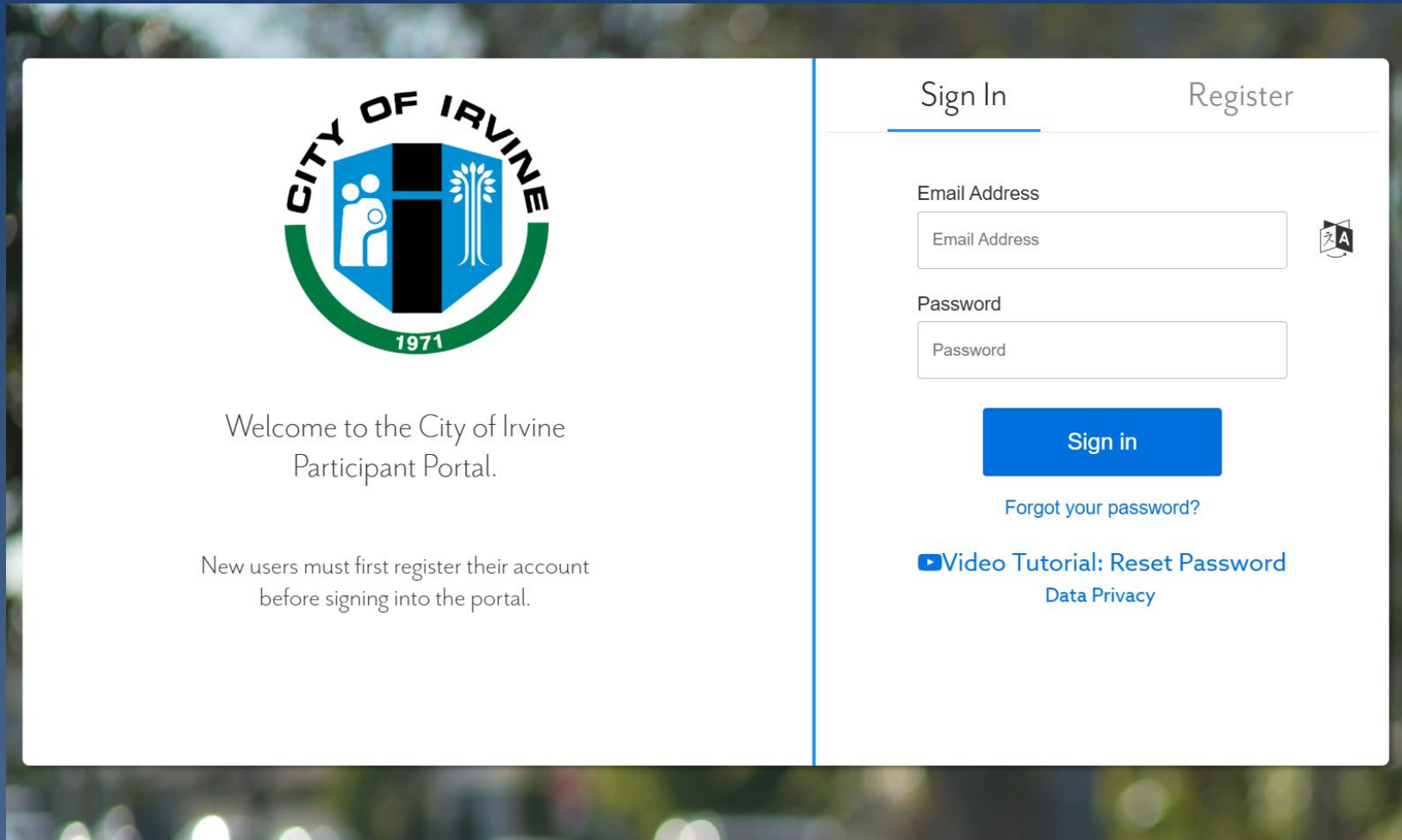
# Submission Guidelines

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- Access the online application submission portal via [cityofirvine.org/cdbg](http://cityofirvine.org/cdbg) or <https://portal.neighborlysoftware.com/MDG-IRVINECA/Participant>
- There are two different application forms on Neighborly:
  - CDBG Public Service Application
  - CDBG / HOME Capital Project Application
- Be sure to submit the correct application form that corresponds with the activity type and funding source

# Submission Guidelines

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

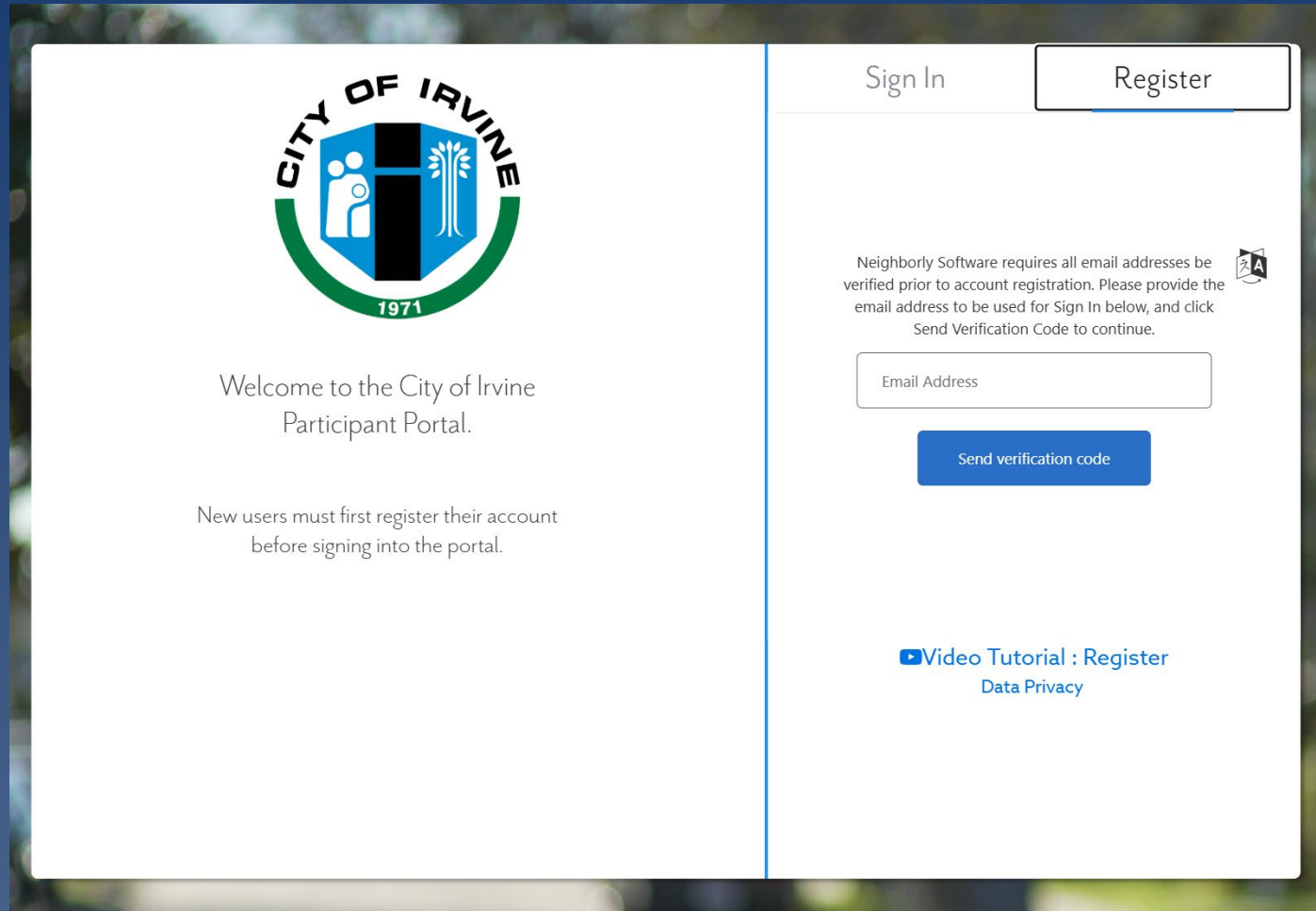


The screenshot shows a web interface for the City of Irvine Participant Portal. On the left, there is a large logo for the City of Irvine, established in 1971, featuring a stylized figure and a tree. Below the logo, the text reads: "Welcome to the City of Irvine Participant Portal." and "New users must first register their account before signing into the portal." On the right, there are two tabs: "Sign In" (selected) and "Register". Under the "Sign In" tab, there are two input fields: "Email Address" and "Password". Below these fields is a blue "Sign in" button. Underneath the button, there is a link for "Forgot your password?". At the bottom of the sign-in section, there are two links: "Video Tutorial: Reset Password" and "Data Privacy".

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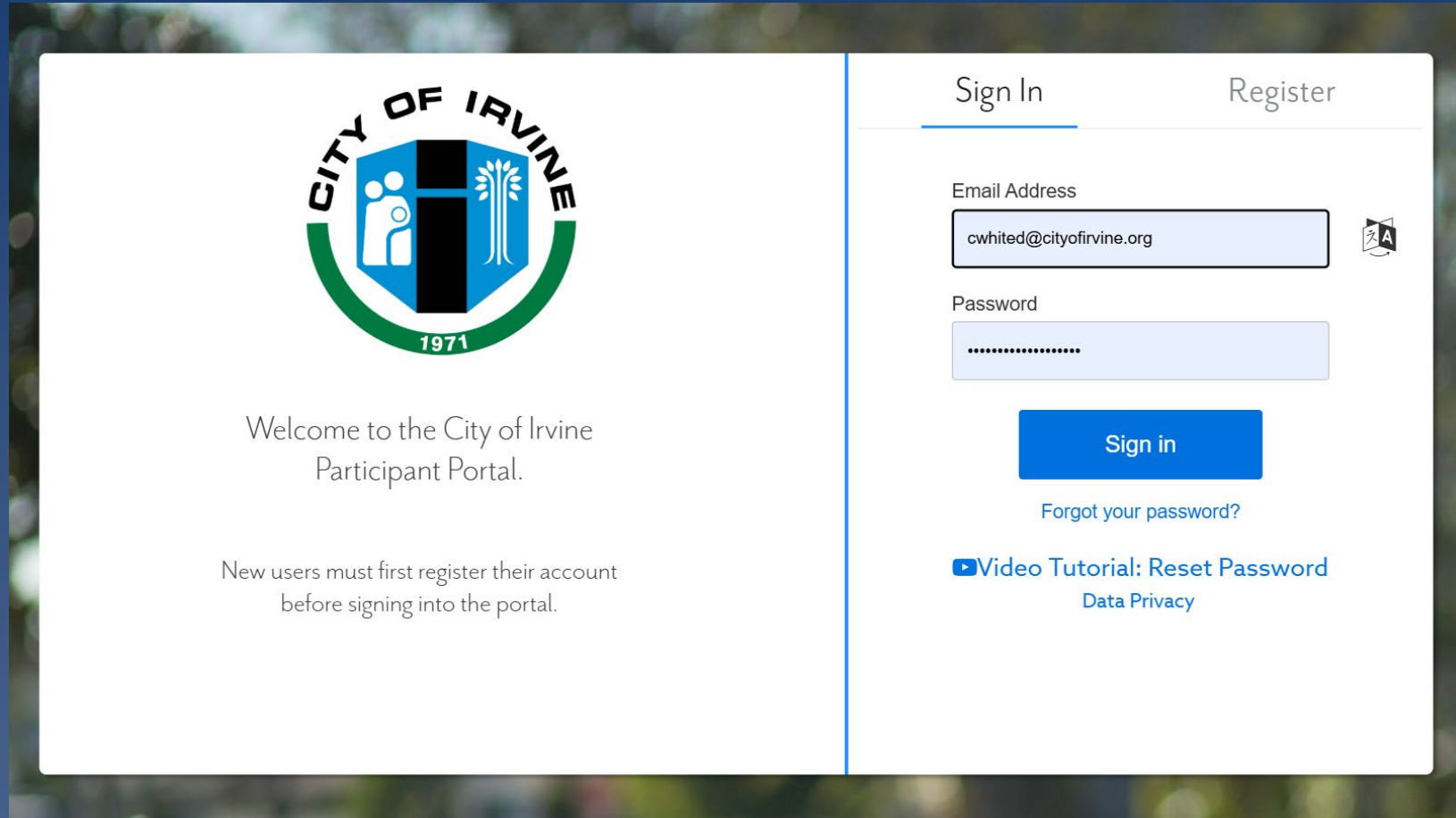


# Submission Guidelines



The screenshot displays the City of Irvine Participant Portal registration interface. On the left, the City of Irvine logo (featuring a stylized figure and a tree) is shown with the text "CITY OF IRVINE" and "1971". Below the logo, the text reads: "Welcome to the City of Irvine Participant Portal." and "New users must first register their account before signing into the portal." On the right, there are two tabs: "Sign In" and "Register". The "Register" tab is active. Below the tabs, a message states: "Neighborly Software requires all email addresses be verified prior to account registration. Please provide the email address to be used for Sign In below, and click Send Verification Code to continue." A text input field labeled "Email Address" is present, followed by a blue button labeled "Send verification code". At the bottom, there is a link for a "Video Tutorial : Register" with a sub-link for "Data Privacy".

# Submission Guidelines



The screenshot shows the City of Irvine Participant Portal. On the left, there is a large circular logo with the text "CITY OF IRVINE" at the top and "1971" at the bottom. The logo features a stylized figure and a tree. Below the logo, the text reads "Welcome to the City of Irvine Participant Portal." and "New users must first register their account before signing into the portal." On the right, there is a sign-in form with two tabs: "Sign In" (selected) and "Register". The form includes an "Email Address" field with the value "cwhited@cityofirvine.org" and a "Password" field with masked characters. A blue "Sign in" button is positioned below the password field. Below the button, there is a link for "Forgot your password?" and a link for "Video Tutorial: Reset Password" with a play button icon. At the bottom of the sign-in section, there is a link for "Data Privacy".

# Submission Guidelines



[Home](#)



Welcome to the City of Irvine Participant Portal

The City of Irvine is committed to accessibility for all applicants. If you require this material in an alternate format, please contact us at [CDBG@cityofirvine.org](mailto:CDBG@cityofirvine.org)



[Start a New Application](#)

Search Applications

| Application Name           | Description   | Action                            |
|----------------------------|---|-----------------------------------|
| Public Services            | Select this option to apply for CDBG funding to carry out eligible public service activities that benefit low- and moderate-income residents in Irvine. | <a href="#">Start Application</a> |
| CDBG/HOME Capital Projects | This program is to provide information about CDBG/HOME Capital Projects.  | <a href="#">Start Application</a> |



# Submission Guidelines

Home

**New Application for Public Services** Close X

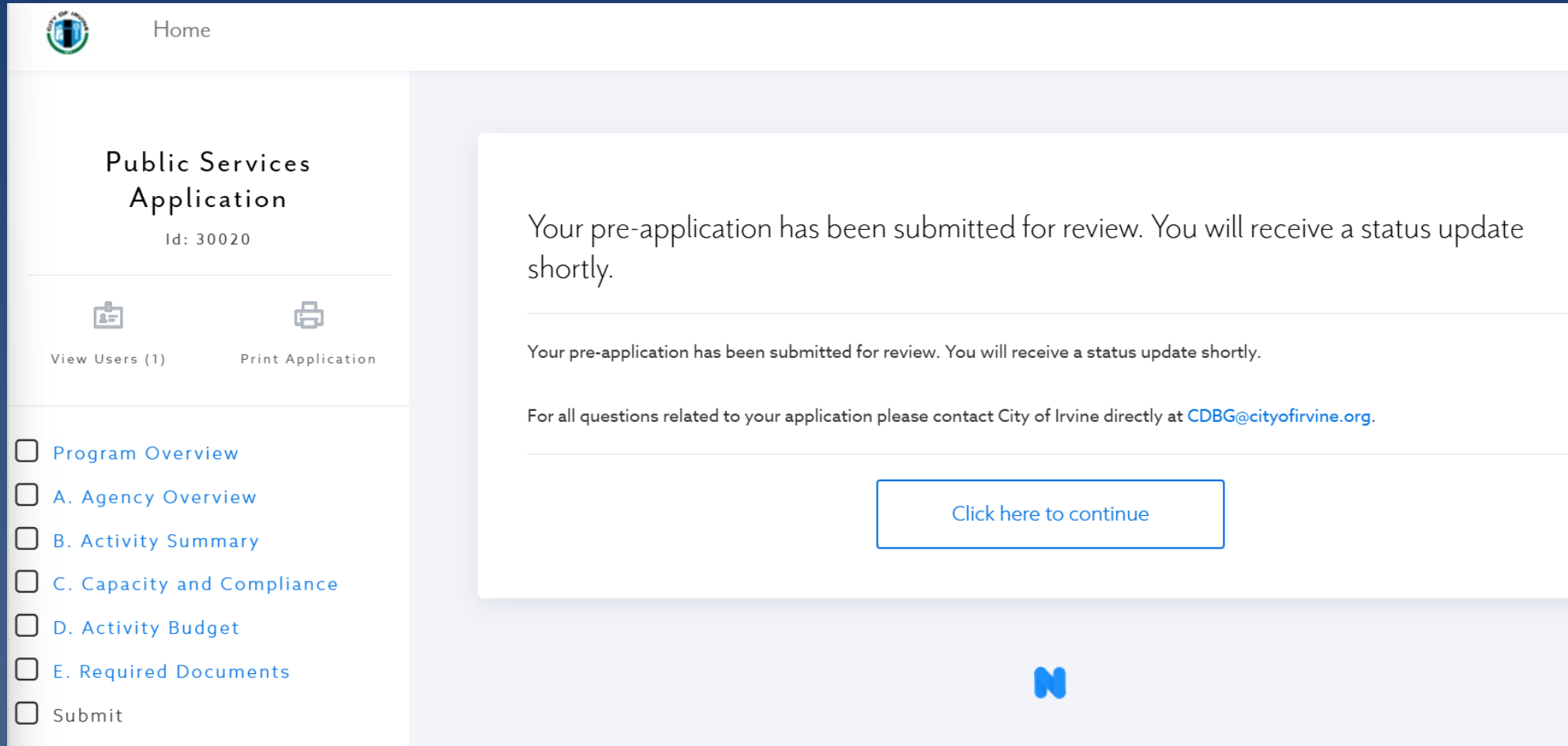
**Please provide a name for the application:**  
Use the following format:

Cancel Start Application

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Application M

# Submission Guidelines



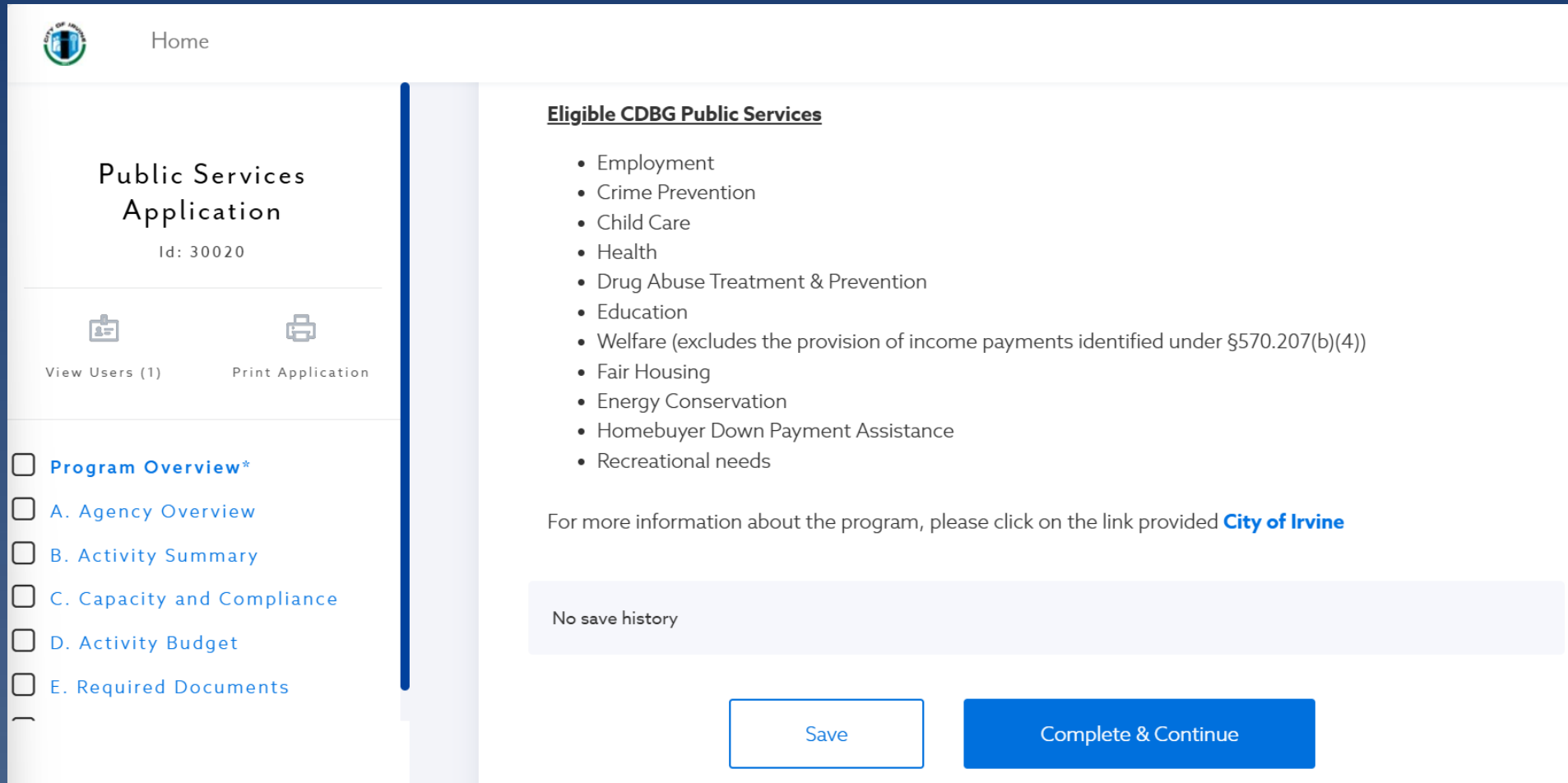
The screenshot shows a web application interface for the City of Irvine. At the top left is the City of Irvine logo and the word "Home". The main content area is titled "Public Services Application" with a sub-header "Id: 30020". Below this are two buttons: "View Users (1)" and "Print Application". A sidebar on the left contains a list of menu items, each with a checkbox:

- Program Overview
- A. Agency Overview
- B. Activity Summary
- C. Capacity and Compliance
- D. Activity Budget
- E. Required Documents
- Submit

The main content area contains a message box with the text: "Your pre-application has been submitted for review. You will receive a status update shortly." This message is repeated twice. Below the message is a button labeled "Click here to continue". At the bottom center of the page is a blue "N" logo.



# Submission Guidelines





The screenshot shows a web application interface for the City of Irvine. At the top left is the City of Irvine logo and the word "Home". The main heading is "Public Services Application" with the ID "30020". Below this are two buttons: "View Users (1)" and "Print Application". A sidebar on the left contains a list of application sections, each with an unchecked checkbox: "Program Overview\*", "A. Agency Overview", "B. Activity Summary", "C. Capacity and Compliance", "D. Activity Budget", and "E. Required Documents". The main content area is titled "Eligible CDBG Public Services" and lists ten categories: Employment, Crime Prevention, Child Care, Health, Drug Abuse Treatment & Prevention, Education, Welfare (with a note about income payments), Fair Housing, Energy Conservation, Homebuyer Down Payment Assistance, and Recreational needs. Below the list is a link to "City of Irvine" for more information. At the bottom of the main content area is a grey box stating "No save history". At the very bottom are two buttons: "Save" and "Complete & Continue".

Home

## Public Services Application

Id: 30020

 View Users (1)  Print Application

- Program Overview\*
- A. Agency Overview
- B. Activity Summary
- C. Capacity and Compliance
- D. Activity Budget
- E. Required Documents

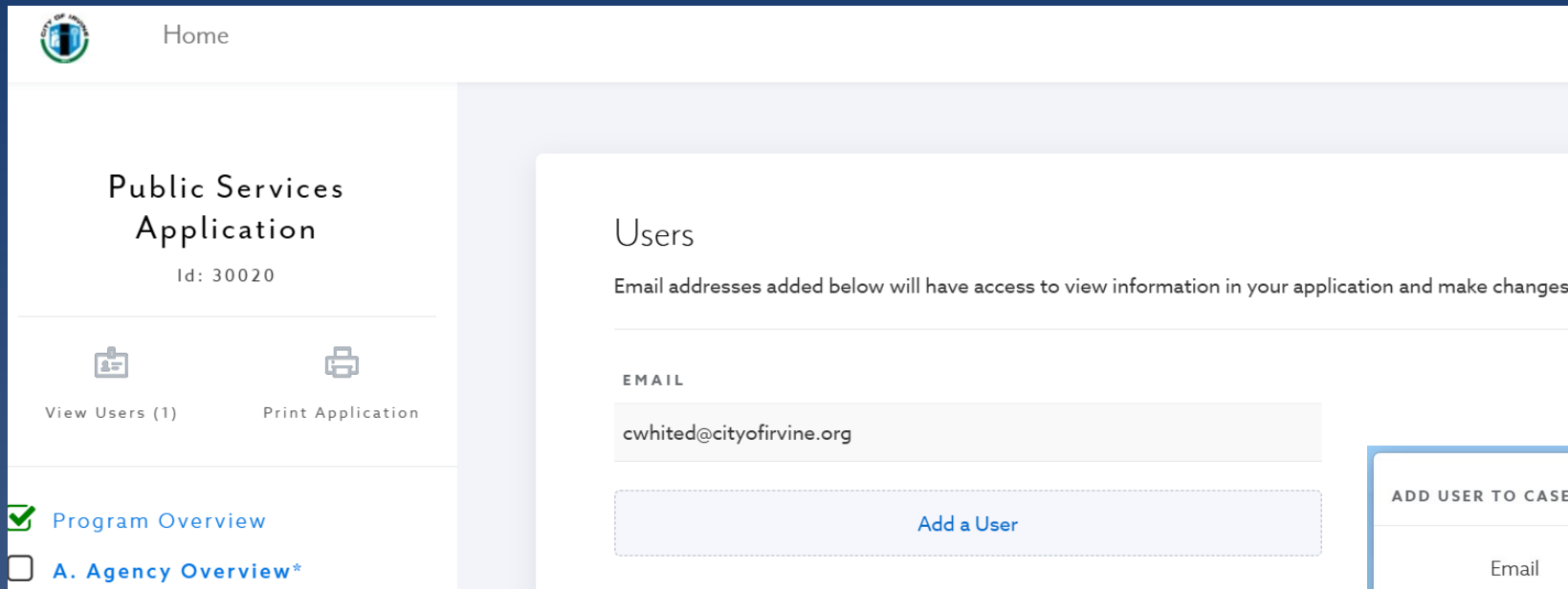
### Eligible CDBG Public Services

- 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](#)

No save history

# Submission Guidelines



Home

**Public Services Application**  
Id: 30020

View Users (1)    Print Application

Program Overview  
 A. Agency Overview\*

### Users

Email addresses added below will have access to view information in your application and make changes.

EMAIL

cwhited@cityofirvine.org

[Add a User](#)

#### ADD USER TO CASE

Email

First Name

Last Name

[+ Add](#)



# Submission Guidelines

Home

**Public Services Application**  
Id: 30020

[View Users \(1\)](#) [Print Application](#)

- Program Overview
- A. Agency Overview\***
- B. Activity Summary
- C. Capacity and Compliance
- D. Activity Budget
- E. Required Documents
- Submit

## A. Agency Overview

Please provide the following information. [Print Step](#)

**AGENCY INFORMATION**

**A.1. Agency Name** [?](#)

**A.2. Agency Address** [?](#)

**A.3. Agency Type** [?](#)

**A.4. Unique Entity Identifier (UEI) (12 character limit)** [?](#)

**A.5. Federal EIN (9 character limit)** [?](#)

**A.6. California Corporation Entity Number (8 character limit)** [?](#)

**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**

# Submission Guidelines

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- Complete all sections of the application
- Gather all required attachments
- Submit the application form and all required attachments as via Neighborly (CDBG/HOME) by 5:00 p.m. on December 20, 2024

# Submission Guidelines

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- Applications that are incomplete, 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

# 5. SELECTION AND CONTRACTING



# Selection and Contracting

- Office of Health and Wellness will review for completeness, eligibility, regulatory compliance, and applicant capacity
- Consideration by the Community Services Commission, including one meeting for Applicant Presentations and one meeting 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

- We anticipate issuing contracts between July 2025 – December 2025
- Contract periods of performance will vary depending on the source of funds used and shall be appropriate for the type of activity to be implemented
- All contracts will be monitored either in person or remotely
- All contracts have monthly or quarterly reporting requirements
- All contracts are reimbursable



# 6. QUESTIONS AND ANSWERS



# 7. FOR MORE INFORMATION

CITY OF IRVINE



# Technical Assistance

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- City staff is available to answer questions and provide technical assistance to any applicant if the request is received by December 13, 2024
- Applicants may email the Health and Wellness Office to submit written questions:
  - Frank Perez [fperez@mdg-ldm.com](mailto:fperez@mdg-ldm.com)
  - Sarah Escobedo [SEscobedo@cityofirvine.org](mailto:SEscobedo@cityofirvine.org)

# Closing

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The webinar is now complete.

Thank you for attending today.

We look forward to receiving your application!