

CITY OF REDWOOD CITY



HUMAN SERVICES FINANCIAL ASSISTANCE (HSFA)

**NOFA RFP
FY 2020-2021**



**CITY OF REDWOOD CITY
NOTICE OF FUNDING AVAILABILITY (NOFA) AND REQUEST FOR PROPOSALS (RFP)
FISCAL YEAR 2020/2021 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, homeless services, human services, public facilities and economic development.

The full NOFA/RFP will be available for review on the City’s website on December 6, 2019 at <http://www.redwoodcity.org/cdbg-home>. Alternative formats for persons with disabilities will be available upon request. **All proposals must be submitted by 5:00 pm on Thursday, January 16, 2020.**

Technical Assistance Workshop for Applicants

A joint technical assistance workshop will be held on January 9, 2020 from 1:00pm-2:00pm at the County of San Mateo Department of Housing located at 264 Harbor Blvd. Bldg. A, Belmont. Attendance at the workshop is mandatory for all CDBG or HOME applicants and first-time HSFA applicants.

CDBG& HOME Applicants

Interested applicants must complete and submit proposals with required attachments through the City Data Services website. Interested applicants should contact Redwood City staff Alex Khojikian (650) 780-7302 or akhojikian@redwoodcity.org with any questions.

Online Application

All applications and supporting documents must be submitted online. No paper copies will be accepted. The online application can be accessed at the City Data Services website at www.citydataservices.net.

- **New Users:** Enter RED2020 for both “user name” and “password”. This will open up a form to set up a unique user name and password.
- **Existing Users:** Log in with your current account user name and password.

HSFA Applicants

Interested applicants should contact Redwood City staff Ana Avendano at (650) 780-7528 or aavendano@redwoodcity.org for information on how to apply.

SUMMARY OF ESTIMATED FUNDING AVAILABLE		
FUND SOURCE/PROGRAM	FUNDING PERIOD <i>*Note one year and two year funding periods.</i>	ESTIMATED FUNDS
CDBG – Estimated		\$700,000
Prior year carryover for Housing		\$212,748
CDBG – Estimated Total		\$912,748
Administration, Planning & Fair Housing	July 1, 2020-June 30, 2022	\$180,000
Public Services	July 1, 2020-June 30, 2022	\$135,000
Public Facilities & Economic Development	July 1, 2020-June 30, 2021	\$30,000
Housing - Non-Capital Projects (Minor rehabilitation programs)	July 1, 2020-June 30, 2022	\$50,000
Housing - Capital Projects	July 1, 2020-June 30, 2021	\$517,748
HOME – Estimated Total		\$300,000
Administration	July 1, 2020-June 30, 2021	\$30,000
CHDO Set-aside	July 1, 2020-June 30, 2021	\$45,000
Housing	July 1, 2020-June 30, 2021	\$225,000
HSFA – Estimated Total		\$100,000
Basic Human Needs Services	July 1, 2020-June 30, 2021	\$100,000

**Actual CDBG and HOME entitlement amounts are not yet available and are subject to Congressional budget appropriation. All estimated amounts are subject to change.*

**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.

- January 9, 2020- **Joint Technical Assistance Workshop**. 1:00pm -2:00pm at the County of San Mateo Department of Housing located at 264 Harbor Blvd. Bldg. A in Belmont.
- February 11, 2020 - **Housing and Human Concerns Committee** begins review of HSFA proposals at 6:00 PM and hears Agency Presentations at 7:00 PM at the Fair Oaks Community Center located at 2600 Middlefield Road in Redwood City.
- February 25, 2020 - **Housing and Human Concerns Committee** begins review of CDBG & HOME proposals at 6:00 PM in Conference Room 2B and hears Agency Presentations at 7:00 PM in Council Chambers.
- March 4, 2020 - **Housing and Human Concerns Committee** conducts funding deliberations for CDBG, HOME and recommend FY 2020 Action Plan at 7:00 PM (Public Hearing).
- March 17, 2020 - **Planning Commission** review of Capital Projects recommended for CDBG & HOME funding for consistency with the General Plan at 7:00 PM.
- March 24, 2020 - **Housing and Human Concerns Committee** conducts funding deliberations for HSFA funds.
- April 27, 2020 - **City Council** is expected to adopt the Annual Action Plan for 2020-2021 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 City Manager's Office no later than 72 hours before the date of the hearing or meeting they wish to attend.

Published in the Daily Journal, December 6, 2019

<p style="text-align: center;">SUMMARY OF QUALIFYING CRITERIA FOR HUMAN SERVICES FINANCIAL ASSISTANCE (HSFA)</p>

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 nonprofits 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 Ana Avendano at 650-780-7528 or aavendano@redwoodcity.org for HSFA questions.

Application Review/Scoring:

Applications will be reviewed/scored by HHCC members based on the following criteria

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- Project is vital for survival for priority populations (as prioritized in the Redwood City Consolidated Plan), serving large numbers, and/or serving smaller numbers in an intensive way.
- Timeline to complete project and achieve performance benchmarks is appropriate.
- Goals are meaningful and measurable; program is achieving ambitious goals from prior years that are critical services for a priority population(s).
- Collaboration is thoughtful, directed, and central to achieving program goals.
- Serves significant number of Redwood City residents given the type of service offered.
- Program demographics reflect the demographics of Redwood City's priority populations.
- Outreach to underserved portions of priority population(s) is intentional, well-planned, and effective.
- Other sources of revenue are diverse and leverage HSFA to achieve program goals.
- Staffing is appropriate.
- Program is a reasonable cost for the services provided.
- Marketing appears to be appropriate, accessible, and effective across multiple segments of the priority population(s).