

CITY OF REDWOOD CITY



Notice of Funding Availability and Request for Proposals

**Community Development Block Grant
(CDBG) Funds**

**HOME Investment Partnership Funds
(HOME)**

**Human Services Financial Assistance
(HSFA) Funds**

Fiscal Year 2010/2011

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**CITY OF REDWOOD CITY
 NOTICE OF FUNDING AVAILABILITY (NOFA)
 AND REQUEST FOR PROPOSALS (RFP)
 FY 2010/2011**

The City of Redwood City is requesting proposals for eligible projects to be funded under its thirty-fourth year Community Development Block Grant (CDBG) Application. The City expects to receive approximately:

- \$725,000 in Community Development Block Grant (CDBG) funds,
- \$450,000 in HOME Investment Partnership (HOME) funds.
- \$191,154 for the Human Services Financial Assistance Program (HSFA) from the City's General Fund (subject to approval of the City's FY 2010-11 budget).

The City desires to make these fund sources available to organizations providing assistance to low and moderate income households residing within Redwood City that meet one of three Consolidated Plan Priorities relating to homeless and affordable housing, public facilities and neighborhood improvements, and activities that promote, expand, or create jobs for low income persons.

To receive a Request for Proposal (RFP) package, or to obtain more information on the CDBG, HOME and HSFA Program, you may call our voice line at 780-7290, fax your request to 780-0128, or download from our website at www.redwoodcityhousing.org. Applications will be available at two mandatory workshops to be held in January 2010. All records relating to activities funded under these programs in prior years are available for public review in the Planning, Housing and Economic Development Department at City Hall.

SUMMARY OF REQUIREMENTS

A. FUNDING TARGETS

	Maximum Allocations By Category/Fund Source
<u>CDBG</u> Entitlement Amount: \$725,000.00	
• Administration & Planning (Includes Fair Housing)	20% = \$145,000.00
• Public Services	15% = \$108,750.00
• Housing	50% = \$362,500.00
• Non Housing Community Development	15% = \$108,750.00
	100% \$725,000.00
<u>HOME</u> Entitlement Amount: \$450,000.00	
• Administration	10% = \$ 45,000.00
• CHDO Setaside	15% = \$ 67,500.00
• Housing	<u>75% = \$337,500.00</u>
	100% \$450,000.00
<u>HSFA</u> Entitlement Amount: \$191,594.00	
• Basic Human Needs _____	100% = \$191,594.00
Total Estimated to be Available	\$1,366,594.00

B. SUBMITTAL DATES

All organizations applying for funding must meet two deadlines for submittal.

- The Preliminary Application date involves a review of draft applications for changes or corrections prior to the final submittal deadline.

- The final deadline is the last day in which applications can be modified or corrected. Incomplete applications will not be accepted at the final deadline.

The preliminary deadline for submitting a required draft application will be 12:00 Noon on **Wednesday, January 27, 2010**. Preliminary applications shall be submitted electronically only. No attachments should be included. Preliminary applications must be e-mailed as Word documents to redvreservations@redwoodcity.org

Final applications must be delivered to City Hall, 1017 Middlefield Road no later than 12:00 Noon on **Tuesday, February 9, 2010**, or mailed early enough to be received no later than February 9, 2010. Final applications shall be hard copy with required attachments and a manually executed signature from the organization requesting funding sent to:

Housing Coordinator
City of Redwood City
P.O. Box 391, 1017 Middlefield Road
Redwood City, CA 94064

1. **Each applicant must submit one complete proposal for each activity to be funded.**
2. **Final submittals shall include 20 copies of CDBG/HOME proposals and 15 copies of HSFA proposals on 3 hole punched paper, double sided, unstapled and unbound in black and white copy only. Do not include color or glossy materials.**

Refer to dates, times and location of Hearings for the Funding Allocation Process listed in this NOFA. Final funding recommendations for CDBG, HOME and HSFA Funds will be approved by the City Council and submitted to HUD no later than May 15, 2010.

C. NOTICE OF MANDATORY FUNDING AVAILABILITY (NOFA) APPLICATION & NOFA WORKSHOPS

Two mandatory workshops will be held to provide applicants with technical assistance sufficient to submit competitive proposals for this funding. **The Workshops will be held at City Hall, at 1017 Middlefield Road:**

**Thursday, January 7, 2010 from 10:00 AM – 11:30 AM and
Monday, January 11, 2010 from 1:30 PM– 3:00 PM**

Attendance at one of the sessions is required as a condition of submitting proposals for funding for all applicants. Applications will not be accepted from any organizations not represented at the workshop. Applicants should send a RSVP indicating which workshop date they will attend to redvreservations@redwoodcity.org

D. RESTRICTIONS

- Certain restrictions are tied to federal funds including limitations on expenditures in certain eligible categories (Refer to “**Facts: Everything You Wanted to Know About CDBG and HSFA**” located in the NOFA package).
- Ready-To-Go Timelines have been placed on capital and housing projects and restrictions on projects jointly funded by the County or other CDBG jurisdictions.
- A separate eligibility description is provided for HOME funds.

- Applications will not be accepted for multiple funding sources for the same activity except for housing projects that qualify for both HOME and CDBG.
- The HSFA funding source is not available for capital or acquisition projects.

E. ELIGIBLE USE OF FUNDS

Community Development Block Grant funds can be used to fund projects that provide assistance to low and moderate income households, eliminate slum and blight, or to meet an urgent need. CDBG funds can be used to support the following programs and activities:

1. **Affordable Housing:** Acquisition of sites for affordable housing, new construction of affordable housing, conversion of existing housing to affordable, acquisition and rehabilitation of rental housing for special needs targets.
2. **Homeless Assistance Activities:** Provision of fair housing counseling to home seekers who complain of discrimination, provision of legal intervention to prevent homelessness, provision of operation funds for shared housing, emergency shelter and transitional housing and related services for homeless and those at risk of homelessness, youth and single persons.
3. **Human Services:** Basic Human Needs are activities that are vital for survival and not just an improvement to the quality of life, regardless of income. For example, emergency food programs are essential to survival. Coordination of a volunteer program is an improvement to the quality of life.
4. **Public Facility Improvements (Non-Housing Community Development):** Removal of architectural barriers in public facilities for persons with disabilities, development of public facilities, preservation, and rehabilitation of public facilities;
5. **Economic Development:** job creation and intervention programs that create actual jobs for low income residents.

EFFECTIVENESS OF FUNDING TO CITY PRIORITIES

The HHCC has ranked criteria according to the greatest need and will be using that criteria to guide their funding decisions. The Committee will be looking for projects which give the best bang for the City's bucks. Emphasis will be made on effective use of funds and collaboration with other organizations to maximize the resources available to those in need.

EQUAL OPPORTUNITY AND EQUAL ACCESS

Equal Opportunity and Access Program, dedicated to opening doors of opportunity for all residents and users of Redwood City programs, services, and facilities. The City of Redwood City does not discriminate on the basis of physical disability, medical condition, race, color, ancestry, national origin, religion, sex, age or marital status. The Housing & Human Concerns Committee will consider in their funding recommendations the extent to which the households and individuals served by applicants are proportionate to the diversity of Redwood City. Organizations will be requested to provide information about their affirmative marketing plan for their programs and outreach to populations not likely to apply without special outreach in order to achieve ethnic balance of beneficiaries served.

**HOUSING AND HUMAN CONCERNS COMMITTEE
PROPOSED SCHEDULE OF 2010-2015 CONSOLIDATED PLAN
PUBLIC MEETINGS AND HEARINGS**

All of the following meetings will be held at the **James M. Smith City Council Chambers, City Hall, 1017 Middlefield Road**, Redwood City.

- January 7, 2010 - Request for Proposal (RFP) 10:00-11:30 AM
Mandatory Technical Assistance Workshop #1 CDBG, HOME and HSFA
- January 11, 2010 - Request for Proposal (RFP) 1:30–3:00 PM
Mandatory Technical Assistance Workshop #2 CDBG, HOME and HSFA
- January 19, 2010 – Joint Meeting with **Housing and Human Concerns Committee & Planning Commission** regarding 5-Year Strategy (Public Hearing).
- January 26, 2010 – **Housing and Human Concerns Committee** Adopts Strategy for Annual Action Plan
- February 23, 2010 - **Housing and Human Concerns Committee** begins review of CDBG/HOME applications – Agency Presentations 7:00 – 9:30 PM.

👁 **NOTE TO PRESENTING AGENCIES:** To fully respect the valuable time of the volunteers and organizations participating in this process, the Committee will enforce the following standards for Agency presentations to assure that all organizations have the same opportunity.

- **Only NEW information not included in the proposal & Q & A from the Committee.**
- **No Client presentations on the night of the agency presentations.**

- March 3, 2010 - **Housing and Human Concerns Committee** begins funding deliberations (CDBG/HOME) – 7:00–9:30 PM (Public Hearing), recommends funding allocations to projects and approves the 5 Year Consolidated Plan.

👁 **NOTE TO PRESENTING AGENCIES:** This is a Public Hearing to seek Citizen-input on the use of funds. All Agencies are encouraged to invite Clients; however, this is NOT a time for additional agency presentations.

- March 16, 2010 - **Planning Commission** review of Capital Projects recommended for CDBG funding in 2010-11 for consistency with the General Plan, and adoption of 5 Year Consolidated Plan – 7:00 - 9:30 PM
- March 23, 2010 - **Housing and Human Concerns Committee** begins review of HSFA applications - HSFA Mandatory Agency Presentations – 7:00–9:30 PM
- April 7, 2010 - **Housing and Human Concerns Committee** begins funding deliberations (HSFA) – Approves First Year Action Plan of Consolidated Plan 2010-2015 - 7:00–9:30 PM (Public Hearing) and forwards documents to Council for approval.
- April 26, 2010* - **City Council** adoption of One Year Action Plan for 2010-11 and Consolidated Plan for 2010-2015. - 7:00 PM (Public Hearing)

* Projected Date – A notice will be published giving the actual date no less than 15 days before the date of the Public Hearing.

The above locations are accessible to persons with disabilities. Translators and oral or sign language interpreters can be available for non-English speaking or hearing/speech impaired residents who wish to attend any of the hearings or workshops listed above. Residents who require the presence of translators or interpreters, or need other accommodations must notify the Housing and Economic Development Division no later than 72 hours before the date of the hearing or meeting they wish to attend.

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Published in the San Mateo County Times, January 7, 2010

Published in the San Mateo County Times, January 8, 2010

CITY OF REDWOOD CONSOLIDATED PLAN FUNDING PRIORITIES 2010-2015

MISSION STATEMENT

“The Housing & Human Concerns Committee advocates and monitors the basic needs and housing for the entire community, with a special focus on disadvantaged residents, by providing leadership and solutions through partnerships with community stakeholders and decision makers.”¹

2010-2011 FUNDING CRITERIA

CDBG, HOME, and HSFA funds will be used to fund organizations who utilize partnerships and collaborations to support the needs of low and very low income households (households with incomes at or below 80% of the median income in San Mateo County).

The focus of the City's Consolidated Plan continues to be production of new affordable housing and Basic Human Needs services for low and very-low income households who are homeless or at risk of homelessness (that will help maintain their independence and sustain their living situations). This emphasis takes on a greater significance in the coming year given the impact of the national economic crisis on housing and the difficulties many local residents face in fulfilling their most basic needs.

The Housing and Human Concerns Committee will make funding recommendations to the City Council for 2010-2011 based on the highest ranking need as follows under Section F below:

- A. Consistency of proposed projects to priorities submitted to HUD in the City's Consolidated Plan Priorities #: F 1 – F 5. Greater consideration will be given to activities that respond to more than one Consolidated Plan priority.
- B. Effective leveraging of CDBG, HOME and HSFA funds with non-federal funds.
- C. Affirmative Marketing of programs to the Redwood City population and other service providers to achieve a balance that reflects the actual ethnic diversity in the City in relationship to the service provided.
- D. Effectiveness of program and organization implementing the program will include the performance of organizations funded in the last program year.
- E. Timeliness of expenditure of funds - Agencies who can leverage and expend a majority of CDBG/HOME funds allocated within 10 months.

¹ Mission Statement was approved by the Housing & Human Concerns Committee on June 24, 2003. Revised 9/16/03.

F. Extent to which proposed projects will respond to the Funding Criteria as established by the HHCC for FY 2010 -2011:

1. Increase the supply of Affordable Rental housing; preserve existing affordable rental housing, and improve the condition of existing housing (renter and owner). This goal includes the provision of special needs housing.
2. Provide comprehensive Homeless services with priority given to:
 - Coordinated Services,
 - Homeless Access to Services Policy, and
 - Direct Services.
3. Support Human Service programs that meet the basic human services Needs of low income persons with an emphasis on serving priority needs populations.
4. Provision of Non-Housing Community Development Public Facilities and capital improvements including but not limited to senior facilities, preschool and child care centers, safe recreational facilities, transportation for low income seniors, youth and others with limited mobility and removal of architectural barriers.
5. Create Economic Development opportunities including training/re-training, job development/creation, small business lending and cleanup/remediation of contaminated sites and market employment opportunities to local residents that create job skills and create/retain employment opportunities for the un-employed and under-employed, disabled, and homeless.

All of the above criteria includes but is not limited to special needs populations as defined by the Consolidated Plan. To the extent possible, the HHCC will consider all proposals for housing & homeless intervention activities under the CDBG Program.

The CDBG program test would ask “Does the activity increase rental housing, prevent or intervene in homelessness, or provide supportive services leading to employment and permanent housing?”

Basic Human Needs will primarily be funded under the HSFA Program. The Basic Human Needs test would ask “Is the program or service vital for survival?”

I. Housing

Affordable Housing Priority Needs

There is a high to critical priority need for affordable housing. The highest need is for the lowest income groups. Housing market trends support this as a high need with the need for housing affordable to extremely low income household the highest need. Affordable housing is limited in its availability. Lower income households often experience over-crowding, unsafe housing conditions and live in neighborhoods that experience a higher incidence of unsafe conditions.

Rental Housing

The highest need for rental housing is the preservation of existing affordable rental housing. As the population grows, to meet existing unmet demand for quality rental housing and to replace aging housing, new affordable rental housing must be produced.

Ownership Housing

There is a moderate need for affordable ownership housing. Aging housing owned by lower income households is in need of repair in order to preserve the housing.

Objectives

AH-1: Increase the supply of affordable rental housing.

AH-2: Preserve existing affordable rental housing.

AH-3: Improve the condition of existing housing (renter and owner)

Affordable Housing Needs Programs

Construction and Development of New Affordable Housing (AH-1)

Land Acquisition for New Construction (AH-1)

Acquisition and Rehabilitation, Rental (AH-1, 2 and 3)

Home Improvement Programs (AH-3)

Owner-occupied Home Improvement:

- **Housing Accessibility Modifications**
- **Minor Home Repair and Emergency Repair:**
- **Lead-Based Paint Inspection and Hazard Reduction:**
- **Paint Grants:**
- **Rebuilding:**

Multi-Family Loan Program (AH-2 and 3)

First-Time Homebuyer Loans (AH-1)

Operation of Re-possessed Property (AH-2)

Funding Commitment:

Approximately 50% of the annual entitlement from Community Development Block Grant (CDBG) funds, and 90% of the annual entitlement from HOME Investment Partnership Act funds will be allocated to this priority during the term of the Consolidated Plan 2010 - 2015.

Special Needs Housing Needs

There are several groups that have a higher need for affordable housing and who have special housing needs. These have been identified as:

- persons with disabilities,
- the elderly and frail elderly,
- large households (related and non-related),
- persons with mental illness,
- persons with substance abuse/addiction,
- youth (in general and aging-out foster youth),
- persons discharged from institutions (prison, jail, mental hospital).

There is also a statutory obligation to plan for the housing needs of persons with HIV/AIDS. Housing for the homeless is addressed in the homeless strategy section.

Objectives

- SNH-1: Improve housing accessibility and safety (existing and new housing).**
- SNH-2: Improve the access special needs populations have to services.**
- SNH-3: Increase the supply of affordable housing available to special needs groups.**
- SNH-4: Preserve existing special needs housing.**
- SNH-5: Increase the supply of permanent supportive housing.**
- SNH-6: Reduce overcrowding, especially among large (5 or more persons) lower income households.**

Assistance to Special Needs Populations:

Activities 1-6, shown under this priority will include persons with Special Needs.

The goal of the City is to provide a continuum of services ranging from homeless prevention and homeless services, to supportive housing, intervention programs, and services which respond to basic human needs including food, health, safety, survival, independent living, and self-sufficiency.

Special Needs Housing Programs

- Land Acquisition for New Construction (AH-1)**
- Construction and Development of New Affordable Housing (AH-1)**
 - Acquisition and Rehabilitation, Rental (AH-1, 2 and 3)
- Home Improvement Programs (AH-3)**
 - Owner-occupied Home Improvement:
 - **Housing Accessibility Modifications**
 - **Minor Home Repair and Emergency Repair:**
 - **Lead-Based Paint Inspection and Hazard Reduction:**
 - **Paint Grants:**
 - **Rebuilding:**
- Multi-Family Loan Program (AH-2 and 3)**
- First-Time Homebuyer Loans (AH-1)**
- Operation of Re-possessed Property (AH-2)**
- Targeted Affordable Housing Programs (SNH-2, 3, 4, 5)**
- Housing and Supportive Services Co-ordination (SNH-2)**
- Home Improvement Programs (SNH-1)**
- Housing Accessibility Modifications:**
- Multi-Family Loan Program (SNH-1)**
- Health and Safety Improvements:**
- Rehabilitation, Special Needs (SNH-4)**
- Supportive Housing Production (SNH-5)**
- Preferential Leasing and Purchase Policy (SNH-3)**
- Affirmative Marketing of Accessible Units (SNH-3)**

For the term of this Plan, the City will implement the following preferences that apply to the

Large Households: Low-income households of five or more persons will have preference to lease or purchase units with three or more bedrooms.

Elderly: Where housing has been constructed to meet the needs of elderly households, households with a head of household aged 62 or older will have preference to lease or purchase.

Persons with Disabilities: Persons with disabilities will have preference to lease or purchase units which have been designed to be accessible to persons with disabilities. The City will require that units produced with federal funds under this Plan which are designed to be accessible to persons with disabilities must be affirmatively marketed to those persons.

Preference will be based on the particular design or adaptation. For example, units constructed to suit a wheelchair user will have a preference for those who use a wheelchair or otherwise require ease of physical access; units constructed to meet the needs of the visually impaired or hard of hearing will have a preference for those who are visually or hearing impaired.

Extremely low and very low income households: Where a household is a member of one of the special needs groups identified above and is an extremely low or very low income household, additional preference may be given.

II. Homelessness Priority Needs

Homeless persons and families have both housing and services needs. The immediate housing need is for shelter. The medium and long term housing needs are for transitional housing and permanent supportive housing. At the root of homelessness is a lack of affordable housing. The affordable housing strategies address this need.

Priority need services for the homeless are those that are in highest need and lowest availability. The priority needed services include:

- job training and education,
- mental health services,
- routine and preventative health care,
- access to existing services, and
- utilization of entitlement programs (Medi-Cal, SSI, SDI, veteran's benefits).

The homeless also have a priority need for services on discharge from an institution. Many have recently been incarcerated or committed in a mental institution.

(Homeless needs are documented both in this Plan and in the Ten Year Plan to End Homelessness, and the 2007 and 2009 Homeless Censuses.)

Objectives

HOM-1: Increase the number of transitional and permanent supportive housing units for the homeless.

HOM-2: Support existing emergency shelter facilities and programs.

HOM-3: Increase the number of shelter beds available for families with children under 18.

HOM-4: Meet the human services needs of the homeless.

HOM-5: Prevent homelessness.

HOM-6: End chronic homelessness

Funding Commitment: Approximately 15% of the annual Community Development Block Grant (CDBG) entitlement and 100% of the annual Human Services Financial Assistance (HSFA) fund sources will be dedicated to homeless and housing activities and basic human needs.

Homelessness Needs Programs

Land Acquisition for New Construction (AH-1)

Construction and Development of New Affordable Housing (AH-1)

Acquisition and Rehabilitation, Rental (AH-1, 2 and 3)

Home Improvement Programs (AH-3)

Owner-occupied Home Improvement:

- **Housing Accessibility Modifications**
- **Minor Home Repair and Emergency Repair:**
- **Lead-Based Paint Inspection and Hazard Reduction:**
- **Paint Grants:**
- **Rebuilding:**

Multi-Family Loan Program (AH-2 and 3)

First-Time Homebuyer Loans (AH-1)

Operation of Re-possessed Property (AH-2)

Affordable Housing Production (HOM-1)

Emergency Shelter Programs (HOM-2, 3)

Homeless Outreach Team (HOM-4, 6)

Housing First (HOM-4, 6)

Shared Housing Program (HOM-5)

Crisis Intervention (HOM-5)

Rotating Church Shelter Program (HOM-2)

Family Shelter and Homeless Housing Policy (HOM-3)

Use the following strategies described under affordable housing to produce new transitional or permanent supportive housing units. These can be stand-alone developments dedicated to housing the homeless or dedicated units integrated into larger developments.

- Land Acquisition
- Construction and Development
- Acquisition and Rehabilitation

Provide operational support for existing emergency shelters. Assist existing emergency shelters with the capital costs of repair, maintenance or expansion of capacity.

Continue to support the efforts of the City's Homeless Outreach Team (HOT). The HOT is an inter-agency public/private task force led by the Redwood City Chief of Police and the Human Services Manager. The HOT is focused on strategies and funding to address the problem of chronic homelessness.

Implement a local Housing First pilot program that houses chronically homeless persons and wraps them in comprehensive supportive services. This may include acquisition, rehabilitation and/or construction of housing as well as the provision of supportive services. (This is a project of the HOT.)

Support housing crisis intervention services which prevent homelessness. Support a rotating church shelter program that shelters the homeless in church-owned facilities. Support the increase of shelter beds and housing for homeless families with children. Where new housing for the homeless is being supported by the City, assure that beds or units are created that meet the needs of homeless families with children. Support shared housing programs that match low income people in need of affordable housing with those who have affordable housing to offer or share.

Services to the Homeless

Services will be provided to the homeless in three ways:

- in coordination with shelter and housing,
- directly to the homeless, and
- by facilitating access to existing programs.

Homeless services provided will be comprehensive. Priority will be given to those services identified in this Plan as priority needs.

Coordinated Services: Support services provided where the homeless are sheltered and/or housed. Where the City funds the creation of new shelter or housing for the homeless, services will be provided. The focus will be on the transition to permanent housing.

Direct Services: Support services that are provided directly to homeless persons. These programs would serve sheltered and unsheltered homeless, and the chronically homeless.

Homeless Access to Services Policy: Where the City supports a human services program, that service will be open to homeless persons and families that are sheltered or unsheltered. Where the City has a program that meets the needs of a special needs population targeted under this Plan, that program will be made available to homeless persons with special needs.

III. Human Services Priority Needs

High priority services needs are for healthcare, information and referral (to existing services), mental health services, food programs, ombudsman services, transportation, and legal aid services including eviction defense. Moderate priority needs are for fair housing, substance abuse treatment, childcare, employment, crisis intervention, case management and emergency shelter (non-homeless). (Please note that priority needs services for the homeless are discussed in the homeless section above.)

Objectives

HS-1: Meet the basic human services needs of low income persons with an emphasis on serving priority needs populations. (“Low income” includes those presumed to be low income under CDBG regulations.)

HS-2: Improve access to services.

HS-3: Provide comprehensive services.

HS-4: Remove barriers to the provision of services.

HS-5: Increase self-sufficiency and independence.

HS-6: Reduce the need for the use of emergency services.

Support human services programs that meet the basic human services needs of low income persons with an emphasis on serving priority needs populations.

Support programs and efforts to identify the needs of low income and priority needs populations and to advocate for the needs of individuals

Support efforts to provide information on existing services to those in need of services and to refer individuals in need of services. Encourage Subrecipients to have an information, referral and outreach plan.

Human Services Needs Program

Human Services Programs – General (HS-1)
Emergency Programs -- Non-homeless (HS-2, 5)
Crisis Intervention (HS-5)
Advocacy (HS-1, 2, 4)
Information and Referral, and Outreach (HS-1, 3)

IV. Non-Housing Community Development

Public Facilities Priority Needs

Priority need public facilities are those that serve youth, meet recreation and social needs, provide childcare and afterschool programs, are specific to a neighborhood (small scale), and that serve as a source of information on available services. Public facility needs represent both physical improvements and structures that meet the needs of the identified populations, and programming and services available at those facilities.

Objectives

- CD-1: Fulfill the public facility needs of priority need populations.**
- CD-2: Improve accessibility of public facilities for seniors and persons with disabilities.**
- CD-3: Provide public facilities that meet the needs of neighborhoods.**
- CD-4: Improve the provision of information and services at public facilities.**

Non-Housing Community Development Needs Programs

Construct or improve public facilities that serve priority need populations. (CD-1, 2)
Support programming at public facilities that meet the needs of priority need populations. (CD-1)
Construct or improve small scale public facilities that serve neighborhoods. (CD-3)
Information and Referral (CD-4)

The City's goal is to promote economic and job development activities for low income persons, and facilitate capital improvements that improves the quality of life in low income neighborhoods, and provides a variety of public facilities where anti-poverty and supportive intervention services can be delivered for a range of special needs populations.

Funding Commitment:

Approximately 15% of the annual Community Development Block Grant (CDBG) entitlement will be targeted to neighborhood improvements and non-housing activities in low income residential neighborhoods, and Economic development activities that create or expand job opportunities for low income residents.

Assistance to Special Needs Populations:

Activities 1-4, shown under this priority will include persons with Special Needs.

Infrastructure Priority Needs

There is a general low to moderate priority need for improvements to infrastructure. Identified needs were improvement of parks and recreation facilities in low income areas and accessibility improvements to streets and sidewalks. The need for improved parks and recreation can be met under the public facilities strategies.

Objectives

INF-1: Improve accessibility of streets and sidewalks.

Infrastructure Needs Program

Removal of Barriers (INF-1)

Where present, the City will consider funding the removal of barriers to the safe travel of persons with disabilities that exist in the public right-of-way. These projects will be conducted in CDBG target areas.

INFRASTRUCTURE Priority Needs
Removal of Barriers (INF-1)

V. Economic Development

Priority Needs

There is an overall moderate priority need for economic development. Identified needs were for training/re-training, job development/creation, small business lending and cleanup/remediation of contaminated sites.

Those most in need of economic development services were the un-employed and under-employed, disabled, and homeless.

Objectives

ED-1: Increase and improve employment prospects for low income persons.

ED-2: Increase employment opportunities for low income persons.

ED-3: Encourage small business growth.

Economic Development Needs Program

Support job training, re-training and employment search services for low income persons.

Provide capital (loan or grant) to small businesses to expand capacity and produce jobs for low income persons.

Support job creation and development efforts by the Redevelopment Agency to the extent that they serve low income and priority special needs populations.

<u>Economic Development Needs Program</u>
Job Training (ED-1, 2) Small Business Assistance (ED-3) Coordination with Redevelopment (ED-1, 2, 3)

CITY OF REDWOOD CITY
COMMUNITY DEVELOPMENT
BLOCK GRANT FUNDS

(CDBG)

FY 2010/2011

SUMMARY OF QUALIFYING CRITERIA FOR CDBG FUNDING

In order to qualify for CDBG funding, all eligible activities must principally benefit low and moderate-income persons who reside in Redwood City incorporated limits. An activity will be considered to principally benefit low and moderate-income persons if it meets one of the following standards:

- A. The activity has an income eligibility requirement that limits the benefits exclusively to low and moderate income persons.
- B. The activity is designed to serve an area where at least 51 percent of the residents are of low and moderate income. (See Census Tract Chart Facts – Everything You Wanted to Know About How to Apply for CDBG Funds)
- C. The activity involves a facility that is designed for use by senior citizens, youth, persons with disabilities, and other special needs populations as defined by the Consolidated Plan.
- D. The activity has income eligibility restrictions to require that at least 70 percent of the users or beneficiaries be of low and moderate income.
- E. The activity is directed to the removal of architectural barriers, which restrict the mobility, and accessibility of persons with disabilities.
- F. The activity is designed to create or retain permanent jobs for low and moderate-income persons.
- G. The activity is designed to eliminate slum and blight.
- H. A minimum of 70% of total expenditures must benefit low and moderate income households during the City's certification period. Redwood City's certification period is 3 years in duration. **The City meets this minimum by requiring that activities undertaken by non-profit organizations provide exclusive benefit (100%) to low and very-low income households; or, the funding may be used to pay only for that portion/proportion of the program or service that provides direct benefit to low income households.**

DATA COLLECTION REQUIRED FOR RACE/ETHNICITY

Please note the data collection requirements and sample data collection table and guidance below shown below.

SAMPLE TABLE

RACE CATEGORIES		ETHNICITY	
	Race	Check Only One Race Category	Check if also Hispanic
1	American Indian or Alaska Native		
2	Asian		
3	Black or African American		
4	Native Hawaiian or Other Pacific Islander		
5	White	X	X
6	American Indian or Alaska Native <i>and</i> White		
7	Asian <i>and</i> White		
8	Black or African American <i>and</i> White		
9	American Indian or Alaska Native <i>and</i> Black or African American		
10	Balance/Other	X	X

Under OMB 1997 standards, “Hispanic” is not a race category, but an ethnic category that cuts across all races. Those who are White, Black, Asian, Pacific Islander, American Indian, or a multi-race may also be counted as being of Hispanic ethnicity.

The selections above assume that a person who is white is also from Hispanic descent on line 5. On line 10, the assumption is that the person is Hispanic but does not indicate another race, therefore the race is assumed to be Balance/Other. Balance/Other shall include Mexican, Canadian, Central American, South American, Middle Eastern, African, or any other mixture of races. If you use Balance/Other, please identify at least one race by footnote.

When asking the individual/household to select a race category, the individual/household must also check whether they are of Hispanic ethnicity. One of the 10 race categories must always be selected. A check mark cannot be entered under the Hispanic Column without the corresponding Race Category being checked.

FACTS

EVERYTHING YOU WANTED TO KNOW ABOUT HOW TO APPLY FOR CDBG FUNDS

Funded under the Housing and Community Development Act (HCDA) of 1974 and as amended by the 1987 Act, and Administered by U.S. Department of Housing and Urban Development (HUD), Community Development Block Grants (**CDBG**) are available to Urban Counties (like San Mateo County) Entitlement Cities (Population of 55,000 or more) or Small Cities (administered by California State Housing and Community Development (HCD). Redwood City is an entitlement city and receives an annual allocation of funds.

There are three national objectives for the use of these funds.

1. **Benefit to low and moderate income residents.**
 - a. Area benefit activities.
 - b. Limited clientele activities.
 - c. Housing activities.
 - d. Job creation/retention activities.
2. **Elimination of Slum and Blight.**
 - a. Area basis.
 - b. Activity needed to complete urban renewal project.
 - c. Spot basis.
3. **Urgent need.**

Generally associated with disaster conditions (acts of God).

QUALIFYING CRITERIA

In order to qualify for CDBG funding, all eligible activities must principally benefit low and moderate-income persons residing within the incorporated limits of Redwood City. An activity will be considered to principally benefit low and moderate-income persons if it meets one of the following standards:

1. The activity has an income eligibility requirement that limits the benefits exclusively to low and moderate income persons.
1. The activity is designed to serve an area where at least 51 percent of the residents are of low and moderate income.
1. The activity involves a facility that is designed for use by senior citizens, youth, persons with disabilities, and other special needs populations. Presumed benefit populations include abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled," homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers).

1. The activity has income eligibility restrictions to require that at least 70 percent of the users or beneficiaries are of low and moderate income.
1. The activity is directed to the removal of architectural barriers, which restrict the mobility, and accessibility of persons with disabilities.
1. The activity is designed to create or retain permanent jobs for low and moderate-income persons.
1. The activity is designed to eliminate slum and blight.
1. A minimum of 70% of total expenditures must benefit low and moderate-income households residing within the incorporated limits of the City of Redwood City during the City's certification period. Redwood City's certification period is 3 years in duration. **The City meets this minimum by requiring that activities which are undertaken by non-profit organizations provide exclusive benefit (100%) to low and very low income households, or the funding may be used to pay only for that portion/proportion of the program or service which provides direct benefit to low income households.**

ELIGIBLE ACTIVITIES

1. Acquisition/disposition/clearance activities of real property.
2. Public facilities and improvements - acquisition, construction, reconstruction or rehabilitation of public facilities and improvements including:
 - a. Community and senior centers.
 - b. Recreation facilities.
 - c. Facilities for persons with disabilities and removal of architectural barriers.
 - d. Childcare facilities.
 - e. Presumed benefit populations.
3. Public service activities (limited to 15% of annual entitlement) relating to:
 - a. employment,
 - b. crime prevention,
 - c. child care,
 - d. health,
 - e. drug abuse,
 - f. education,
 - g. fair housing counseling,
 - h. energy conservation,
 - i. homebuyer down payment assistance, or
 - j. recreational needs.
4. Interim and emergency assistance relating to health and safety
5. Relocation assistance triggered by federally funded activities
6. Construction of Housing

7. Homeownership Assistance which allows direct CDBG assistance for low and moderate income homebuyers in the form of:
 - a. Interest rate subsidies.
 - b. Financing the acquisition of owner-occupied housing.
 - c. Purchase of guarantees for mortgage financing for lower and moderate income homebuyers.
 - d. Payments of 50% of any required down payments and reasonable closing costs.
8. Microenterprise assistance to facilitate economic development.
9. Technical assistance to increase capacity of public or non-profit entities to carry out:
 - a. neighborhood revitalization or
 - b. economic development activities.
10. Assistance to Institutes of Higher Education (eligible under the Public Services Category)
11. Rehabilitation and preservation:
 - a. code enforcement,
 - b. historic preservation,
 - c. lead based paint hazard evaluation and reduction, and
 - d. renovation of closed buildings for housing.
12. Special Economic Development Activities:
 - a. acquisition, construction, or rehabilitation of commercial buildings,
 - b. provision of financial assistance to private businesses (in limited circumstances) and
 - c. economic development related to employment opportunities for low income.
13. Special Activities by Community Based Development Organizations (CDBO) to carry out:
 - a. neighborhood revitalization,
 - b. community economic development, or
 - c. energy conservation projects.

INELIGIBLE ACTIVITIES

1. Direct financing of new housing construction.
2. Income and rent supplement payments.
3. Furnishings and personal property.
4. Operating and maintenance expenses.
5. Buildings used for the general conduct of government.
6. Expenses required to carry out the regular responsibilities of local government.
7. Political activities.

**LOCAL COMMUNITY DEVELOPMENT OBJECTIVES
FUNDING RESTRICTIONS AND TARGETING OF RESOURCES**

The Housing and Human Concerns Committee has proposed a policy for targeting resources so that a percentage of each year's CDBG funds would be used to meet specific anti-poverty and affordable housing goals, i.e.,

- 15% for public service activities, primarily homeless and housing intervention assistance including job training.
- 50% for permanent housing activities, including land acquisition for new construction of housing and funds for non-profits to purchase, rehabilitate, and manage permanent housing (affordable to very low income households without Section 8 subsidies),²
- 20% for general administration and Fair Housing Counseling,
- 15% for non-housing community development needs including job creation and job expansion.

100% of HSFA funding is available for funding Basic Human Needs.

**ELIGIBLE INCOME LIMITS FOR CDBG BENEFICIARIES
IN REDWOOD CITY**

2009 SAN MATEO COUNTY INCOME LIMITS

# of Persons	30% Extremely Low	50% Very Low	60% HOME Limits	80% Low
1	\$23,750	\$39,600	\$47,520	\$63,350
2	\$27,150	\$45,250	\$54,300	\$72,400
3	\$30,550	\$50,900	\$61,080	\$81,450
4	\$33,950	\$56,550	\$67,680	\$90,500
5	\$36,650	\$61,050	\$73,260	\$97,700
6	\$39,400	\$65,600	\$78,720	\$104,950
7	\$42,100	\$70,100	\$84,120	\$112,200
8	\$44,800	\$74,650	\$89,580	\$119,450

² Housing providers should consider the impact of HOME and Section 8 in the same project when calculating the subsidy gap to make a rental project affordable. The City prefers that Section 8 Project or tenant-based assistance not be used in HOME designated units. Due to the long waiting list for Section 8, the city is promoting very low income rental assistance to households who have no housing subsidies and are at risk of homelessness.

STANDARD DOCUMENTATION TO VERIFY INCOME ELIGIBILITY

CDBG activities have income eligibility requirements limiting benefit exclusively to low and moderate income households. Agencies must have an application and verification process to document eligibility based on household income for beneficiaries of limited clientele activities. If you serve low-income households and do not verify income as a condition of receiving service, you may not count these households toward meeting your quantitative performance goals under the terms of a CDBG grant with the City. City policy does not accept self-certification for eligibility and will monitor for income and residency information to establish compliance with these requirements. The following information is provided for your use in anticipating program design and administration.

1. Most recently filed Federal Form 1040 (previous two years if applicant is self-employed).
2. Copies of AFDC award letters.
3. Copies of Social Security and/or SSI award letters.
4. Most recent payroll check stub, three stubs for any separate months of the previous six months, if
 - a. applicant income for previous year's Form 1040 is above 80% of median
 - b. but,
 - c. income on current pay stubs is significantly lower and applicant would
 - d. qualify this year.
5. Most recent W-2.

The preferred documentation for employed clients is tax returns. For those clients on fixed incomes (SS, SSI, and AFDC) #2 and #3 are preferred if tax returns are not filed with the IRS.

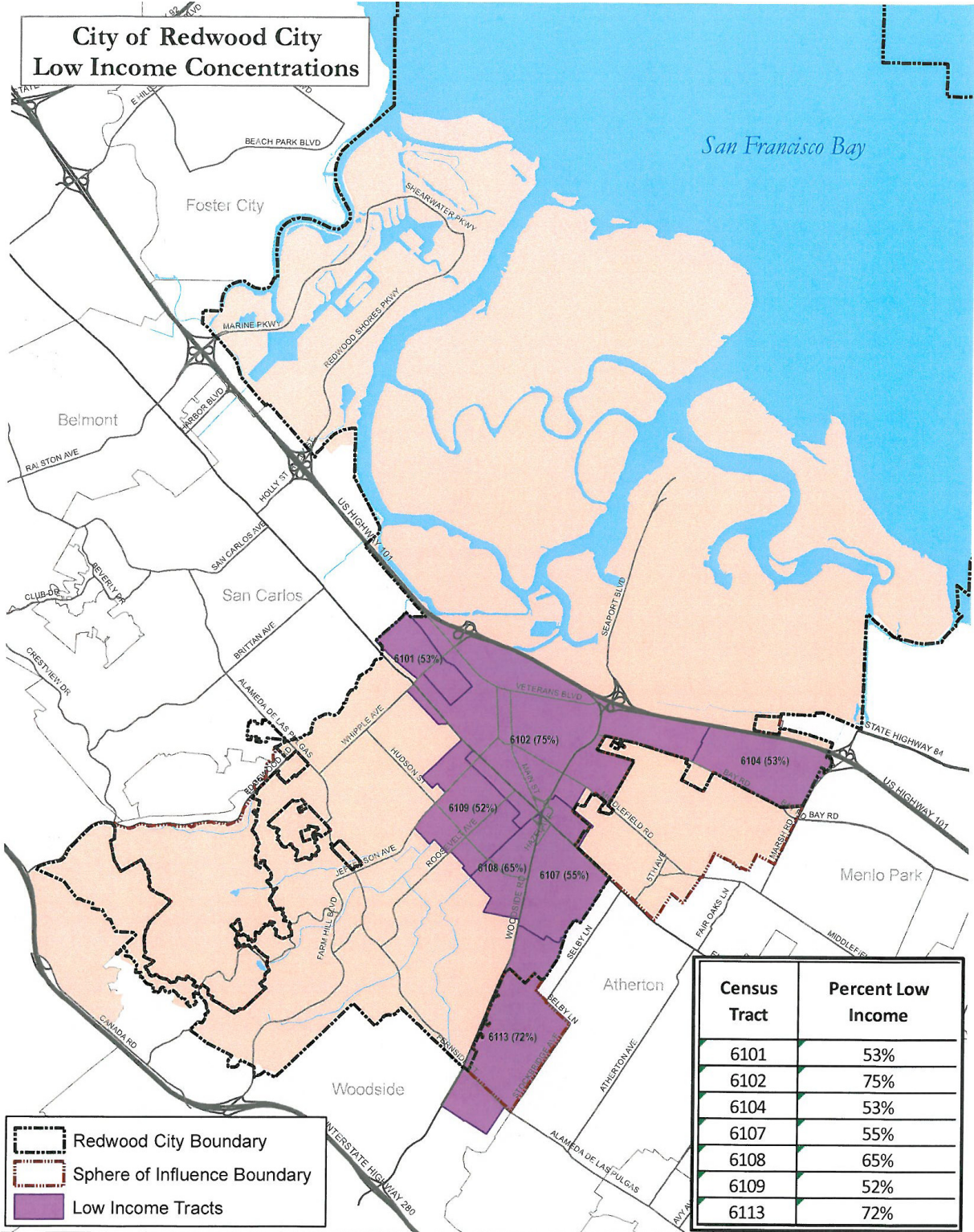
ELIGIBLE TARGET AREAS FOR ASSISTANCE³

CENSUS TRACT #	6101	6102	6104	6107	6108	6109	6113
% HOUSEHOLDS WITH LOW/MODERATE INCOMES	53%	72%	53%	55%	65%	50%	55%

*(See attached map to locate Target Census Tract areas.) Activities may also be provided to residents in other Census Tracts throughout the City, but each applicant must qualify based on income eligibility.

³ Source: U.S. Census 2000

City of Redwood City Low Income Concentrations



Redwood City - GIS (July 27, 2009)

0 2,500 5,000 10,000 Feet



SPECIAL NOTATIONS FOR APPLICANTS

See New Notice below

I. PUBLIC SERVICE PROJECTS

Public Service projects, funded under Intervention/Essential Services and Homeless Activities, are activities that provide a direct service to low and moderate income residents. These activities are distinguished from other eligible activities by the requirement for lower and moderate-income beneficiaries to make application for the service, and be determined income eligible through an income verification process. Community Development Block Grant Regulations limit the amount of funds the City can use to support Public Service activities. The City may use no more than 15% of this annual allocation of CDBG funds plus its anticipated program income to fund public service activities.

Public service projects must be new or a quantifiable increase in the level of a service above that which has been provided by or on behalf of the City during the twelve months prior to submission of the City's Annual Action Plan (5/2006). This requirement is intended to prevent the substitution of CDBG funds for support of public services by the City using local or state government funds. Carryover of funds allocated to public service activities is prohibited after May 30, 2011 will be reprogrammed to other activities.

II. ACQUISITION AND REHABILITATION OF REAL PROPERTY

Funding granted for acquisition or rehabilitation of "real property" is generally made as long term deferred or low interest loans and should not represent 100% of acquisition costs. The City seeks to recapture all or part of funding granted for real property acquisition in order to recycle funds to other affordable housing projects for Redwood City residents. The subsidy you receive may be secured as secondary financing on the real property. Typical loan terms range from 0 to 3% interest over terms up to 30 years, or 0% interest until a senior mortgage is paid, then fully amortized.

Applications for acquisition of "real property" and new construction must include a proforma indicating the project's feasibility. A proposal for repayment of the funds is also required. The proforma should not indicate feasibility of a project being totally dependent upon CDBG funds, but should show how CDBG funds will be used to leverage other funding sources. The proforma should show that the organization has the ability to obtain financing from other sources without reliance upon Section 8 resources.

Projects involving acquisition of housing in residential areas must have completed community outreach in the applicable neighborhoods prior to applying for City funding. Contact staff for assistance.

NEW Notice: Acquisition and capital projects expected to receive funding from San Mateo County or another entitlement jurisdiction will require either a joint funding agreement with the other jurisdictions, or applicant must receive their funding agreement from the County before Redwood City will agendize a funding agreement for City Council approval. If an acquisition or capital project cannot get underway until all funding is assembled from other jurisdictions and has not proceeded one year after allocation, applicants may risk recapture of this funding under the City's Timely Expenditure Plan. This change is necessary to assure that Redwood City will meet its expenditure commitment requirements for CDBG and HOME programs.

Rehabilitation work valued at \$5,000 or more may be subject to lead based paint inspection testing and subsequent paint stabilization.

III. NON HOUSING COMMUNITY DEVELOPMENT - PUBLIC FACILITY IMPROVEMENTS

Activities that involve public facilities and improvements are eligible if they meet any one of the following criteria:

- Provides public facility improvements in an area that is primarily residential and where 51% or more of area residents are households with incomes at or below 80% of median income.
- Provides services exclusively to a majority of low income and special needs populations.
- Provides facilities such as community and senior centers, recreation facilities, facilities for persons with disabilities and removal of architectural barriers where services are provided to a majority of low-income persons.
- Projects involving construction may be subject to payment of prevailing wages under the Davis Bacon Act. Once the Act is triggered, there can be no waiver of this requirement by the City to reduce project costs. Certain federal language and requirements must be included in the competitive bidding package for the scope of work to be performed. If your application will trigger the payment of prevailing wages, please contact Redevelopment, Housing and Economic Development Division for a copy of the PreConstruction Conference Handbook to familiarize yourself with this requirement.

IV. LOWER INCOME JOBS CRITERIA

A lower income jobs activity is one which creates or retains permanent jobs, at least 51% of which are either taken by lower income persons or considered to be available to lower income persons.

Jobs are considered to be “available to” lower income persons only when both:

- Special skills that can only be acquired with substantial (i.e., one year or more) training or work experience or education beyond high school are not a prerequisite to fill such jobs, or the business nevertheless agrees to hire unqualified persons and train them; and,
- Local government or the assisted business takes action that would ensure that lower income persons receive “first consideration” for filling such jobs.
- Principles involved in providing “first consideration”
- The business must use a hiring practice that in all likelihood will result in over 51% of persons hired being lower income persons;
- The business must seriously consider a sufficient number of lower income job applicants to meet this intent; and,
- The distance from residence and availability of transportation to job site must be considered in determining whether a particular lower income person can be seriously considered an applicant for the job.

In counting jobs, the following policies apply:

- Part-time jobs must be converted to full-time equivalents.
- Only **permanent** jobs count, temporary jobs may not be included.
- Seasonable jobs may be counted only if the season is long enough for the job to be considered as the employee's principal occupation.

- All permanent jobs created by the activity must be counted even if the activity has multiple sources of funding.
- Jobs indirectly created by an assisted activity (i.e., trickle-down jobs) may not be counted; and,

As a general rule, jobs from different businesses may be aggregated. However, in certain cases such as where CDBG funds are used to acquire, develop, or improve real property (e.g., a business incubator or an industrial park) jobs may be aggregated for all other businesses which locate on the property, provided the businesses are not otherwise assisted with CDBG funds. Additionally, where CDBG funds are used to pay for the staff and overhead costs of a subrecipient making loans to businesses from non-CDBG funds, jobs created by all of the businesses receiving loans during any one year may be aggregated.

Additional criteria for retained jobs:

- There is clear and objective evidence that permanent jobs will be lost without CDBG assistance.

“Clear and objective” evidence that jobs will be lost may include such evidence as a notice issued by the business to affected employees, a public announcement by the business, or relevant financial records; and

Retained jobs are considered to involve the employment of lower income persons if 51% of such jobs:

Are known to be held by lower income persons when CDBG assistance is provided; and/or,

Can reasonably be expected to “turnover” to lower income persons within two years.

V. TIMELY EXPENDITURE OF FUNDS - ACQUISITION AND NON HOUSING COMMUNITY DEVELOPMENT ACTIVITIES

All projects will be expected to expend 100% of CDBG funds granted during the program year. Organizations who have not yet secured financing for an acquisition or capital project are encouraged to submit an application for funding in future years when the project is "Ready to Go." "Ready to Go" means that all funding has been secured, or will be available short term (within 90 to 180 days) and the project will be "underway." Specific examples of underway (ready to encumber funds and expend them in a timely manner during the program year) include:

- design phase completed and ready to begin a bid process;
- bidding completed using relevant prevailing wages⁴ for labor costs, and construction can proceed when funds are encumbered;
- purchase offer has been accepted, or can be made as soon as funds can be encumbered; and
- funds can be disbursed to escrow

All funds allocated to projects and programs that are not encumbered by June 30, 2008 will be reallocated to other projects, unless **non-public service activity projects** are underway and funds will be expended by December 30, 2009. Funds are encumbered when there is a signed agreement between the organization and the City of Redwood City and a purchase order is issued in the amount of the allocation approved by the City.

In order to assure timely expenditure of funds, the City may advance funds to alternate projects rather than risk losing them. Alternate projects selected for funding must meet the requirements of the fund source allocated and must spend the funds within the fiscal year.

⁴ Projects subject to payment of prevailing wages must use labor rates determined by the Department of Labor (DOL), or in the case of both federal and state funding, may include rates determined by the Department of Industrial Relations (DIR)

CITY OF REDWOOD CITY

HOME INVESTMENT

PARTNERSHIP FUNDING

(HOME)

FY 2010/2011

SUMMARY OF QUALIFYING CRITERIA FOR HOME INVESTMENT PARTNERSHIP FUNDING

ELIGIBLE ACTIVITIES

Activities which are eligible to receive assistance from HOME investment Program funds are those which develop and support affordable rental housing and homeownership affordability, such as:

- Acquisition of vacant land related to a specific project
- Acquisition of existing housing
- New construction
- Reconstruction
- Moderate or substantial rehabilitation
- Site improvements related to a specific project
- Conversion
- Demolition related to a specific project
- Other expenses (finance costs, relocation expenses)
- Tenant-based Rental Assistance⁵

ELIGIBLE COSTS

Acquisition Costs

- Costs of acquiring improved or unimproved real property.

Development Hard Costs

The actual cost of constructing, acquiring or rehabilitating housing, including:

- For new construction, costs to meet applicable new construction standards of the jurisdiction and the energy efficiency standards as developed under Section 109 of the National Affordable Housing Act (NOTE: Title 24 of the California Energy Code meets this requirement)
- For new construction, the cost of funding an initial operating deficit reserve.
- For rehabilitation, costs to meet the applicable rehabilitation standards of the jurisdiction or correcting substandard conditions, to make essential improvement including energy-related repairs, improvements necessary to permit the use by handicapped persons, and the abatement of lead-based paint hazards, and to repair or replace major housing systems in danger of failure.
- For both new construction and rehabilitation, costs to demolish existing structures and for improvements to the project site that are in keeping with improvements of surrounding

⁵ TBRA is eligible as a HOME assisted activity. The City's Consolidated Plan focuses on Housing Production and does not make financial assistance to individuals a priority.

standard projects.

Development Soft Costs

Reasonable and necessary costs associated with the financing and development of new construction, rehabilitation or acquisition of housing assisted with HOME funds, including, but not limited to:

- Architectural, engineering or related professional services required to prepare plans, drawings, specifications, or work write-ups.
- Costs to process and settle the financing for a project, such as private lender origination fees, credit reports, fees for title evidence, fees for recordation and filing of legal documents, building permits, attorney's fees, private appraisal fees and fees for an independent cost estimate, builders or developers fees
- Costs to provide information services such as affirmative marketing and fair housing information to prospective homeowners and tenants.
- Costs of a project audit required by the City with respect to the development of the project.

Relocation Costs

Costs of relocation payments and other relocation assistance for permanently and temporarily relocated individuals, families, businesses, nonprofit organizations, and farm operations where assistance is required or determined by the jurisdiction to be appropriate.

INCOME TARGETING

Rental Units

The City of Redwood City must invest not less than 90% of its allocated HOME funds to be used for affordable housing to assist rental units occupied by households whose incomes do not exceed the HOME Income Limit.

The remaining 10% of its allocated HOME funds which will be used to assist rental units may be applied to dwelling units that are occupied by "low income" families as defined above.

The City of Redwood City must verify tenants' eligibility for occupancy of HOME funds assisted units and will monitor family income, size and composition and assure the units meet Housing Quality Standards on an annual basis.

Ownership Units

All HOME funds used to assist homeownership units must be allocated to dwelling units which will be occupied by "low income" families, as defined above, at the time of occupancy or at the time funds are invested, whichever is later.

MAXIMUM PER UNIT SUBSIDY (Effective 04/15/09)	
	Maximum per unit HOME Subsidy
Studio	\$135,855
1-bedroom	\$155,734
2-bedroom	\$189,373
3-bedroom	\$244,985
4-bedroom	\$268,919

PROPERTY STANDARDS

At a minimum, housing that is assisted with HOME funds must meet federal housing quality standards. Newly constructed or substantially rehabilitated housing must meet all applicable local codes, rehabilitation standards, ordinances, and zoning ordinances. Newly constructed housing must meet energy efficiency standards of the current edition of the Model Energy Code published by the council of American Building Officials. Substantially rehabilitated housing must meet the cost effective energy conservation and effectiveness standards set forth in 24 CFR part 39 Title 24 of the California

Energy Code meets the above requirement. Housing that is to be rehabilitated after transfer of ownership interest must be free from any defects that pose a danger to health or safety before transfer of an ownership interest, and must meet the applicable property standards not later than 2 years after the transfer.

TYPES OF ASSISTANCE AVAILABLE

- Equity investments
- Interest bearing loans or advances
- Non-interest bearing loans or advances
- Deferred payment loans
- Interest subsidies

QUALIFICATION AS AFFORDABLE HOUSING

Rental Housing

In order to qualify as affordable housing:

- 80% of the HOME assisted units must have rents (less tenant paid utilities) that do not exceed 30% of the adjusted income of a family whose income does not exceed the HOME income limits, and be occupied by such families These rent limits are currently:

High HOME Rents (60%)

Unit Size	Monthly Rent
Studio	\$1,078
1-bedroom	\$1,180
2-bedroom	\$1,418
3-bedroom	\$1,630
4-bedroom	\$1,799
5-bedroom	\$1,966
6-bedroom	\$2,134

Rents above assume owner pays utilities.

- 20% of the HOME assisted units must have rents (less tenant paid utilities) that do not exceed 30% of the adjusted income of "very low income" households as determined by HUD. These rent limits are currently:

Low HOME Rents (50%)

Unit Size	Monthly Rent
Studio	\$990
1-bedroom	\$1,060
2-bedroom	\$1,272
3-bedroom	\$1,470
4-bedroom	\$1,640
5-bedroom	\$1,809
6-bedroom	\$1,979

Assumes owner pays utilities.

- Is not refused for leasing to a holder of a rent subsidy certificate or voucher.
- Will remain affordable, according to binding commitments acceptable to HUD, as specified in the following table, without regard to the term of mortgage or transfer of ownership.

<u>HOME \$ per unit</u>	<u>Affordability Term</u>
1,000 - 15,000	5 years
15,001 - 40,000	10 years
40,001 +	15 years
New Construction	20 years

Homeownership Housing - Purchase with or without rehabilitation

Housing that is purchased with HOME assistance qualifies as affordable housing only if the housing:

1. Has an initial purchase price that does not exceed **\$757,150** and has an estimated appraised value after repairs needed to meet property standards that do not exceed **\$757,150**.
2. Is the principal residence of an owner whose family qualifies as a "low income" household at the time of purchase?
3. Is made available for subsequent purchase only:
 - a. To a "low income" family that will use the property as its principal residence; and
 - b. At a price consistent with guidelines that are established by the City of Redwood City in its program description and determined by HUD to be appropriate:
 - 1) to provide the owner with a fair return on investment, including improvements, and
 - 2) to ensure that the housing will remain affordable to a reasonable range of low income homebuyers for a period of 20 years for newly constructed housing or otherwise for 15 years. Housing remains affordable if the subsequent purchase price is not greater than an amount that, with an assumed down-payment of 10% of the purchase price, would permit monthly payments of principal, interest, taxes, and insurance to be no more than 30% of the gross income of a family with an income equal to 75% of median income for the area as determined by HUD with adjustments for family size, or In lieu of resale restrictions, which would be required to comply with 3 above, the initial subsidy plus accumulated interest may be repaid to City as HOME Program income.

SUMMARY

	Homeowner Rehab	Home Ownership	Rental Housing
Maximum Subsidy	0 BR - \$135,855 1 BR - \$155,734 2 BR - \$189,373 3 BR - \$244,985 4 BR - \$268,919	0 BR - \$135,855 1 BR - \$155,734 2 BR - \$189,373 3 BR - \$244,985 4 BR - \$268,919	0 BR - \$135,855 1 BR - \$155,734 2 BR - \$189,373 3 BR - \$244,985 4 BR - \$268,919
Eligibility	100% low/very low	100% low/very low	100% low/very low
Targeting	N/A	N/A	90% of HOME \$ HOME Income limit
Affordability	N/A	First buyer – no restriction Restrictions for subsequent buyers	20% - rent < very low income 80% - rent > HOME income
Terms of Affordability	N/A	1k – 15k HOME \$ - 5 years 15K – 40K HOME \$ - 10 years 40 + HOME \$ - 15 years New Construction – 20 years Resale Restrictions	1k – 15k HOME \$ - 5 years 15K – 40K HOME \$ - 10 years 40 + HOME \$ - 15 years New Construction 20 years
Maximum Property Value	\$757,150	\$757,150	N/A
Property Standards	Housing Quality Standards (HQS) written local rehab standards; if <\$25k, all above + local codes & ord., cost effective energy standards (24 CFR 39)	HQS, local codes & ord. (greater rqmts. If acq. & rehab. Substantial rehab involved)	For New Constr. Modular & substantial Rehab: HQS, local codes and ord. <u>plus</u> for New Constr: Model Energy codes; Subst. Rehab: cost effective energy standards (24 CFR 39)
Monitoring	Written agreement in effect for term of affordability	Written agreement in effect for term of affordability	Written agreement in effect for term of affordability; fixed despite owner turnover or loan payoff. -annual rent re-certification -annual review of rents/utility allowance -annual HQS inspection

Utility Allowance is estimated, contact the San Mateo County Housing Authority for actual allowance which vary depending on the type of utilities available in the units.

Rehabilitation of Ownership Housing Not Involving Purchase

Housing that is recently owned by a family qualifies as affordable housing only if:

1. The value of the property, after rehabilitation, does not exceed **\$757,150**; and
2. The housing is the principal residence of an owner whose family qualifies as a "low income" household at the time HOME funds are committed to the housing.

Staff will provide additional information as requested by applicants.

CITY OF REDWOOD CITY
HUMAN SERVICES FINANCIAL
ASSISTANCE FUNDS

(HSFA)

FY 2010/2011

Facts

EVERYTHING YOU WANTED TO KNOW ABOUT HOW TO APPLY FOR CITY OF REDWOOD CITY HUMAN SERVICES FINANCIAL ASSISTANCE (HSFA) FUNDS

PROGRAM OVERVIEW

The City of Redwood City Human Service Financial Assistance Program (HSFA) provides monetary support to local non-profit agencies whose programs respond to the human service needs of Redwood City residents. This funding is not intended for use as the sole support of any agency. All recipients of financial assistance grants enter into a contractual agreement with the City detailing the specific objectives to be accomplished as a result of the grant.

GOALS AND PHILOSOPHY

In establishing the Human Service Financial Assistance Program, the City of Redwood City recognizes that:

1. The availability of basic human service programs is a key-determining factor in the overall quality of life of Redwood City residents;
2. The most cost-effective and efficient manner to insure that these services are available to local residents is through the development of agreements with existing non-profit agencies;
3. Contractual agreements with non-profit agencies allow the City to influence the human service programs offered to Redwood City residents; and
4. Financial assistance grants demonstrate the City's support of the activities of specific non-profits and make it possible for these agencies to leverage additional funds that will benefit local residents.

ELIGIBILITY

1. All applicants must be formally incorporated non-profit entities based in Redwood City or agencies that provide services throughout the County of San Mateo who can demonstrate a significant Redwood City client base. [See appendix A for a listing of Redwood City mailing addresses which are NOT part of incorporated Redwood City]
2. All applicants must provide a service that is not a duplication of an existing public sector program, OR if the service is duplicated, the applicant must show why it is not an unnecessary duplication of service.
3. No more than 15% of City funds granted can be used for administrative costs.
4. The amount of funds requested cannot represent more than 20% of cost of the program for which funding is being requested.

5. All recipients agree to actively participate in City efforts to coordinate and improve human services within the City.
6. The program described must address a basic human need for seniors, disabled, at-risk youth, families, and/or individuals in the Redwood City community. Basic human needs are defined by the HHCC as activities that are vital for survival and not just an improvement to the quality of life. Eligible service categories include, but are not limited to:
 - Emergency Assistance and Crisis Intervention Programs
 - Food programs
 - Healthcare
 - Childcare and Elder Care programs
 - Legal Services
7. As indicated in the Notice of Funding Availability (NOFA) and Request for Proposals (RFP) Document, the HHCC will be looking for projects that give the best “bang for the City’s bucks.” Emphasis will be made on effective use of funds and effective collaboration to maximize the resources available to those in need.

Additionally, the HHCC will consider in their funding recommendations the extent to which the households and individuals served by applicants are proportionate to the diversity of Redwood City. Organizations will be requested to provide information about their affirmative marketing plan for their programs and outreach to populations not likely to apply without special outreach in order to achieve ethnic balance of beneficiaries served.

PROPOSAL PROCESS

Any agency requesting financial assistance must attend one of the mandatory Technical Assistance Application Workshops and complete the required draft and final proposals and submit them as indicated in the Notice of Funding Availability. The Housing and Human Concerns Committee is responsible for reviewing all proposals and submitting recommendations for funding to the City Council.

Any questions regarding the Human Services Financial Assistance Program or the application process may be directed to Teri Chin, Human Services Manager at (650) 780-7510.

* REDWOOD CITY UNINCORPORATED – NORTH FAIR OAKS

1st – 18th AVENUE

1 st Ave.....	200 – 599
2 nd Ave.....	200 – 599
	600 – 769
	771 – 849
3 rd Ave.....	200 – 599
	600 – 699
	701 – 777
4 th Ave.....	200 – 599
	600 – 699
5 th Ave.....	101 – 613
	750 – 898
6 th Ave.....	300 – 599
	600 – 899
7 th Ave.....	300 – 599
	700 – 899
8 th Ave.....	400 – 699
	700 – 899
9 th Ave.....	400 – 699
	700 – 899
10 th Ave.....	600 – 799
	800 – 899
11 th Ave.....	600 – 799
	800 – 899
12 th Ave.....	600 – 799
	800 – 899
14 th Ave.....	600 – 899
15 th Ave.....	500 – 899
16 th Ave.....	500 – 899
17 th Ave.....	600 – 899
18 th Ave.....	600 – 899

A

Amherst Avenue.....	1 – 199
Arrowhead Lane.....	1 – 99
Athlone Court.....	1 – 99
Athlone Way.....	1 – 99

B

Barron Ave.....	700 – 899
Bay Road.....	2200 – 2964
	2300 – 2300
	3200 – 3698
	3700 – 3799
Blenheim Ave.....	2700 – 2899
Berkshire Ave.....	1 – 399
Buckingham Ave.....	1 – 199

C, D

Calvin Ave.....	2800 – 2999
Charter Street.....	800 – 899
Columbia Ave.....	1 – 199
Crocker Ave.....	2800 – 2999
Curtis Ave.....	2800 – 2999
Devonshire Ave.....	2700 – 2899
Dexter Ave.....	1 – 199
Douglas Ave.....	400 – 798
Douglas Ave.....	800 – 899
Dumbarton Ave.....	1 – 499

E, F, H, K

Edison Way.....	3000 – 3899
El Camino Real.....	2601 – 3499
Encina Ave.....	1 – 499
Encina Ave.....	500 – 599
Fair Oaks Ave.....	2600 – 2963
	2965 – 2975
	3000 – 3499
	3500 – 4499
Flood Ave.....	2900 – 2999
Glendale Ave.....	2900 – 3399
Halsey Ave.....	2600 – 2899
Hampshire Ave.....	400 – 699
Haven Ave.....	800 – 815
Huntington Ave.....	2800 – 2999
Hurlingame Ave.....	400 – 899
Kaynyne Street.....	828 – 899
Kramer Lane.....	1 – 99

L, M

Lorne.....	1 – 99
Loyola.....	1 – 199
MacArthur Ave.....	400 – 699
Markham Ave.....	1 – 199
Marlborough Ave.....	2600 – 2899
Marsh Road.....	501 – 991
Middlefield Road.....	2400 – 2674
	2601 – 2791
	2792 – 3536
	3523 – 3599

N, O, P

Northside Ave.....	2660 – 2999
Northumberland Ave.....	2 – 198
Nottingham Ave.....	1 – 199
Oak Drive.....	3400 – 3599
Oak Drive.....	3601 – 3799
Oakside Ave.....	500 – 699
Pacific Ave.....	200 – 399
Placitas Ave.....	500 – 699
Park Road.....	3000 – 3299
Park Way.....	2900 – 2999

S, W

San Benito Ave.....	106 – 106
	500 – 799
San Mateo Ave.....	2600 – 2800
Selby Lane.....	1 – 99
Semicircular Road.....	101 – 399
Spring Street.....	2227 – 2599
	2600 – 3599
Stanford Ave.....	400 – 699
Sweeney Ave.....	800 – 899
Warrington Ave.....	400 – 899
Waverly Ave.....	3000 – 3199
Westmoreland Ave.....	2600 – 2899
William Ave.....	3000 – 3199
Willow Street.....	800 – 898