



**NOTICE OF FUNDING AVAILABILITY (NOFA)
COMMUNITY DEVELOPMENT BLOCK GRANT
PUBLIC SERVICE PROGRAMS
PROGRAM YEAR 2024
(JULY 1, 2024-JUNE 30, 2025)**

The City of Carson (City) invites programs (including community-based non-profit organizations) and public agencies (including City departments) to submit proposals for the 12-month period beginning July 1, 2024 and ending June 30, 2025. This time period comprises the 2024 Program Year (PY) for the Community Development Block Grant (CDBG) Program

ADVISORY: This RFP is contingent upon the receipt of new CDBG funding for the 2024 Program Year, which has not as yet been confirmed. However, the City of Carson is moving forward with this solicitation and application process in the event that such funding is confirmed.

Interested parties are invited to submit descriptive program proposals and a required City application not later than 5:00 p.m. on Monday, March 4, 2024, to:

City of Carson—Housing Division
Carson Community Center
801 East Carson Street
Carson, California 90745
RE: COMMUNITY DEVELOPMENT BLOCK GRANT RFP

Background

Carson qualifies as an entitlement community under the CDBG program due to the proportion of low- and moderate-income persons among its residents. Funding for the CDBG program is made possible by the Federal Housing and Community Development Act of 1974 and its subsequent amendments, and is administered by the U. S. Department of Housing and Urban Development (HUD).

Program Objectives

The primary objectives of the CDBG program include the development of viable urban communities, including decent housing, a suitable living environment, and expanding economic opportunities, primarily for persons of low and moderate income. In keeping with those objectives, the City has previously undertaken a variety of physical development activities along with public social services in support of those objectives. These activities have included such

public improvements as buildings and streets, park and recreation facilities, and rehabilitation of owner-occupied dwellings citywide by means of loans and grants. Social services have included those related to youth services, counseling, employment, medical screening and treatment, and programs for the homeless.

Range of Eligible Activities

The following is a partial list of activities eligible for CDBG funding:

- Acquisition, rehabilitation, or preservation of land and buildings
- Public works, facilities, and site improvements
- Clearance, demolition, and rehabilitation
- Planning and management (program administration)
- Economic development
- Provision of public services such as those concerned with employment, crime prevention, child care, health care, substance abuse assistance, recreation services, services to the homeless, services to senior citizens, or other public/social/human services needs

Jurisdictions receiving CDBG funds are permitted to allocate 15% of that funding to programs and services falling into the last of the above-listed categories (public services). Up to 20% of the funding may be used for program administration costs. The remaining eligibility categories have no proportional limit, but would in point of fact comprise a minimum of 65% of the annual CDBG allocation.

The major criterion for eligibility for CDBG funding is that the majority of program participants (51% or more) must be persons of low and moderate income. Under this criterion, the program must provide service to Carson residents whose household incomes are not more than 80% of the metropolitan Los Angeles median income, adjusted for family size.

The income levels for the CDBG program are adjusted by HUD on an annual basis. The income levels for PY 2024 have not yet been released by HUD, but the income levels for PY 2023 are provided below for purposes of illustration. Fifty-one per cent (51%) or more of programs' beneficiaries must fall within the Extremely Low, Low, or Moderate income categories.

Household Size	Extremely Low	Low	Moderate
1 Person	\$25,500 or less	Up to \$44,150	Up to \$70,650
2 Persons	\$30,300 or less	Up to \$50,450	Up to \$80,750
3 Persons	\$34,100 or less	Up to \$56,750	Up to \$90,850
4 Persons	\$37,850 or less	Up to \$63,050	Up to \$100,900
5 Persons	\$40,900 or less	Up to \$68,100	Up to \$109,000
6 Persons	\$43,950 or less	Up to \$73,150	Up to \$117,050
7 Persons	\$46,950 or less	Up to \$78,200	Up to \$125,150
8 Persons	\$50,000 or less	Up to \$83,250	Up to \$133,200

The following categories of persons are generally presumed (by controlling Federal law and CDBG program guidelines) to be low- and moderate-income persons:

- abused children
- elderly (age 62 and above)
- battered spouses
- homeless persons
- handicapped adults
- illiterate adults
- persons with HIV/AIDS
- migrant farm workers

For any questions on eligible activities, contact Keith Bennett in the City's Housing Division, 801 East Carson Street, Carson, California 90745, (310) 830-7600, extension 1319, or via e-mail at kbennett@carsonca.gov ..

Expected Funding Levels

Anticipated funding levels for the CDBG program have been difficult to predict. Over the past five program years, the City's CDBG funding has ranged from as much as \$818,689 in PY 2019 to as little as \$709,223 in PY 2023 (current year). Based on that five-year downward trend, the City is anticipating only \$684,225 for PY 2024.

Based on the proportions described earlier, anticipated available funding for each category is:

Public Service Programs:	\$102,633
Program Administration:	\$136,845
Physical Development Activities:	\$444,747

Included in the public services category is the HUD-mandated fair housing services program, which is operated under a separate contract with a service provider. The anticipated cost for fair housing services agreement is approximately \$35,000, which leaves an estimated \$67,000 to be allocated among other eligible public service providers. Given that expected level of funding, and a set of policy guidelines for the public service programs adopted several years ago by City Council, it is anticipated that no more than five public service programs will be approved for funding.

Written Agreement

Please note that the use of CDBG funds requires stringent administration and vigilance on the part of organizations allocated funding. HUD requires the City to enter into formal, written agreements (Subrecipient Agreements with outside organizations and Memoranda of Understanding with City departments) with such organizations, spelling out the nature of services being provided, the amounts being allocated, the manner in which the funds are to be reimbursed to the organization, and information to be provided by the organization during the course of the program year.

Insurance

Outside organizations providing service under the CDBG program are required to maintain liability and property damage insurance protecting the organization in amounts not less than \$1,000,000 for personal injury to any one person, \$1,000,000 for injuries arising out of any accident, and \$1,000,000 for property damage. Such insurance must also name the City as an additional insured.

Potential applicants should also be aware of state law requiring employers to have workers' compensation insurance for all employees - even if they have only one employee. Additional information on California workers' compensation requirements can be obtained by contacting the California Department of Industrial Relations (DIR). A listing of frequently asked questions (FAQs) and corresponding answers, as well as a definition of what constitutes an "employee," can be found on DIR's website, <http://www.dir.ca.gov>.

Organizations approved for CDBG funding must furnish proof of insurance coverage as required above in order for a subrecipient agreement to be fully executed.

Unique Entity Identifier (UEI) Number

All CDBG activity is tracked by means of the Federal government's Integrated Disbursement and Information System (IDIS). IDIS formerly required the entering of a Data Universal Numbering System (DUNS) number for each subrecipient. However, as of April 4, 2022, the entity identifier used across the Federal government changed from the DUNS number to the UEI number. Consequently, the CDBG application requires applicants to furnish an organizational UEI number. The UEI is a unique 12-character alpha-numeric assigned to an entity by the Federal government's System for Award Management (SAM.gov) to identify any business entity (including non-profit and government entities).

Existing registered entities can find their UEI by contacting SAM.gov (www.SAM.gov). New entities can get their UEI at SAM.gov and if necessary, complete an entity registration.

Internal Revenue Service (IRS) Form 990 (Return of Organization Exempt from Income Tax)

Entities that are tax-exempt under Section 501(c), such as 501(c)(3) organizations, as well as under Section 527 or 4947(a)(1) of the Internal Revenue Code (except private foundations) are required to file IRS Form 990 on an annual basis. Tax-exempt entities applying for City of Carson CDBG funding will be required to include a copy of their most recent Form 990 with their application packages.

For questions about Form 990 and its applicability to your organization, please contact the Internal Revenue Service.

Reimbursement

The CDBG program operates on a reimbursement basis (funded programs first incur expenditures, and then submit documentation of those expenditures and their eligibility to the

City for approval in order to receive disbursements of CDBG funds). Expenditures and the reimbursement thereof are subject to guidelines of HUD and the Federal Office of Management and Budget (OMB). The OMB provisions are found in the Code of Federal Regulations, Title 2, Part 200 (commonly referred to as 2 CFR 200).

Documentation and Reports

All programs that receive funding under the public services allocation must collect the following information regarding each program participant:

- household income level (extremely low, low, or moderate)
- household type (elderly, handicapped/disabled, female head of household)
- race and ethnicity (multi-racial categories are provided for)
- type of assistance
- outcome of the assistance provided

This information will be required to be submitted on quarterly activity reports. These reports will cover a three-month period and will be due within 10 days of the end of each quarter's reporting period (that is, on the 10th day of the following month, or the next City business day thereafter). The first quarterly report will be for the period of July 1, 2024 through September 30, 2024. Quarterly reports will be due on the following dates:

- 1st Quarter due October 10, 2024
- 2nd Quarter due January 10, 2024
- 3rd Quarter due April 10, 2024
- 4th Quarter due July 10, 2024

All participating public service organizations are required to submit a quarterly billing invoice and quarterly activity report with supporting documentation in order to receive reimbursement. Staff will conduct on-site monitoring visits during the program year. Adequate financial administration to separately account for CDBG-related expenditures must be in place. Additional monitoring visits may be conducted at the sole discretion of the City and/or HUD. Program accomplishments, participant income verification, information, and all financial records related to the CDBG funding must be available for inspection.

Evaluation Criteria

In addition to the basic criteria for CDBG eligibility described earlier, the City will use the following criteria in evaluating requests for public service funding:

- The organization is viable, stable, and exhibits the administrative capacity to successfully complete a project – history and performance including findings and/or corrections.
- The service directly benefits extremely low, low, and moderate income Carson residents.
- The organization has a process in place to measure the amount of assistance provided to Carson residents.
- The service will not duplicate or overlap an existing service.

- The organization has other sources of funding to match or supplement the City’s CDBG funding.
- The CDBG funding provided will be used for client services, not on-going administrative expenses.

Applicants are advised that City Council has incorporated the above-described evaluation criteria in addition to other considerations into a set of policy guidelines for the CDBG public service funding process:

1. Programs with less than satisfactory program monitoring results, but with ten (10) or more years of funding history, will be given two years to correct identified deficiencies before being denied the opportunity to apply for or receive funding.
2. Applicants must receive a minimum score of 70 to advance to the City Council for funding recommendations.
3. The minimum annual grant amount for CDBG public service funding is set at \$10,000.00. However, “startup” organizations or programs will not be considered eligible for funding. “Startup” is defined as a program that has an operational history of less than two years, regardless of the length of time the organization proposing to operate the program has been in existence.
4. Applications for funding shall be compared for administrative versus direct client service costs and collaboration with other entities in providing services.
5. The required fair housing services program shall be funded from the maximum 15% of the CDBG allocation permitted to be used for public services.
6. In addition to the required fair housing services program, the number of programs funded from the maximum 15% of the CDBG allocation permitted to be used for public services shall be limited to no more than five per program year.
7. A portion of the annual CDBG allocation (aside from the maximum 20% permitted to be used for administration and the maximum 15% permitted to be used for public services) shall be reserved for CDBG-eligible services in an area or areas of the city identified as being in need of intensive services.
8. Neighborhood and/or homeowners’ associations having non-profit status shall receive consideration for funding for eligible services from the maximum 15% of the CDBG allocation permitted to be used for public services.
9. Programs that have been funded for ten (10) years or more may receive a maximum of ten (10) bonus points.

Other Requirements

Public service organizations shall not target or serve any single ethnic population. Discrimination of any kind in the rendering of public services shall be cause for the rejection of a proposal. Organizations whose primary purpose is to benefit members of a particular ethnic group are not prohibited from applying for CDBG funds, but the program for which CDBG funds are sought must be open to persons outside that ethnic group.

Religious or faith-based organizations are advised that Federal funding may not be used to support any religious activities or religious influence in the delivery of public services.

CDBG funds shall not be used for political purposes or programming.

Finally, HUD requires that subrecipients measure outcomes as well as numerical goals. For example, in addition to serving X number of clients during the program year, what are the anticipated outcomes of that program and how are those outcomes measured? Any organization submitting a proposal must be prepared to address this issue within its proposal, as well as the monthly and quarterly reports submitted to the City.

Program Proposal Content

Program proposal descriptions **should not be more than ten typewritten pages of text** with one additional page allowed to include a line item proposed budget for the 2024 program year. Proposals must identify a need and describe how the proposed program or activity will address this need. Proposals must be specific and contain measurable objectives (i.e., universe of need, number of persons to be served, et cetera). Respondents should be realistic and avoid overly-ambitious projects that cannot be achieved within the 12-month period. Proposals must be for direct service provision and not to conduct research. The format for proposals, in addition to the accompanying application form, must include and cover the following:

- Description of how the need was determined (including any supporting data) and how the program will meet the need.
- Description of the target population for the program (e.g. youth, unemployed, the homeless, families with children) and the setting in which it is anticipated that the service will be provided.
- Description of how your program will track and verify the income status of program beneficiaries.
- An example of the documentation your program will obtain from program beneficiaries to verify their income status falls within the Extremely Low, Low or Moderate income categories.
- Description of program goals and objectives, as well as your method for evaluating the performance and success of your program.
- If your organization does not operate within this city's boundaries, please explain how your program will benefit Carson residents.

- Brief summary noting the expertise and background of the organization (including how long the program has been in existence) and resumés (background summaries, not necessarily employment resumes) of the senior staff responsible for the program.
- List of the organization’s officers (such as a board of directors) and of local program and supervisory employees, along with a summary of the background of those individuals.
- Organization by-laws or charter.
- City business license.
- Federal non-profit status determination letter [IRS Code 501 (c) (3)].
- State non-profit determination letter [State Code 23701 (d)].
- A full line-item budget detailing the use of CDBG funds requested for the 2024 program year (including a listing of any other funding sources your group receives).
- A full line-item budget of the organization for the 2023 (current) PY (including a listing of any other funding sources your group receives).
- Most recent IRS Form 990.
- **Audited financial statements** for the previous two (2) years. (Programs that have not previously received or applied for CDBG funds from the City are welcome to apply. However, it is the City Council’s policy not to fund **startup** organizations or programs.)
- Sources of program funds from other entities.

Prospective applicants are advised that a number of organizations and activities are funded through the CDBG program in the current program year, and these organizations will most likely apply once again for funding. However, current or previous participation in the CDBG program does not guarantee funding for any applicant.

Application Review Process

All proposals submitted prior to the _____, 2024 5:00 P. M. deadline will be reviewed for completeness and program eligibility according to CDBG guidelines. The City reserves the right to reject proposals for missing required documentation and any or all proposals without cause.

Following the review by staff, a public hearing will be conducted by City Council prior to City Council’s formal approval of the programs to be awarded funding allocations. This hearing is expected to take place with City Council no later than April, 2024. As part of the public testimony that takes place at a public hearing, applicants will be provided the opportunity to make brief presentations explaining and highlighting their program proposals. Applicants will be apprised as to the dates and times of these public hearings.

Proposal, Application, and Due Date

To be considered, applicants must submit the following:

- **One (1) City application;**
- **One (1) unbound original proposal; and**
- **Three (3) copies of the proposal.**

Please do not bind the copies or place them in covers; simple stapling is suggested.

Proposals and applications must be received not later than **5:00 P. M., Monday, March 4, 2024**, and should be addressed to:

**City of Carson—Housing Division
Carson Community Center
801 East Carson Street
Carson, California 90745
RE: COMMUNITY DEVELOPMENT BLOCK GRANT NOFA**

The proposal/applications packages MUST be enclosed in sealed envelopes or boxes, the outside of which must be clearly marked to show that the envelopes or boxes contain responses to the CDBG Notice of Funding Availability.

Late and/or substantially incomplete proposals and applications will be rejected. Postmarks, facsimile transmittals, or electronic mail submittals will not be accepted. NO EXCEPTIONS WILL BE MADE.

