

CITY OF SANTA MARIA FISCAL YEAR 2019-2020

NOTICE OF FUNDING AVAILABILITY (NOFA) COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

Published: September 20, 2018

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**DEADLINE FOR CAPITAL PROJECT PROPOSAL
Thursday, October 4, 2018, 5:00 p.m.**

**MANDATORY PRE-APPLICATION WORKSHOP
Thursday, November 8, 2018, 10:00 a.m.**

**APPLICATION DEADLINE (CDBG Public Services ONLY):
Wednesday, December 5, 2018, 5:00 p.m.**

**APPLICATION DEADLINE (CDBG Capital funding ONLY):
Wednesday, December 12, 2018, 5:00 p.m.**

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**City of Santa Maria
Special Projects Division Staff
110 South Pine Street, Room 107**

Rosie Rojo (Nárez), Community Programs Manager
(805) 925-0951 ext. 2381
rnarez@cityofsantamaria.org

Alicia Vela, Grants Specialist
(805) 925-0951 ext. 2469
avela@cityofsantamaria.org

INTRODUCTION

The City of Santa Maria is now requesting proposals for the use of Fiscal Year 2019-2020 Community Development Block Grant (CDBG) Program funding for public service activities and capital projects. This federal grant program is administered by the U.S. Department of Housing and Urban Development (HUD).

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

The CDBG Entitlement Program, established in 1974 and administered by HUD, provides metropolitan cities and urban counties with funds to assist in achieving their goals of neighborhood revitalization, economic development, improved community facilities, prevention and elimination of slums and blight, and assistance to low and moderate-income persons. An appropriation amount is determined by a statutory formula which uses measurements of need. The City of Santa Maria has been participating as an entitlement city under this program since its inception and receives a yearly grant.

To qualify for CDBG funding, the applicant must meet one of the three national objectives:

- ✓ Benefit to low and moderate income persons as defined by the U.S. Department of Housing and Urban Development (HUD);
- ✓ Aid in the prevention or elimination of slums or blight; or
- ✓ Meet a community development need having a particular urgency where existing conditions pose a serious and immediate threat to the health or welfare of the community, and no other funding sources are available.

ELIGIBLE ACTIVITIES UNDER CDBG

- ✓ Acquisition or disposition of real property
- ✓ Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements
- ✓ Site improvements
- ✓ Privately-owned utilities
- ✓ Clearance, demolition, removal of buildings and improvements, and/or movement of structures to other sites
- ✓ Interim assistance in areas exhibiting physical deterioration where immediate action is necessary to arrest deterioration and permanent improvements will be carried out as soon as practicable
- ✓ Relocation of individuals, families, businesses, non-profit organizations and/or farms
- ✓ Removal of architectural barriers, ADA improvements
- ✓ Housing rehabilitation
- ✓ Code enforcement
- ✓ Historic preservation
- ✓ Commercial or industrial rehabilitation
- ✓ Special economic development activities
- ✓ Special activities by subrecipients
- ✓ Public services
- ✓ General program administration

NOTE: For public services eligibility (ONLY if not previously funded):

Must be a new service -OR- Must be an increase in the level of an existing service above that provided in the previous twelve months.

BLOCK GRANTS ADVISORY COMMITTEE (BGAC)

Duties: Assesses the community's needs, conducts public workshops and hearings, reviews applications for funding, and makes recommendations to the City Council for the allocation of funds under the Community Development Block Grant (CDBG) Program and other grant programs as required.

Membership: Fifteen members nominated by individual Council members, appointed by the Mayor, and confirmed by the City Council serve a three year term. Members should have an understanding of housing and community development needs and a knowledge of or background in providing human services to the community.

Meeting Schedule: Meets monthly (second Monday of the month) or as deemed necessary by the Committee chairperson.

BGAC VISION STATEMENT

The BGAC has adopted the following vision statement to guide the use of CDBG funding:

“To provide for the development and support of programs, facilities, services and opportunities that best build a stable economic environment, maintain suitable living conditions, expand the supply of decent, affordable housing and enhance the overall quality of life for all Santa Marians, particularly families in need, at-risk youth, homeless, disadvantaged, elderly, and disabled in the community.”

CITY OF SANTA MARIA PRIORITIES FOR FISCAL YEAR 2019-2020

1.) Prevent homelessness and address critical emergency, at-risk youth and special population needs

A. Assist persons, particularly working families living in poverty, in need of food, shelter, clothing, health care or safety on an emergency basis. The safety provision is defined as an immediate threat to an individual's physical well-being.

B. Address the housing, health care, accessibility and service needs of special needs populations such as the elderly, frail elderly, persons with mental, physical, and developmental disabilities, and persons with AIDS.

C. Prevent juvenile delinquency and divert at-risk youth from gang involvement, crime, substance abuse, family violence, school problems, and out-of-control behavior.

2.) Expand educational and youth development opportunities

A. Support and develop social services and facilities and provide opportunities for youth development that will provide positive experiences needed by youth to achieve success as adult members of society.

B. Encourage programs to improve the academic performance and educational outcomes for youngsters aged preschool through post K-12.

C. Support and encourage programs to provide literacy training and encourage life-long learning for adults.

3.) Provide affordable housing and revitalize existing neighborhoods

A. Develop and support programs and projects to increase the supply of affordable housing for low and moderate income households, particularly working families living in poverty; maintain and upgrade existing low and moderate income neighborhoods; preserve the affordable housing stock; and, provide rental assistance to alleviate rental cost burden experienced by low-income families and individuals.

B. Revitalize existing neighborhoods in low and moderate income areas by increasing services such as code enforcement, supportive social services, residential rehabilitation, and upgrading public infrastructure, such as street lighting, streets and sidewalks, and parks and recreation facilities.

ADDITIONAL CITY CRITERIA FOR CDBG FUNDING

In addition to the Federal guidelines for eligibility, the City of Santa Maria has established the following local criteria for allocating CDBG funds to agencies that provide public services:

- **Priority will be given to public service agencies that provide food, shelter, clothing or safety on an emergency basis to Santa Maria City residents. The safety provision, as defined by the City Council, means an immediate threat to an individual's physical well-being.**
- **Priority will be given to those programs that prevent juvenile delinquency and divert at-risk youth from gang involvement, crime, substance abuse, family violence, school problems, and out-of-control behavior.**
- **Services provided by an agency are targeted at Santa Maria City residents. *The intent is to ensure that funding is provided to those agencies that provide direct services to City residents.***
- **The agency does not provide a duplicative service, i.e. one that is already provided by another agency or organization. *This is to avoid funding new agencies that propose to offer services that are already being effectively provided by existing community agencies or organizations.***
- **The agency demonstrates it has sought funding from a variety of sources. *This is to provide higher priority to agencies that attempt to obtain funding from other sources, rather than just the City of Santa Maria.***
- **The agency demonstrates a high level of cooperation and coordination with existing related programs and other community resources. *This is to ensure that funding is provided to those agencies which effectively coordinate the services they offer with other agencies and organizations within the City.***
- **Past performance and history of the agency or organization are considered in order to assess the agency's prospects for achieving its goals and objectives. Priority will be given to those agencies that have been in existence and have effectively provided services for at least three years. *With the limited amount of funding that is available for public services and the tremendous need in the community, it is not possible to provide seed money to agencies for new services. It is important that agencies demonstrate an effective, efficient and proven level of service in order to favorably compete for funding.***
- **The agency's program provides a service to or for a City department, or reduces City costs or other government costs elsewhere. *It has been demonstrated that, in many cases, private, non-profit agencies can provide a less costly and more efficient level of service than government. Priority should be given to those agencies that provide a needed service to a City department or reduce costs to a City department or other governmental agency.***
- **The agency provides an efficient level of service at the least cost possible. *Higher priority will be given to those agencies that provide the most cost-effective level of service. Typically this will include agencies that maximize the use of funding for direct services rather than indirect or overhead costs and utilize volunteers whenever possible.***

ADDITIONAL CRITERIA CONSIDERED BY THE BGAC

The criteria below is in regards to Capital projects.

- ❖ **Project Readiness** – How quickly can the project commence work and expend the funding awarded?
- ❖ **Financial Feasibility** – How realistic is the budget, and is the project or program able to operate sufficiently based on the budget?
- ❖ **Cost Efficiency** – Is the budget efficient and are the costs reasonable to develop a capital or housing 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?
- ❖ **Administrative Capacity** – Is the project team able to deliver project results in compliance with complex program regulations and other federal requirements, including applicants experience with similar projects, Federal grant programs, finance, and past performance under City projects and/or programs?

AVAILABLE CDBG FUNDING FOR FISCAL YEAR 2019-2020

Estimated amount as of 9/18/2018

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Estimated Entitlement Amount

2019-20 Entitlement Amount	\$ 1,564,818
Anticipated Program Income (2018-19) ¹	\$ 30,000
Total CDBG Resources	\$ 1,594,818

Total CDBG Allocations

Allocation for Public Services (15%)	\$ 234,721
Allocation for Capital Projects (65%, plus reprogramming)	\$ 1,017,134
Allocation for General Administration (20%) ²	\$ 305,463
Allocation for Revolving Loan Programs	\$ 30,000

¹ Program income that may be generated from existing revolving loan fund programs, such as Residential Rehabilitation Loan Program.

² Includes \$7,500 for Fair Housing, actual 20% for General Administration is \$312,963

APPLICATION PROCESS

All agencies interested in applying for funding are **REQUIRED** to attend a **MANDATORY** pre-application workshop which will be held on **Thursday, November 8, 2018, at 10:00 a.m. at Shepard Hall in the Santa Maria Public Library, 421 South McClelland Street, Santa Maria, CA.** At least one representative from each applicant must attend the workshop to be considered for funding.

IMPORTANT CAPITAL PROJECTS: Any agency wishing to apply for 2019-20 CDBG capital funds must complete a proposal. This pre-application will need to be submitted through ZoomGrants. The deadline for submittal of the required proposals for CDBG Capital projects is **Thursday, October 4, 2018, by 5:00 p.m.** This preliminary proposal will give City Council, City staff and the BGAC the opportunity to evaluate the project before an agency goes through the extensive application and bid process. The proposals are expected to go to City Council for review on November 6, 2018.

NEW! ELECTRONIC APPLICATION GRANT SUBMISSION PROCESS

Applicants can now access the City of Santa Maria's CDBG application through ZoomGrants, all applications must be completed using the online application. Any application not following the prescribed format will not be considered for funding.

Create a **ZoomGrants** account or log in to your existing account by clicking the image below:



Zoom Grants Resources for Applicants

Video: [Zoom Grants, How to Apply](#)
Presentation: [How to Apply for Funding Via Zoom Grants](#)
Resource: [Zoom Grants Applicant Tip Sheet](#)

A separate application must be submitted for each proposed program, project or activity. Please note, public service programs and capital projects will have the same grant application. Please be sure to answer each question thoroughly. If a question is not applicable, please write "N/A" and a brief explanation, as the system will not allow you to submit your application if any question is left blank. Copies of the Federal Guidelines for Eligibility, the current HUD Income Limit Schedule, the City's criteria, and the current priorities are included in this NOFA packet to assist the applicant in determining if a particular project or activity is eligible for funding. After receiving the applications, the BGAC will evaluate the applications, rank the project proposals and make recommendations for funding.

TECHNICAL ASSISTANCE

ZoomGrants Technical Support staff can assist with **technical questions or general inquiries about the system**. Please email Questions@ZoomGrants.com or call (866) 323-5404 extension 2.

Applicants are encouraged to contact City staff for all **content-related** questions.
City of Santa Maria Special Projects Division at (805) 925-0951 extension 2118.

DEADLINES

- The deadline for submittal of the required proposals for **CDBG Capital projects** is **Thursday, October 4, 2018, by 5:00 p.m.**
- The deadline for submittal of completed applications for **CDBG Public Services** is **Wednesday, December 5, 2018, by 5:00 p.m.**
- The deadline for submittal of completed applications for **CDBG Capital funding** is **Wednesday, December 12, 2018, by 5:00 p.m.**

LATE AND/OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

The BGAC will review all applications and conduct site visits of all the proposed projects and programs January 22nd through January 31st, 2019. The committee will then adopt a recommendation for funding allocations on Tuesday, February 21, 2019. This recommendation will be distributed to all applicants and considered by the City Council at a public hearing to be held on Tuesday, April 2, 2019, at 5:30 p.m. in the Council Chambers at City Hall, 110 East Cook Street, Santa Maria, CA.

IMPORTANT DATES



CITY OF SANTA MARIA
SAVE THESE DATES FOR FY 2019-20
CDBG FUNDING PROCESS



Needs Workshop Santa Maria Public Library, Shepard Hall @ 5:30 p.m.	Monday, August 27, 2018
Notice of Funding Availability (NOFA) for 2018-19 Funding Request for Applications Issued & Available on ZoomGrants	Tuesday, September 18, 2018
Deadline for CAPITAL Project Proposals @ 5:00 p.m. ZoomGrants	Thursday, October 4, 2018
Pre-Application Workshop - MANDATORY for applicants, Shepard Hall @ 10:00 a.m.	Thursday, November 8, 2018
Deadline for CDBG Public Service Applications @ 5:00 p.m. ZoomGrants	Wednesday, December 5, 2018
Deadline for CDBG Capital Applications @ 5:00 p.m. ZoomGrants	Wednesday, December 12, 2018
Site Visits (Special Projects staff will contact to schedule specific date & time)	Tuesday, January 22, 2019 — Thursday, January 31, 2019
BGAC Deliberations Santa Maria Public Library, Shepard Hall @ 5:30 p.m.	Thursday, February 21, 2019
30-Day Public Review Period of Draft Action Plan	Friday, March 15, 2019 — Monday, April 15, 2019
City Council / Public Hearing on Draft Action Plan @ 5:30 p.m.	Tuesday, April 2, 2019
City Council / Con Plan / Action Plan Final Approval @ 5:30 p.m.	Tuesday, May 7, 2019

Our Mission: To provide the highest quality service in the most efficient, cost-effective, and courteous manner possible.
 If contact information needs to be corrected or additional persons need to be notified of such information, please let us know ASAP at 805-925-0951 ext. 2118