



City of Berkeley

**NOTICE OF FUNDING AVAILABILITY (NOFA) for
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) funds**

This NOFA is for currently available funding and projects will be reviewed and funded on a rolling basis until all funds are exhausted.

TIMEFRAME	NOFA ACTIVITY
<i>Beginning 12/10/19</i>	<i>NOFA released and proposals accepted on a rolling basis until funding is exhausted</i>
<i>12/12/19</i>	<i>Workshop for Community Facility Improvement Program Proposals Berkeley Central Library, 3rd Floor Community Conference Room 2090 Kittredge Street 2:00 - 3:30 p.m.</i>
<i>Monthly according to HAC schedule</i>	<i>Housing Advisory Commission (HAC) review and make funding recommendations to City Manager/Council</i>
<i>Ongoing according to Council schedule</i>	<i>For projects at and above \$200,000 Council considers City Manager and HAC funding recommendations</i>

NOFA BACKGROUND & AVAILABLE AMOUNTS

The City of Berkeley has available funding under the federal Community Development Block Grant (CDBG) Program for improvements to existing facilities located in Berkeley that are open to the public and primarily serve low-income individuals, including homeless shelters and transitional housing for homeless households. There is approximately \$1,000,000 in CDBG funds available for this NOFA at the time of release.

The City allocation of funds for proposals received under this NOFA will take into consideration funding requirements and local plans and priorities. Federal legislation requires that each city submit a Consolidated Plan to Housing and Urban Development (HUD), which the City of Berkeley does every five years. The Consolidated Plan is augmented by annual updates (Annual Action Plans) that include program priorities, proposed activities to be funded with CDBG, and how federal funds will be coordinated with local funds and programs to achieve the goals contained in the Consolidated Plan.

PUBLIC PARTICIPATION

Public meetings are a crucial component of the allocation process and provide citizens with a direct mechanism to participate and to express their views. The Housing Advisory Commission (HAC) is a citizen body authorized by the City Council to hold public meetings, review proposals, and make funding recommendations to the City Manager and Council. (See schedule on front page for dates of important meetings). The City Manager makes final funding decisions for proposals valued under \$200,000. City

Council makes final funding decisions for proposals valued at or above \$200,000.

COMMISSION MEETINGS

The HAC CDBG subcommittee will review proposals received under this NOFA. The subcommittee will make recommendations to the full HAC at their monthly meetings. The HAC may hold additional meetings to review proposals in more detail. Any additional meetings will be noticed and posted in accordance with City Commission procedures. Please refer to the City's website for more information about commission schedules:

<http://www.ci.berkeley.ca.us/commissions>

ELIGIBLE ACTIVITIES

CDBG Program - The CDBG Program is a federal program that has been in effect since 1975. The primary objective of the CDBG Program is the development of viable urban communities, by providing decent housing and a suitable living environment, and expanding economic opportunities, principally for persons of low- and moderate-income. At least 70% of the total CDBG funds must be used for activities that benefit low- and moderate-income persons; at least 51% of the beneficiaries of individual activities must be low- and moderate-income persons. Eligible CDBG activities are defined by federal program regulations. Eligible uses of CDBG funds that will be considered under this NOFA include:

- **Rehabilitation of public facilities:**

Approximately \$1,000,000 in CDBG funds are allocated to this category to support renovations of existing facilities that are open to the public and serve a low-income population, including homeless shelters and transitional housing for homeless households. Eligible costs under this category include renovation costs, project management costs, and permits and fees. CDBG funds can only be used for public facilities located in Berkeley that primarily serve Berkeley residents. Funds cannot be used for the renovation of administrative offices only, design not followed by construction, and pre-project activities. Priority will be given to projects that include significant ADA improvements, health and safety, and energy efficiency measures. Additionally, in order to be eligible projects must have a minimum five-year site control.

In order for a project activity to be eligible for CDBG funding, it must meet one of the following three national objectives:

- principally benefits low/moderate income persons (80% of area median income or below); or
- aids in the prevention or elimination of slums and blight; or
- meets community needs having a particular urgency.

FEDERAL, STATE AND LOCAL REQUIREMENTS

Successful applicants for funding will be required to adhere to federal, state and local laws and regulations upon entering into a contract with the City of Berkeley.

EVALUATION CRITERIA

Projects will be assessed for minimum eligibility including responsiveness to eligibility requirements, project readiness, feasibility, how well the project meets a priority community need (including but not limited to accessibility, health and safety, energy efficiency), past performance or experience, and

community impact. The City and the HAC will evaluate each individual proposal and reserve the right to not recommend a project based on any of the above criteria and/or if there are insufficient funds for a proposal.

APPLYING FOR FUNDS

Any community group or City/government agency that has a project that falls within eligible guidelines may apply for funding. However, to receive funding, a community agency must be a not-for-profit corporation or government entity. All agencies submitting community facility improvement proposals are strongly encouraged to attend the NOFA workshop listed below.

Workshop for Community Facility Improvements Proposals

**Thursday, December 12, 2019
2:00 p.m. to 3:30 p.m.
Berkeley Central Library,
3rd Floor Community Conference Room,
2090 Kittredge Street, Berkeley**

Questions and answers resulting from these workshops will be posted on the City's website at: <https://www.cityofberkeley.info/CommunityAgencyRFPfy2020.aspx>. Questions of substance relating to the NOFA and technical issues related to the web-based application process will be answered and posted on the City's website throughout the application period in a Frequently Asked Questions (FAQ) document.

Applications for FY2020 under this NOFA must be submitted via an online, web-based process. If your agency does not currently receive City funding, to submit an application, go to www.citydataservices.net, and log in with the following User ID and Password:

User ID – BerCa2020 (Case Sensitive)

Password – BerCa2020 (Case Sensitive)

Once you log in, you will see a short form that collects some basic information. Complete and submit the form to obtain a unique User ID and Password that you will use to submit your application.

If you are a current user of the City's online reporting system, to submit an application, go to www.citydataservices.net and log on using your existing User ID and Password. You will have an "Apply for 2020" link on your main page. Use this link to begin the submission of your application.

For technical issues with submitting data via City Data Services, please contact them via the "Help with this page" button on their website.

All applications must be submitted via the online application system. Applications for available funds will be accepted on a rolling basis and reviewed monthly by the Housing Advisory Committee (HAC) which meets on the first Thursday of each month.

THE CITY OF BERKELEY WILL NOT ACCEPT
INCOMPLETE APPLICATIONS.

FOR FURTHER INFORMATION & ASSISTANCE

If you have any questions, require assistance in submitting the application, or need a disability-related accommodation, please contact Mary-Claire Katz, Health, Housing & Community Services Department, at **(510) 981-5414** or by email: mkatz@cityofberkeley.info