



2013-14 Notice of Funding Availability (NOFA)



Community Development Block Grant (CDBG)
Emergency Solutions Grant (ESG)

Application Due Date:

Wednesday, January 2, 2013, 5:00 p.m.



Request For Proposals

Lompoc Transformative Housing Program (LTHP)

Application Due Date:

Friday, December 14, 2012 , 5:00 p.m.



County of Santa Barbara

Department of Housing and Community Development

105 E. Anapamu St., Room 105

Santa Barbara, CA 93101

HCDNOFA@co.santa-barbara.ca.us



County of Santa Barbara

Buellton

Carpinteria

Lompoc

Solvang

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Introduction

Under this 2013 Comprehensive Notice of Funding Availability (NOFA), the County of Santa Barbara Community Services Department's Division of Housing and Community Development (HCD) invites applications for funding consideration through federal Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), and the Supportive Housing Program (SHP)-Lompoc Transformative Housing Programs. This federal funding is provided by the United States Department of Housing and Urban Development (HUD). The County of Santa Barbara through its Community Services Department serves as lead agency under the CDBG Urban County Partnership, which includes the cities of Lompoc, Carpinteria, Buellton, and Solvang. **A separate NOFA will be released for the HOME Investment Partnerships Program at a later date.**

The County NOFA announces the availability of the following funding:

- a. **CDBG funds** through the cities of Buellton, Carpinteria, and Solvang, as well as the County, for community development projects and programs serving these jurisdictions.
- b. **ESG funds** serving communities throughout the County of Santa Barbara.

The County is also issuing a Request for Proposals (RFP) for a Project Sponsor for funding from the FY 2011-12 Continuum of Care Supportive Housing Program Notice of Funding Availability (NOFA) for the Lompoc Transformative Housing Project. Proposals are due December 14, 2012 at 5 p.m.

- a. **SHP funds for a proposal to provide transitional housing and supportive services for homeless families in the Lompoc Valley.**

The cities of Santa Maria, Goleta, and Lompoc administer separate NOFA's for CDBG funds:

- Santa Maria - contact the Special Projects Division at 925-0951, ext. 118.
- Goleta – contact Neighborhood Services & Public Safety at 961-7554
- Lompoc – contact the Economic and Community Development Department at 875-8279

NOTE REGARDING COUNTY FUNDING TO PROJECTS LOCATED IN PARTNERING JURISDICTIONS: The County may jointly fund eligible projects in member cities; however, the applicant must provide documentation demonstrating the City's support of the project, as well as the City's knowledge of the application being made to the County for funding. This may be in form of a letter from the City's Community Development or Planning Department. Questions regarding this requirement may be directed to County HCD staff.

The federal funding provided by HUD allows for implementation of projects, programs, and services intended to serve low- and moderate-income residents and address community needs. Eligible activities include development and rehabilitation of affordable housing, community and public facilities, infrastructure, economic development, public services programs, and shelters and services programs for the homeless. Although the County serves as lead agency for the grant funding in collaboration with partner jurisdictions, the work that non-profits perform is crucial to addressing the needs of the community, including the needs of specific groups such as senior citizens, youth, homeless persons, and the disabled.

Each activity funded under the CDBG and ESG programs must meet a Funding Priority established in the 2010-2015 Consolidated Plan. Funding priorities in the Consolidated Plan have been established for each federal program and are derived from current congressional goals, HUD priorities and stakeholder input. The Consolidated Plan is available at the offices of each member jurisdiction of the CDBG Urban County Partnership, as well as online at www.countyofsb.org/housing. The funding priorities are identified and discussed in each program section of this NOFA.

This NOFA provides important information on both the funding process and the federal requirements associated with this funding. Please take the time to carefully review the information contained in this NOFA prior to completing the formal application for funding to ensure that your proposal meets program eligibility requirements and a Consolidated Plan Funding Priority.

Summary of Funds Available

Three primary sources of funding are available:

- Community Development Block Grant (CDBG) funds
- Emergency Solutions Grant (ESG) funds
- Supportive Housing Program (SHP) funds

Funding allocations for CDBG and ESG funds identified in this NOFA are estimated based on the 2012 final allocations. Amounts are **subject to increase or decrease based on the congressionally approved budget, anticipated to be announced in early 2013.**

- **Community Development Block Grant (CDBG) Funds Available:**

(Catalog of Federal Domestic Assistance (CFDA) Number: 14.218)

(Code of Federal Regulations (CFR) Citation Number: 24 CFR Part 570)

CDBG funding allows for a variety of eligible activities to assist **low- and moderate-income households** and clientele. Examples include capital projects (infrastructure, housing rehabilitation, and community facilities), public services programs, and economic development activities. Federal statutes and regulations governing CDBG place specific spending caps on certain activities. For example, of the total amount of CDBG funding, no more than 15% may be allocated to public services programs.

CDBG Capital / Economic Development Allocations (Estimated Figures after administration costs)

For the 2013 funding cycle, the following CDBG funds are estimated to be available for capital projects and/or economic development activities.

Jurisdiction	Estimated Program Funds Available
Unincorporated County	\$636,064
Lompoc	\$252,405
Carpinteria	\$80,770
Buellton	\$20,193
Solvang	\$20,193
Total	\$1,009,625

CDBG Public Services Allocations (Estimated Figures)

For the 2013 funding cycle, the following CDBG funds are estimated to be available for public services programs.

Jurisdiction	Estimated Program Funds Available
Unincorporated County	\$146,755
Lompoc	\$58,237
Carpinteria	\$18,636
Buellton	\$4,659
Solvang	\$4,659
Total	\$232,946

City of Lompoc

Under the Santa Barbara CDBG Urban County Cooperation Agreement, the City of Lompoc conducts independent funding and application review processes; however, the County may also jointly fund eligible projects in the City of Lompoc. **Interested applicants for City of Lompoc CDBG funding should contact Trish Munoz at 875-8270 with respect to their application availability and process.**

2010-2015 Consolidated Plan CDBG Funding Priorities:

Derived from current congressional goals, HUD priorities and stakeholder input, the following funding priorities have been established by the CDBG Urban County Partnership in the 2010-2015 Consolidated Plan.¹ **Projects and programs funded under the CDBG Urban County Partnership must meet one of the following priorities.** The priorities in **bold** font are considered HIGH priority needs, as defined by HUD (activities to address needs that *will* be funded during the five-year consolidated plan period). All others are considered MEDIUM priority needs (if funds are available, activities to address needs that *may* be funded during the five-year consolidated plan period).

- **Services**
 - **That assist persons with special needs**
 - **For low- and moderate-income households**
 - **That prevent discrimination**
- **Economic development activities that create or retain jobs, including those for low- and moderate - income persons.**
- **Assistance for revitalization and enhancement by improving the physical character of neighborhoods, including complete streets, parks, and other public spaces.**
- **Assistance to low-income neighborhoods by funding critical community facilities**
- **Address design barriers to providing community services to persons with mobility and other impairments as promoted under the Americans with Disabilities Act (ADA)**
- **Maintain and upgrade existing low-income affordable housing stock**
- **Develop and promote programs that create and sustain long term affordable housing for extremely low to low income persons**

¹ The Consolidated Plan is available online at www.countyofsb.org/housing

- Rehabilitation of public facilities and affordable housing that incorporate energy efficiency and conservation design measures

- **Emergency Solutions Grant Program (ESG) Funds Available:**

(Catalog of Federal Domestic Assistance (CFDA) Number: 14.231)

(Code of Federal Regulations (CFR) Citation Number: 24 CFR Part 576)

The Emergency Solutions Grant program provides funding for shelters and supportive services to the homeless and persons at-risk of homelessness. Funding may be used to provide operations support for emergency shelter and transitional housing providers, homeless prevention activities, essential services, and rehabilitation of existing shelter structures. **Since funding is limited in terms of supporting emergency shelters across the County of Santa Barbara, applications from organizations providing existing shelter operations will be given priority consideration during the review process.** A cap equal to 60% of the total ESG grant award will be imposed on Emergency Shelter and Street Outreach activities.

Emergency Solutions Grant (ESG) Allocation (Estimated Figures)

For the 2013 funding cycle, the following ESG funds are available for homeless activities.

Jurisdiction	Estimated Program Funds Available
County	\$157,639

- **Supportive Housing Program (SHP) Lompoc Transformative Housing Project (LTHP) Funds Available:**

(Catalog of Federal Domestic Assistance (CFDA) Number: 14.235)

(Code of Federal Regulations (CFR) Citation Number: 24 CFR Part 583)

The Supportive Housing Program (SHP) Lompoc Transformative Housing Project (LTHP) provides funding for transitional housing and supportive services for homeless families in the Lompoc Valley. The County received a provisional allocation of \$125,189 over a 2-year period for the LTHP under the 2011 Continuum of Care Homeless Assistance Competition. Of the allocation, \$119,228 will be available for real property leasing, supportive services, and operations. \$5,961 will be available for administrative costs; however, the County and project sponsor will share these funds equally. The project sponsor will be required to provide a cash match totaling \$20,636 over the 2-year period; the cash match will be applied to supportive services and operations costs. Services under this grant will begin on the grant agreement’s effective date, which is determined by HUD, and is expected to begin in early 2013. Proposals are due on December 14, 2012 at 5 p.m.

At the time the County’s LTHP application was submitted to HUD in October 2011, a specific shelter site in Lompoc was not identified. The project sponsor, in conjunction with the County and the City of Lompoc, is expected to identify a site for the LTHP. The site must be suitable to provide transitional housing to long-term homeless families, particularly those outside of the shelter system, and able to accommodate 6 homeless families, or approximately 14 persons total. This RFP is soliciting proposals to identify a project sponsor and site for the LTHP.

Supportive Housing Program (SHP) Lompoc Transformative Housing Project (LTHP) Allocation

For the 2013 funding cycle, the following funds are available for transitional housing activities.

Jurisdiction	Program Funds Available
County Administrative Allowance (50% of 5% of SHP-LTHP of \$6,259)	\$3,130
Lompoc	\$118,929 for 2 years for Program Costs (Approximately \$60,467 for Year 1 and \$58,462 for Year 2) Plus \$3,130 for Project Sponsor Administrative Allowance for a total of \$122,059
Total	\$125,189

Collaborative Applications

A Collaborative Application exists when two or more non-profit entities submit a joint application to receive federal funds through the County. The same evaluation tools used for individual applications will be used for collaborative applications. All entities of the collaborative application must enter into a contract with the County. Collaborative applications will be reviewed to ensure that each of the partners has the capacity to meet all program requirements. One of the entities of the collaborative must be designated as the "Lead Agency" for the collaborative. The Lead Agency will enter into a contract for services or capital development with the County describing the responsibilities of each agency that is a part of the Collaborative and describe monitoring and administrative oversight. Reporting shall be prepared by the Lead Agency and shall describe the progress of each member of the Collaborative in meeting program goals. All partners shall be monitored by the Lead Agency for programmatic and fiscal compliance at least annually and reports shall be submitted to the County for review. HCD will continue to be responsible for overall monitoring. The Federal Grant Subcommittee will review the Collaborative application to ensure compliance with these requirements.

Application Submission Process

Following publication of the NOFA, applications for funding under the CDBG and ESG programs will be accepted over a 1 ½ month period, and must be submitted by Wednesday, January 2, 2013 at 5:00 p.m. Proposals for the SHP-LTHP are due on Friday December 14, 2012 at 5 p.m. Please see the 2013 NOFA timeline on the final page of this NOFA for a detailed schedule.

All applicants should attend an Applicant Workshop to be held by County HCD staff in North County and South County. Any applicant who cannot attend the scheduled workshops should contact County HCD as soon as possible. Information regarding the dates and locations of the workshops is provided below.

Project applications must be complete by the deadline date to be considered eligible for funding. **Applications which do not include a Board of Directors Affidavit, a current operating budget, complete answers to all applicable questions, and required application attachments, will be deemed ineligible for funding.**

Proposals may not be revised and/or submitted after the deadline date.

- **Application Submission Deadline**

Applications for CDBG and ESG funding covered by this announcement must be received by the HCD office no later than:

Wednesday, January 2, 2013, 5:00 p.m.

Applications for SHP-LTHP funding covered by this announcement must be received by the HCD office no later than:

Friday, December 14, 2012, 5:00 p.m.

Electronic submittals are encouraged; however, *one (1) complete original, wet-signature copy of each application for funding must be delivered to HCD's offices by this due date. Late applications will not be accepted; applications for CDBG and ESG post-marked (mailed) on January 2, 2013 but received by the HCD office after January 2 are late and ineligible for funding. Applications for SHP-LTHP post-marked (mailed) on December 14, 2012 but received by the HCD office after December 14, 2012 are late and ineligible for funding.*

Please submit the original application to the following address:

**County of Santa Barbara
Community Services Department
Housing and Community Development Division
105 East Anapamu Street, Suite 105
Santa Barbara, CA 93101**

Electronic submittals and questions, including requests for clarifying information with respect to funding applications, can be directed to the following e-mail address:

HCDNOFA@co.santa-barbara.ca.us

This NOFA may not be altered, superseded, or otherwise modified by any statement(s) provided in response to requests for clarifying information.

- **Applicant Workshops**

County Housing and Community Development staff will be conducting two applicant workshops to provide information on the programs through which funding is available, as well as information on the application review and selection process, explaining certain requirements, such as the applicant's mandatory attendance at Capital Development Committee and Human Services Commission-Federal Grant Allocations Subcommittee meetings, and required application attachments. Workshop attendees will also be provided an opportunity to ask questions and request technical assistance of HCD staff.

Monday, November 26, 2012, 4:30-6:30 p.m.

County of Santa Barbara Administration Building
Board of Supervisors' Hearing Room
105 East Anapamu Street, 4th Floor, Santa Barbara

Tuesday, November 27, 2012, 4:30-6:30 p.m.

Orcutt Room, Betteravia Complex Building (w/ mural on side of it)
Betteravia Government Center
511 East Lakeside Parkway, Santa Maria

****ALL APPLICANTS ARE STRONGLY ENCOURAGED TO ATTEND AN APPLICANT WORKSHOP****

Review and Selection Process

Application Threshold Requirements

All applications will undergo preliminary review by a subcommittee of the Urban County Partnership Steering Committee and HCD staff to ensure that minimal application submittal threshold and completeness requirements have been met prior to consideration of the program or project for which funding is sought in the application. This includes ensuring that the applicant proposal:

- Is an eligible activity under the program through which funds are being requested; and
- Meets one of the funding priorities established in the 2010-2015 Consolidated Plan, as discussed above

Review Committees

The Technical Review Committee, consisting of HCD staff, will meet in January to review applications for eligibility. Applications for CDBG Capital funds that meet threshold requirements will be forwarded to the Urban County Partnership member city through which funding is requested, or if the application is through the County only, a copy of the application will be sent to the city in which the project is located. These applications will also be sent to the **Capital Development Committee**. This Committee reviews CDBG capital applications for the County and the cities of Buellton, Carpinteria, and Solvang.

Applications for County CDBG Public Services and ESG funds that meet threshold requirements will be forwarded to the Human Services Commission-Federal Grant Allocations Subcommittee (“Federal Grant Subcommittee”) for review. Each Urban County Partnership city has its own Public Services committee to review CDBG Public Services applications for programs in its jurisdiction. Proposals for the Lompoc Transformative Housing Project will be reviewed by a member of the Federal Grant Subcommittee, staff from the City of Lompoc and staff by HCD. This review may be convened in December 2012.

All applicants will be required to present their project / program before the relevant review committee, which will then determine funding recommendations in accordance with review and selection criteria as defined in this NOFA. The review committees will convene February 5 and 7, 2013. Applicants will be notified of the specific dates and times they will be required to attend. There will be a Public Notice announcing the Committee meetings. Applicants applying for CDBG Urban County Partnership Public Services funds from Buellton, Carpinteria or Solvang should contact these cities directly for information on their review committees.

PLEASE NOTE: Only employees of the applicant organization or members of the respective Board of Directors will be invited to review committee interviews. Presentations to the review committees by consultants must also include a management-level representative of the organization or a Board member.

Review and Selection Criteria

The review committees will evaluate project/program proposals based on the following criteria, which have been developed consistent with HUD Regulations and other federal requirements associated with the receipt and expenditure of federal funding.

- 1) **Geographic Distribution** – where the project is located and/or what jurisdictions the project or program serves.
 - Project location – within Santa Barbara County

- Capital Projects located in the jurisdiction of the Urban County member city must be supported by the city in which the project is located, as evidenced by prior fiscal year funding commitments by that jurisdiction, or a letter of support from the Planning or Community Development department, as appropriate. City support of the project will be verified by County staff.
- 2) **Project Readiness** – For capital projects, how quickly the project sponsor can commence work and expend the funding award in order to avoid potential de-obligation of funds by HUD for non-expenditure. A clear commitment schedule must be provided with expected dates of completion.
- Site control / permitting
 - Environmental review work completed or underway, attached to application
 - i. National Environmental Policy Act (NEPA)
 - ii. California Environmental Quality Act (CEQA)
 - Percentage of total project budget / funding secured including a timeline and letters of commitment
 - Proof that project sponsors, owners, developers, contractors, subcontractors and subrecipients meet HUD Debarment and Suspension requirements
- 3) **Financial Feasibility** –how realistic the budget is, and the ability of the project or program to operate sufficiently based on the budget. For capital projects, provide a narrative addressing plan for sustained operations of the proposed facility and is it realistic and sufficient to maintain the project in compliance with program requirements?
- Cost effectiveness of development (high cost = weak feasibility; low cost = strong feasibility)
 - Stability of pre-committed funding
 - Project budget and Pro-forma
- 4) **Cost Efficiency** – is the budget efficient, including reasonable costs to develop a capital project or deliver program services? Does the budget effectively accomplish the goals of the project or program without using more funding than necessary to accomplish those goals?
- Cost reasonableness with back up documentation of cost reasonableness
 - Number of consultants / subcontractors involved
 - Leveraging of resources, matching funding
- 5) **Energy Efficiency and Conservation** – For capital projects, minimizing the use of energy and natural resources while maximizing the operational savings derived from energy efficient technologies.
- Exceed Title 24 standards by 15% or greater
 - Innovative use of energy and resource efficiency technology and renewables
- 6) **Administrative Capacity** – the ability of the project sponsor or service provider to deliver project results in compliance with complex program regulations and other federal requirements.
- Agency experience with similar projects
 - Current agency staff experience with similar projects
 - Agency and current staff experience with Federal grant programs
 - Finance staff knowledge
 - Past performance under HCD programs
 - Past program and reporting performance (if funded in prior fiscal years) as reflected in quarterly reporting, semi-annual reporting and year-end reporting on time and with demonstration of meeting performance targets
 - Evidence of cross sector collaboration in meeting the needs of target populations
 - Expediency of project implementation and timeliness of invoicing and expenditure of funds

Additional Review and Selection Criteria

Applicants for CDBG Public Services must establish that the service to be provided is either:

1. A new service, or
 2. A quantifiable increase in the level of a service if funded by or on behalf of a unit of local government
- These threshold requirements are in place to prevent the substitution of CDBG funds for recent support of public services by the grantee using local or State government funds (24 CFR 570.201 (e)).

Per federal regulations (24 CFR 570.201), **CDBG public services** may include but are not limited to the following:

- Employment
- Crime prevention
- Child care
- Health
- Drug abuse
- Education
- Fair housing counseling
- Energy conservation
- Homebuyer down payment assistance
- Recreation

As stated above, the Consolidated Plan for 2010-2015 gives funding priority to programs that provide needed services for low-and moderate income households, and that assist persons with special needs (e.g., elderly, homeless), and programs that prevent discrimination and eliminate barriers to affordable housing.

Applicants for ESG and respondents to the RFP for the SHP-LTHP must demonstrate capacity to participate in the countywide Homeless Management Information System.

Application Review Process

Upon completion of the application review process, preliminary funding recommendations made by the review committees will be incorporated into the **draft Annual Action Plan** for public review. The draft Annual Action Plan will undergo a 30-day public review period during which comments on the draft Annual Action Plan and projects incorporated therein will be accepted by County HCD. Following is a summary of the various ways in which the draft Annual Action Plan is made available to the public:

- Posted on County HCD's website
- Available at 12 public libraries throughout the County
- Available at CDBG Urban County member city offices
- Available for discussion and comment at two public hearings hosted by County HCD
- Presented before the County Board of Supervisors

Public comments received will be incorporated into the **final Annual Action Plan** that will be presented to the County Board of Supervisors for consideration and approval for forwarding to HUD in early May, 2013.

Additional Federal & Local Requirements

In order to be eligible to receive federal funding, agencies must demonstrate compliance with all other applicable federal requirements, including but not limited to:

- Fair Housing Act of 1968
- Anti-lobbying Requirements
- Conflict of Interest Provisions
- Debarment and Suspension Certification
- Secretary of State Business Registration
- Environmental Review (National Environmental Policy Act)
- Equal Opportunity in Housing (Executive Order 11063)
- Employment and Contracting Opportunities (Executive Order 11246)
- Section 3 Requirements
- Section 504 of the Rehabilitation Act of 1973
- Minority and Women Owned Business Opportunities (Executive Order 11625, 12432, 12138)
- Compliance with the following Office of Management and Budget (OMB) Circulars:
 - OMB Circular A-122 (Cost Principles for Non-Profit Organizations)
 - OMB Circular A-133 (Audit Requirements)
- Compliance with the Code of Federal Regulations at 24 CFR Part 84 (Uniform requirements including financial management systems, property standards, procurement standards, reporting and record-keeping.)

Some of these requirements specify the enactment of policies and procedures, while others simply state the compliance guidelines. Project and program sponsors receiving federal funding through County HCD will be monitored for compliance with the applicable aforementioned regulations, in addition to program requirements.

Contacts

County HCD staff is available to address any questions or concerns related to the 2013 NOFA, funding applications and review and selection process described herein. All questions should be initially directed to the following primary contact information listed below.

County of Santa Barbara
Community Services Department
Housing and Community Development Division
105 East Anapamu Street, Suite 105
Santa Barbara, CA 93101
Phone: (805) 568-3520
Email: HCDNOFA@co.santa-barbara.ca.us

Website: www.countyofsb.org/housing

Documentation and information relating to the NOFA will be published on County HCD's website as it becomes available.



Timeline

2013 Notice of Funding Availability (NOFA) / Action Plan Application Process

November 13, 2012	Board of Supervisors meeting for approval of 2013-14 proposed NOFA (Administrative Agenda)
November 15, 2012	County NOFA published
November 26, 2012 4:30 pm – 6:30 pm	South County Applicant Workshop Board Hearing Room, 105 E. Anapamu, 4 th Floor, Santa Barbara
November 27, 2012 4:30 pm – 6:30 pm	North County Applicant Workshop Orcutt Room, in Bettervaria Complex Building (w/ mural on side of it)
December 14, 2012	Applications for SHP_LTHP funding due at County HCD office
January 2, 2013	Applications for CDBG and ESG funding due at County HCD office
February 5, 2013	Capital Loan Committee meeting on CDBG non-Public Services project proposals; make funding recommendations for inclusion in the Annual Action Plan
February 7, 2013	Human Services/Public Services Committee meeting on ESG, Lompoc Transformative Housing Project (LTHP), and CDBG Public Services proposals; make funding recommendations for inclusion in the Annual Action Plan
February 19, 2013 4:00 pm – 6:00 pm	North County Public Hearing to discuss 2012 Draft Annual Action Plan
February 20, 2013 4:00 pm – 6:00 pm	South County Public Hearing to discuss 2012 Draft Annual Action Plan
March 1 – April 1, 2013	30-day public comment period for 2013 Draft Annual Action Plan
April 9, 2013 (tentative) (Departmental)	Board of Supervisors public meeting to discuss DRAFT 2013 Annual Action Plan
April 23, 2013 (tentative) (Administrative)	Board of Supervisors consideration of adoption of 2013 Annual Action Plan
May 17, 2013	2013 Annual Action Plan due to HUD