

## City of Napa RFP Application Package

### RFP APPLICATION PACKAGE

The City of Napa Community Development Block Grant (CDBG) program fiscal year 2019-2020 Request for Proposals Application Package consists of the following elements:

- Information Regarding Available Funding
- Eligibility Requirements
- Evaluation Criteria
- Mandatory Pre-Application Meeting
- Submission Requirements
- Application Checklist
- Application
- Attachment A - City of Napa Low/Mod 2010 Census Tract & Block Group Map
- Exhibit A - Project or Program Funding Information
- Exhibit B - Client Intake Information
- Exhibit C - Clients Served by Income Level
- Exhibit D - Historical and Projected Agency Financial Data

Application packages are due:

**JANUARY 4, 2019**  
**3:00 P.M.**

Applications must be submitted electronically on a USB drive to:

City of Napa  
Attention: Housing Division  
Community Development Block Grant Program  
2019-20 Entitlement Funding Application  
1115 Seminary Street  
Napa, CA 94559

**LATE, FAXED, HARD COPIES OR E-MAILED APPLICATIONS  
WILL NOT BE ACCEPTED**

Office hours are 8:00 a.m. to 5:00 p.m.



## INFORMATION REGARDING AVAILABLE FUNDING

The City of Napa is a Community Development Block Grant (CDBG) entitlement City and receives an annual allocation from U.S. Department of Housing and Urban Development (HUD). The Fiscal Year 2019/2020 annual entitlement is estimated to be approximately \$615,000. The funds will be available upon the later date of the approval from HUD or July 1, 2019.

## ELIGIBILITY REQUIREMENTS

To be eligible for consideration, all applicants must meet the following criteria:

Application must be filled out completely, with all the necessary materials attached, and submitted by the application deadline. These criteria also apply to organizations that have been previously funded by the City of Napa.

### Funding Categories

The federal CDBG Program has as its primary objectives the development of viable communities through the provision of decent housing, a suitable living environment and expansion of economic opportunities primarily for persons of low- and moderate-income. The federal government defines moderate income as households earning no more than 80% of the median income for the area, adjusted for family size. There are three (3) major types of funding categories:

***Public Service:*** A maximum of 15% of the annual allocation plus prior year program income can be used for public services. Examples of public services include, but are not limited to, services such as counseling, homeless services, services for battered spouses, literacy programs, childcare, medical/dental services and fair housing.

***Community Development:*** Examples of eligible community development projects include residential rehabilitation programs, lead remediation, acquisition, infrastructure improvements, and community facility improvements that will further the City's effort to create viable communities. Community Development projects must take place within the City limits and serve a targeted group of persons, of which at least 51 percent must be low- and moderate-income or serve the geographic area where low- and moderate-income persons live. Please see Attachment A - City of Napa Low/Mod 2010 Census Tracts and Block Group map.

***Planning and Administration:*** 20% of the City's annual allocation plus current year program income can be used for program administration, fair housing, and other planning projects, such as aerial photos of low- and moderate-income areas, feasibility studies, etc. that will benefit low- and moderate-income residents. In the City of Napa these funds are generally used for program administration, including monitoring contracts, environmental review, maintenance of internal controls and financial management and required reporting to the federal government. Fair housing, which is a required component of receiving these funds, may also be funded from this category.

## Eligible Populations

CDBG funds are for the specific purpose of benefiting low- and moderate-income households. To be eligible for these funds, your organization must provide a service through an approved methodology that demonstrates that at least 51 percent of the clientele served by the proposed project/program earn less than the following income limits:

Household Size	CDBG Eligible Based on Income Limits
1	\$51,450
2	\$58,800
3	\$66,150
4	\$73,450
5	\$79,350
6	\$85,250

## National Objectives, Eligible Activities, Local Requirements through Consolidated Plan

For a project or program to be considered, it must meet a National Objective, be an eligible activity, and meet one or more of the City's priority needs as identified in its Consolidated Plan.

### *National Objectives*

The three National Objectives are: 1) Benefit low- and moderate-income persons, 2) Prevent or eliminate slum/blight, 3) Meet a particular urgency (serious and immediate threat to health and welfare, e.g. as a result of flood, fire or earthquake). At least 70% of all funds expended must serve the low- and moderate-income requirement. In addition, activities performed under the slum/blight classification or the urgent need classification are limited to efforts to cure designated blight conditions or to resolve conditions resulting from an emergency. For example, one may fully rehabilitate a historic building for use as a community facility for a low- and moderate-income population if the project is classified as benefitting low-mod, but it may only repair conditions that render the building dangerous under either classification of slum/blight or urgent need.

### *Local Needs, Consolidated Plan*

The City's 2015-2020 Consolidated Plan was adopted on May 5<sup>th</sup>, 2015. All activities must address one of the Plan's priorities outlined below:

- Affordable housing activities including property acquisition, acquisition of modular buildings, permitting fees, predevelopment costs and infrastructure such as water and sewer (Note: CDBG funds cannot be used to pay for new housing construction)
- Housing rehabilitation, with or without property acquisition, of owner and tenant occupied units
- Permanent supportive housing for families and households at risk of homelessness and with special needs
- Emergency shelter services
- Services for children aging out of foster care including job placement and training, referral, and permanent housing

- Facility capital improvements for non-profits, including ADA improvements
- ADA improvements to public facilities
- Installation of new ADA accessible sidewalks in eligible neighborhoods without sidewalks, especially in proximity to senior housing and neighborhood schools

### Eligible Organizations

The organization must be incorporated as a legal, non-profit or government organization and be tax exempt.

All agencies must have the following:

- By-laws that clearly define the agency's purpose(s), organization and duties of its officers
- An elected or appointed governing board, which is responsible for the governance of the agency
- Adequate administration of the program(s) to ensure delivery of services
- Assurance that it will conduct its business in compliance with non-discrimination requirements of local, State and Federal governments
- Copy of annual performance reports and most recent financial audit reports

### EVALUATION CRITERIA

All applications will be evaluated based on the following criteria:

1. Project/program must meet a CDBG National Objective.
2. Project/program must meet a priority of the Consolidated Plan.
3. Project/program must be able to proceed without needing to secure additional funding.
4. Recipient should anticipate all CDBG funds will be fully spent by June 30, 2020.

If the total funds requested exceed the funds available, the CDBG Citizen's Advisory Committee will make recommendations to the City Council based on priority needs of the community.

### MANDATORY PRE-APPLICATION MEETING

The City will hold two sessions of a mandatory pre-application meeting. One meeting will be held on December 5, 2018 at 9:00 AM and the second meeting will be held on December 11, 2018 at 5:00 PM. Applicants are only required to attend one of the two meetings. Applications will not be accepted from any organization that did not attend one of the two pre-application meetings. The focus of the meeting will be to discuss available funding, the application process, eligible use of CDBG funds, and regulations governing the CDBG program. All attendees are required to RSVP to Stephanie Gaul ([sgaul@cityofnapa.org](mailto:sgaul@cityofnapa.org)) by 5:00 PM on the business day prior to the meeting. The meetings will be held at the following time and location:

Housing Authority of the City of Napa  
1115 Seminary Street  
Napa, CA 94559  
Wednesday, December 5, 2018 9:00 A.M.  
Or  
Tuesday, December 11, 2018 5:00 P.M.

**SUBMISSION REQUIREMENTS**

Electronic submission is required for CDBG funding applications. No paper documents will be accepted. All submittals must be in an electronic version on a USB drive and submitted to:

City of Napa  
Attention: Housing Division  
Community Development Block Grant Program  
2019-20 Entitlement Funding Application  
1115 Seminary Street  
Napa, CA 94559

No later than January 4, 2019  
By 3:00 PM

**Incomplete Applications or Non-Responsiveness:**

Incomplete applications will not be evaluated and will be returned to applicant. To be considered complete and responsive to RFP requirements, your application must include all items listed in the "Application Checklist", regardless of whether any of these items have been submitted in prior years.

**PAPER APPLICATIONS WILL NOT BE ACCEPTED  
LATE APPLICATIONS WILL NOT BE ACCEPTED**

## APPLICATION CHECKLIST

Insert Organization Name: \_\_\_\_\_

To be considered for funding, applications must be completed with the following documents saved as attachments to a USB drive at the time of submission. Please complete an Application Form for each proposed project or program. Government agencies are not required to remit attachments. If you need assistance, or have questions, contact Stephanie Gaul at (707) 257-9628 or by e-mail at [sgaul@cityofnapa.org](mailto:sgaul@cityofnapa.org).

Attendance at mandatory pre-application meeting

### Application

- Signed and Completed Application Forms
- Exhibit A - Project or Program Funding Information
- Exhibit B - Client Intake Information
- Exhibit C - Clients Served by Income Level
- Exhibit D - Historical and Projected Agency Financial Data

### Attachments

- 501 (c) (3) tax-exempt status
- Current 990's
- Copy of most recent Audited Financial Report
- Business License, local and/or State permits to legally operate
- Dun and Bradstreet (DUNS) Number
- Proof of site control
- Organizational by-laws
- Affirmative Action Plan
- Copy of insurance

# CDBG FUNDING APPLICATION

**AGENCY INFORMATION**

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Administrator Name: \_\_\_\_\_

Administrator Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Project/Program Site Address: \_\_\_\_\_

Project/Program Manager Name: \_\_\_\_\_

Project/Program Manager Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Briefly describe your agency's overall function or purpose. Include history and experience in providing this service.

Has your agency previously received CDBG funding from the City of Napa?

- YES                       NO

If yes, please identify the years and amounts funded:

Year	Amount Received	Amount Remaining
2018-2019		
2017-2018		
2016-2017		

For all amounts remaining reported above, excluding the amount for fiscal year 2018-2019, please explain why these funds have not yet been spent. Include an expenditure plan explaining how much of these funds will be spent by June 30, 2019.

**PROJECT PROPOSAL AND DESCRIPTION**

In this section, briefly describe the project/program proposal, including cost estimates.

Total CDBG Grant Amount Requested: \$\_\_\_\_\_

Briefly describe your proposed project or program goals. Your response must describe the scope of the project or program and the priority need(s) the project or program addresses:

If funds are being requested to leverage other funding sources, please explain what specifically CDBG will fund. Examples for projects include land acquisition, sidewalk construction, utility installation, etc. For programs, examples include the total cost of specific programs or portions of personnel costs:

Briefly describe all funding sources and associated funding amounts that will be used to complete this project or program. Please explain if any of these funding sources are not available as of July 1, 2019 and whether or not this would delay expenditure of any CDBG funds. The response here should match Exhibit A:

Briefly describe the timeline for this project or program. If the requested funding is for a specific phase of a larger project, please include the long-term timeline for the finished product:

Briefly describe any challenges you can foresee to having all the CDBG funded portions of the project or program completed by June 30, 2020. Include an explanation of any contingency plans:

All activities must include a component of specific outreach to the Hispanic community and demonstrate cultural and language capacity to serve this community. Please describe the proposed outreach in detail and describe your organization’s cultural and linguistic capacity to service the Hispanic population. If your organization does not possess these capacities, please identify the partners you will be contracting with to provide this service:

Briefly describe the direct product of the project or program activities. Include the volume of work accomplished such as the number of low-income households served, disabled individuals served, loan applications processed, etc. Goals for your project or program must include numeric goals that will be achieved during the program year:

Can this project proceed on July 1, 2019?  
(Note: No work can begin until after the City has completed an environmental review)

YES  NO

Does your organization have any unresolved audit findings for federally funded housing or community development projects or programs?

YES  NO

Is your organization currently suspended or debarred from receiving federal funds?

YES  NO

If your proposal is for an existing project or program that is currently funded through any government funding, including City, County, State or Federal, please check one option below:

This request will:

Replace a previous source of funding. List source and reason:

- Provide funding for a project or program (or portion of a project or program) that is not currently funded.
- Continuation of an existing project or program at the current service levels.
- This project or program does not have any government funding.

**CLIENT DEMOGRAPHIC INFORMATION**

The source of funding comes from a Community Development Block Grant received through HUD. CDBG funds are for the specific purpose of benefiting low- and moderate-income households. Please check the corresponding eligibility requirement, which further describes the activity you are proposing:

- Community Development Projects will most likely be Low Mod Area Benefit or Low Mod Clientele per CDBG Eligibility Requirements.
- Public Services will most likely be Low Mod Cliental per CDBG Eligibility Requirements.
- Low Mod Area Benefit:* The project will benefit all residents in a particular area, where at least 51 percent of the residents are LMI persons (see attached map). Examples of this are parks, sidewalks, infrastructure improvements and community centers.

- Low Mod Limited Clientele:* The project will benefit a clientele that is generally presumed by HUD to be below the eligible income limits. The following groups are presumed to meet this criterion: abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons with acquired Immune Deficiency Syndrome (AIDS) and migrant farm workers.
- Low Mod Housing Activities:* Projects that are undertaken for the purpose of providing or improving permanent residential structures which will be occupied by LMI households.
- Low Mod Jobs Creation or Retention:* Projects designed to create or retain permanent jobs, at least 51 percent of which will be made available to or held by LMI persons.

In addition to determining benefit of the proposed project or program, your organization would be required to report on individuals and families served by your program on a quarterly basis or upon completion of your project. HUD requires that sub recipients obtain information on clients including:

- Name
- Address
- City in which the client last resided
- Number of family members in household
- Total family (household) income
- Race and ethnicity
- Female head of household
- Disability status

Does your organization have the capacity to collect such demographic information?  YES  NO

Please use Exhibits B and C to report demographic information on clients recently served. If your organization is proposing a project or program for which they have not previously collected data, please provide an estimate of clients that will be served in the period from July 1, 2019 to June 30, 2020.

**BOARD OF DIRECTORS**

All applicant agencies must complete this affidavit listing the current members of the Board of Directors and all other officers. If there are changes in the Board membership after the request is submitted, the City of Napa must be notified in writing.

Name	Title	Term Expiration



Submission of a response is acceptance by the applicant of the conditions contained in this RFP, unless clearly and specifically noted in the response submitted and confirmed in the agreement between the City and the organization.

The City shall be held harmless for any and all liability, claim or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

As the duly authorized representative of the applicant organization, I certify that the applicant is fully capable of fulfilling its obligation under this proposal.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_