



# Notice Of Funding Availability & Request for CDBG Proposals for Program Year 2019-2020



## NOFA Overview

The County of Monterey, in cooperation with the cities of Del Rey Oaks, Gonzales, Greenfield and Sand City is an entitlement jurisdiction participating in the U.S. Department of Housing and Urban Development’s (HUD’s) Community Development Block Grant (CDBG) Program. The County’s CDBG program covers the unincorporated areas of the County and the cities of Del Rey Oaks, Gonzales, Greenfield, and Sand City, collectively known as the “Urban County” for CDBG purposes. The Urban County is seeking proposals for eligible projects to be funded with CDBG in FY 2019-2020 (7/1/19–6/30/20). Requests received must address the goals and objectives as stated in the Urban County’s FY2013-2022 Consolidated Plan.

This NOFA provides important information on the funding process, funds available, eligible activities, review and selection 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 application for funding to ensure that your proposal meets program eligibility requirements.

## Funding Timeline

The following is an estimated summary timeline for the awarding of funds; dates are subject to change.

Request for Proposals Disseminated	December 7, 2018
RFP Application Workshop	December 14, 2018
Proposal Due Date	January 18, 2019
City and County Staff Develop Public Services Funding Recommendations	February 6, 2019
City Councils Make Funding Recommendations re Applications in Their Cities	February-March 2019
Board of Supervisors Standing Committee Consideration and Recommendations for Funding	March 8, 2019
Review Period for 2019-2020 Draft Action Plan Begins	April 2, 2019
Board of Supervisors Action to Approve Final 2019-2020 Action Plan	May 7, 2019
Notify Awardees of Proposed Allocations	May 8, 2019
Anticipated Date Awardees May Begin Using Funds	July 1, 2019

## Eligible Applicants

All agencies applying for funding must meet the following requirements:

- **Non-profit:** Applicant agencies must be a public or private non-profit agency. Applicants must be established, operating agencies as evidenced through documentation required in the application. Exhibits to show tax exempt status are required.
- **Faith-based Agencies:** Faith based agencies are eligible to apply. HUD issued a final rule amendment allowing faith-based agencies to compete for CDBG funding on the same basis as other non-profits. Please note, however, that CDBG funds cannot be used to support worship or religious instruction. Religious activities must be offered separately from the



## Notice Of Funding Availability & Request for CDBG Proposals for Program Year 2019-2020



CDBG supported activity. Faith-based agencies may not use direct CDBG funds to support inherently religious activities such as worship or religious instruction. Faith-based agencies that participate in the CDBG program shall not discriminate against a program beneficiary based on religion or religious belief. (Reference: CPD Notice 04-10)

- **Active Governing Body:** Governance of the agency should be vested in a responsible and active voluntary board, which meets at least quarterly and establishes and enforces policies. The Board should be structured to be representative of the community it serves.
- **Personnel:** The agency must provide for adequate administration of the program to ensure delivery of the services. If the project is accepted for funding, the agency must provide a copy of its Personnel Policies, Affirmative Action Plan and its Drug-Free Workplace Policy.
- **Non-Discrimination:** Each agency receiving funds from the County is required to assure that it will conduct its business in compliance with the non-discrimination requirements of the County, State and Federal governments, as applicable. Equal Opportunity in Employment policies will be required.
- **Accounting:** Each agency shall maintain accounting records which are in accordance with generally accepted accounting principal and auditing practices Title 2 CFR 200 – Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards.
- **Audits and Financial Reports:** An agency must provide a copy of its most recent Independent Audit and Management Letter. Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. Non-Federal entities that expend less than \$500,000 a year in Federal awards must submit a financial statement and other supporting documents to show how the CDBG funds were utilized. All Subrecipients of CDBG funds are required to comply with Title 2 CFR 200 – Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards.
- **Insurance:** Once an agency's project has been approved, prior to the time of signing an agreement, the agency must provide evidence of insurance, including, but not limited to, multi-peril property and liability, workers' compensation, automobile liability, medical and other coverage as deemed necessary by County Counsel, with an indemnification and hold harmless acceptable to the County. All certificates and endorsements are to be received and approved by the County before a project commences.

### Eligible Activities

Public Services; Public Facility Acquisition, Construction and/or Substantial Rehabilitation; Major Residential Housing Projects; Economic Development; and Housing Rehabilitation.

### Ineligible Activities

Assistance for buildings used for the general conduct of government; local government expenses; political activities; purchase of equipment and operating expenses (except in certain circumstances when directly related to a public service activity or special economic development activity); new



## Notice Of Funding Availability & Request for CDBG Proposals for Program Year 2019-2020



housing construction; income payments; activities not primarily benefiting lower income households (with certain exceptions related to elimination of blight).

### **Application**

Organizations applying for funding must complete the on-line application at [www.citydataservices.net](http://www.citydataservices.net) and upload all supporting documentation. A workshop will be held to assist applicants with the on-line application on Friday, December 14, 2018 from 10 a.m. to noon in Cayenne Conference Room, 1441 Schilling Place, Salinas, CA. All potential grant applicants are strongly encouraged to attend. The workshops are provided to help answer any questions you may have about the application form, on-line application process, and eligible CDBG project/program activities. Applications are due **January 18, 2019 by 4:00pm**. Any applications submitted after the due date and time will not be considered for funding approval.

The Standing Committee will hold a meeting to consider staff recommendations for funding. Applicants are encouraged to make a brief presentation before the Standing Committee about their proposal and application. After the presentations, the Standing Committee will make a recommendation on funding applications. It will be forwarded to the Board of Supervisors for initial approval as a part of the Annual Action Plan in March.

Applicants are encouraged to contact County staff prior to submitting project applications. Please email Darby Marshall ([marshalld@co.monterey.ca.us](mailto:marshalld@co.monterey.ca.us)) to review your project in advance and receive answers to any questions you may have.

### **Application Review Process**

The review process consists of review by: staff from the Monterey County Economic Development Department and the cities of Gonzalez, Greenfield, and Sand City. Following the staff level review, the City Councils of Del Rey Oaks, Gonzales, Greenfield, and Sand City will act to approve projects within their respective cities. Thereafter, funding recommendations for projects and services are made by the Standing Committee and forwarded to the Board of Supervisors for initial action. Following a 30-day public review and comment period, the Board of Supervisors will take final action to approve the projects for inclusion in the CDBG Annual Action Plan to be forwarded to HUD for review and approval.

1. Staff review – Proposals are first reviewed for completeness and then evaluated against applicable HUD regulations, the Urban County's Consolidated Plan goals and objectives, and other related county and city policies (e.g., General Plans). Funding recommendations are developed taking into account total available funds, applicant experience, project readiness & feasibility, leveraging of other funds, track record with the county and cities (when applicable), and likelihood for timely use of HUD funds.
2. Joint County/City review – Staff from each jurisdiction will convene to review and make recommendations regarding Public Services applications. The recommendations will be forwarded to the Standing Committee as well as the City Councils for action in regard to recommendation to the Board of Supervisors.
3. City Council reviews – City Councils will review and act to recommend funding regarding applications for their cities. The cities may hear applicant presentations and receive preliminary funding recommendations from city staff at their city council meetings. The



## Notice Of Funding Availability & Request for CDBG Proposals for Program Year 2019-2020



city recommendations will be forwarded to the Standing Committee and then to the Board for Supervisors for final consideration.

4. Standing Committee Review – The Standing Committee will convene to make a preliminary recommendation to the Board of Supervisors on all projects and services.
5. Board of Supervisors Initial Recommendation – The County will hold a formal public hearing regarding the draft Annual Action Plan to obtain public comment. The County will then confer and make a preliminary recommendation for funding to be included in the draft Action Plan issued for public comment. Notice of the 30-day comment period will be published in El Sol, the Monterey County Weekly and four south county newspapers. Review copies of the Action Plan will be available online at the County and each city’s website as well as at each City Hall and the County’s Economic Development Office located at 1441 Schilling Place - North, Salinas, CA 93901.
6. Board of Supervisor action - The Board of Supervisors will act to approve the Annual Action Plan including funding recommendations in May and authorize its submittal to HUD (no later than May 15, 2019 or as otherwise directed by HUD).

### **Scoring Criteria**

The Urban County will select activities in accordance with the community development objectives and policies of each jurisdiction as well as HUD rules and regulations. The following criteria will be taken into consideration when selecting activities to be recommended for funding by the Monterey County Board of Supervisors:

- A. Organizational Capacity & Experience - How capable is the agency of managing the proposed project?
- B. Need/Extent of the Problem - Does the proposal meet the needs of the community described in the Consolidated Plan? Does it help the population that most needs the services?
- C. Soundness of Approach - Is the program self-sufficient and sustainable?
- D. Outputs – Is there a solid methodology in place for determining client eligibility and for tracking numbers served?
- E. Accomplishments/Outcomes - What will be accomplished in measurable terms so performance and outcomes can be evaluated?
- F. Leveraging Resources - Will the CDBG grant pay for the whole program? Is there outside funding and from whom and what kind (in-kind services, cash, etc.). What is the status of the outside funding commitment, and how much is the commitment or application for? (CDBG assistance to agencies is not intended to provide ongoing support.)
- G. Achieving Results & Program Evaluation - How has the agency performed in regard to past CDBG grant awards?

### **CDBG Program Overview**

The United States Department of Housing and Urban Development (HUD) provides Community Development Block Grants (CDBG) on an annual basis to entitled cities and counties to help develop “...viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities to low-income persons. The program is



## Notice Of Funding Availability & Request for CDBG Proposals for Program Year 2019-2020



authorized under Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; 42 U.S.C.-5301 et seq.” For more information visit:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/comm\\_planning/communitydevelopment/programs/entitlement](http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/programs/entitlement)

### **Consolidated Plan Goals**

The Monterey Urban County adopted a Five-Year Consolidated Plan for the use of CDBG funds. The Consolidated Plan sets forth a five-year strategy for addressing the housing and community development needs in the Urban County area which forms the basis for expending CDBG funds from HUD. It covers HUD FY 2013-2022. Funding is now available for County fiscal years from July 1, 2018 through June 30, 2019. The Consolidated Plan outlines the goals and policies for utilizing CDBG funds to assist low income households and persons in the areas of housing, infrastructure, community development, fair housing, public services, and economic development.

The goal of the CDBG program is to strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, to enable them to provide decent housing, establish and maintain a suitable living environment, and expand economic opportunities for every American, particularly for low income Americans (meaning those with incomes below 80% percent of the area median income). The specific goals of the CDBG program are as follows:

- **Provide Decent Housing:** Included within this broad goal are the following objectives: assist homeless persons to obtain affordable housing; retain the affordable housing stock; increase the availability of permanent housing that is affordable to low-income Americans; and increase supportive housing that includes structural features and services to enable persons with special needs to live in dignity.
- **Provide a Suitable Living Environment:** This goal includes the objectives of improving the safety and livability of neighborhoods; increasing access to quality facilities and services; reducing the isolation of income groups within areas by de-concentrating housing opportunities and revitalizing deteriorating neighborhoods; restoring and preserving natural and physical features of special value for historic, architectural, or aesthetic reasons; and conserving energy resources.
- **Expand Economic Opportunities:** Included in this goal are the objectives of creating jobs accessible to low-income persons; providing access to credit for community development that promotes long-term economic and social viability; and empowering low-income persons to achieve self-sufficiency in federally assisted and public housing.

### **HUD National Objectives**

For a project to be considered for funding, the project is required to meet one of three national objectives:

- Benefit low and-income persons, households or areas. A minimum of 50% of the beneficiaries must have individual or household incomes which are considered low income or the activity is in an area where HUD has determined that 50% of the population is low-income;
- Aid in the prevention or elimination of slums and blight; or





# Notice Of Funding Availability & Request for CDBG Proposals for Program Year 2019-2020



- Meet other community development needs having a particular urgency (a condition that occurred within the past 18 months and that poses a serious and immediate threat to the health or welfare of the community).

All programs, projects, and activities approved for funding by Monterey County must fall under these broad national objectives. Allocations will be set at a minimum of \$10,000 for public service activities and \$20,000 for project activities.

## **CDBG Eligible Activities**

In addition to meeting one of the national objectives, an activity must also be an eligible CDBG activity. General types of activities that are eligible fall into four broad categories:

1. Code Enforcement, Rehabilitation Activities and Housing Development (non-construction);
2. Construction or Improvement of Public Facilities and Infrastructure;
3. Economic Development Activities (Job Creation and Retention); and
4. Public Service.

Federal regulations restrict public service funding to 15% of the total grant and require that any public service being funded must either be new or a quantifiable increase in the level of service above that which has been provided with state or local funds in the previous twelve calendar months. In addition, record keeping requirements generally include extensive documentation on beneficiaries' income, ethnicity, race and female head of household status.

Eligible Public Service Activities (24 CFR 570.201(e)): CDBG regulations allow the use of grant funds for a wide range of public service activities including, but not limited to:

- Employment services including job training and literacy
- Crime prevention and public safety
- Child care
- Substance abuse counseling/treatment
- Education programs
- Senior citizens services
- Homeless services
- Down-payment assistance
- Recreation services
- Energy conservation
- Health services
- Fair Housing

## **Clients Served**

**Clients:** Activities are limited to providing services only to the residents of Del Rey Oaks, Gonzales, Greenfield, Sand City and/or the unincorporated areas of Monterey County.

**Client Income Verification Options:** To be eligible for CDBG assistance, activities must serve low income persons. Low-income persons are defined as those at or below 80% of the County Area Median Income. Documentation of the benefit to low income level persons is required of activity funded (CDBG National Objective 24 CFR 570.208). The income verification needed is determined by the activity and clients served. If the activity serves a particular group throughout the Urban County, then it falls under one of the two options of Limited Clientele. If it serves clients only in a specific geographic area or census tract, then it is an Area Benefit.



# Notice Of Funding Availability & Request for CDBG Proposals for Program Year 2019-2020



- a. Limited Clientele:** The activity must be offered to a particular group of low-income residents in the entire community. Agencies collect income data and demographic data for each recipient in the program as either Client Based or Presumed Benefit.
- 1) **Client Based:** Provides services to Urban County clients  
Activities will be offered to all residents of a particular group of low-income residents in the Urban County. Income verification is required along with other client statistics.
  - 2) **Presumed Benefit:** Provides services to only HUD approved groups  
Activities that exclusively serve a group of persons in any one or a combination of HUD approved categories may be presumed to benefit at least 49.83% of persons who are low income. Since these groups are presumed to be low income, individual income verification is not required although other client statistics are required. HUD Presumed Benefit categories include:
    - Abused children
    - Battered spouses
    - Elderly persons (62 years and older)
    - Severely disabled adults
    - Homeless persons
    - Illiterate persons
    - Persons living with HIV/AIDS
    - Migrant farm workers
- b. Area Benefit:** The activity must be offered to all residents of a defined geographic area which contains a minimum of 50% low-income of the residents as proven by American Community Survey data provided by HUD. The online application will prompt applicants to select the Census Tracts and Blocks that will be served. The online application will then calculate the low/moderate income percentage for the selected Census Tracts and Blocks for the applicant.

Agencies are required to obtain, update, and maintain individual client files documenting program eligibility and statistical data including, but not limited to, income eligibility verification, and demographic information on race and ethnicity, disability, female head of household, and clients 62 and older.

## **Income Eligibility Limits**

Depending on the activity, income eligibility may be based on family or household size. The following definitions of family, household and income levels are found at 24 CFR 570.3:

Family refers to the definition of “family” found at 24 CFR 5.403. Family includes, but is not limited to, the following regardless of actual or perceived sexual orientation, gender identity, or marital status:

- (1) A single person who may be an elderly person, displaced person, disabled person, near-elderly person, or any other single person; or
- (2) A group of persons residing together, and such group includes, but is not limited to:
  - (i) A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family);
  - (ii) An elderly family;
  - (iii) A near-elderly family;
  - (iv) A disabled family;



# Notice Of Funding Availability & Request for CDBG Proposals for Program Year 2019-2020



- (v) A displaced family; and
- (vi) The remaining member of a tenant family.

Live-in aide means a person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who:

- (1) Is determined to be essential to the care and well-being of the persons;
- (2) Is not obligated for the support of the persons; and
- (3) Would not be living in the unit except to provide the necessary supportive services.

Household means all persons occupying a housing unit. The occupants may be a family, as defined in 24 CFR 5.403; two or more families living together; or any other group of related or unrelated persons who share living arrangements, regardless of actual or perceived, sexual orientation, gender identity, or marital status. Low- and moderate-income household means a household having an income equal to or less than the Section 8 low-income limit established by HUD.

Low- and moderate-income person means a member of a family having an income equal to or less than the Section 8 low-income limit established by HUD. Unrelated individuals will be considered as one-person families for this purpose.

Low-income household means a household having an income equal to or less than the Section 8 very low-income limit established by HUD.

Low-income person means a member of a family that has an income equal to or less than the Section 8 very low-income limit established by HUD. Unrelated individuals shall be considered as one-person families for this purpose.

The Income Limits show below is updated annually by HUD. The following table cites the current income limits:

Income Limits – Effective April 11, 2018								
	1-Person	2-Person	3-Person	4-Person	5-Person	6-Person	7-Person	8-Person
50% AMI (Very Low Income)	29,250	33,400	37,600	41,750	45,100	48,450	51,800	55,150
80% AMI (Low Income)	46,800	53,450	60,150	66,800	72,150	77,500	82,850	88,200

Source: HUD

Successful applicants whose projects must document individual or household income to determine eligibility, e.g. any project or service not solely benefiting a presumed benefit population, will be required to use either the HUD Income Calculator found at <https://www.hudexchange.info/incomecalculator/> or another HUD approved system for documenting income for eligibility purposes. These applicants will also be required to retain copies of all documents, such as tax returns, used to populate the income calculator.





## Notice Of Funding Availability & Request for CDBG Proposals for Program Year 2019-2020



### Pre- and Post-Award Requirements for Agencies Applying for CDBG Funding

Agencies awarded CDBG funding must follow these program requirements:

- **Post-Award Workshop:** Agencies are required to attend a post-award workshop to assist them with becoming knowledgeable with compliance, program regulations and requirements. Agencies will also be instructed on how to submit activity reports and draw requests to the County.
- **Documents Needed:** Agencies are required to execute a contract with Monterey County and provide the required insurance certificates and endorsements at the time of contract signing. Additionally, agencies must provide a copy of its Personnel Policies, Affirmative Action Plan, Drug-Free Workplace, Policy, Monterey County Vendor Data Registration Form and either California Franchise Tax Board Form 587 (Non-resident Withholding Allocation Worksheet) or California Franchise Tax Board Form 590 (Withholding Exemption Certificate) as part of the application package.
- **Reporting and Records:** Monterey County and HUD shall have access to program records. Agencies are required to obtain and provide individual client data including, but not limited to, ethnicity, income, disability, race, female head of household, clients 62 years and older and accomplishment data. If Limited Clientele-Client Based option is selected, individual client income verification documents need to be obtained. If Limited Clientele - Presumed Benefit option is selected, individual income data is not required but other client data is. If Area Benefit option is used, then individual income data is not required but area income information and other client data will be required. Quarterly and year end performance reports are required. Grant files and individual client files must be maintained for a minimum of five (5) years after the program has ended.
- **Draw Requests:** Invoicing for CDBG funds is required on a quarterly basis. Draw request forms are available online. CDBG funds are provided on a reimbursement basis and supporting documentation must be approved by County staff prior to payment.
- **Monitoring and Technical Assistance:** The program will be monitored by the County for compliance with County and HUD requirements and regulations. HUD staff may also monitor the program for compliance. Program requirements including eligibility, performance, accomplishments, and expenditures will be included in monitoring reviews. The County will provide technical assistance as needed or requested to assist with project progress and success. If an agency is not following the program requirements and regulations, funding may be terminated and funding reimbursement required.
- **Provide Recognition of Funding:** The agency is required to provide recognition for the role of the County and HUD provided through this grant. All activities and items utilized pursuant to this grant shall be prominently labeled as to funding source. In addition, the applicant will include a reference to the support provided herein in all publications made possible with funds made available under this Agreement. Sample wording: This publication was made available through funding from Monterey County's CDBG Urban County Program funded by HUD. If the recipient erects a sign, it should recognize the Monterey County CDBG Urban County funding in a size proportional to the CDBG share of overall funding for the project.
- **Budget:** Agencies are required to follow application budget line item amounts in draw requests and ensure line items are feasible.



## Notice Of Funding Availability & Request for CDBG Proposals for Program Year 2019-2020



- **Expenses (Costs):** Applicants shall administer their programs in conformance with Title 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Costs must be necessary and reasonable for proper and efficient performance and administration of the grant. Costs must be adequately documented.

### **Eligible Expenses Include but are not limited to:**

CDBG funds may be used to pay for labor, supplies, and materials as well as to operate and/or maintain the portion of a facility in which the public service is located. Costs incurred directly in support of the public service, including telephone services, postage, messenger, electronic or computer transmittal services and the like are allowable as long as they are directly related to delivery of the funded public service.

Salary and fringe benefits (fringe is limited to 20% of total salary costs) in the form of regular compensation paid to employees during periods of authorized absences from the job, such as vacation leave, sick leave, military leave, and the like, are allowable, provided such costs are absorbed by all agency activities in proportion to the relative amount of time or effort actually devoted to each. Time sheets are required to document expenses for staff and allowable time should be adjusted by the staff percentages of time allocated on the project as listed in the application. Overtime or bonuses are not allowable expenses.

### **Ineligible Expenses Include but are not limited to:**

CDBG funds may not be used to pay for:

- **Miscellaneous Items:** Food/meals for staff, fund raising, entertainment, alcoholic beverages, deposits on equipment, incentives to clients (gift cards, raffle prizes, holiday gifts, prizes for social activities), and late fees or penalties.
- **Promotion of Agency:** Costs of advertising and public relations designed solely to promote the non-profit agency, including costs of promotional items and memorabilia, including models, gifts, and souvenirs.
- **Contributions or Donations:** Contributions or donations, including cash, property, and services, made by the agency, regardless of the recipient.
- **Entertainment Costs:** Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities).
- **Fundraising:** Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions.
- **Goods or Services for Personal Use:** Costs of goods or services for personal use of the organization's employees.

### **Instructions**

1. Submit one application per project.
2. The application is available online by visiting [www.citydataservices.net](http://www.citydataservices.net). To generate an application, use MONT2019 for user name and password. Existing users must use their



## Notice Of Funding Availability & Request for CDBG Proposals for Program Year 2019-2020



current user name and password. Complete the form and click the submit button at the bottom. The subsequent screen will display unique login information. Login information will also be emailed to the email address you designate on the form. Follow the link and login to begin your application. All supporting documents are required to be uploaded.

- Public service and economic development agencies currently funded who intend to apply for the same program will have a link under the “Application” column on the manager page. There is a hotlink on the same page to apply for a different program.
- All applications must be submitted in the legal name of the organization or jurisdiction. An authorized representative of the organization or jurisdiction who has the legal authority to enter into an agreement with the County of Monterey must sign the application. For County departments, applications must be signed by the Department head.
- Questions or requests for further information should be directed to:

Darby Marshall, Redevelopment and Housing Analyst II

[MarshallD@co.monterey.ca.us](mailto:MarshallD@co.monterey.ca.us)

County of Monterey

CAO-IGLA Housing Office

1441 Schilling Place - North, Salinas, California 93901

Phone: (831) 755-5390, Fax: (831) 755-5398

Steve Crouse

City Data Services Technical Assistance

[citydataservices@yahoo.com](mailto:citydataservices@yahoo.com)

Phone: (650) 533-5933

The County will post all questions submitted and the answers on its website (<http://www.co.monterey.ca.us/EconomicDevelopment/housing-documents.shtml>) on Friday afternoons. It is the applicants’ responsibility to check the County website for responses.

- Applications must be completed online by **4:00 P.M. on Monday, January 18, 2019.** **Late proposals will NOT be accepted.**

**Applications that are substantially incomplete and lack required attachments or applications submitted after the published deadline will not be considered for funding.**

- Changes and/or additions to the proposal after January 18, 2019 will only be considered at the County’s convenience.



# Notice Of Funding Availability & Request for CDBG Proposals for Program Year 2019-2020



---

## ATTACHMENT A –FUNDING PARAMETERS

1. All CDBG funds shall be allocated and expended in accordance with applicable federal laws and regulations.
2. To be eligible for a funding allocation, organizations must be incorporated within the State of California and federally designated as a non-profit entity [tax-exempt under Section 501(c)(3) or 101(b) of the Internal Revenue Service Code] or be a local government/special district.
3. To be eligible for a funding allocation, organizations must have a track record of providing services within the County for a minimum of 24 months. Governance of the agency should be vested in a responsible and active Board of Directors that meets at least quarterly.
4. The minimum annual allocation shall be \$10,000 for services and \$20,000 for projects.
5. Factors to be considered when determining allocations shall include:
  - Extent to which the activity will meet a demonstrated community need;
  - Extent to which activity addresses community goals established by the Board of Supervisors and/or city councils of the cities of Del Rey Oaks, Gonzales, Greenfield, and Sand City.
  - Extent assets are leveraged to support the activity (consider diversification of funding, collaboration with other providers, leveraging of in-kind services);
  - The capacity of the organization to carry out the activity including the ability to quantify and measure results;
  - The relation between the agency's total budget and the request; and
  - The extent to which past performance on Urban County grants has met expectations.
6. Agencies allocated CDBG public services funding shall submit reimbursement requests and required report forms in a timely manner. Agencies that miss reporting deadlines more than twice in one fiscal year may be disqualified from submitting a funding proposal for the following fiscal year.