



**City of Union City  
Notice of Funding Availability (NOFA)  
Public Service Activities  
FY 2021-2022 and FY 2022-2023**

## Overview

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The City of Union City announces the availability of approximately \$245,000 in General Fund and approximately \$100,000 in Community Development Block Grant (CDBG) funding for public service activities in FY 2021-2022. The City will be awarding two-year grants and anticipates a similar amount of funding available for FY 2022-2023. Therefore, organizations funded through this process, will receive funding for FY 2021-2022 and FY 2022-2023, pending availability of funds and satisfactory performance.

**Mandatory Technical Assistance Workshop  
January 7, 2020 | 10 AM – 12 PM  
Virtual Conference Call**

**APPLICATION DEADLINE  
Thursday, January 22, 2021 at Midnight (no exceptions)**

## Eligible Programs/Activities

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General Fund and CDBG funds can be used for a wide range of public service activities. Below are examples of allowable activities.

- Child care
- Crime prevention
- Domestic violence programs
- Drug abuse prevention
- Education
- Employment services (e.g. job training)
- Fair housing counseling
- Food security programs
- Health care including mental health
- Homeless programs
- Legal services
- Microenterprise assistance
- Senior programs
- Youth programs

<sup>1</sup>This is an estimate and subject to funding availability and City Council approval.

<sup>2</sup>This is an estimate as the U.S. Department of Housing and Urban Development (HUD) has not yet announced the City's CDBG allocation for FY 21-22.

## Funding Available

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<u>Funding Source</u>	<u>Estimated Available</u>	<u>Grant Minimum</u>	<u>Eligible Uses</u>
General Fund <sup>1</sup>	\$245,000	No grant minimum	Public Services
CDBG <sup>2</sup>	\$50,000	\$10,000	Public Services
CDBG <sup>3</sup>	\$30,000	\$10,000	Homeless Programs
CDBG <sup>4</sup>	\$20,000	\$10,000	Microenterprise Assistance

<sup>1</sup>This is an estimate and subject to funding availability and City Council approval.

<sup>2</sup>This is an estimate as the U.S. Department of Housing and Urban Development (HUD) has not yet announced the City's CDBG allocation for FY 21-22.

<sup>3</sup>The City is prioritizing \$30,000 of its CDBG public service funding for homeless programs. However, this does not preclude the City from allocating additional funding (both CDBG and General Fund) to homeless programs.

<sup>4</sup>The CDBG regulations set limits as to how much CDBG funding can be spent on public services; these spending limits do not apply to Microenterprise Assistance programs. Microenterprise Assistance programs will be evaluated separately from the public service applicants.

## Minimum Requirements

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Below are the minimum requirements an applicant must meet in order to be eligible to apply for funding:

- Valid 501(c)3 non-profit or a public agency
- Completes an annual financial audit\*
- Proposed program benefits one or more of the following groups:
  - Low-income families and/or households
  - Seniors (age 62 or older)
  - Persons with disabilities
  - Homeless persons
  - At-risk youth

*\*Applicable to organizations that receive over \$500,000 in annual revenue*

## CDBG Requirements

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In order to be eligible for CDBG funding, an application must also meet the following criteria:

1. Be an eligible activity under U.S. Department of Housing and Urban Development (HUD) regulations (a sample of eligible activities is provided on page 1); **AND**
2. Meet HUD's CDBG National Objective, which is to benefit low to moderate income (**LMI**) persons. In order for a CDBG activity to be eligible under the LMI national objective, the activity must qualify under either a) Area Benefit **OR** b) Limited Clientele.
  - a. **Area Benefit:** The public service activity must be offered to all residents of an area where at least fifty-one percent (51%) of the residents are low- and moderate-income per the latest census data available. The area must be clearly delineated by the subrecipient and must be primarily residential. The City has identified census tract 440200 along with census block groups 440331 (Block 2), 440307 (Block 1), 440308 (Block 2), and 440336 (Block 1) as a low-moderate income areas. Activities that are located in a low income

service area but are designed to meet special needs cannot be qualified under this category. For example, a senior center would qualify under the Limited Clientele category and not the Area Benefit category. **OR**

- b. ***Limited Clientele:*** Under limited clientele, activity must benefit a specific targeted group of persons of which at least fifty-one percent (51%) must be low- and moderate-income. Income verification must be done to document client benefit except if the clients are considered “presumed benefit” (see section i below), in which case, their status must be verified. This can be achieved by meeting one of the following criteria:
  - i. ***Presumed Benefit:*** Serving a group primarily presumed to be LMI such as abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; **OR**
  - ii. Serving at least fifty-one percent (51%) LMI, as evidenced by documentation and data concerning the client’s family size and income; **OR**
  - iii. Having income-eligibility requirements that limit the service to persons meeting the LMI income requirement, as evidenced by the program operator’s procedures, intake/application forms, and other sources of documentation.

## Contract Requirements

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All applicants should review the City’s CDBG and General Fund Contract Templates, included as Attachments 1 and 2, to ensure that they can meet the City’s contracting requirements.

### Two-Year Term

The City issues two-year funding contracts to coincide with the City’s two-year budget cycle. The second-year funding is subject to availability of funds and satisfactory performance. Funding for the second year is generally intended to be the same as the first year. The FY 21-22 contract term is July 1, 2021 to June 30, 2022 and the FY 20-21 contract term is July 1, 2022 to June 30, 2023.

### CDBG Contract Requirements

All CDBG grantees will be required to follow the CDBG regulations and all other applicable federal laws including but not limited to the following. Please review the CDBG contract template included as Attachment 1 for additional information.

- 2 CFR part 200 - Uniform Administrative Requirements, Cost Principles, and Requirements for Federal Awards
- Title VI of the Civil Rights Act of 1964 (Public Law 88-352)
- Title VIII of the Civil Rights Act of 1968 (Public Law 90-284)
- Section 109 of the Housing and Community Development Act of 1974
- Section 504 of the Rehabilitation Act of 1973
- Age Discrimination Act of 1975
- Section 3 of the Housing and Urban Development Act of 1968
- 24 CFR 570.611
- 24 CFR 570.303 of the Community Development Block Grant regulations
- National Environmental Protection Act (NEPA)
- HUD Lead Safe Housing Rule
- 24 CFR 35, subparts B through R
- Relocation Assistance and Real Property Acquisition Policies Act of 1970

- Federal Labor Standards Provisions - Davis-Bacon and Related Acts (DBRA); Contract Work Hours and Safety Standards Act (CWHSSA); Copeland (Anti-Kickback) Act; and Section 110 of the Housing and Community Development Act of 1974, as amended (CDBG).

### Insurance Requirements

Type of Insurance	Minimum Limits
<b>Commercial General Liability</b>	\$1,000,000 per occurrence. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an “occurrence” basis
<b>Automobile Liability</b>	\$1,000,000 per occurrence. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (most recent edition), Code 1 (any auto). No endorsement shall be attached limiting the coverage.
<b>Workers’ Compensation</b>	\$1,000,000 per accident. Subrecipient may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. The Workers’ Compensation policy shall be endorsed with a waiver of subrogation in favor of the entity for all work performed by the Subrecipient, its employees, agendas, and subcontractors.
<b>Professional Liability</b> For licensed professionals performing work pursuant to this Agreement	\$1,000,000 covering the licensed professionals’ errors and omissions Any deductible or self-insured retention shall not exceed \$150,000 per claim

## Application

Applications must be completed and submitted online via ZoomGrants, the City’s online grant management system. Applications that are submitted via mail, fax, or email will **not** be accepted. Additional instructions for how to use ZoomGrants is included as Attachment 3. The application is available starting December 18, 2020 and can be accessed at the following link: <https://zoomgrants.com/gprop.asp?donorid=2250&limited=3310>

The application consists of the following sections:

- **Basic Information**  
This section includes basic application information such as applicant contact information, program name, amount requested, and IRS verification.
- **Pre-Application**  
All applicants must submit a pre-application to demonstrate that they meet the minimum requirements listed above.
- **Application Questions**  
This section includes questions related to general information, program description, program location, organizational capacity, outreach, measuring success, and financial capacity.
- **Union City Specific Budget**  
Applicants will be required to complete a budget specific to the funding the applicant is seeking from Union City. If the applicant is awarded funding, this budget will be the baseline for the grant agreement budget.

- **Tables / Budget**

Applicants will be required to complete three (3) tables pertaining to partnerships, program metrics, and a program-specific budget (including Union City and non-Union City funds).

- **Required Documents**

Applicants will be required to upload the following documents:

- Audit<sup>1</sup>
- Profit & Loss Statements – Prior 2 years
- Partnership MOU<sup>2</sup>
- Organizational Chart
- Composition of Policy Making Board
- Staff Composition
- Non-Discrimination Policies
- Conflict of Interest Policies
- Agency-wide Budget
- Articles of Incorporation<sup>3</sup>
- California Tax Exempt Certificate<sup>3</sup>
- IRS Tax Exempt Certificate<sup>3</sup>

- **Bonus Documents**

Applicants also have the opportunity to upload the following documents for bonus points.

- Cost allocation plan;
- Strategic; and/or
- Equal opportunity **marketing** plan – *Note non-discrimination policies are not equal opportunity marketing plans and will not receive bonus points.*

Applicants can score up to 100 points. Applications will be scored according to how completely and thoroughly questions are answered. The highest scoring applications will receive funding priority. Included as Attachment 4 is the Scoring Criteria.

<sup>1</sup> Required if applicant received over \$500,000 in annual revenue. If an applicant's annual revenue is less than \$500,000, the applicant must attach a letter explaining this.

<sup>2</sup> Required if an applicant is different than the program provider

<sup>3</sup> Required only for non-profit applicants

## Priorities

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Given the affordable housing and homelessness crisis the City and greater Bay Area are facing, the City Council has identified addressing homelessness issues in the community as a priority in the Union City Strategic Plan. The City has also made a commitment to fund homeless programs in order to provide match funding to access additional State homeless grants.

The City previously conducted a Public Services Needs Assessment Study for the purpose of identifying the community's public services needs and developing a plan of action to address those needs. The study includes key findings and recommendations on how the City can more efficiently provide services and better utilize existing funds. As a result of this study, the application process will prioritize programs that can address the following findings identified in the study:

- Services or programs located in Union City
- Programs or non-profits that can undertake equal opportunity outreach and marketing (e.g. translating marketing materials)

- Programs or non-profits that have established partnerships/collaborations in order to reduce duplication of services and increase effectiveness and efficiency
- Programs or non-profits that have the ability to track and report on performance metrics beyond the number of people served (e.g. meals served, number of counseling hours provided, etc.).

Link to Study: <https://www.unioncity.org/DocumentCenter/View/1678/Public-Services-Needs-Assessment---September-2016?bidId=>

## Application Review and Approval Process

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Below is an overview of how applications will be reviewed and selected. For additional information, please see the schedule section below.

- Applications will be reviewed by Housing and Community Development staff for completeness and scored on the objective scoring criteria.
- The Social Services Subcommittee of the Human Relations Commission (HRC) will score applications on the subjective scoring criteria.
- Applications will receive a total score and will be ranked by scoring.
- The Social Services Subcommittee will review all scores and applications collectively and make funding recommendations.
- The Social Services Subcommittee recommendations will be presented to the Human Relations Commission, who will then make recommendations to the City Council.
- The City Council will review the HRC recommendations and make funding allocations at the **April 27, 2021 City Council meeting**.

## Schedule

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NOFA Issued /Application Available	December 18, 2020
<b>MANDATORY - Technical Assistance Workshop</b>	<b>January 7, 2021</b>
<b>APPLICATION DEADLINE</b>	<b>January 22, 2021 at Midnight</b>
Staff review of applications for completeness	January 22 to January 28, 2021
HRC Public Services Subcommittee reviews and scores applications and makes funding recommendations	January 29 to February 17, 2021
HRC reviews Subcommittee recommendations and makes funding recommendations to the City Council. The HRC's recommendations are incorporated into the draft FY 21-22 CDBG Annual Action Plan.	February 24, 2021
FY 21-22 CDBG Annual Action Plan published for a 30-day public comment period	March 22 to April 23, 2021
City Council makes funding allocations and approves the CDBG Annual Action Plan	April 27, 2021
FY 21-22 CDBG Annual Action Plan submitted to HUD	May 15, 2021
Fiscal Year 2021-2022 begins	July 1, 2021

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## Mandatory Technical Assistance Workshop

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All potential applicants are **required** to attend the Technical Assistance Workshop. If an applicant does not attend the workshop, their application(s) will not be considered.

Please RVSP to [Housing@UnionCity.Org](mailto:Housing@UnionCity.Org) by January 5, 2020.

Mandatory Technical Assistance Workshop

Thursday, January 7, 2021

10 AM to 12 PM

Virtual Conference Call from Union City-City Hall Conference Room

34009 Alvarado-Niles Road, Union City, CA

## Contact Info

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### Programmatic & Administrative Questions

Francisco Gomez Jr.

Housing & Community Development Manager

Monday – Thursday and alternating Fridays

8 am to 6 pm

(510) 675-5322

[FranciscoG@unioncity.org](mailto:FranciscoG@unioncity.org)

**Please note that no questions will be answered from December 24, 2020 through January 3, 2021** as City Hall is closed during this time.

### Technical Questions / ZoomGrants

**Step 1:** Please review the ZoomGrants University (ZGU) page:

<http://help.zoomgrants.com/index.php/article-categories/applicantkbs/>

**Step 2:** If you cannot resolve your issue via ZGU, contact the ZoomGrants Tech Support Desk.

Monday – Friday (except for holidays)

8am to 5pm (Mountain Time)

Email: [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)

Phone: (866) 323-5404 x2