

CITY OF REDWOOD CITY



Notice of Funding Availability (NOFA) and Request for Proposals (RFP)

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

**HOME Investment Partnership Funds
(HOME)**

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

Fiscal Year 2017/2018

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**CITY OF REDWOOD CITY
 AMENDED NOTICE OF FUNDING AVAILABILITY (NOFA) AND
 REQUEST FOR PROPOSALS (RFP)
 FISCAL YEAR 2017/2018 CDBG, HOME AND HSFA FUNDS**

The City of Redwood City is pleased to announce the availability of Community Development Block Grant (CDBG), Home Investment Partnership (HOME) and Human Services Financial Assistance (HSFA) program funds for eligible projects. Proposals for these grant fund sources will be accepted from organizations providing assistance to low income households residing within Redwood City that meet one or more of the City’s Consolidated Plan priorities relating to affordable housing, public facilities, human services and economic development activities that create jobs for low income persons.

The full NOFA/RFP will be available for review on the City’s website on December 13, 2016 at <http://www.redwoodcity.org/departments/community-development-department/planning-housing/housing-services> Alternative formats for persons with disabilities will be available upon request to Cindy Avila at 650-780-7229 or cavila@redwoodcity.org.

Funding Available

FY2017/2018 CDBG funds are available for capital housing development projects, public facility improvements and economic development activities only. FY2017/2018 HOME funds are available for housing and CHDO activities. FY2017/2018 HSFA funds are available for human services activities. The amounts in the table below are estimated and will be adjusted once the City receives its final grant allocation from the U.S. Department of Housing and Urban Development (HUD) for CDBG and HOME funds. HSFA funds are estimated and require City Council approval.

ACTIVITY	ESTIMATED CDBG AMOUNT AVAILABLE	ESTIMATED HOME AMOUNT AVAILABLE	ESTIMATED HSFA AMOUNT AVAILABLE
Housing: New construction, acquisition/rehabilitation	\$321,250		
Housing: Acquisition/rehabilitation		\$157,500	
Community Housing Development Organization (CHDO)		\$31,500	
Public Facilities & Economic Development	\$27,500		
Basic Human Needs Services			\$100,000

CDBG & HOME Applicants (New Housing, Public Facilities and Economic Development)

Interested applicants should contact Redwood City staff Cindy Avila (650) 780-7229 or cavila@redwoodcity.org for guidance and application pre-submittal requirements. Technical assistance will be required for new applicants.

HSFA Applicants

Interested applicants should contact Redwood City staff Teri Chin (650)780-7510 or tchin@redwoodcity.org for information on how to apply.

Two-Year Contract Recipients - Renewal Applications

All two year contract recipients (public services, fair housing, and minor housing rehabilitation) must complete the Renewal Application through CDS at www.citydataservices.net to qualify for year two funds. The City anticipates funds available for these programs will be decreased by approximately 5 to 10 percent in FY2017/2018.

Application Deadline- January 27, 2017

The CDS website applications can be accessed from December 13, 2016 until **4:00 P.M. on January 27, 2017**. No applications will be accepted after the January 27, 2017 deadline.

Technical Assistance/Questions – More detailed information regarding the City’s Consolidated Plan and the NOFA/RFP are available on the CDS website and on the City’s webpage at <http://www.redwoodcity.org/departments/community-development-department/planning-housing/housing-services>. You may also contact Cindy Avila at 650-780-7229 or cavila@redwoodcity.org with any questions related to the NOFA/RFP, application process or to request alternative formats for persons with disabilities.

Contacts

CDBG/HOME – Cindy Avila at 650-780-7229 or cavila@redwoodcity.org

HSFA – Teri Chin at 650-780-7510 or tchin@redwoodcity.org

**HOUSING AND HUMAN CONCERNS COMMITTEE
PROPOSED SCHEDULE OF 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 unless indicated otherwise.

- December 13, 2016- January 13, 2017 **Technical Assistance** will be available upon request and required for new applicants.
- **January 27, 2017- CDBG, HOME & HSFA Proposals due at 4:00pm.**
- February 28, 2017 - **Housing and Human Concerns Committee** begins review of CDBG, HOME & HSFA proposals at 6:00 PM in Conference Room 2B (staff briefing) and hears **Agency Presentations at 7:00 PM in Council Chambers.**
- March 8, 2017 - **Housing and Human Concerns Committee** conducts funding deliberations for CDBG, HOME & HSFA funds and finalizes the Third Year Action Plan recommendations at 7:00 PM (Public Hearing).
- March 21, 2017 - **Planning Commission** review of Capital Projects recommended for CDBG & HOME funding for consistency with the General Plan and Consolidated Plan Strategy at 7:00 PM.
- April 24, 2017 - **City Council** is expected to adopt the Third Year Action Plan for 2017-2018 at 7:00 PM (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 Planning & Housing Division of the Community Development Department no later than 72 hours before the date of the hearing or meeting they wish to attend.

Published in the Daily News, December 14, 2016

**CITY OF REDWOOD
CONSOLIDATED PLAN FUNDING PRIORITIES & CRITERIA
2015-2017**

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.”

2017-2018 FUNDING CRITERIA

CDBG, HOME and HSFA funds will be used to support 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 for San Mateo County).

The focus of the City's Consolidated Plan is on the production and preservation of 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).

The Housing and Human Concerns Committee will make funding recommendations to the City Council for FY2017-2018 based on the highest ranking need as follows:

- A. Consistency of proposed projects to priorities submitted to HUD in the City's Consolidated Plan Priorities in section F below. Greater consideration will be given to activities that respond to more than one Consolidated Plan priority.
- B. Effective leveraging of CDBG and HOME funds with non-federal funds.
- C. Affirmative Marketing of programs to Redwood City residents 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 allocated CDBG, HOME or HSFA funds within the contract term.
- F. Extent to which proposed projects respond to the Funding Criteria as established by the HHCC for FY 2017 -2018:

CDBG - CDBG funds can be used to support projects that provide assistance to low and moderate income households, eliminate slum and blight, or to meet an urgent need. In Redwood City 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 (includes special needs housing).

2. **Homeless Assistance Activities:** Provision of fair housing counseling services, 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, including: youth, special needs, families 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.

HOME - HOME funds can be used to support projects that provide assistance primarily to very low income households and low income large households. HOME 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.
2. **Community Housing Development Organization (CHDO):** CHDO must act as the owner, developer, or sponsor of a project that is an eligible set-aside activity. Eligible set-aside activities include: the acquisition and/or rehabilitation of rental housing; new construction of rental housing; acquisition and/or rehabilitation of homebuyer properties; new construction of homebuyer properties; and direct financial assistance to purchasers of HOME-assisted housing that has been developed with HOME funds by the CHDO.

HSFA – HSFA funds can be used to support basic human needs services that provide assistance to persons or households in Redwood City. 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.

EFFECTIVENESS OF FUNDING TO CITY PRIORITIES

The HHCC has ranked criteria according to the greatest need and will be using those criteria to guide their funding decisions. The Committee will be looking for projects which make the best use of the City's funds. 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

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.

RESTRICTIONS

- Certain restrictions are tied to federal funds including limitations on expenditures in certain eligible categories (Refer to the CDBG and HOME Qualifying Criteria section).
- 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 capital housing projects that qualify for both CDBG and HOME.

CONSOLIDATED PLAN PRIORITIES

The City of Redwood City's Amended Consolidated Plan for 2015-2017 identifies the community's affordable housing, community development and economic development needs and outlines a coordinated strategy for addressing them. The housing and community needs and market analysis have been analyzed in context with the community input received to develop a strategy to prioritize needs and resources.

For purposes of this plan, the financial resources to implement the strategy include the federal CDBG and HOME programs, as well as other federal, state and local programs as they are identified. The strategy also identifies local housing policies that are in place or may be added to promote and preserve affordable housing not utilizing federal funds.

Redwood City does not have a specific target area and will use funds city wide. The City will provide programs and services identified in this Plan to households with the greatest need. Therefore, most activities will serve eligible low income households on a citywide basis and these applicants will apply for assistance on a program-by-program basis. Physical activities, including housing and neighborhood improvements, will generally be provided within the Census Block Group Areas with the greatest concentrations of low income households.

The City's geographic targeting of HOME funds includes contiguous jurisdictions in addition to citywide targeting. The HOME regulations permit Redwood City to invest its HOME funds in a project outside of its boundaries if that project will serve its own population as well as that of the contiguous jurisdiction where the project is located. This provides the City with the opportunity to invest HOME funds in eligible housing activities physically located in contiguous jurisdictions when they will benefit Redwood City residents and address needs, strategies and goals identified in the City's Consolidated Plan.

I. Affordable Housing Priorities

1	Priority Need	Affordable Housing - Production and Preservation
	Priority Level	High
	Population	Extremely Low, Very Low and Low Income Households Large Families Families with Children Elderly Special Needs Groups (see below)
	Geographic Areas	Citywide and low income census tracts. HOME funds may address needs and programs in contiguous jurisdictions if they will serve Redwood City residents
	Goals	Affordable Housing – Production and preservation
	Description	Creation of affordable housing and preservation of existing affordable housing, including special needs housing.
	Basis for Priority	Based on the needs assessment and market analysis Redwood City's highest need for lower income households is for affordable housing

Eligible Types of Affordable Housing Programs

Construction and Development of New Affordable Housing
 Land Acquisition for New Construction
 Acquisition and Rehabilitation
 Housing Rehabilitation Programs – Single and Multi-Family

- Housing Accessibility Modifications
- Minor Home Repair and Emergency Repair
- Lead-Based Paint Inspection and Hazard Reduction
- Energy Efficiency

Funding Commitment

Approximately 50% of the annual entitlement from CDBG funds, and 90% of the annual entitlement from HOME funds will be allocated to this priority during the term of the Amended Consolidated Plan 2015 – 2017.

Special Needs Housing - Priority 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).*

Preferences

For the term of this Plan, the City will implement the following preferences:

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 Priorities

2	Priority Need	Homeless Services
	Priority Level	High
	Population	Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse Veterans Victims of Domestic Violence Unaccompanied Youth
	Geographic Areas	Citywide and low income census tracts
	Goals	Homelessness Prevention and Reduction
	Description	Provide services to help reduce and eliminate homelessness in Redwood City including shelters, supportive permanent housing and other basic needs
	Basis for Priority	The latest point in time homeless count shows that Redwood City has a high population of homeless persons and families

Eligible Homeless Services & Programs

Emergency Shelter Programs
 Shared Housing Program
 Crisis Intervention
 Family Shelter
 Youth Shelter
 Shelter for special needs persons

Funding Commitment

15% of the annual CDBG entitlement is dedicated to homelessness activities, basic human needs programs and human services.

III. Human Services

3	Priority Need	Human Services
	Priority Level	High
	Population	Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Victims of Domestic Violence
	Geographic Areas	Citywide and low income census tracts
	Goals	Human Services (Support programs that provide basic human needs services)
	Description	Provide basic human needs services for very low and low income persons and households.
	Basis for Priority	Basic human needs services were identified as a high priority in the needs assessment and through citizen participation

Eligible Human Services Programs

Human Services Programs (Programs and services that address basic human needs) Emergency Programs (Non-homeless services) Crisis Intervention Advocacy

Funding Commitment

15% of the annual CDBG entitlement is dedicated to homelessness activities and human services.

IV. Non-Housing Community Development

4	Priority Need	Public Facilities
	Priority Level	Low
	Population	Extremely Low, Very Low and Low Income Persons
	Geographic Areas	Citywide and low income census tracts
	Goals	Public Facilities
	Description	Provide public facility improvements, create new public facilities
	Basis for Priority	Development of new and improvements to existing public facilities was identified as a low priority need in the needs assessment and through citizen participation

Public Facility Programs

Construct or improve public facilities that serve priority need populations. Construct or improve small scale public facilities that serve low income neighborhoods
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V. Economic Development

5	Priority Need	Economic Development
	Priority Level	Low
	Population	Extremely Low, Very Low and Low Income Persons
	Geographic Areas	Citywide and low income census tracts
	Goals	Economic Development
	Description	Provide support for programs and activities that create, preserve or expand job opportunities for lower income Redwood City residents
	Basis for Priority	The needs assessment and citizen participation identified job creation, expansion and preservation for low income residents as a lower priority

Economic Development Needs Programs
Small Business Assistance Micro Enterprise Assistance

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.

<p style="text-align: center;">SUMMARY OF QUALIFYING CRITERIA FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS</p>

CDBG PROGRAM OVERVIEW

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 the State of California – Housing and Community Development (HCD)). Redwood City is an entitlement city and receives an annual allocation of funds directly from HUD.

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.

2. The activity is designed to serve an area where at least 51 percent of the residents are of low and moderate income.

3. 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).

4. The activity has income eligibility restrictions to require that at least 70 percent of the users or beneficiaries are of low and moderate income.
5. The activity is directed to the removal of architectural barriers, which restrict the mobility, and accessibility of persons with disabilities.
6. The activity is designed to create or retain permanent jobs for low and moderate-income persons.
7. The activity is designed to eliminate slum and blight.
8. 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:
 - Community and senior centers
 - Recreation facilities
 - Facilities for persons with disabilities and removal of architectural barriers
 - Childcare facilities
 - Presumed benefit populations
3. Public service activities (limited to 15% of annual entitlement) relating to:
 - Employment
 - Crime prevention
 - Child care
 - Health
 - Drug abuse
 - Education
 - Fair housing counseling
 - Energy conservation
 - Homebuyer down payment assistance
 - 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:
 - Interest rate subsidies

- Financing the acquisition of owner-occupied housing
 - Purchase of guarantees for mortgage financing for lower and moderate income homebuyers
 - 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:
 - Neighborhood revitalization
 - Economic development activities
 10. Assistance to Institutes of Higher Education (eligible under Public Services).
 11. Rehabilitation and preservation:
 - Code enforcement
 - Historic preservation
 - Lead based paint hazard evaluation and reduction
 - Renovation of closed buildings for housing
 12. Special Economic Development Activities:
 - Acquisition, construction, or rehabilitation of commercial buildings
 - Provision of financial assistance to private businesses (in limited circumstances)
 - Economic development related to employment opportunities for low income persons
 13. Special Activities by Community Based Development Organizations (CDBO) to carry out:
 - Neighborhood revitalization
 - Community economic development
 - Energy conservation projects

INELIGIBLE ACTIVITIES

- Direct financing of new housing construction.
- Income and rent supplement payments.
- Furnishings and personal property.
- Operating and maintenance expenses.
- Buildings used for the general conduct of government.
- Expenses required to carry out the regular responsibilities of local government.
- 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),¹

- 20% for general administration and Fair Housing Counseling,
- 15% for non-housing community development needs including job creation and job expansion.

ELIGIBLE INCOME LIMITS FOR BENEFICIARIES

2016 SAN MATEO COUNTY INCOME LIMITS

Household Size	30% Extremely Low	50% Very Low	60% HOME Limits	80% Low
1	\$25,850	\$43,050	\$51,660	\$68,950
2	\$29,550	\$49,200	\$59,040	\$78,800
3	\$33,250	\$55,350	\$66,420	\$88,650
4	\$36,900	\$61,500	\$73,800	\$98,500
5	\$39,900	\$66,450	\$79,740	\$106,400
6	\$42,850	\$71,350	\$85,620	\$114,300
7	\$45,800	\$76,300	\$91,560	\$122,150
8	\$48,750	\$81,200	\$97,440	\$130,050

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 applicant income for previous year's Form 1040 is above 80% of median but income on current pay stubs is significantly lower and applicant would qualify this year.
5. Most recent W-2.

NOTE: 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.

¹ 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.

DATA COLLECTION REQUIRED FOR RACE/ETHNICITY

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.

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.

Please note the sample data collection table below:

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

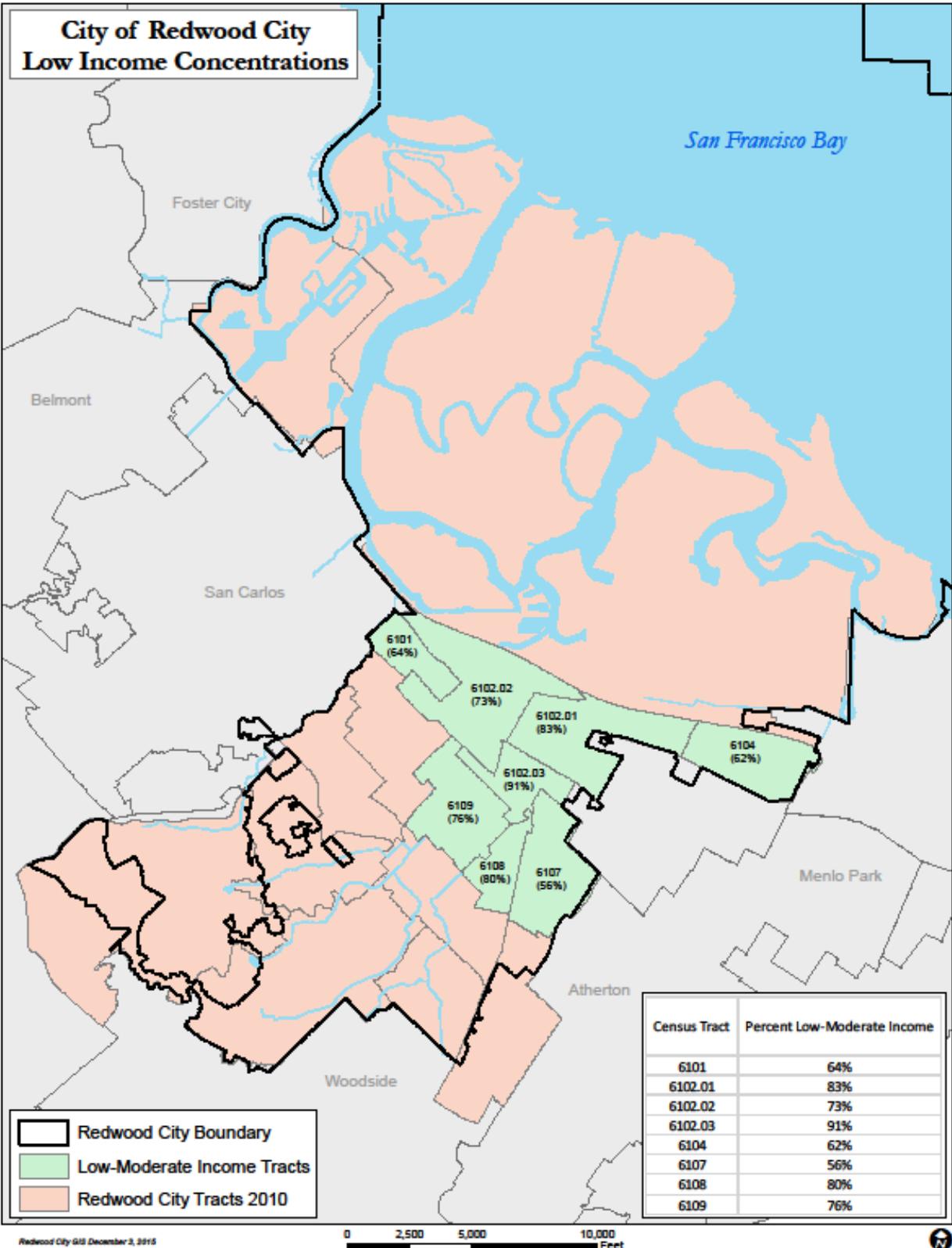
The selections above assume that a person who is white is also from Hispanic descent on line 5. On line 10, the assumption is that the person is Hispanic but does not indicate another race, therefore the race is assumed to be Balance/Other. Balance/Other may include Canadian, Middle Eastern, African,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

ELIGIBLE TARGET AREAS FOR ASSISTANCE²

CENSUS TRACT #	6101	6102.01	6102.02	6102.03	6104	6107	6108	6109
% HOUSEHOLDS WITH LOW/MODERATE INCOMES	64%	83%	73%	91%	62%	56%	80%	76%

*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.

² Source: U.S. Census 2010



PUBLIC SERVICE PROJECTS

Public Service projects 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. CDBG regulations limit the amount of funds the City can use to support Public Service activities to no more than 15% of its annual CDBG allocation (which may be increased by adding the anticipated program income to the cap and then multiplying by 15%) 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. 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 June 1, 2018 and will be reprogrammed to other activities.

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 the City CDBG/HOME Administrator for assistance.

NOTE: 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.

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 Cindy Avila (650) 780-7229 for a copy of the Pre Construction Conference Handbook to familiarize yourself with this requirement.

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.

TIMELY EXPENDITURE OF FUNDS

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 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 wages³ 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 1, 2018 will be reallocated to other projects, unless **non-public service activity projects** are underway and funds will be expended by December 30, 2018. 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.

³ 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)

<p style="text-align: center;">SUMMARY OF QUALIFYING CRITERIA FOR HOME INVESTMENT PARTNERSHIP (HOME) FUNDS</p>

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 Assistance⁴

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 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.

⁴ Although rental assistance has been identified as a high priority need in the community, the City will not receive sufficient HOME funds to make such a program practical.

- 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 uses HOME funds to assist rental units occupied by households whose incomes do not exceed the HOME Income Limit. The City will review tenant eligibility for occupancy verifications in units assisted with HOME and will monitor family income, size and composition to 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 households whose incomes do not exceed the HOME Income Limit at the time of occupancy or at the time funds are invested, whichever is later.

HOME MAXIMUM PER UNIT SUBSIDY	
Unit Size	240% HCP (234)
Studio	\$140,107
1-bedroom	\$160,615
2-bedroom	\$195,305
3-bedroom	\$252,662
4-bedroom or >	\$277,344

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 household income that does not exceed the HOME income limits, and be occupied by such households The 2016 rent limits are as follows:

High HOME Rents (60%)	
<i>*Rents assume owner paid utilities.</i>	
Unit Size	Monthly Rent
Studio	\$1,380
1-bedroom	\$1,480
2-bedroom	\$1,778
3-bedroom	\$2,046
4-bedroom	\$2,263

- 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. The 2016 rent limits are as follows:

Low HOME Rents (50%)	
<i>*Rents assume owner paid utilities.</i>	
Unit Size	Monthly Rent
Studio	\$1,076
1-bedroom	\$1,153
2-bedroom	\$1,383
3-bedroom	\$1,599
4-bedroom	\$1,783

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

HOME Subsidy Per Unit	Period of Affordability
\$1,000 - \$15,000	5 years
\$15,001 - \$40,000	10 years
\$40,001 or greater	15 years
<i>Note: The City may require an additional period of affordability that exceeds the HOME minimum requirements.</i>	

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 **\$604,342** and has an estimated appraised value after repairs needed to meet property standards that does not exceed **\$604,342**.
2. 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 HOME 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 low income homebuyers for a period of 15 or more years for newly constructed housing or 15 years for other housing. 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 household with an income equal to 75% of median area income as determined by HUD with adjustments for family size. In lieu of resale restrictions, other purchase assistance which would be required to comply with all of the above, repayment of the initial subsidy plus accumulated interest.

Utility Allowance is estimated, contact the San Mateo County Housing Authority for current allowance schedule which varies depending on the type of unit and utilities available in the unit.

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 **\$604,342** 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.

NOTE: HOME fund applicants should contact Cindy Avila at (650) 780-7229 for additional information regarding HOME requirements.

**SUMMARY OF QUALIFYING CRITERIA FOR
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. Minimum application and funding award amount is \$10,000
6. All recipients agree to actively participate in City efforts to coordinate and improve human services within the City.
7. The program described must respond to a basic human need.

Please contact Teri Chin at 650-780-7510 or tchin@redwoodcity.org with questions regarding HSFA.