

2020-2021 CDBG & HOME NOFA FAQ

CDBG Public Service Questions

1. What organizations and activities are currently funded?

Agency	Activity	Source	Funding
Bill Wilson Center	Counseling Program provides counseling services to family and individuals.	CDBG	\$38,800
Bill Wilson Center	Family Advocacy Services provides counseling services to family and individual through schools.	CDBG	\$35,000
Catholic Charities	Long-Term Care Ombudsman provides advocacy for residents in long-term care facilities.	CDBG	\$10,000
City of Santa Clara	Senior Nutrition Program provides meals at the City's senior center.	CDBG	\$24,000
Heart of the Valley	Senior Transportation Program provides free transportation services to seniors.	CDBG	\$10,000
Live Oak Adult Day Center	Senior Adult Day Care Program provides supportive services to seniors who cannot live or function independently.	CDBG	\$15,000
Next Door Solutions for DV	Providing supportive services to those impacted by domestic violence.	CDBG	\$20,000
Project Sentinel	Provide Dispute Resolution Services and Fair Housing Services to Santa Clara households.	General Funds	\$90,000
St. Justin's Church	The food bank provides meals to homeless and low-income households.	CDBG	\$17,500
Senior Adult Legal Assistance	Provide free and low-cost legal services to seniors.	CDBG	\$15,000
YWCA	Provide domestic violence services to survivors of domestic violence, their children and their families.	CDBG	\$15,000
Rebuilding Together SV	Use capital improvement dollars to provide minor repair services to low-income homeowners.	CDBG (CIP)	\$50,000
City of Santa Clara	Neighborhood Conservation and Improvement Program (NCIP) provides low income homeowners with major rehabilitation services.	CDBG (CIP)	\$836,000
Abode Services	Tenant Based Rental Assistance provides rental subsidies, & case management services to homeless families.	HOME Local Funds	\$700,000 \$165,000
Bill Wilson Center	Tenant Based Rental Assistance provides rental subsidies, & case management services to homeless families.	HOME Local Funds	\$340,000 \$150,000
Silicon Valley Independent Living Center	Provides education & training to those with disabilities on how to conduct a search for affordable housing to help transition from homelessness, healthcare facilities, or unstable temporary housing.	General Funds	\$15,000
United Way Bay Area	Fund 211 Santa Clara County; an information and referral resource call center and website connecting people who need assistance with those who can help.	General Funds	\$5,000
County of Santa Clara	Provide subsidies and case management services for 20 high need homeless individuals.	Local Funds	\$225,000

2. Is there a cap on the amount that can be requested for funding a public service activity?

There is approximately \$247,000 available for Public Services; this is subject to change. There is not a cap per say on how much can be requested. You should also be aware that these funds are competitive, and many agencies will be applying. If you happen to ask for too much and your project is not scalable, you may not get funded. Also, when we make our final recommendations to council, it is possible for them to make changes to funding amounts in order to fund agencies that may not have scored high enough.

3. Why is this year's amount of funds available for Public Services so much higher?

10% of Program Income (i.e., old CDBG-funded loans being paid off) received during 2019-2020 can be used to fund public services in 2020-2021. Thus far we have received \$300,000 more than what we expected to receive.

4. Were City General Funds used in the past to augment CDBG funding?

YES. When CDBG funding was not enough to fund all applicants and the Council wanted to make sure all were funded, General Funds were made available. This is always a possibility and the City reserves the right to determine from what source an agency will be funded.

5. As a new agency, how do I show improvement in my numbers from year to year?

New agencies will not be required to submit this information.

6. In the section where we must list staffing, is this for the whole agency or just for the program being funded? Can we attach an extra page if needed?

Just staffing that will be funded with any CDBG funds. An extra page may be attached.

7. How do we show the cost of benefits if we can't break them down to an hourly rate?

If you cannot break it down to an hourly rate, you can put the total amount of benefits that are paid in the form of a total number.

You should be able to show the percentage of time a person/position works on the activity and how much the cost of benefits are for that person/position to get an estimated amount of the cost of benefits. Example: Position A is budgeted for 10% of their time for the program. The annual cost of benefits for position A is \$10,000. \$1,000 would be budgeted for benefits.

8. Do Youth Services need to be offered to only abused or homeless children?

No. You would need to make sure that 51% of the households served by the program are low-income (80% AMI or lower). Remember the lower the AMI served (e.g., 30% AMI), the more likely your activity will be funded.

9. When qualifying participants' income or their homelessness status, are self-certifications acceptable?

Yes, however, self-certifications should be the exception and not the norm. Too many self-certifications raise red flags with HUD.

10. How do we document income eligibility?

2 months of pay stubs, third-party verification such as CalFresh, school lunch program participation. For more information, you can consult the [CPD Income Calculator](#).

11. Are funds restricted for Direct Services only?

No. You may use funds for supplies, wages, benefits, and other staff costs to run the program. Costs should be reasonable.

12. How does HUD define “seniors”?

62 years of age and over.

13. If I’m serving a “Presumed Benefit” population, how many points do I get?

<i>Abused children</i>	<i>30% AMI</i>	<i>10 points</i>
<i>Battered Spouses</i>	<i>50% AMI</i>	<i>7 points</i>
<i>Severely disabled adults</i>	<i>50% AMI</i>	<i>7 points</i>
<i>Homeless persons</i>	<i>30% AMI</i>	<i>30% AMI</i>
<i>Illiterate adults</i>	<i>50% AMI</i>	<i>7 points</i>
<i>Persons with AIDS</i>	<i>50% AMI</i>	<i>7 points</i>
<i>Migrant farm workers</i>	<i>50% AMI</i>	<i>7 points</i>
<i>Elderly services (in a senior center)</i>	<i>80% AMI</i>	<i>80% AMI</i>
<i>Elderly services (not based in a center)</i>	<i>50% AMI</i>	<i>7 points</i>

Note: *If working with a presumed benefit population, you will not need to collect income documentation.*

14. How long are agreements for Public Service activities?

They are one-year contracts with options for a second and third year depending on funding availability and council approval. Increases in funding for the second and third year are dependent upon the availability of funding.

CAPITAL IMPROVEMENT PROJECTS

15. How does the City determine whether a Capital Project (either HOME or CDBG funded) request can be funded via a loan or a grant?

This would be discussed on a case-by-case basis during term negotiations between the City and the agency. Things we consider would be length of any restrictions, the depth of affordability given if it is a housing project, number of potential beneficiaries, etc. The form of funding can be a grant, loan, forgivable loan, or any other form agreeable to both parties.

16. Can funds be leveraged for Capital Improvements?

Yes! The more matching funds an agency can provide, the better chance they have of getting funded. Other federal dollars are NOT considered to be a match.

17. For a Capital Improvement project, are estimates required up front?

No. In house estimates are acceptable. When estimating, keep in mind that these funds will require prevailing wages; this typically adds 25-30% more to a typical construction estimate.

18. How long are agreements for a Capital Improvement project?

Typically, they are 18 months; thus, it is important that the proposed project is “shovel-ready”.

19. How long is a “long-term lease”?

It should be long enough cover the use-restriction. HUD requires a 5-year use restriction (i.e., must continually assist low-income households for five years). The City may extend further.

20. Is a Santa Clara business license required?

No.

21. If a Board Resolution giving someone power to enter into contract on behalf of the agency has not been passed yet, can we still apply.

YES. However, the resolution should be completed prior to entering into a contract.

NEW QUESTIONS POST 1/20/2020

22. Would an applicant for capital funding be required to have a signed lease in place at the time of application submission, or could it be signed at some subsequent point?

To apply, you do not have to have a lease; however, a lease would need to be in place before we can fund the project. We wouldn't want to wait too far into the fiscal year to be under a lease. Keep in mind that the entire project should be able to be completed within 18 months

23. Is there a minimum threshold expected in terms of the number of City of Santa Clara beneficiaries proposed to be served annually in order to be considered eligible or competitive for a grant?

There is not a threshold for the number of beneficiaries; however, if there are other capital projects that assist more, it's possible that they would get funded.

24. Does the "presumed benefit" population exemption apply only to Public Services projects, or could it also be applicable in the case of Capital projects?

It also applies to Capital Projects.

25. Can the points for Presumed Benefit populations be cumulative, e.g., if we were to be serving Severely Disabled Adults (7 points) who were also receiving Elderly Services in a Senior Center (3 points), could we obtain 10 points altogether?

It is not cumulative. We would just choose the population that gives you the most points.

UPDATED 2/4/2020

26. Are NON-CHDO HOME funds available, or is the full \$500,000 that is available all CHDO funding?

At this time, only CHDO funds are available.

27. Is the Activity/Project Summary on page II limited to one paragraph of 1 – 4 sentences or is this limitation just the limit for the first paragraph of the response?

The Activity/Project Statement section should be 1-4 sentences. Much of the narrative about your project/activity will come out in the "Narrative" section by answering the next several questions in the application.

28. For the Questions on pages III and IV, are the responses limited in length to the text boxes under each question?

The answers are NOT limited to the text boxes; HOWEVER, in answering the 10 questions, we ask that you limit the total of all responses to two pages.

29. Question 9 requests that financial Policies be attached; however, it is not included on the Checklist on page VII. Should we attach them with the documents on the checklist?

Yes, please attach with the other documents on the checklist.

30. The checkboxes on page A1 do not work electronically. Can we handwrite the checks?

Yes.

31. We proved services to seniors Citywide and at the Senior Center. What do we indicate on "Location of Services" on page A1?

Citywide.

32. On Page A3, there is not a column for county revenues on the budget sheet. Where can we include these funds?

You may put them in the "Total Project Cost" column.

33. Should we sign page VII (Authorization & Certifications) and attach documentation after page VII verifying authority to submit the application and sign the contract?

Yes.

34. Which documents in Section 5: "Checklist of Required Documents" are required to be submitted at time of application submission?

Only items in "Program Information" and "Agency Information". The items under "Documents Required if Awarded Funding" can be submitted at a later date.

35. If we choose to submit hard copies of the proposal, will we only need ONE copy of the application forms and ONE copy of the Required Documents?

Yes.

36. Is the Evaluation Process noted on page VII of the Instructions portion the sole criteria on which the proposals will be rated?

For the most part, yes. The one "wild-card" that will be considered is the type of service and the number of applicants supplying that same service. For example, if we have 10 after-school youth programs for 30% AMI families and below apply and one program that serves domestic violence survivors, we would not fund all 10 youth programs before funding the DV program even if the after-school programs all scored higher. We also consider the number of similar programs being considered.

These criteria will be used to make recommendations to the City Council. The City Council may amend any recommendations made by staff. Also, the amount of funding given is dependent upon the number of applicants as well as funding available.

37. Does the City want current grantees of presumed benefit clients to re-focus services to target clients at 30% AMI and below since this will give us more points? Was the change to prioritize programs that assist Extremely-Low Income (30% AMI<) a Council directive?

The City is not focusing solely on programs that assist 30% AMI households. These criteria is simply a way to differentiate between agencies that provide similar services, and also give City Council more information to help them make funding decisions.

38. What will happen to current Public Service projects in the event that they might not score high enough to be funded?

This is always a possibility since these funds are competitive and not an entitlement. If such an event happens, the agency has the opportunity to speak to City Council when staff submits funding recommendations.