

**CITY OF OAKLAND  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**REQUEST FOR FUNDING PROPOSALS  
SEVEN COMMUNITY DEVELOPMENT DISTRICT FUNDS  
FOR FUNDING CYCLE 2020-2022**



**City of Oakland**

**PROPOSAL PACKET AND INSTRUCTIONS**

**Released February 11, 2020 By:**

Department of Housing and Community Development  
Community Development Block Grant Division  
250 Frank H. Ogawa Plaza, Suite 5313  
Oakland, California 94612-2034  
Gregory Garrett, Manager  
cdbg@oaklandca.gov  
510-238-3716

**Mandatory CDBG Applicant Orientation:**

**Friday, February 21, 2020  
10:00 a.m. OR 1:30 p.m.**

**Submission Deadline:**

**2:00 p.m. Friday, February 28, 2020**

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**REQUEST FOR PROPOSALS PACKET**  
**2020-2022 FUNDING CYCLE**

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## SECTION A - INTRODUCTION TO THE REQUEST FOR PROPOSALS

The City of Oakland through its Department of Housing and Community Development (DHCD) is inviting non-profit organizations and City Departments to submit proposals for programs and projects that will provide services in the seven Oakland Community Development (CD) Districts from the anticipated Community Development Block Grant (CDBG) funds to be awarded to the City by the U.S. Department of Housing and Urban Development (HUD) for the 2020-2022 funding cycle beginning July 1, 2020. It is projected that an estimated \$1,500,000 will be made available for the CD Districts to allocate in each fiscal year of this budget cycle. The budget allocation for 2020-2021 is estimated, pending HUD's 2020 Community Planning & Development (CPD) funding announcement for formula entitlement grant funding. 2021-2022 allocations will be tentative pending HUD's 2021 notification of entitlement grant awards.

**Until 12:00 midnight on Friday, February 21, 2020** the FY2020-FY2022 CDBG Request for Proposals Packet can be viewed and downloaded from the City of Oakland's web site at <https://www.oaklandca.gov/topics/community-development-block-grant-program>. Beginning February 22, 2020, the packet will be available for viewing only.

A limited number of hard copies of the RFP will be available for persons without access to the internet. Such individuals and agencies should call the Department of Housing and Community Development-CDBG Division at 510-238-3716 Monday through Friday between the business hours of 8:30 a.m. to 5:00 p.m. to request a packet. Only one copy will be provided to each individual or agency. The packet should be picked up at 250 Frank H. Ogawa Plaza, Suite 5313, Oakland, CA 94612.

**Interested applicants are required to attend one of two mandatory trainings for prospective applicants scheduled for Friday 21, 2020 in City Hall Hearing Room One, First Floor, One Frank H. Ogawa Plaza, Oakland.** The trainings will be from 10:00 a.m. to 12:00 noon, and from 1:30 p.m. to 3:30 p.m. Attendance sign-in will begin at 9:45 a.m. and 1:15 p.m. respectively, and attendees must sign-in no later than 10:10 a.m. and 1:40 p.m. respectively and be present for the entire session. Please confirm your attendance by email ([cdbg@oaklandca.gov](mailto:cdbg@oaklandca.gov)) no later than Tuesday, February 18, 2020 and indicate the preferred time slot and number of persons to attend.

The RFP packet provides all necessary information on the data and documents which must be submitted. **Each individual in attendance must bring their RFP packet with them to the training as staff will be reviewing the CDBG application process and requirements detailed in the RFP.**

The forms that applicants need to fill out are available for downloading in the FY2020-2022 CDBG Request for Proposals Packet-RFP Forms at <https://www.oaklandca.gov/topics/community-development-block-grant-program> until 12:00 midnight on Friday, February 21, 2020.

To be accepted and considered for funding, proposals must address the funding cycle 2020-2022 priorities from page 43. The City of Oakland has identified homelessness and affordable housing as City-wide priorities benefiting all Districts. Eligible and feasible proposals for activities that eradicate homeless or that provides affordable housing will receive bonus consideration in the scoring process of proposals. In addition, the seven CD District Boards have identified priorities in the areas of public and housing services, public facilities/improvements, housing improvements, economic development and other eligible activities that meet their respective needs.

The Calendar on pages 3-5 provides the dates for the submission and review of proposals as well as the formulation of recommendations from the seven CD Districts for the 2020-2022 CDBG funding cycle.

**Requests for funding must be submitted to City of Oakland DHCD by 2:00 p.m. Friday, February 28, 2020. Any proposals that are not received by CDBG staff on or before the deadline will not be accepted.**

Applicants will be scheduled to make presentations to the CD Districts for which they are requesting funding, and funds will not be recommended for applicants who do not make a presentation. The seven CD District Board members will hear presentations on **Saturday, March 14, 2020**. The room locations and time slots for the presentations to respective Boards will be distributed to applicants in advance.

Each CD District Board will meet subsequently to formulate its funding recommendations for consideration by the City Council as it develops the final FY2020-2022 budget for submission to HUD.

To assist community organizations and City Departments in developing funding proposals, summaries are provided on pages 6-14 of the types of activities that are eligible for CDBG funding and the requirements for compliance with the CDBG National Objectives. Also included are guidelines for Faith-based organizations which may apply for funding to carry out CDBG-eligible programs and activities provided that:

- a. They do not engage in inherently religious activities as part of a CDBG funded program or activity.
- b. They shall not, in providing CDBG funded services, discriminate against a program beneficiary on the basis of religion.
- c. CDBG funds are not to be used for the acquisition, construction, or rehabilitation of structures that are used principally for inherently religious activities.

Review the Federal guidelines very carefully to ensure that you can satisfy the HUD regulations. Staff will review the proposals to determine that organizations and proposed activities are eligible for CDBG funding, that proposed costs are CDBG allowable expenditures, and that proposed activities demonstrably benefit principally low- and moderate-income persons.

Applicants should take time to familiarize themselves with the instructions for documents required in the proposal packet to ensure that the proposals they prepare and submit are complete and meet all requirements. Proposals that are incomplete or not in compliance will not be accepted.

Applicants need to be aware of the following aspects of Oakland's CDBG funding process:

- The number of grant agreements with community organizations to be recommended for funding for each CD District will be limited to four (4).
- No less than \$15,000 shall be recommended for a project to be operated in any individual District unless the amount of the applicant's request is less than \$15,000.
- Grant Agreements with community organizations and Inter-Office Memoranda with City Departments will be effective based on the funding recommendations for Fiscal Year 2020-2022.

All proposals should be addressed and delivered as follows:

Mr. Gregory Garrett, CDBG Manager  
City of Oakland Department of Housing and Community Development  
250 Frank H. Ogawa Plaza, Suite 5313 (across from City Hall)  
Oakland, California 94612-2034

Staff cannot guarantee receipt of proposals delivered to other City offices or staff. Requests for information should be made to Ms. Sandra Blair at [sblair@oaklandca.gov](mailto:sblair@oaklandca.gov).

**SECTION B**  
**CALENDAR FOR THE DEVELOPMENT OF THE SEVEN CD DISTRICT**  
**RECOMMENDED FUNDING ALLOCATIONS**  
**TO BE INCLUDED IN THE CONSOLIDATE ANNUAL ACTION PLANS FOR 2020/21**  
**& 2021/22 AND THE 2020/21-2024-25 CONSOLIDATED PLAN (5 YEAR CON PLAN)**  
**AS THE CITY OF OAKLAND'S APPLICATION FOR FUNDING UNDER THE**  
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT FUNDS**

The Calendar presents the dates for the sequence of events in the development of the allocations for the Community Development Block Grant funds to be awarded to applicants for Community Development (CD) District funding for the 2020-2022 funding cycle beginning July 1, 2020. A Consolidated Annual Action Plan (AAP) will be prepared and submitted to HUD tentatively in May of 2020 that will describe the housing and community development needs of lower income households and individuals in the City of Oakland. The AAP will be part of a required Five-Year Strategy Plan (Con Plan) for the period July 1, 2020 to June 30, 2025. The AAP will identify how these needs, goals and priorities established in the Con Plan will be addressed on an annual basis. Each year for the five-year period an Annual Action Plan is submitted to HUD. In order that citizens have adequate opportunity to participate in an advisory role, the Calendar describes how timely information is distributed and how the input of citizens will be recognized. A public hearing regarding the distribution of CDBG funds will be held as required by Federal regulations.

**2020**

February 7 Fri.	<b>CD District Funding Priorities:</b> The Seven CD District Boards to identify their respective specific priority activities for funding. <u>The recommended priorities will be submitted to CDBG staff no later than <b>12:00 noon on Friday, February 7, 2020.</b></u>
February 11 Tues.	<b>CDBG Request For Proposal (RFP):</b> Staff releases the 2020/21-2021/22 RFP for projects to be funded from the allocation for the seven CD Districts for projects that will operate in their respective districts.
February 21 Fri.	<b>Mandatory CDBG Applicant Trainings for 2020-2022 funding:</b> To be eligible to submit a proposal, prospective applicants are required to attend one of the two meetings which will be held in <b>City Hall Hearing Room One, First Floor, City Hall, One Frank H. Ogawa Plaza, Oakland at the following times: 10:00 a.m. to 12:00 noon or 1:30 p.m. to 3:30 p.m.</b> <u><b>RFP packets will not be distributed after this date.</b></u>
February 28 Fri.	<b>CDBG Proposal Due Date:</b> <b>Deadline for submission of proposals/funding requests</b> for the Seven CD Districts from non-profit organizations and City Departments <b>to the DHCD CDBG Staff by <u>2:00 p.m.</u></b> Acknowledgment letters will be sent to organizations and City Departments when initial staff review is completed. Copies of each proposal will be distributed to the appropriate City bodies.
March 6 Fri.	<b>CD District Board Orientation:</b> CDBG staff will conduct an overview of the CDBG funding process for the members of the Seven Community

	Development (CD) District Boards; distribute respective District proposals; and obtain the dates/times/locations of Board meetings to be held in March. This meeting will be held from <b>6:00 - 8:30 p.m. in the Lunch Room, 6<sup>th</sup> Floor, Dalziel Building, 250 Frank H. Ogawa Plaza.</b>
March 14 Sat.	<b>Applicant Presentations to CD District Boards:</b> Presentations from funding applicants will be made to the Board members of the Seven CD Districts <b>from 9:30 a.m. - 3:00 p.m. in Hearing Rooms 1-4 in Oakland City Hall, One Frank H. Ogawa Plaza. Applicants will be notified of the scheduled time slots and will convene at 9:30 a.m. in Hearing Room 1.</b> Funding will not be considered or recommended for applicants who do not attend to make presentations on March 14, 2020.
March 16-27 Mon. – Fri.	<b>CD District Boards’ Formulation of Fund Recommendations:</b> The Board members of the Seven CD Districts will meet in their respective Districts to formulate recommendations for programs to be funded from the respective District allocations.
March 31 Tues.	<b>Due Date for CD District Board Fund Recommendations:</b> The Board members of the Seven CD Districts will submit their respective funding recommendations to the respective Councilperson and to CDBG staff, <b><u>No later than 12:00 noon on Tuesday, March 31, 2020.</u></b>
March 31 Tues.	<b>Publication of the Notice of the Official City Council Public Hearing</b> on 2020-2022 budget recommendations, of the availability of the Annual Action Plan, the Five-Year Consolidated Plan, and the request for public comments on proposed activities and funding. This public notice date and the CDBG allocations recommended for 2021-2022 will be tentative pending HUD’s notification of entitlement grant funds and the HUD Community Planning Development Notice regarding timeline requirements of the AAP and Con Plan.
April 1 Wednesday	<b>30-Day Public Comment Period:</b> A draft of the 5 Year Con Plan and AAP will be posted for public review and feedback. Public comments should be forwarded to <a href="mailto:cdbg@oaklandca.gov">cdbg@oaklandca.gov</a>
April 1-3 Wed-Fri.	CDBG staff will compile the seven CD District Board CDBG funding recommendations in the Council Agenda Report for the proposed 2020-2022 budget allocations under the Annual Action Plan portion of the Five-Year Consolidated Plan.
April 28 Tues.	The City Council Community and Economic Development Committee will review the proposed 2020-2022 budget allocations for the Annual Action Plan of the Consolidated Plan. The meeting will be held on the 2 <sup>nd</sup> or 4 <sup>th</sup> Tuesday in <b>Sgt. Mark Dunakin Room (Hearing Room One), City Hall, One Frank H. Ogawa Plaza, from 1:30 to 4:00 p.m.</b> The staff report must be submitted to the City Administrator’s Office by 4:00 p.m. on Monday, April 6, 2020; and to the City Clerk Agenda Management by 4:00 p.m. on Thursday, April 16, 2020.

May 1 Fri.	End of 30-day comment period and deadline for submission of all public comments on the Annual Action Plan.
May 5 Tues	<b><u>Official City Council Public Hearing</u></b> on the recommendations for 2020-2022 budget allocations at <b><u>6:30 p.m. in the City Council Chambers, Third Floor, City Hall, One Frank H. Ogawa Plaza</u></b> . The Council meets on the 1 <sup>st</sup> , 3 <sup>rd</sup> , and 5 <sup>th</sup> Tuesdays. Council will obtain citizen views and make such comments part of the AAP and Con Plan. Upon authorization of City Council, staff will prepare the AAP and Con Plan for submission to HUD. The Council Agenda report must be submitted to the City Administrator's Office by 4:00 p.m. on Monday, April 13, 2020; and to the City Clerk Agenda Management by 4:00 p.m. on Thursday, April 23, 2020.
May 15 Fri.	Deadline for submittal of AAP and Con Plan to HUD.
May/June	<p>Private nonprofit agencies recommended for funding will be required to attend the mandatory orientation meeting(s) that will be scheduled to provide information on grant agreement procedures and guidelines, including required documents that must be completed before grant agreements are developed. Funded agencies will be notified of the dates, times and locations. Grant agreements will not be executed with and no funds released to a prospective subgrantee that has not attended an orientation meeting. In the early Fall, staff will schedule additional trainings to provide in-depth review of fiscal and program monitoring requirements.</p> <p>Mandatory meetings will also be scheduled with City Offices who will be administering CDBG funded programs for the purpose of reviewing the development of Inter-Office Memoranda as well as requirements for reporting program accomplishments and expenditures.</p> <p><i>ORGANIZATIONS SHOULD NOT INCUR ANY COSTS, PERFORM ANY WORK, PURCHASE ANY GOODS OR SERVICES, NOR MAKE ANY COMMITMENTS OR SIGN ANY CONTRACTS WITH ANY PERSON, ORGANIZATION OR COMPANY RELATED TO THE PROJECT FOR WHICH CDBG FUNDS HAVE BEEN REQUESTED UNTIL THE FUNDS HAVE BEEN APPROPRIATED BY THE CITY COUNCIL, A GRANT AGREEMENT OR MEMORANDUM OF UNDERSTANDING HAS BEEN EXECUTED WITH THE CITY AND AFTER THE CITY HAS RECEIVED THE EXECUTED 2020/21 CDBG GRANT AGREEMENT FROM HUD.</i></p>

**SECTION C-1**  
**SUMMARY OF ELIGIBLE AND INELIGIBLE**  
**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM ACTIVITIES**

This is a summary, based on the Final Rules published in March 1996, of the activities that are eligible and ineligible for assistance under the Community Development Block Grant (CDBG) Program pursuant to the governing regulations of the Code of Federal Regulations, Title 24, Part 570, Sections 570.200-570.207. A list of eligible costs by categories is provided in Section C-2 of this RFP.

**General Policies -- 570.200**

The primary objective of the CDBG Program is the development of viable urban communities, by providing decent housing and a suitable living environment, and expanding economic opportunities, principally for persons of low- and moderate-income. Funds must be used so as to give maximum feasible priority to activities which will carry out one of the three broad national objectives of: benefit to low- and moderate-income families; or aid in the prevention or elimination of slums or blight; or activities designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs. At least 70% of the total CDBG funds must be used for activities that benefit low- and moderate-income persons; and at least 51% of the beneficiaries of individual activities must be low- and moderate-income persons.

**Basic Eligible Activities -- 570.201**

- (a) Acquisition in whole or in part by purchase, long-term lease, donation, or otherwise, of real property for any public purpose.
- (b) Disposition of real property acquired with CDBG funds through sale, lease, donation, or otherwise; or its retention for public purposes, including reasonable costs of temporarily managing such property.
- (c) Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements, except buildings for the general conduct of government. Activities may include:
  - Removal of material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons to public facilities or improvements;
  - Design features and improvements which promote energy efficiency;
  - Architectural design features and similar treatments intended to enhance the aesthetic quality of facilities and improvements receiving CDBG assistance.Eligible facilities include homeless shelters; convalescent homes; hospitals; nursing homes; battered spouse shelters; halfway houses for run-away children, drug offenders or parolees; group homes for mentally retarded persons; and temporary housing for disaster victims.
- (d) Clearance, demolition and removal of buildings and improvements; movement of structures to other sites; and remediation of known or suspected environmental contamination.
- (e) Provision of public services (including labor, supplies and materials) such as those concerned with employment, crime prevention, childcare, health, drug abuse, education, fair housing counseling, energy conservation, welfare, homebuyer down payment assistance, or recreational needs. The services must meet each of the following criteria:
  - A service must either be new or be a quantifiable increase in the level of an existing service above that which has been provided with State or Local funds in the previous twelve calendar months; and
  - The amount obligated for public services shall not exceed 15 percent (15%) of the annual grant and of program income received during the immediately preceding program year.
- (f) Interim assistance to correct objectively determinable signs of physical deterioration in areas where immediate action is necessary and where permanent improvements will be carried out as soon as practicable; or to alleviate emergency conditions threatening the public health and safety and requiring immediate resolution.

- (g) Payment of the non-Federal share required in connection with a Federal grant-in-aid program undertaken as part of CDBG activities.
- (h) Completion of urban renewal projects.
- (i) Relocation payments and assistance for relocated individuals, families, businesses, nonprofit organizations, and farm operations.
- (j) Payment to housing owners for losses of rental income incurred in holding units for individuals and families displaced by relocation activities.
- (k) Housing services, such as tenant counseling in connection with tenant-based rental assistance and affordable housing projects, energy auditing, preparation of work specifications, loan processing, inspections, tenant selection, management of tenant-based rental assistance, and other services related to assisting owners, tenants, contractors, and other entities participating or seeking to participate in housing activities assisted under title II of the Cranston-Gonzalez National Affordable Housing Act.
- (l) Acquisition, construction, reconstruction, rehabilitation, or installation of the distribution lines and facilities of privately-owned utilities.
- (m) Rehabilitation of privately-owned real property, and development grants for new construction or substantial rehabilitation of real property to be used for primarily residential rental purposes.
- (n) Direct homeownership assistance to low- and moderate-income homebuyers:
  1. To subsidize interest rates and mortgage principal amounts;
  2. To finance the acquisition of owner-occupied property;
  3. To acquire guarantees for mortgage financing obtained from private lenders but not to guarantee such mortgage financing directly or provide such guarantees directly;
  4. To provide up to 50 percent (50%) of any required down payment;
  5. To pay reasonable closing costs.
- (o) Micro-enterprise assistance through the provision of assistance to facilitate economic development by providing credit for the establishment, stabilization and expansion of micro-enterprises; providing technical assistance, advice and business support service to owners or developers of micro-enterprises; and providing general support to owners and developers or micro-enterprises. Training and technical assistance may also be provided.
- (p) Provision of technical assistance to public or nonprofit entities to increase their capacity to carry out eligible neighborhood revitalization or economic development activities.
- (q) Assistance to institutions of higher education to carry out eligible activities.

**Eligible Rehabilitation and Preservation Activities -- 570.202**

- (a) Rehabilitation assistance for:
  - Privately owned residential buildings and improvements for residential purposes;
  - Low-income public housing and other publicly owned residential buildings and improvements;
  - Publicly and privately owned commercial or industrial buildings;
  - Nonprofit-owned nonresidential buildings and improvements; and
  - Manufactured housing that is part of the permanent housing stock.
- (b) Financing assistance through grants, loans, loan guarantees, interest supplements, or other means for:
  - (1) Private individuals and entities, including profit making and nonprofit organizations, to acquire and rehabilitate, and to rehabilitate properties for use or resale for residential purposes;
  - (2) Labor, materials and other rehabilitation costs, including repair, replacement of principal fixtures and components, installation of security devices, and renovation of existing structures;
  - (3) Loans for refinancing existing indebtedness secured by a property being rehabilitated;
  - (4) Improvements to increase the efficient use of energy;
  - (5) Improvements to increase the efficient use of water;

- (6) Connection of residential structures to water distribution or local sewer collection lines;
  - (7) Initial homeowner warranty premiums, hazard insurance premiums, flood insurance premiums and lead-based paint testing and abatement;
  - (8) Acquisition of tools to be lent to carry out rehabilitation;
  - (9) Rehabilitation services related to assisting participants in rehabilitation activities;
  - (10) Rehabilitation of housing under Section 17 of the U.S. Housing Act of 1937; and.
  - (11) Improvements designed to remove material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons.
- (c) Code violations inspections and enforcement to arrest the decline of deteriorating or deteriorated areas.
  - (d) Rehabilitation, preservation or restoration of publicly or privately-owned historic properties.
  - (e) Renovation of closed school or other buildings for use as an eligible public facility or for housing.
  - (f) Lead-based paint hazard evaluation and reduction.

**Special Economic Development Activities -- 570.203**

Activities that are listed as eligible may be carried out as part of an economic development project. In addition, special economic development activities that are necessary or appropriate to carry out an economic development project, including costs associated with project-specific assessment or remediation of known or suspected environmental contamination --but not including assistance for the construction of new housing-- may be carried out including:

- (a) Acquisition, construction, reconstruction, rehabilitation or installation of commercial or industrial buildings, structures, and other real property equipment and improvements, including railroad spurs or similar extensions. Such activities may be carried out by the recipient, or public or private nonprofit subrecipients.
- (b) The provision of assistance to private for-profit businesses, including, but not limited to, grants, loans, loan guarantees, interest supplements, technical assistance, and other forms of support, for any activity where the assistance is appropriate to carry out an economic development project -- except for buildings for the general conduct of government, general government expenses, and political activities. Displacement of existing businesses and jobs in neighborhoods shall be minimized to the extent practicable.
- (c) Economic development services including, but not limited to, outreach efforts to market available forms of assistance; screening of applicants; reviewing and underwriting applications for assistance; preparation of all necessary agreements; management of assisted activities; and the screening, referral and placement of applicants for employment opportunities generated by CDBG-eligible economic development activities, including the costs of necessary training.

**Special Activities By Community-Based Development Organizations (CBDOs) -- 570.204**

Grants or loans may be provided to CBDOs to undertake activities directly or through contract with an entity other than the grantee, or through the provision of financial assistance for activities in which it retains a direct and controlling involvement and responsibilities, including: activities listed as eligible; and activities not otherwise listed as eligible -- excluding, buildings for the general conduct of government business, general government expenses, and political activities.

- (a) Neighborhood revitalization projects that include activities of sufficient size and scope to have an impact on the decline of a geographic location within the jurisdiction of general local government unit designated in comprehensive plans, ordinances, or other local documents as a neighborhood, village, or similar geographical designation; or the entire jurisdiction of a general local government unit which is under 25,000 population;
- (b) Community economic development projects that include activities that increase economic opportunity, principally for low- and moderate-income persons, or that stimulate or retain businesses or permanent jobs, including projects that include one or more such activities that are clearly needed to address a lack of affordable housing accessible to existing or planned jobs; and may include costs associated with project-specific assessment or remediation of known or suspected environmental contamination;

- (c) Energy conservation projects that include activities that address energy conservation, principally for the benefit of the residents of the recipient's jurisdiction; and

**Eligible Planning, Urban Environmental Design and Policy-Planning-Management-Capacity Building Activities -- 570.205<sup>1</sup>** (Not available under the CD District RFP Process)

- (a) Planning activities such as data gathering, studies, analyses, preparation of plans, and identification of actions to implement plans.
- (b) Policy, planning, management and capacity-building activities.

**Program Administration Costs -- 570.206** (Not available under the CD District RFP Process)

- (a) Reasonable costs of overall program management, coordination, monitoring, and evaluation, - including:
  - Staff salaries, wages, and related costs;
  - Travel costs;
  - Administrative services such as general legal, accounting and audit services performed under third-party contracts; and
  - Other goods and services required for administration of the program.
- (b) Provision of information and other resources to residents and citizen organizations.
- (c) Provision of fair housing services.
- (d) Indirect costs.
- (e) Preparation of applications for Federal programs.
- (f) Necessary administrative expenses in planning or obtaining financing for housing units which are identified in the HUD approved Housing Assistance Plan.
- (g) Overall program management of the Rental Rehabilitation and Housing Development programs.
- (h) Overall program management of:
  - (1) A Federally designated Empowerment Zone or Enterprise Community; and
  - (2) The HOME program under title II of the Cranston-Gonzalez Affordable Housing Act.

**Ineligible Activities -- 570.207**

- (a) Assistance for:
  - Buildings used for the general conduct of government
  - General government expenses; and
  - Political activities.
- (b) Assistance for:
  - Purchase of construction equipment, fire protection equipment, furnishings and personal property;
  - Repairing, operating and maintaining public facilities, improvements and services;
  - New housing construction; and
  - Income payments.except when carried out as a special economic development activity, or as a public service, or by an eligible community-based development organization, or by the recipient as specifically authorized.

1. This category is not available under the CD District RFP Process

**SECTION C-2  
HOUSING AND URBAN DEVELOPMENT  
COMMUNITY DEVELOPMENT BLOCK GRANT MATRIX CODES BY CATEGORY**

<b>ACQUISITION &amp; DISPOSITION</b>			
01	Acquisition of Real Property	04	Clearance and Demolition
<b>PUBLIC FACILITIES AND IMPROVEMENTS</b>			
03A	Senior Centers	03M	Child Care Centers
03B	Facilities for Persons with Disabilities	03N	Tree Planting
03C	Homeless Facilities (not operating costs)	03P	Health Facilities
03D	Youth Centers	03Q	Abused and Neglected Children Facilities
03E	Neighborhood Facilities	03R	Asbestos Removal
03F	Parks, Recreational Facilities	03S	Facilities for AIDS Patients (not operating costs)
03J	Water/Sewer Improvements	03Z	Other Public Facilities/Improvements not listed above.
03K	Street Improvements	06	Interim Assistance
03L	Sidewalks		
<b>PUBLIC SERVICES AND HOUSING RELATED SERVICES</b>			
03T	Homeless/AIDS Patients Programs (subject to 15% public service cap)	05M	Health Services
05A	Senior Services	05N	Abused and Neglected Children Services
05B	Services for Persons with Disabilities	05O	Mental Health Services
05C	Legal Services	05P	Screening for Lead Based Paint/Lead Hazards
05D	Youth Services	05Q	Subsistence Payments
05E	Transportation Services	05R	Homebuyer Down payment Assistance – Excluding Housing Counseling, under 24 CFR 5.100
05F	Substance Abuse Services	05S	Rental Housing Subsidies
05G	Services for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking	05T	Security Deposits
05H	Employment Training	05U	Housing Counseling Only, under 24 CFR 5.100
05I	Crime Awareness/Prevention	05V	Neighborhood Cleanups
05J	Fair Housing Activities (subject to 15% public service cap)	05W	Food Banks
05K	Tenant/Landlord Counseling	05X	Housing Information and Referral Services
05L	Child Care Services	05Y	Housing Counseling, under 24 CFR 5.100 Supporting Homebuyer Down payment Assistance (05R)
		05Z	Other Public Services Not Listed in 03T and above
<b>NON-SERVICE HOUSING ACTIVITIES</b>			
12	Construction of Housing	14F	Energy Efficiency Improvements
13A	Housing Counseling, under 24 CFR 5.100 for Homeownership Assistance (13B)	14G	Acquisition for Rehabilitation
13B	Homeownership Assistance-excluding Housing Counseling under 24 CFR 5.100	14H	Administration for Rehabilitation
14A	Rehab: Single-Unit Residential	14I	Lead-Based Paint Abatement
14B	Rehab: Multi-Unit Residential	14J	Housing Services, excluding Housing Counseling, under 24 CFR 5.100A
14C	Public Housing Modernization	14K	Housing Counseling, under 24 CFR 5.100, Supporting HOME Program Assistance Housing Activities
14D	Rehab: Other Publicly Owned Residential Buildings	14L	Housing Counseling, under 24 CFR 5.100., in conjunction with CDBG Assisted Housing Rehab
14E	Rehab: Publicly or Privately Owned Commercial/Industrial	15	Code Enforcement
		16A	Residential Historic Preservation
		16B	Non-Residential Historic Preservation
		19E	Operation and Repair of Foreclosed Property

<b>COMMERCIAL/INDUSTRIAL</b>			
17A	Acquisition/Disposition	17C	Building Acquisition, Construction, Rehabilitation
17B	Infrastructure Development	17D	Other Improvements
<b>ECONOMIC DEVELOPMENT</b>			
18A	Direct Financial Assistance to For-Profit Business	18B	Technical Assistance
		18C	Micro-Enterprise Assistance
<b>OTHER</b>			
19C	CDBG Non-Profit Organization Capacity Building		

For a complete list of services and activities as well as their definitions refer to:  
<https://files.hudexchange.info/resources/documents/Matrix-Code-Definitions.pdf>

Persons without access to the City website may contact CDBG staff at 510-238-3716 during work hours (Monday to Friday, 8:30 a.m. to 5:00 p.m.) to request a hard copy.

The above list includes the services and activities that are generally eligible for CD District funding. Consult with CDBG staff to determine the eligibility of the services and activities not included in the above list.

Department of Housing and Community Development- CDBG Division  
 C-2 CDBG MATRIX CODES BY CATEGORY January 2020

**SECTION C-3**  
**SUMMARY OF GUIDELINES FOR ENSURING EQUAL TREATMENT**  
**OF FAITH-BASED ORGANIZATIONS**

This is a summary, based on the Final Rules published July 9, 2004, of the guidelines regarding participation of faith-based organizations in programs and activities funded by the U.S. Department of Housing and Urban Development pursuant to the governing regulations of the Code of Federal Regulations, Title 24, Part 5, Section 109. This summary is based upon the Final Rules published July 9, 2004.

A. Equal Participation of Faith-Based Organizations in HUD Programs and Activities

Faith-based organizations are eligible, on the same basis as any other organization, to participate in the full range of HUD's programs and activities. This includes programs that make funds available through contract, grants, cooperative agreements, or other instruments for eligible goods, services, and activities as well as programs that do not make funds available, but involve other forms of benefit or resources, e.g., Federal Housing Administration (FHA) mortgage insurance or foreclosed properties that are available to qualifying organizations. Neither the Federal government, nor a State or local government, nor any other entity that administers any HUD program or activity shall discriminate against an organization on the basis of the organization's religious character or affiliation.

B. Inherently Religious Activities

Organizations that receive direct HUD funds under a HUD program or activity may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services directly funded under the HUD program or activity. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs, activities, or services supported by direct HUD funds, and participation must be voluntary for the beneficiaries of these programs, activities, or services.

The term "direct HUD funds" refers to direct funding within the meaning of the Establishment Clause of the First Amendment. For example, direct HUD funding may mean that the government or an intermediate organization with similar duties as a governmental entity under a particular HUD program selects an organization and purchases the needed services straight from the organization (e.g., via a contract or cooperative agreement). In contrast, indirect funding scenarios may place the choice of service provided in the hands of a beneficiary, and then pay for the cost of that service through a voucher, certificate, or other similar means of payment.

C. Independence of Faith-Based Organizations.

A faith-based organization that participates in a HUD program or activity will retain its independence from Federal, State and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that it does not engage in any inherently religious activities, such as worship, religious instruction, or proselytization, as part of the program or services supported by direct HUD funds. Among other things, faith-based organizations may use space in their facilities to provide services under a HUD program, without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization participating in a HUD program retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members and otherwise govern itself on a religious basis, and include religious references in its organization's mission statements and other governing documents.

D. Exemption From Title VII Employment Discrimination Requirements

A faith-based organization's exemption from the Federal prohibition on employment discrimination on the basis of religion, set forth in section 702(a) of the Civil Rights Act of 1964 (42U.S.C. 2000e-1), is not forfeited when the organization participates in a HUD program.

E. Nondiscrimination Requirements

An organization that receives direct HUD funds shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief. Organizations participating in HUD program and activities must also comply with any other applicable Federal fair housing and nondiscrimination requirements.

F. Acquisition, Construction and Rehabilitation of Structures

HUD funds may not be used for the acquisition, construction, or rehabilitation of structures to the extent that those structures are used for inherently religious activities. HUD funds may be used for the acquisition, construction, or rehabilitation of structures only to the extent that those structures are used for conducting eligible activities under a HUD program or activity. Where a structure is used for both eligible and inherently religious activities, HUD funds may not exceed the cost of those portions of the acquisition, construction, or rehabilitation that are attributable to eligible activities in accordance with the cost accounting requirements applicable to the HUD program or activity. Sanctuaries, chapels, and other rooms that a HUD-funded religious congregation uses as its principal place of worship, however, are ineligible for HUD-funded improvements. Disposition of real property after use for the authorized purpose, or any change in use of the property for the authorized purpose, is subject to government-wide regulations government real property disposition (see. e.g., 24 CFR parts 84 and 85).

**SECTION C-4**  
**STANDARDS TO DETERMINE COMPLIANCE WITH NATIONAL OBJECTIVES**

Each CDBG funded activity **must meet one** of three broad national objectives:

1. Benefit to low- and moderate-income persons.
2. Aid in the prevention or elimination of slums or blight.
3. Designed to meet community development needs having a particular urgency.

At least 70 percent (70%) of the grantee's funds must be used for activities that benefit low- and moderate-income persons; while individual activities must benefit at least 51 percent low- and moderate-income persons.

1. Activities Benefiting Low- And Moderate-Income Persons

- a. **Area benefit activities:** An activity whose benefits are available to all of the residents in a primarily residential area where at least 51% of the residents are low- and moderate-income persons.
- b. **Limited clientele activities:**
  - 1) An activity which benefits a specific group of people, at least 51% of whom are low- and moderate- income persons:
    - i. Clientele presumed to be principally low- and moderate-income: abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS, migrant farm workers;
    - ii. Individuals whose family income does not exceed Section 8 low- and moderate-income limits;
    - iii. An activity with eligibility requirements exclusively for low- and moderate-income persons; or
    - iv. Activities of such nature and in such location that it may be concluded the clientele will primarily be low- and moderate-income persons.
  - 2) An activity that serves to remove material and architectural barriers to the mobility and accessibility of elderly or severely disabled persons.
  - 3) A microenterprise assistance activity carried out by low- and moderate-income owners or developers.
  - 4) An activity designed to provide job training and placement and/or other employment support services for less than 51% low- and moderate-income persons if the proportion of the total cost of the project borne by CDBG funds is no greater than the proportion of the total number of low- and moderate-income persons assisted.
- c. **Housing activities:** An activity which provides or improves permanent, residential structures which will be occupied by low- and moderate-income households upon completion.
- d. **Job creation or retention activities:** An activity designed to create or retain permanent jobs, at least 51% of which, computed on a full-time equivalent basis, involve the employment of low- and moderate-income persons.

2. Activities Which Aid In The Prevention Or Elimination Of Slums Or Blight

- a. Activities to address slums or blight in a designated area.
- b. Activities to address slums or blight on a spot basis.
- c. Activities to address slums or blight in an urban renewal area.

3. Activities Designed To Meet Community Development Needs Having A Particular Urgency

An activity designed to alleviate existing conditions that meet the following criteria:

- a. Posing a serious and immediate threat to the community's health or welfare.
- b. Being of recent origin or recently becoming urgent (generally within the past 18 months).
- c. The grantee is unable to finance the activity on its own.
- d. Other sources of funding are not available.

## SECTION D-1 - GUIDANCE FOR PROPOSAL COVER SHEET

Date	Actual date of submission
Applicant	Provide all required contact information
Project	Identify project title and address
D-U-N-S #	The Federal Government requires that the nine-digit Data Universal Numbering System (D-U-N-S) number be provided to identify each physical location, division and/or branch of organizations receiving agreements or grants from Federal funding agencies. It must be included for all CDBG funded subgrantees and City administered projects in annual performance and evaluation reporting to the U.S. Department of Housing and Urban Development. Both private non-profit and City Departments must obtain a separate D-U-N-S number for each location which it owns, rents or leases to house and operate its CDBG funded activity. To request a D-U-N-S number, the following information on the organization must be provided: the name, the physical location of the CDBG funded activity, the director's name, the legal structure, the year established, the primary type of the organization, and the total number of both full and part time employees. The number can be obtained free from Dun and Bradstreet within 1-2 business days online at <a href="http://fedgov.dnb.com/webform/displayHomePage.do">http://fedgov.dnb.com/webform/displayHomePage.do</a> .
Priority Code #	The priorities for funding cycle 2020-2022 start on page 43. They include the District-Wide homelessness and affordable housing priorities as well as other public service, economic development, and public facility capital/infrastructure improvement activities identified by the seven Community Development District Boards to meet their respective needs. A Priority Code# is assigned to each service or activity and must be inserted on the Proposal Cover Sheet. Only proposals addressing the District-wide and District-specific priorities will be accepted and considered for funding.
Amount	Identify the amount being requested for the respective service or activity for each year of the 2020-2022 funding cycle.
CD District	Identify the District from which funding is being requested. A separate proposal must be submitted to each District.
Program Category	Identify which category applies to the proposed activity for which funding is being requested. Refer to pages 6-14 for summaries of activities that are eligible and ineligible for CDBG funding, activities that can be carried out by faith-based organizations, and compliance with CDBG national objectives.
Required Documents	Check 'Yes' to indicate that all required documents are included in the proposal packet in the order listed. If any are not included, a written explanation should be attached. Refer to pages 33-35 for guidance on required documents.

**CODING NO. \_\_\_\_\_ [FOR STAFF USE ONLY]**

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM – 2020-2022 FUNDING CYCLE**  
**D-2 - PROPOSAL COVER SHEET – COMMUNITY DEVELOPMENT DISTRICT PROGRAMS**

**A Proposal Cover Sheet must be attached to each separate proposal submitted to a District and for each project or site for which funding is requested. Submit only one proposal packet for each separate request. TYPE OR PRINT LEGIBLY. DO NOT REFORMAT OR CHANGE.**

Date: \_\_\_\_\_

Submitted By: _____	Title: _____	
Agency: _____		
Address: _____	City: _____	Zip Code: _____
Email: _____	Phone/Ext. _____	Fax: _____
Project Title: _____	D-U-N-S# _____	Priority Code: _____
Address/Proposed Project: _____	City: _____	Zip: _____
Total Request FY20-22: _____	Amount for FY20-21: _____	Amount for FY21-22: _____
\$ _____	\$ _____	\$ _____

<b>CD District to Be Served</b> [CHECK ONE ONLY]:	1. North Oakland	2. Eastlake/San Antonio/Chinatown	3. Western Oakland
	4. Central Oakland	5. Fruitvale/San Antonio	6. Central East Oakland
	7. Elmhurst		
	All Districts/Citywide		
<b>Program Category</b> [CHECK ONE ONLY]:	Affordable Housing	Homeless Solutions (Services & Operation Costs)	Public Services
	Housing Related Services	Homeless Facility	
Economic Development	Housing Improvements	Property Acquisition	Public Facility Improvements

**Checklist of Required Documents**

Please check "Yes" to indicate that the documents are attached. Attach a written explanation if any are not included. Submit proposal documents in the order listed below. **SUBMIT ONLY ONE SET OF DOCUMENTS.**

	Yes	No	Explanation Attached
1. Proposal Cover Sheet [ORIGINAL]	_____	_____	_____
2. Proposal Narrative – 5 pages maximum [ORIGINAL]	_____	_____	_____
3. Budget Form [ORIGINAL]	_____	_____	_____
4. Articles of Incorporation <b><u>AND</u></b> Bylaws	_____	_____	_____
5. Documentation of Good Standing from the State of California	_____	_____	_____
6. State <b><u>AND</u></b> Federal Tax Exemption Determination Letters	_____	_____	_____
7. List of Board of Directors	_____	_____	_____
8. Board of Director’s authorization to submit request and designation of authorized Officials [ORIGINAL]	_____	_____	_____
9. Organizational chart	_____	_____	_____
10. Resume of program administrator	_____	_____	_____
11. Resume of fiscal officer	_____	_____	_____
12. Financial statement, audit	_____	_____	_____
13. Conflict of interest questionnaire [ORIGINAL]	_____	_____	_____
14. Application Certification [ORIGINAL]	_____	_____	_____

- City agencies to submit documents Nos. 1, 2, 3, 14.
- Private non-profit agencies to submit all documents.
- Private non-profit agencies using a fiscal agent to submit the following documents of the fiscal agent (Nos. 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14) as well as their own corporate documents.

## SECTION D-3 - GUIDANCE FOR THE PROPOSAL NARRATIVE

The proposal narrative must be submitted on the Proposal Narrative Form, a sample template of which is on page 20. Below are specifics for preparing the template RFP Proposal Narrative Form at <https://www.oaklandca.gov/topics/community-development-block-grant-program>.

- ❑ Single space in font size of 12 on 8-½ x 11-inch white paper with 1” margins on the bottom and both sides of the paper.
- ❑ The form must not exceed five pages which must be consecutively numbered.
- ❑ The layout and portrait orientation of the template must not be converted or reformatted.
- ❑ In the header on each page provide:
  - The name of the requesting agency and the project title.
  - The HUD CDBG Matrix Code and title listed on pages 10-11 for the proposed service or activity.
  - The Priority Code number listed from page 43 for the proposed service or activity.

In completing the Proposal Narrative, the City recommends that applicants be as specific as possible to facilitate evaluation of the proposed activity; and that they not over-promise but make realistic projections as to what they can reasonably achieve.

Links to websites and references to corporate attachments should be avoided. All pertinent information should be summarized in the Proposal Narrative.

Applicants must provide information in the format prescribed below.

- ❑ The activities to be carried out, the number of clients to be served, and the goals to be accomplished must be specific to the CD District from which funding is requested.
- ❑ There are eight sections to the required Proposal Narrative presented in an outline format below. The number and title of the headings and subheadings should be inserted in the body of the Narrative. In addition to the guidance preceding the required outline, there is a more specific description under each section heading identifying information to be included within each section. It is important to incorporate information responsive to **ALL** these descriptions, with the exception to information that is not relevant to the proposed activity.
- ❑ The page limits given for each section are suggested limits. Each applicant may allocate somewhat more or somewhat less space to each section according to the nature of the proposal. **But in no instance may the applicant provide more than five (5) pages of total narrative.**

### I. Need for Program [1/2 page]

In one-half page describe the need for your proposed program in your community and the problem to be addressed by the program. Provide data that supports the need for your program, as well as the source of the data.

### II. Description of Use of Funds [1-1/2 pages]

In one and one-half pages, provide a description of the services you propose or the activities for which the funds would be used.

- ❑ Provide an estimate of the number of unduplicated clients that the service or activity will benefit and describe them in terms of age, gender, ethnicity, income-level, and other defining characteristics.
- ❑ Be very specific about who will carry out the services or activities, the location in which they will be carried out, the period over which they will be carried out, and the frequency with which services or activities will be delivered.
- ❑ Include how you propose to coordinate your services or activities with other community agencies and leverage their resources.
- ❑ Specific guidelines for property acquisition are provided in Section D-8, page 32.

- ❑ Specific guidelines for public facilities/improvements and housing improvements are provided in Section D-7, Page 31.

**III. Program Monitoring [1/2 page]**

In one-half page, describe:

- ❑ How progress in implementing the program will be monitored.
- ❑ The data collection tools that will be used to verify achievement of program goals and objectives.
- ❑ Who will be responsible for the monitoring process.

**IV. Describe the Experience/Capacity of Your Agency [1 page]**

In one page, organize your response into three sections with the majority of space devoted to programmatic and fiscal capacity.

**IV-A. Agency Purpose/Experience/Capacity**

Provide a concise description of your agency's purpose and the history and success in delivering these services.

**IV-B. Financial Capacity**

- ❑ Identify CDBG funding for this program (by District and Fiscal Year) for the past five years.
- ❑ Identify funds being sought or committed for this program for FY2020-2022.
- ❑ Describe your agency's total current operating budget and the major sources and uses of funding.
- ❑ Describe the agency's fiscal management, disbursement methods, financial reporting, record keeping, and accounting procedures.
- ❑ Indicate whether or not your agency pays all payroll taxes and worker's compensation as required by Federal and State law.

**IV-C. Personnel**

Indicate whether your agency has a written personnel policy, affirmative action plan and grievance procedure.

**V. Describe Staff Capacity [1/2 page]**

In one-half page, list the staff, consultants, tutors, and volunteer, as applicable, that will be involved in carrying out the proposed program. Where known, describe the experience and expertise of the individuals who will be responsible for program implementation.

**VI. Description of Facilities Where Activities will be Carried Out [1/2 page]**

In one-half page, describe the site where the program will be implemented. How will clients get to the facility? What efforts will your agency and partners make to promote your program and reach isolated individuals? Describe how the facility complies with Americans with Disabilities Act (ADA) requirements relating to accessibility.

**VII. Other City Contracts [1/2 page]**

In one-half page, identify any current contracts awarded by City Departments other than DHCD; and provide for each the amount awarded, the funding source, the services provided and the performance period.

**VIII. Mayor and City Council Priorities [1/2 page]**

In accordance with the City of Oakland's policies, the priorities set forth by the Mayor and City Council in the FY2019-2020/2020-2021 Adopted Policy Budget must be a primary consideration in the allocation of CDBG funds. Applicants are strongly encouraged to plan programs that will meet at least one of the following priorities and should identify and cite in the proposal narrative

the number and name of the priority(ies) to be met:

<b>CURRENT CITY OF OAKLAND PRIORITIES</b>	<b>CORRESPONDING ELIGIBLE CDBG SUBCATEGORIES</b>	<b>HUD MATRIX CODES</b>
AFFORDABLE HOUSING	HOUSING, ACQUISITION, DISPOSITION, REHABILITATION, PRESERVATION, REPAIR OF FORECLOSED PROPERTIES, LEAD BASED PAINT ABATEMENT	05P, 12,13, 14A-B-D, F-I, 16A-B, 19E
HOMELESS SOLUTIONS/ANTIDISPLACEMENT SERVICE GAPS <sup>i</sup>	PUBLIC FACILITIES IMPROVEMENTS/ACQUISITION/PUBLIC SERVICES (OPERATIONS)	03C, 03T, 05G
ECONOMIC/WORKFORCE DEVELOPMENT	MICRO ENTERPRISE ASSISTANCE, DIRECT FINANCIAL ASSISTANCE, TECHNICAL ASSISTANCE	14E, 17A-D, 18A-C
ILLEGAL DUMPING/CLEAN UP	NEIGHBORHOOD CLEAN UP (One time/Short term assistance)	05V, 04, 04A
PARK MAINTENANCE (CAPITAL IMPROVEMENT)	PUBLIC FACILITIES IMPROVEMENTS/NEIGHBORHOOD FACILITIES IMPROVMENTS (Maintenance activities are not eligible)	03E, 03F, 03D
STREET IMPROVEMENTS	STREET AND SIDEWALK IMPROVEMENTS (Maintenance and potholes are not eligible)	3K, 3L
COMMUNITY SAFETY & VIOLENCE PREVENTION	CRIME AWARENESS/PREVENTION	5I
WILDFIRE PREVENTION	FIRE STATIONS/EQUIPMENT (Infrastructure & Equipment Only- Nothing specific to prevention)	3O

<sup>1</sup> Anti-displacement activities that benefit the most vulnerable populations and deliver housing outcome-based services that keep people housed, prevent housing instability, and prevent people from entering into homelessness.



**PROPOSAL NARRATIVE FORM**

**Agency Name:**  
**Project Title:**  
**HUD CDBG Matrix Code:**

**Page:**  
**District Priority Code:**  
**Services/Activity Title:**

[Empty box for proposal narrative content]

**PROPOSAL NARRATIVE FORM**

**Agency Name:**

**Project Title:**

**HUD CDBG Matrix Code:**

**Page:**

**District Priority Code:**

**Services/Activity Title:**

**III. Program Monitoring [1/2 page]**

**PROPOSAL NARRATIVE FORM**

**Agency Name:**

**Project Title:**

**HUD CDBG Matrix Code:**

**Page:**

**District Priority Code:**

**Services/Activity Title:**

**IV. Describe the Experience/Capacity of Your Agency [1 page]**

**PROPOSAL NARRATIVE FORM**

**Agency Name:**

**Project Title:**

**HUD CDBG Matrix Code:**

**Page:**

**District Priority Code:**

**Services/Activity Title:**

**V. Describe Staff Capacity [1/2 page]**

**VI. Description of Facilities Where Activities will be Carried Out [1/2 page]**

**PROPOSAL NARRATIVE FORM**

**Agency Name:**

**Project Title:**

**HUD CDBG Matrix Code:**

**Page:**

**District Priority Code:**

**Services/Activity Title:**

**VII. Other City Contracts [1/2 page]**

**VIII. Mayor and City Council Priorities [1/2 page]**

**SECTION D-4  
GUIDANCE FOR PROPOSAL BUDGET FORM  
AND LIMITATIONS ON THE USE OF CDBG FUNDS**

The proposal must include a one-page budget form to identify the line item costs that are included in the proposed budget. **Do not exceed the one page limit.** Templates are available in RFP Forms-Budget Forms at <https://www.oaklandca.gov/topics/community-development-block-grant-program>. The 1” margins and portrait layout must not be reformatted or converted.

The budget forms on pages 29-32 are samples and not all of the suggested line items may apply. Please delete those line items that are not applicable.

- D-5 - Budget form for public and housing related services: itemize the costs of salaries, fringe benefits, payroll taxes, operating expenses, any consultant services, and indirect costs.
- D-6 – Budget form for economic development: itemize the costs of salaries, fringe benefits, payroll taxes, operating expenses, any consultant services, and indirect costs.
- D-7 - Budget form for public facilities & improvements or housing improvements: itemize the costs of architectural or engineering services, permits or fees, and construction costs.
- D-8 - Budget form for property acquisition: itemize the costs of appraisal and purchase.

**The budget should reflect the amount being requested from CDBG funds, not the total organizational budget. The form should identify in separate columns the line item amounts being requested from CDBG funds and those from other funding sources that will support the project. Do not use cents but round up each amount to the nearest dollar.**

A separate budget must be provided for each District for which funding is being requested. If you are applying for funds to provide the same project in more than one District, each budget form must identify only the amount being requested for each District not the total being requested for all the Districts for which you are applying. **If the same amount is being requested from more than one District, one budget form showing the annual costs for the fiscal year should be prepared and a photocopy included in each proposal. If different annual amounts are being requested, a separate budget form should be prepared for each District.**

Unless otherwise authorized, funds can only be used to serve persons or areas in the respective District for which funds are allocated.

If a proposed project includes capital or housing improvements or property acquisition as well as program operation and delivery of services, the funding request must be prepared as separate proposals identifying the respective activities and costs.

**Limitations to the use of CDBG funds:** Before completing the Budget Form, please review very carefully the following limitations to the use of CDBG funds which should be observed.

1. Expenditure of Funds Within the Fiscal Year Allocated

CDBG is a “reimbursement” grant. Awardees must be able to provide proof of invoice and payment in order to be reimbursed for expenses incurred. Applicants must be sure that the funds being request will be expended in the year for which the funds are awarded (FY2020-21 or FY2021-22). Applicants should apply for funding only for activities/projects that are ready to be executed by July 1<sup>st</sup> of the awarded fiscal year or that are already in operation. HUD requires that funds be expended in a timely manner. Only in limited circumstances, such as a justifiable emergency, should the City carry forward funds to the subsequent year. Particularly in proposals for public

facilities/improvements and housing improvements, applicants should not assume that funding can be expended in a subsequent fiscal year. Expenditure caps imposed under the public services category are applied to the year expended, and as a result most requests for carry forward of public service allocations will not be honored. If anticipated planning or predevelopment activities that would not be charged to CDBG funds might be prolonged, be aware the delays in expenditure can result in the reprogramming of unexpended funds.

2. Property Acquisition:

- a. Itemized costs of appraisal, inspection and purchase must be provided.
- b. Requests for acquisition of property must include a purchase agreement with the owner. A property owner who is an employee, agent, officer or consultant of an agency applying for capital or housing improvement funds could potentially be in conflict of interest by deriving a direct financial benefit from improvements to his/her property.
- c. CDBG funds may be used for acquisition of a public facility if the entity undertaking the purchase takes title to the property. **However, HUD has determined that paying off or refinancing a loan obtained for the purchase of real property is not considered acquisition if no change in title results.**
- d. A request for property acquisition should identify the proposed site and sale price, as well as the estimated value based upon comparable market values.
- e. CDBG funds may not be used for the acquisition of structures used for inherently religious purposes but may be used for structures in which eligible activities under a HUD program or activity are conducted. Where a structure is used for both eligible and inherently religious activities, HUD funds may not exceed the cost of the portion of the acquisition that is attributable to eligible activities in accordance with the cost accounting requirements applicable to the HUD program or activity.
- f. All property acquired in whole or in part using CDBG funds must be used for the same purpose of principally benefitting low- and moderate-income persons for five years after the termination date of the Grant Agreement awarding the funds.

3. Lease and Rent Payments:

- a. CDBG funds may not be used solely for lease or rent payments without other allowable operating costs.
- b. Agencies receiving CDBG funds may be precluded by Federal conflict of interest provisions from renting or leasing space from a public official or from an employee, agent, officer or consultant of their agency.

4. Public Facilities/Improvements and Housing Improvements:

- a. Requests for funds to undertake improvements to real property or open space development must include proof of legal ownership or authorization from the owner to perform the improvements.
- b. Proposals to undertake improvements on City-owned facilities will only be accepted from the responsible operating City Department.
- c. Renovation costs may include equipment provided that the equipment is fixed and permanent and is not moveable.
- d. A request for public facilities and improvements should be supported by cost estimates, preferably from at least three (3) reasonable, responsible sources that comply with Equal Employment Opportunity standards and can meet the City's construction reporting requirements. See Section H, page 37 for the links to the City's Local Business and Local Employment Policies, and Equal Employment Opportunity requirements.
- e. CDBG funds may not be used for the construction or rehabilitation of structures used for inherently religious purposes but may be used for structures in which eligible activities under a HUD program or activity are conducted. Where a structure is used for both eligible and

inherently religious activities, HUD funds may not exceed the cost of the portions of the construction or rehabilitation that is attributable to eligible activities in accordance with the cost accounting requirements applicable to the HUD program or activity.

- f. Identify other funding sources and the discrete portion of the work to be done with Oakland's CDBG funds.
- g. All public facilities and improvements or housing improvements undertaken in whole or in part using CDBG funds must be used for the same purpose of principally benefitting low- and moderate-income persons for five years after the termination date of the Grant Agreement awarding the funds.

5. Capital Equipment:

Lease or rental of capital equipment is generally advised because all assets which an agency acquires with CDBG funds have, upon termination of the grant agreement, to be transferred to the City or the agency must reimburse the CDBG Program at the current per unit fair market value less the amount of depreciation previously agreed upon with the City. Estimates of the lease/rental costs should be provided.

6. Indirect Costs

If Indirect Costs are to be included as a line item a detailed cost allocation plan must be submitted for City files that lists the costs to be charged, the total annual allocation for each line item, the amount charged to other grants or agreements, and the percentage to be charged to the CDBG agreement. As established by the Federal Office of Management and Budget, indirect costs are those incurred for general organizational overhead expenses that do not relate solely to any single activity, such as the salaries and expenses of executive officers, personnel administration and accounting as well as depreciation or use allowances on buildings and equipment, and the costs of operating and maintaining facilities. No specific percentage is prescribed for administrative costs since they can vary according to the type of services provided, but the costs must be reasonable and necessary. Costs directly related to delivery of a particular grant-funded activity such as personnel and operating costs as well as supplies and materials should be charged as direct line item costs in the budget.

7. Unallowable Costs:

The following costs are unallowable: bad debts; contingencies; contributions and donations; entertainment costs (including meals for social events and awards/graduation banquets); gifts or incentive awards to individuals; fines and penalties resulting from violations of or non-compliance with Federal, State, and Local laws; interest on borrowed capital; fundraising; investment management; losses on other awards; and litigation expenses.

**SECTION D-5**  
**BUDGET FORM-PROPOSAL FOR PUBLIC AND HOUSING RELATED SERVICES**

	<b>SUPPLEMENTAL FUNDS-SOURCE &amp; USE</b>	<b>FY20-21</b>	<b>FY21-22</b>	<b><u>Total FY20-22</u></b>
<b><u>SALARIES, PAYROLL TAXES AND FRINGE BENEFITS</u></b>				
<u>Salaries</u> <sup>1</sup>				
Position Title				
Position Title				
Position Title				
<u>Fringe Benefits</u>				
<i>TOTAL SALARIES AND TAXES/BENEFITS</i>				
<b><u>OPERATING COSTS</u></b> <sup>2</sup>				
Supplies				
Rent				
Insurance				
Telephone				
Equipment Lease				
Travel				
Professional Development				
Field Trips				
Accounting				
<i>TOTAL OPERATING COSTS</i>				
<b><u>SUB-SUBGRANTEE SERVICES</u></b>				
<i>TOTAL SUB-SUBGRANTEE SERVICES</i>				
<b><u>TRAINEE STIPENDS</u></b>				
<i>TOTAL TRAINEE STIPENDS</i>				
<b><u>INDIRECT COSTS</u></b> <sup>3</sup>				
<b>TOTAL EXPENSES</b>				

<sup>1</sup> It is recommended that salaries be the primary budget line item as the documentation to be maintained and submitted with requisitions is more manageable.

<sup>2</sup> It is recommended that the number of line items in Operating Costs be limited to minimize the documentation that has to be maintained and submitted with requisitions.

<sup>3</sup> Subgrantees who intend to include Indirect Costs as a line item must submit for City files a detailed cost allocation plan that lists the costs to be charged, the total annual allocation for each line item, the amount charged to other grants or agreements, and the percentage to be charged to the CDBG agreement. See page 26, Item 6 of Section D-4 for the definition of Indirect Costs.

**SECTION D-6**  
**BUDGET FORM-PROPOSAL FOR ECONOMIC DEVELOPMENT ACTIVITIES**

	<b>SUPPLEMENTAL FUNDS-SOURCE &amp; USE</b>	<b>FY20-21</b>	<b>FY21-22</b>	<b><u>Total FY20-22</u></b>
<b><u>SALARIES, PAYROLL TAXES AND FRINGE BENEFITS</u></b>				
<u>Salaries</u> <sup>1</sup>				
Position Title				
Position Title				
Position Title				
<u>Fringe Benefits</u>				
<i>TOTAL SALARIES AND TAXES/BENEFITS</i>				
<b><u>OPERATING COSTS</u></b> <sup>2</sup>				
Supplies				
Rent				
Insurance				
Telephone				
Equipment Lease				
<i>TOTAL OPERATING COSTS</i>				
<b><u>SUB-SUBGRANTEE SERVICES</u></b>				
<i>TOTAL SUB-SUBGRANTEE SERVICES</i>				
<b><u>INDIRECT COSTS</u></b> <sup>3</sup>				
<b>TOTAL EXPENSES</b>				

<sup>1</sup> It is recommended that salaries be the primary budget line item as the documentation to be maintained and submitted with requisitions is more manageable.

<sup>2</sup> It is recommended that the number of line items in Operating Costs be limited to minimize the documentation that has to be maintained and submitted with requisitions.

<sup>3</sup> Subgrantees who intend to include Indirect Costs as a line item must submit for City files a detailed cost allocation plan that lists the costs to be charged, the total annual allocation for each line item, the amount charged to other grants or agreements, and the percentage to be charged to the CDBG agreement. See page 26, Item 6 of Section D-4 for the definition of Indirect Costs.

**SECTION D-7 BUDGET FORM-PROPOSAL PUBLIC FACILITIES/IMPROVEMENTS  
AND HOUSING IMPROVEMENTS**

	<b>SUPPLEMENTAL FUNDS- SOURCE &amp; USE</b>	<b>FY20-21</b>	<b>FY21-22</b>	<b><u>Total FY20-22</u></b>
<b><u>ARCHITECTURAL/ENGINEERING DESIGN SERVICES</u></b>				
<i>TOTAL ARCHITECTURAL/ ENGINEERING DESIGN SERVICES</i>				
<b><u>PERMITS/FEES</u></b>				
<i>TOTAL PERMIT/ FEES</i>				
<b><u>CONSTRUCTION COSTS</u></b>				
<i>TOTAL CONSTRUCTION COSTS</i>				
<b><u>CONSTRUCTION MANAGEMENT</u></b>				
<i>TOTAL CONSTRUCTION MANAGEMENT</i>				
<b>TOTAL EXPENSES</b>				

**SECTION D-8**  
**BUDGET FORM-PROPOSAL FOR PROPERTY ACQUISITION**

	SUPPLEMENTAL FUNDS- SOURCE & USE	FY20-21	FY21-22	<u>Total FY20-22</u>
<b><u>PURCHASE COSTS</u></b>				
<i>TOTAL PURCHASE COSTS</i>				
<b><u>APPRAISAL COSTS</u></b>				
<i>TOTAL APPRAISAL COSTS</i>				
<b><u>INSPECTION COSTS</u></b>				
<i>TOTAL INSPECTION COSTS</i>				
<b><u>OTHER COSTS</u></b>				
<i>TOTAL OTHER COSTS</i>				
<b>TOTAL EXPENSES</b>				

## SECTION D-9 GUIDANCE FOR REQUIRED DOCUMENTS

Certain required documents, as described below, must be submitted. The matrix on page 30 identifies the documents to be submitted by applicants as follows: City Departments; Private Non-Profit Organizations; and Fiscal Sponsors, if applicable. These documents will enable staff to assess whether or not applicants can satisfy all program requirements. These documents will be kept in the Department of Housing and Community Development-CDBG Division's files but will not be distributed.

a. **Articles of Incorporation/Bylaws**

- Articles of Incorporation are the documents recognized by the State as formally establishing a private corporation or agency. They indicate if the organization is a private-non-profit. They further identify the principals (owners or officers) of the corporation; indicate if they will sell stock; and give the corporation's full legal name. The Articles should be executed by the Directors and their signatures should be certified. The copy submitted should include the endorsement stamp showing the date on which the Articles were filed with the Secretary of State. **If the Articles have been amended, a copy of each amendment must be submitted with the Articles.**
- Bylaws are defined as "secondary laws or rules adopted by an organization or assembly for governing its own meetings or affairs." The Bylaws should include signed certification that they were adopted by the governing body and on what date.

b. **Documentation of Good Standing from the State of California**

Private non-profit organizations must provide documentation that they are in active status with the State of California as determined by the payment of all fees due to the State in regard to the corporation's legal status, e.g., corporate filing fees, and the filing with the State of all necessary tax return forms. Either of the following documents obtained and dated **at the time of the submission of the proposal** is acceptable:

- A copy of an Exempt Letter of Good Standing from the Franchise Tax Board; or
- A Certificate of Good Standing from the Secretary of State; or
- A printout of the online California Business Search result from the California Secretary of State website (<http://kepler.ss.ca.gov>)

**Submission of the organization's Statement by Domestic Non-profit Corporation is not acceptable documentation.**

c. **Tax-Exempt Determination**

Non-profit organizations must submit copies of the following two tax-exemption determination letters that must be current (at least within the last two years):

- From the Federal Internal Revenue Service; **AND**
- From the California State Franchise Tax Board. Organizations can submit the Franchise Tax Board Entity Status Form verifying that the entity is currently exempt from tax under the Revenue Taxation Code Section 23707d.

All organizations must provide their Employer's Identification Number.

d. **List of the Board of Directors**

A list of the current Board of Directors or other governing body of the agency must be submitted. The list must include the name, telephone number, mailing address, email address, and occupation or affiliation of each member; and it must identify the principal officers of the governing body.

- e. **Authorization to Request Funds and Designation of Authorized Officials**  
The hard copy original of a letter signed and dated on official letterhead from the President/Chairperson or Secretary of the governing body must be submitted. The letter should provide the following:
- Authorization from the governing body to submit the funding request with a copy of the minutes of the meeting in which the governing body's resolution, motion or other official action is recorded. **The authorization should not be a blanket approval for any and all funding requests but should be specifically for the Community Development Block Grant funding request.**
  - Designation by the governing body of at least two (2) representatives of the agency authorized to negotiate for and contractually bind the agency. The name, position title, mailing address, telephone number/extension, fax number and email address of each authorized individual must be provided. One of the representatives must be the Executive Director/Chief Executive Officer of the organization.
- f. **Organizational Chart**  
An organizational chart must be provided which describes the organization's administrative framework and staff positions, which indicates where the proposed program will fit into the organizational structure, and which identifies any staff positions of shared responsibility. The names of the staff persons in each position, including the Chief Program Administrator and the Chief Fiscal Officer, must be provided.
- g. **Resume of Chief Program Administrator**  
The resume should identify the person by name and position title. The position title should be indicated in the heading of the resume so that it is readily identifiable.
- h. **Resume of Chief Fiscal Officer**  
The resume should identify the person by name and position title. The position title should be indicated in the heading of the resume so that it is readily identifiable.
- i. **Financial Statement and Audit**  
A copy must be submitted of the agency's most recent audited financial statement as well as an audited review of the balance sheet, statements of revenue, expenditure, fund balance, and statements of profit and loss. For information on the minimal acceptable Federal and City requirements refer to Other Resources-Future Contracting Requirements-Audits and Examinations Specifications at <https://www.oaklandca.gov/topics/community-development-block-grant-program>.
- j. **Conflict of Interest Questionnaire**  
A hard copy original of this document must be submitted with blue in signature. For detailed information refer to Other Resources-Future Contracting Requirements-Conflict of Interest Provisions at <https://www.oaklandca.gov/topics/community-development-block-grant-program>.
- k. **Applicant Certification**  
The original signed/dated Applicant Certification which was issued at the mandatory training for prospective applicants must be submitted.

**Note: The submission of letters of recommendation is not necessary or encouraged.**

	DOCUMENTS TO BE SUBMITTED WITH PROPOSALS	CITY DEPARTMENT APPLICANTS	PRIVATE NON-PROFIT APPLICANTS	APPLICANT'S FISCAL AGENT <sup>1</sup> <i>(If applicable)</i>
<b>SUBMIT ONE SET ONLY OF THE FOLLOWING REGARDLESS OF THE NUMBER OF PROPOSALS SUBMITTED:</b>				
a.	Articles of Incorporation (with any Amendments) and Bylaws	N.A.	X	X
b.	State of California Documentation of Good Standing <i>[Dated at time of submission]</i>	N.A.	X	X
c.	Tax Exemption Determination Letters: • State Franchise Tax Board <b>AND</b> • Federal Internal Revenue Service	N.A.	X	X
d.	List of Board of Directors	N.A.	X	X
e.	Board of Directors Authorization to Submit Proposal <b>AND</b> Designation of Authorized Officials <i>[Hard copy of original on agency letterhead signed/dated with blue ink signature]</i>	N.A.	X	X
f.	Organizational Chart	N.A.	X	X
g.	Resume of Program Administrator	N.A.	X	X
h.	Resume of Fiscal Officer	N.A.	X	X
i.	Financial Statement and Audit	N.A.	X	X
j.	Conflict of Interest Questionnaire <i>[Hard copy original signed/dated with blue ink signature]</i>	N.A.	X	X
k.	Applicant Certification <i>[Hard copy original signed/dated with blue ink signature]</i>	X	X	X

1 A fiscal agent is a nonprofit organization with 501(c)(3) tax-exempt status that serves as a “pass-through” for grant funds recommended for a nonprofit organization that does not have the required 501(c)(3) status needed to legally operate a grant funded project. In such a case, the fiscal agent will be considered as the applicant and the proposal must be submitted in the name of and with the contact information for that organization. The organization that does not meet the criteria to directly receive the grant funds will be considered as the project, and name of that organization and of its proposed activity should be entered as the project title. The proposal must include all of the applicable required documents for each organization.

Department of Housing and Community Development/CDBG Division  
D-9 GUIDANCE FOR REQUIRED DOCUMENTS January 2020

**SECTION D-10 - CONFLICT OF INTEREST QUESTIONNAIRE**

For detailed information refer to Other Resources-Future Contracting Requirements-Conflict of Interest Provisions at <https://www.oaklandca.gov/topics/community-development-block-grant-program>

Federal, State and City law prohibits employees and public officials of the City of Oakland from participating on behalf of the City in any transaction in which they have a financial interest. This questionnaire must be completed and submitted by each applicant for Community Development Block Grant (CDBG) funding. The purpose of this questionnaire is to determine if the applicant, or any of the applicant's staff, or any of the applicant's Board of Directors would be in conflict of interest.

- 1. Is there any member(s) of the applicant's staff or any member(s) of the applicant's Board of Directors or governing body who currently is or has/have been within one year of the date of this questionnaire either a City employee or consultant, or a City Councilperson, or a director of a Community Development District Board?

Yes \_\_\_ No\_\_\_ If yes, on a separate sheet please:

- Provide each person’s name, and the job title or role each person has with respect to the applicant;
- State whether each person listed is a City employee, consultant, City Councilperson, or a District Board Director; and
- Identify the City Department in which he/she is employed or the District Board of which he/she is a member.

- 2. Will the CDBG funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who is/are currently or has/have been within one year of the date of this questionnaire a City employee, consultant, City Councilperson, or a director of a Community Development District Board?

Yes \_\_\_ No\_\_\_ If yes, on a separate sheet please:

- Provide the name of each person;
- State whether each person listed is a City employee, consultant, City Councilperson, or a District Board member; and
- Identify the City Department in which he/she is employed or the District Board of which he/she is a member.

- 3. Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who is/are business partners or family members of a City employee, consultant, City Councilperson, or director of a Community Development District Board?

Yes \_\_\_ No \_\_\_ If yes, on a separate sheet please:

- Identify the City employee, consultant, Councilperson or District Board with whom each individual has family or business ties.

\_\_\_\_\_  
Name of Applicant:

\_\_\_\_\_  
Signature of Applicant's Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**SECTION D-11**

**City of Oakland  
Community Development Block Grant Program**

**APPLICANT CERTIFICATION FOR  
COMMUNITY DEVELOPMENT DISTRICT FUNDS  
FUNDING CYCLE 2020-2022**

This is to certify that on Friday, February 21, 2020 I attended the Mandatory Training for Prospective Applicants for the City of Oakland’s Community Development Block Grant (CDBG) 2020-2022 funding cycle for projects to be provided in the seven Community Development Districts of Oakland. To the best of my knowledge and belief, all information and data in this application and attachments are true and correct. No material information has been omitted, including financial information. If funded, I certify that the Agency is willing and able to adhere to the policies and procedures specified by the City of Oakland as well as the applicable program regulations of the U.S. Department of Housing and Urban Development.

Further, I understand this is not an agreement for grant funding and that the Agency shall not incur any costs, perform any work, purchase any goods or services, nor make any commitments or sign any contracts with any person, organization or company related to the project for which CDBG funds are requested until the funds have been appropriated by the Oakland City Council and a Grant Agreement has been executed with the City of Oakland.

\_\_\_\_\_  
Signature *(sign in blue ink)*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name of Agency

\_\_\_\_\_  
Date

## SECTION E - GUIDANCE FOR PROPOSAL ASSEMBLY AND SUBMISSION

A separate proposal must be submitted for each District and for each program/project, activity or site for which CDBG funding is requested. Discrete activities such as service delivery/operating costs, acquisition or capital improvements must be submitted in separate proposals.

We recommend that you pay careful attention to the following requirements that are included in the Proposal Packet:

- a. Summary of HUD Rules and Regulations (pages 6-14)
- b. Guidance for the Proposal Cover Sheet (page 15)
- c. Guidance for Proposal Narrative (pages 17-25)
- d. Guidance for Proposal Budget (pages 26-28)
- e. Guidance for Required Documents (pages 33-35)

**Failure to follow the submission guidelines and/or provide all required data and documents will result in a proposal being returned without review or comment.**

In preparing the Proposal Packet

- A font size of 12 must be used in the Proposal Narrative and no smaller than a 10 font in forms.
- Forms may not be reformatted or revised or have borders extended in order to include additional information and will not be accepted if changed in any way.
- The Cover Sheet, Narrative, Budget, Conflict of Interest Questionnaire, and Application Certification must be copied on single side sheets and not on two-sided sheets.
- Do not include a separate cover letter.

In assembling the Proposal Packet:

- Documents must be submitted in the order listed on the Proposal Cover Sheet.
- The Cover Sheet, Narrative, Budget, Conflict of Interest Questionnaire, and Application Certification must be packaged together in front of the corporate documents.
- Secure the packet with paper or binder clips, not staples.
- The packet should not be placed in binders or bound covers.
- Do not separate the proposal sections with dividers.
- Do not submit the RFP sections with instructions/guidelines in the proposal packet.
- If licensing, certification or health inspection is required to operate and provide the proposed service, a copy of the required document(s) must be submitted with the proposal(s).
- Do not include additional information such as client intake/application forms, pre-/post-test forms, program brochures and letters of recommendation.

The Department of Housing and Community Development will duplicate and distribute the Proposal Cover Sheet, Proposal Narrative and Budget Form to the Councilmember and Board members of the District from which funding is requested. All other required documents will be reviewed and filed but will not be distributed.

**Due Date:** Completed proposals must be submitted no later than **2:00 p.m. on Friday, February 28, 2020.** Proposals must arrive at and be time-stamped by 2:00 p.m. Postmarks and late proposals will not be accepted. There will be no exception to this rule. Receipts will not be provided but acknowledgements will be emailed to applicants when staff completes review of the proposals. Applications should be mailed or hand-delivered to:

**Attention: Mr. Gregory Garrett, CDBG Manager**  
**City of Oakland Department of Housing and Community Development**  
**Community Development Block Grant Division**  
**250 Frank H. Ogawa Plaza, Suite 5313, Oakland, CA 94612-2034**

	DOCUMENTS TO BE SUBMITTED WITH PROPOSALS	CITY DEPARTMENT APPLICANTS	PRIVATE NON-PROFIT APPLICANTS	APPLICANT'S FISCAL AGENT <sup>1</sup> <i>(If applicable)</i>
<b>SUBMIT A SINGLE SET OF THE ORIGINALS OF THE FOLLOWING WITH EACH PROPOSAL:</b>				
1.	Proposal Cover Sheet	X	X	N.A.
2.	Proposal Narrative <i>[5 Pages Maximum]</i>	X	X	N.A.
3.	Budget Form	X	X	N.A.
<b>SUBMIT ONE COPY ONLY OF THE FOLLOWING REGARDLESS OF THE NUMBER OF PROPOSALS SUBMITTED:</b>				
4.	Articles of Incorporation (with any Amendments) and Bylaws	N.A.	X	X
5.	State of California Documentation of Good Standing <i>[Dated at time of submission]</i>	N.A.	X	X
6.	Tax Exemption Determination Letters: • State Franchise Tax Board <b>AND</b> • Federal Internal Revenue Service	N.A.	X	X
7.	List of Board of Directors	N.A.	X	X
8.	Board of Directors Authorization to Submit Proposal <b>AND</b> Designation of Authorized Officials <i>[Hard copy of original on agency letterhead signed/dated with blue ink signature]</i>	N.A.	X	X
9.	Organizational Chart	N.A.	X	X
10.	Resume of Program Administrator	N.A.	X	X
11.	Resume of Fiscal Officer	N.A.	X	X
12.	Financial Statement and Audit	N.A.	X	X
13.	Conflict of Interest Questionnaire <i>[Hard copy original signed/dated with blue ink signature]</i>			
14.	Applicant Certification <i>[Hard copy original signed/dated with blue ink signature]</i>	X	X	X

Department of Housing and Community Development-CDBG Division  
E. GUIDANCE FOR PROPOSAL ASSEMBLY AND SUBMISSION January 2020

1 A fiscal agent is a nonprofit organization with 501(c)(3) tax-exempt status that serves as a “pass-through” for grant funds recommended for a nonprofit organization that does not have the required 501(c)(3) status needed to legally operate a grant funded project. In such a case, the fiscal agent will be considered as the applicant and the proposal must be submitted in the name of and with the contact information for that organization. The organization that does not meet the criteria to directly receive the grant funds will be considered as the project, and name of that organization and of its proposed activity should be entered as the project title. The proposal must include all of the applicable required documents for each organization

**SECTION F**  
**HUD INCOME LIMITS**  
**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**Effective June 2019**

(The updated figures for 2020 will not be issued until April or  
 May 2020 and will be provided as soon as they are available)

Family Size	Extremely Low Income (0-30% of Median)	Very Low Income (31-50% of Median)	Low (Moderate) Income (51-80% of Median)
1	\$26,050	\$43,400	\$69,000
2	\$29,750	\$49,600	\$78,850
3	\$33,450	\$55,800	\$88,700
4	\$37,150	\$61,950	\$98,550
5	\$40,150	\$66,950	\$106,450
6	\$43,100	\$71,900	\$114,350
7	\$46,100	\$76,850	\$122,250
8	\$49,050	\$81,800	\$130,100

NOTE: The median family income for the Alameda/Contra Costa Primary Metropolitan Statistical Area (PMSA) is \$117,700 for a family of four.

*With the changes implemented in 1994 that consolidate the planning and application process for the CDBG program and the assisted housing program it administers, HUD is now using the uniform term "low-income" and "very low-income". The terms "moderate-income" and "low-income" which are used in the CDBG program have the same meaning: moderate-income corresponds to the new usage "low-income", while low-income corresponds to the new usage "very low-income".*

Department of Housing and Community Development – CDBG Division  
 F.HUD PROGRAM INCOME LIMITS FY19-20 January 2020

**SECTION G**  
**LOW- AND MODERATE-INCOME POPULATION**  
**AND PROJECTED ANNUAL ALLOCATION OF FUNDS**  
**FOR THE SEVEN COMMUNITY DEVELOPMENT(CD) DISTRICTS**

LOW AND MODERATE INCOME POPULATION

Boundaries Realigned the Oakland City Council Resolution No. 78102 C.M.S. Dated September 30, 2003

CD Districts	Population <sup>1</sup>	Total Low-Mod Persons <sup>2</sup>	Percentage Low-Mod	Share of Low-Mod
District 1: North Oakland	34,982	22,079	63.1%	7.3%
District 2: Eastlake/San Antonio/ Chinatown	87,458	54,561	62.4%	17.9%
District 3: Western Oakland	67,071	47,900	71.4%	15.8%
District 4: Central Oakland	37,948	25,082	66.1%	8.3%
District 5: Fruitvale/San Antonio	81,738	58,710	71.8%	19.3%
District 6: Central East Oakland	65,013	48,195	74.1%	15.9%
District 7: Elmhurst	64,699	46,935	72.5%	15.5%
<b>TOTAL</b>	<b>438,909</b>	<b>303,462</b>	<b>69.1%</b>	<b>100.0%</b>

SOURCE: 2010 Census data compiled by the U.S. Department of Housing and Urban Development

Note 1: Population is estimated using population by block group. District boundaries do not conform exactly to block group boundaries.

Note 2: Total Low-Mod Persons: “low-mod universe” of the number of persons for whom low-mod status could be determined.

**PROJECTED ANNUAL ALLOCATION OF FUNDS IN THE 2020-2022 FUNDING CYCLE**

Oakland does not expect to receive HUD notification of its FY2020-2022 entitlement grant amount until February 2020 and is basing the planning for the 2020-2022 funding cycle on the \$1,557,895 awarded for FY2019-20. It is expected that approximately \$1,500,000 (21% of the anticipated annual grant) will be available for District programs. Of this amount, \$908,286 must be used for Capital/Infrastructure, Housing Improvement, Economic Development or other eligible projects and no more than \$591,286 may be used for Public and Housing Related Services recommended to serve the respective CD Districts. Based on its low- and moderate-income population the projected proportion for each District is as follows:

CD Districts	District Percentages	Maximum Public & Housing Related Services	Minimum Economic Development; Public Facilities/Improvements; Housing Improvements; & Property Acquisition	Total
District 1: North Oakland	7.3%	\$43,164	\$66,336	\$109,500
District 2: Eastlake/San Antonio/ Chinatown	17.9%	\$105,840	\$162,660	\$268,500
District 3: Western Oakland	15.8%	\$93,423	\$143,577	\$237,000
District 4: Central Oakland	8.3%	\$49,077	\$75,423	\$124,500
District 5: Fruitvale/San Antonio	19.3%	\$114,118	\$175,382	\$289,500
District 6: Central East Oakland	15.9%	\$94,015	\$144,485	\$238,500
District 7: Elmhurst	15.5%	\$91,649	\$140,851	\$232,500
<b>TOTAL</b>	<b>100.0%</b>	<b>\$591,286</b>	<b>\$908,714</b>	<b>\$1,500,000</b>

Department of Housing and Community Development-CDBG Division

G. LOW- AND MODERATE-INCOME POPULATION AND FY2020-220 ANNUAL ALLOCATION - 7 COMMUNITY DEVELOPMENT DISTRICTS January 2020

## SECTION H - FUTURE CONTRACTING REQUIREMENTS

Private non-profit agencies selected for funding will be required to enter into a Grant Agreement with the City. Prior to the development of the Agreement, agencies will be notified of the date and time of a mandatory training at which they will be provided with details on the requirements specified below and with the documents referenced. For reference, the websites on which they can be accessed for review are provided below.

### I. CONTRACT SCHEDULES

<https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>

- a. Combined Grants Schedules:
  - i. Schedule C-1: Declaration of Compliance with the Americans with Disabilities Act
  - ii. Schedule K: Pending Dispute Disclosure Form
  - iii. Schedule N: Declaration of Compliance-Living Wage Ordinance
  - iv. Schedule N-1: Equal Benefits-Declaration of Nondiscrimination/Equal Access
  - v. Schedule P: Nuclear Free Zone Disclosure Form
  - vi. Schedule V: Affidavit of Non-Disciplinary or Investigatory Actions
- b. Schedule C-2: Declaration of ADA compliance for Facility Use and Other Special Events Agreements
- c. Schedule E: Project Consultant Team Listing
- d. Schedule N: Subs Declaration of Compliance – Living Wage Ordinance
- e. Schedule O: Contractor Acknowledgement of City of Oakland Campaign Contribution Limits
- f. Schedule Q-1: Construction Services Insurance Requirements
- g. Schedule Q-2: Professional and Specialized Services Insurance Requirements
- h. Schedule R: Subcontractor, Supplier, Trucking Listing
- i. Schedule Z: Certification A–Certification of Debarment and Suspension
- j. Schedule Z: Certification B–Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction

### II. CITY OF OAKLAND MINIMUM WAGE LAW

<https://www.oaklandca.gov/topics/minimum-wage-paid-leave-service-charges>

### III. CITY OF OAKLAND LOCAL BUSINESS AND LOCAL EMPLOYMENT POLICIES

- a. Local and Small Local Business Enterprise (L/SLBE) Program
- b. L/SLBE Certification for Non-Profit and For Profit  
<https://www.oaklandca.gov/documents/local-small-local-business-enterprise-program>
- c. Local Employment Program (LEP)  
<https://www.oaklandca.gov/topics/local-employment-program>

### IV. OTHER RESOURCES

<https://www.oaklandca.gov/topics/community-development-block-grant-program>

- a. ADA Requirements and Compliance
- b. Audit and Examinations Specifications
- c. Conflict of Interest Provisions: Summary of Rules for CDBG Subgrantees
- d. Contractual Provisions on Conflict of Interest
- e. Employment and Contracting: Construction Projects
- f. Employment and Contracting: Service Projects

**SECTION I  
COMMUNITY DEVELOPMENT DISTRICTS FUNDING PRIORITY CATEGORIES  
FOR 2020-2022 FUNDING CYCLE**

- ▶ Eligible proposals will be considered for projects addressing City-Wide and District-specific priorities.
- ▶ Eligible proposals for services and resources to eradicate **Homelessness** and assist in the provision or preservation of **Affordable Housing** in line with the City’s priorities will receive additional consideration in the scoring of proposals.
- ▶ Only proposals addressing the specific priorities below will be accepted and considered for funding.
- ▶ Applicants requesting funding for more than one category must submit a separate proposal for each program(s) to be provided in each category.
- ▶ Applicants requesting funding to serve more than one of the seven CD Districts must submit a separate complete proposal for each District identifying the program(s) to be provided in that District, the number of persons to be served from that District, and the amount requested from that District allocation.
- ▶ Applicants must cite in each proposal the District priority code number identified in the respective priority category listing below.

**DISTRICT-WIDE HOMELESSNESS AND AFFORDABLE HOUSING FUNDING PRIORITIES**

One of the critical missions of the City of Oakland is developing resources to eradicate homelessness and to provide affordable housing. In line with this mission the City has specified that the Request for Proposals for FY2020/21- 2021/22 CDBG funding give priority to mitigating these two issues through the services, housing, and housing improvement programs. Proposals can be submitted to one or more of the seven CD Districts for funding consideration and recommendation along with the respective District priorities specified in Section I.

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**Community Development District Priority Categories  
District 1  
FY2020-2022 Funding**

<b>Homeless Services</b>	
<b>Priority Code #</b>	<b>Description</b>
<b>HS-1-1</b>	Programs that provide meals, sanitation kits and health related services to homeless individuals and encampments.
<b>HS-1-2</b>	Programs that provide access to showers and hygiene resources for homeless individuals and encampments, in particular, through mobile services.
<b>Housing Related Services</b>	
<b>Priority Code #</b>	<b>Description</b>
<b>HRS-1-1</b>	Programs that provide fair housing counseling and legal advice to tenants at risk of eviction and predatory rent increases.
<b>Public Facilities/Improvements</b>	
<b>Priority Code #</b>	<b>Description</b>
<b>PFI-I-1</b>	Improvements to enhance street safety, including: sidewalks; crosswalk markings at intersections; additional lighting; designated bicycle lanes; and speed restrictions on truck traffic.

**Community Development District Priority Categories  
District 2  
FY2020-2022 Funding**

<b>Acquisition and Disposition</b>		
<b>Priority Code #</b>	<b>Title</b>	<b>Description</b>
<b>AD-2-1</b>	<b>Acquisition of Real Property</b>	<p>Acquisition of real property that will be developed for a public purpose. Use code 01 if CDBG funds will be used ONLY for the acquisition of property. This code is frequently used for the acquisition of property on which a public facility, public improvement or housing will be constructed using other funds.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>• <i>When a grantee acquires and constructs or rehabilitates a public facility with CDBG funds, assign the appropriate 03* matrix code, instead of 01.</i></li> <li>• <i>When a grantee combines acquisition with relocation or disposition in a single activity, that activity can be coded as Acquisition01.</i></li> <li>• <i>When a grantee acquires and rehabilitates housing with CDBG funds for residential purposes, use code 14G.</i></li> <li>• <i>When a grantee or subrecipient acquires land, clears structures, or packages land for the purpose of creating an industrial park or</i></li> </ul>

*encouraging commercial/industrial redevelopment, use matrix code 17A.*

**Public Facilities and Improvements**

Use matrix codes in this section when the CDBG funds are used by the grantee or other public or private non-profit entities for public facilities and improvements.

*Note:*

- *Grantees may only have one public facility in an activity. Grantees must setup a separate activity for each public facility. When two or more related activities are funded with CDBG, the grantee needs to set up a separate activity for each facility or improvement.*
- *When a facility is used only by a specific client group, the activity should be assigned the matrix code specific to that group, not the type of facility. For instance, assign 03Q to a health facility for abused and neglected children, not 03P.*
- *If CDBG funds are only used to acquire property for a public facility, use matrix code 01. If the grantee uses CDBG funds to pay for the acquisition and construction, or rehabilitation of a public facility or improvement, use the appropriate 03\* matrix code.*
- *For commercial and industrial improvements undertaken by a grantee or a Subrecipient for economic development purposes, use matrix code 17A, 17B, 17C, or 17D.*

<b>Priority Code #</b>	<b>Title</b>	<b>Description</b>
<b>PFI-2-1a</b>	<b>Homeless Facilities</b> (not operating costs)	Acquisition, construction, conversion of buildings, or rehabilitation of temporary shelters and transitional housing for the homeless, including victims of domestic violence, dating violence, sexual assault or stalking, disaster victims, runaway children, drug offenders, and parolees. <i>Note: For the construction of permanent housing for the homeless, use code 12; for the rehabilitation of such housing, use the appropriate 14* code; for facilities for abused and neglected children, use 03Q.</i>
<b>PFI-2-1b</b>	<b>Youth Centers</b>	Acquisition, construction, or rehabilitation of facilities intended primarily for young people age 13 to 19. These include playground and recreational facilities that are part of a youth center. For the acquisition, construction or rehabilitation of facilities intended primarily for children age 12 and under, use 03M; for facilities for abused and neglected children, use 03Q.
<b>PFI-2-1c</b>	<b>Neighborhood Facilities</b>	Acquisition, construction, or rehabilitation of facilities that are principally designed to serve a neighborhood and that will be used for social services or for multiple purposes (including recreation). Such facilities may include libraries and community centers.
<b>PFI-2-1d</b>	<b>Parks, Recreational Facilities</b>	Development of open space areas or facilities intended primarily for recreational use.
<b>PFI-2-1e</b>	<b>Street Improvements</b>	Installation or repair of streets, street drains, storm drains, curbs and gutters, tunnels, bridges, and traffic lights/signs. Also use 03K: <ul style="list-style-type: none"> <li>• For improvements that include landscaping, street lighting, and/or street signs (commonly referred to as “streetscaping”).</li> <li>• If sidewalk improvements (see code 03L) are part of more extensive street improvements.</li> </ul>
<b>PFI-2-1f</b>	<b>Child Care Centers</b>	Acquisition, construction, or rehabilitation of facilities intended primarily for children age 12 and under. Examples are daycare centers and Head Start preschool centers. For the construction or rehabilitation of facilities for abused and neglected children, use 03Q; for the construction or rehabilitation of facilities for teenagers, use 03D.

<b>PFI-2-1g</b>	<b>Tree Planting</b>	Acquisition, construction, or rehabilitation of physical or mental health facilities. Examples of such facilities include neighborhood clinics, hospitals, nursing homes, and convalescent homes. Health facilities for a specific client group should use the matrix code for that client group. For example, use 03Q for the construction or rehabilitation of health facilities for abused and neglected children.
<b>PFI-2-1h</b>	<b>Health Facilities</b>	Acquisition, construction, or rehabilitation of physical or mental health facilities. Examples of such facilities include neighborhood clinics, hospitals, nursing homes, and convalescent homes. Health facilities for a specific client group should use the matrix code for that client group. For example, use 03Q for the construction or rehabilitation of health facilities for abused and neglected children.
<b>PUBLIC SERVICES</b>		
<b>Priority Code #</b>	<b>Title</b>	<b>Description</b>
<b>PS-2-1a</b>	<b>Senior Services</b>	Services for the elderly. 05A may be used for an activity that serves both the elderly and persons with disabilities provided it is intended primarily to serve elderly. If the activity is intended primarily to serve persons with disabilities, use 05B instead.
<b>PS-2-1b</b>	<b>Legal Services</b>	Services providing legal aid to low- and moderate-income (LMI) persons. If the legal service is only provided for the settlement of tenant/landlord disputes, use 05K.
<b>PS-2-1c</b>	<b>Youth Services</b>	Services for young people age 13 to 19. For example, recreational services limited to teenagers and teen counseling programs. 05D can also be used for counseling programs that target teens but include counseling for the family as well. For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N.
<b>PS-2-1d</b>	<b>Substance Abuse Services</b>	Substance abuse recovery programs and substance abuse prevention/education activities. If the services are provided for a specific client group, the matrix code for that client group may be used instead. For example, substance abuse services that target teenagers may be coded either 05D or 05F.
<b>PS-2-1e</b>	<b>Child Care Services</b>	Services that will benefit children (generally under age 13), including parenting skills classes. For services exclusively for abused and neglected children, use 05N.
<b>PS-2-1f</b>	<b>Health Services</b>	Services addressing the physical health needs of residents of the community. For mental health services, use 05O.
<b>PS-2-1-g</b>	<b>Neighborhood Cleanups</b>	One-time or short-term efforts to remove trash and debris from neighborhoods. Examples of legitimate uses of this code include neighborhood cleanup campaigns and graffiti removal.
<b>PS-2-1-h</b>	<b>Mental Health Services</b>	Services addressing the mental health needs of residents of the community.

Priority Code #	Title	Description
HRS-2-1	<b>Subsistence Payments</b>	One-time or short-term (no more than three months) emergency payments on behalf of individuals or families, generally for the purpose of preventing homelessness. Examples include utility payments to prevent cutoff of service, and rent/mortgage payments to prevent eviction.
HRS-2-2	<b>Homebuyer Down Payment Assistance - Excluding Housing Counseling under</b>	Homebuyer down payment assistance provided as a PUBLIC SERVICE. If housing counseling (under 24 CFR 5.100) is provided to in conjunction with down payment assistance, report housing counseling separately under matrix code 05Y. If referral services, homeownership education programs, or general budget/financial counseling are provided to homebuyers in conjunction with down payment assistance as part of a package, then the services are considered activity delivery costs as a part of an 05R activity. <ul style="list-style-type: none"> <li>• Only report the number of households that received down payment assistance as accomplishments for 05R.</li> <li>• For more extensive types of homeownership assistance provided under authority of the National Affordable Housing Act, use code 13B.</li> </ul>
HRS-2-3	<b>Rental Housing Subsidies</b>	Tenant subsidies exclusively for rental payments for more than three months. Activities providing this form of assistance must be carried out by CBDOs or 105(a)(15) entities.
HRS-2-4	<b>Security Deposits</b>	Tenant subsidies exclusively for payment of security deposits.
HRS-2-5	<b>Housing Counseling only</b>	Housing counseling, under 24 CFR 5.100, for renters, homeowners, and/or potential new homebuyers that is provided as an independent public service (i.e., not as part of another eligible housing activity).
HRS-2-6	<b>Housing Information and Referral Services</b>	An activity that provides housing information, education, and referral services, or general budget/financial counseling that does not meet the 24 CFR 5.100 definition of Housing Counseling.
	<b>Housing</b> Housing includes new construction and rehabilitation. <ul style="list-style-type: none"> <li>• Reconstruction of housing is eligible as is rehabilitation. Replacement of stick-built residential structures with manufactured housing units, or vice versa, is eligible as reconstruction of housing.</li> <li>• Manufactured housing may be rehabilitated if it is considered part of the community's permanent housing stock.</li> <li>• Wiring multifamily properties for broadband internet service, as part of substantial rehabilitation as defined in 24 CFR 5.100, should be treated as a cost of the rehabilitation, not broken out separately.</li> <li>• Conversion of non-residential structures to housing is eligible as rehabilitation (esp. significant for 14B, 14D, 14G).</li> <li>• Rehabilitation of housing can include water/sewer hookups, running water/sewer lines from a house out to the street, installation/rehabilitation/replacement of wells, septic tanks, septic drain fields, etc.</li> <li>• Historic preservation work that is done as part of other housing rehabilitation can be included in the relevant matrix code.</li> <li>• Installation or replacement of landscaping materials, sidewalks, and driveways can be included when the costs are incidental to the rehabilitation of the property.</li> </ul>	

Priority Code #	Title	Description
H-2-1	Construction of Housing	Construction of housing with CDBG funds must either be: carried out by CBDOs, in accordance with the regulations at 24 CFR 570.204(a); in accordance with 42 USC 5305(a)(15); or last resort housing under the provisions of the Uniform Act, 42 USC Part 49.
H-2-2	Homeownership Assistance - excluding Housing Counseling under	<p><b>Homeownership Assistance - excluding Housing Counseling under 24 CFR 5.100</b>  <i>24 CFR 570.201(n) or 42 USC 5305(a)(24)</i>  CDBG funds may be used to provide direct homeownership assistance under 24 CFR 570.201(n) and Section 105(a)(24) of the HCDA under the low- and moderate-income housing national objective [24 CFR 570.208(a)(3) and 570.483(b)(3)]. Direct homeownership assistance may include:</p> <ul style="list-style-type: none"> <li>• Subsidizing interest rates and mortgage principal amounts to make loan payments affordable. This may include making grants to reduce the effective interest rates charged on the loans. Low-or no-interest subordinate loans can also be used to reduce overall loan repayment amounts.</li> <li>• Financing the cost of acquiring property already occupied by renter households at terms needed to make the purchase affordable.</li> <li>• Paying all or a part of the premium on behalf of the homebuyer for mortgage insurance required upfront by a private mortgagee.</li> <li>• Paying any or all of the reasonable closing costs associated with the home purchase on behalf of the homebuyer.</li> </ul> <p>Paying up to 50 percent of the down payment required by the mortgagee for the purchase on behalf of the homebuyer. (The 50 percent limitation on down payment assistance is a statutory requirement. Grantee records must document what amount of down payment is required by the mortgagee, and must clearly distinguish between the amount of CDBG funds being provided for down payment assistance vs. the amount provided for subsidizing the mortgage principal, for closing costs, for mortgage insurance, etc.)</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>• <i>If Housing Counseling, under 24 CFR 5.100, is provided in conjunction with direct homeownership assistance, report housing counseling under matrix code 13A, as a separate activity.</i></li> <li>• <i>If referral services, homeownership education programs, or general budget/financial counseling is provided to homebuyers in conjunction with homeownership assistance, the services are considered activity delivery costs as part of a 13B activity.</i></li> <li>• <i>All recipients of assistance provided under</i></li> </ul>

		<p><i>matrix code 13B must be low/moderate income and the activity must meet the LMH national objective.</i></p> <ul style="list-style-type: none"> <li>• <i>Only report the number of households that received homeownership assistance as accomplishments for 13B.</i></li> </ul>
<b>H-2-3</b>	<b>Rehabilitation: Energy Efficiency Improvements</b>	<p>Housing rehabilitation with the sole purpose of improving energy efficiency (e.g., a weatherization program). For energy efficiency improvements to public housing units, use 14C; for other publicly owned residential buildings, use 14D.</p>
<b>H-2-4</b>	<b>Rehabilitation: Acquisition</b>	<p>Acquisition of property to be rehabilitated for housing. 14G may be used whether CDBG funds will pay only for acquisition or for both acquisition and rehabilitation.</p>
<b>H-2-5</b>	<b>CDBG Operation and Repair of Foreclosed Property (“In-Rem Housing”)</b>	<p>Activities to prevent the abandonment and deterioration of housing acquired through tax foreclosure. These include making essential repairs to the housing and paying operating expenses to maintain its habitability.</p>

<b>Economic Development</b>		
<ul style="list-style-type: none"> <li>Matrix codes 17A – 17D should be used to identify special economic development activities carried out by the grantee or through a public or private non-profit subrecipient. Under these matrix codes, CDBG funds are not given to a specific for-profit business or businesses.</li> <li>Matrix codes 14E, 18A, 18B, 18C should be used when assistance is provided to a for-profit business for economic development projects.</li> </ul>		
<b>Priority Code #</b>	<b>Title</b>	<b>Description</b>
<b>ED-2-1</b>	<b>Economic Development Direct Financial Assistance to For-Profit Business</b>	<p>Financial assistance to private for-profit businesses to (for example) acquire property, clear structures, build, expand or rehabilitate a building, purchase equipment, or provide operating capital. Forms of assistance include loans, loan guarantees, and grants.</p> <p>With one exception, a separate 18A activity must be set up for each business assisted. If an activity is carried out under 24 CFR 570.208(a)(4)(vi) or 24 CFR 570.483(b)(4)(vi), job aggregation is allowed, and all businesses assisted during a program year may be combined in one activity.</p>
<b>ED-2-2</b>	<b>Economic Development: Technical Assistance</b>	<p>Technical assistance to for-profit businesses, including workshops, assistance in developing business plans, marketing, and referrals to lenders or technical resources. Also use 18B for activity delivery costs eligible under 24 CFR 570.203(c).</p>
<b>ED-2-3</b>	<b>Economic Development: Microenterprise Assistance</b>	<p>Financial assistance, technical assistance, or general support services to owners and developers of microenterprises. A microenterprise is a business with five or fewer employees, including the owner(s). The activity must be designed to exclusively serve microenterprises.</p> <p>With one exception, a separate activity must be set up for each microenterprise assisted. If an activity is carried out under 24 CFR 570.208(a)(4)(vi) or 24 CFR 570.483(b)(4)(vi), job aggregation is allowed, and all assisted businesses may be combined in one activity.</p>
<b>Other</b>		
<b>Priority Code #</b>	<b>Title</b>	<b>Description</b>
<b>O-2-1</b>	<b>CDBG Non-Profit Organization Capacity Building</b>	<p>Activities specifically designed to increase the capacity of non-profit organizations to carry out specific CDBG eligible neighborhood revitalization or economic development activities. Such activities may include providing technical assistance and specialized training to staff. The specific eligible activity for which capacity is being developed must meet a national objective. Payment of general operational and administrative costs of a non-profit organization is not eligible under this category.</p>

**Community Development District Priority Categories  
District 3  
FY2020-2022 Funding**

<b>Public Services – Homeless</b>	
<b>Priority Code #</b>	<b>Description</b>
<b>PS-3-1</b>	<b>Programs that address homelessness with emphasis on the reentry population, including: transitional housing and shelter, case management, health and support services, job training, and remedial education.</b>
<b>PS-3-1a</b>	In particular, programs that provide homeless shelters, case management, job training, remedial education, and health support service linkage.
<b>PS-3-1b</b>	In particular, programs that provide reentry services for formerly incarcerated persons, including transitional housing, free health, and education/job training.
<b>PS-3-1c</b>	<i>Priority will be given to programs that illustrate the capacity to serve the homeless population and provide much needed support services with emphasis on health services to the reentry population.</i>
<b>Services – Youth and Young Adults</b>	
<b>Priority Code #</b>	<b>Description</b>
<b>PS-3-2</b>	Programs to provide services through non-profits for youth ages 11-13 and 14-18.
<b>PS-3-2a</b>	In particular, non-profit programs serving teens, including: food service; arts; health and fitness; STEM (Science, Technology, Engineering, and Mathematics); and jobs/entrepreneurial/small business training.
<b>Public Facilities and Improvements</b>	
<b>Priority Code #</b>	<b>Description</b>
<b>PFI-1</b>	Capital improvements to facilities housing services to teens provided by non-profits.
<b>PFI-2</b>	Capital improvements to historic public buildings, in particular for exterior painting.
<b>PFI-3</b>	Street beautification projects.

**Community Development District Priority Categories  
District 4  
FY2020-2022 Funding**

<b>Acquisition and Disposition</b>		
<b>Priority Code #</b>	<b>Title</b>	<b>Description</b>
<b>AD-4-1</b>	Acquisition of Real Property	Acquisition of real property that will be developed for a public purpose. Use code 01 if CDBG funds will be used ONLY for the acquisition of property. This code is frequently used for the acquisition of property on which a public facility, public improvement or housing will be constructed using other funds.

<b>Public Facilities and Improvements</b>		
<b>Priority Code #</b>	<b>Title</b>	<b>Description</b>
<b>PFI-4-1</b>	Senior Centers	Acquisition, construction, or rehabilitation of facilities (except permanent housing) for seniors.
<b>PFI-4-2</b>	Facilities for Persons with Disabilities	Acquisition, construction, or rehabilitation of centers, group homes, and other facilities (except permanent housing) for persons with disabilities.
<b>PFI-4-3</b>	Neighborhood Facilities	Acquisition, construction, or rehabilitation of facilities that are principally designed to serve a neighborhood and that will be used for social services or for multiple purposes (including recreation). Such facilities may include libraries and community centers.
<b>PFI-4-4</b>	Parks, Recreational Facilities	Development of open space areas or facilities intended primarily for recreational use.
<b>PFI-4-5</b>	Street Improvements	Installation or repair of streets, street drains, storm drains, curbs and gutters, tunnels, bridges, and traffic lights/signs.
<b>PFI-4-6</b>	Sidewalks	Improvements to sidewalks. Also use 03L for sidewalk improvements that include the installation of trash receptacles, lighting, benches, and trees.
<b>Public Services</b>		
<b>Priority Code#</b>	<b>Title</b>	<b>Description</b>
<b>PS-4-1</b>	Senior Services	Services for the elderly. 05A may be used for an activity that serves both the elderly and persons with disabilities provided it is intended primarily to serve elderly.
<b>PS-4-2</b>	Services for Persons with Disabilities	Services for the persons with disabilities, regardless of age.
<b>PS-4-3</b>	Youth Services	Services for young people age 13 to 19. For example, recreational services limited to teenagers and teen counseling programs. 05D can also be used for counseling programs that target teens but include counseling for the family as well.
<b>PS-4-4</b>	Services for Victims of Domestic Violence	Services for victims of domestic violence, dating violence, sexual assault or stalking.
<b>PS-4-5</b>	Neighborhood Cleanups	One-time or short-term efforts to remove trash and debris from neighborhoods. Examples of legitimate uses of this code include neighborhood cleanup campaigns and graffiti removal.

<b>Housing</b>		
<b>Priority Code #</b>	<b>Title</b>	<b>Description</b>
<b>H-4-1</b>	Construction of Housing	Construction of housing with CDBG funds must either be: carried out by CBDOs, in accordance with the regulations at 24 CFR 570.204(a); in accordance with 42 USC 5305(a)(15); or last resort housing under the provisions of the Uniform Act, 42 USC Part 49.
<b>H-4-2</b>	Rehabilitation: Multi-Unit Residential	Rehabilitation of privately owned buildings with two or more permanent residential units. If Housing Counseling under 24 CFR 5.100 is provided in conjunction with rehabilitation, report Housing Counseling under matrix code 14L separately. If referral services or general budget/financial counseling is provided to residents in conjunction with rehabilitation, the services are considered activity delivery costs as a part of a 14B activity.
<b>Economic Development</b>		
<b>Priority Code #</b>	<b>Title</b>	<b>Description</b>
<b>ED-4-1</b>	Rehabilitation: Publicly or Privately Owned Commercial/Industrial	Rehabilitation of commercial/industrial property.
<b>ED-4-2</b>	Commercial/Industrial: Infrastructure Development	Street, water, parking, rail transport, or other improvements to commercial/industrial sites. 17B also includes the installation of public improvements, such as the construction of streets to and through commercial/industrial areas. 17B activities must be carried out by the grantee or by public or private non-profits.

**Community Development District Priority Categories  
District 5  
FY2020-2022 Funding**

<b>Public Services</b>	
<b>Children, Youth and Young Adults Services</b>	
<b>Priority Code #</b>	<b>Description</b>
<b>PS-5-1</b>	Programs that provide services to children, youth and young adults..
<b>PS-5-1a</b>	In particular, programs that provide and address the issues affecting girls such as sexual exploitation, abuse, and other concerns.

<b>PS-5-1b</b>	In particular, programs that include traffic safety and education for children and youth.
<b>PS-5-1c</b>	Priority will be given to proposals that provide summer employment, intern programs and training opportunities for youth that focus on STEM, technical or vocational skills.
<b>PS-5-1d</b>	Priority will be given to proposals that provide training, tutoring, and after school educational programs
<b>Priority Code #</b>	<b>Recreational Programs</b>
<b>PS-5-2</b>	<b>Programs that provide recreational services to all ages and genders such as children, youth, adults, and seniors.</b>
<b>PS-5-2a</b>	In particular, services that provide programs that include, sports, summer camps and programs, and all forms of art such as, dance, painting, and music.
<b>Health and Wellness Programs</b>	
<b>Priority Code #</b>	<b>Description</b>
<b>PS-5-3a</b>	In particular programs that provide social services for health and drug prevention.
<b>PS-5-3b</b>	In particular programs that provide services to people with disabilities.
<b>Priority Code #</b>	<b>Housing Program Services</b>
<b>HRS-5-1</b>	In particular, programs that provide housing services for young adults.
<b>Public Facilities and Improvements</b>	
<b>Priority Code #</b>	<b>Description</b>
<b>PFI-5-1</b>	Programs that improve, address and enhance urban blight such as lighting, park improvement and urban renewal projects,
<b>PFI-5-1a</b>	In particular, to programs that address Internet access, connectivity, infrastructure improvements, safety enhancements (ADA access) and technology
<b>PFI-5-1b</b>	In particular to programs that will improve recreational sights, parks and libraries and public facilities.

**Community Development District Priority Categories  
District 6  
FY2020-2022 Funding**

<b>Acquisition and Disposition</b>		
<b>Priority Code #</b>	<b>Title</b>	<b>Description</b>
<b>AD-6-1</b>	<b>Acquisition of Real Property</b>	<p>Acquisition of real property that will be developed for a public purpose. Use code 01 if CDBG funds will be used ONLY for the acquisition of property. This code is frequently used for the acquisition of property on which a public facility, public improvement or housing will be constructed using other funds.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>• <i>When a grantee acquires and constructs or rehabilitates a public facility with CDBG funds, assign the appropriate 03* matrix code, instead of 01.</i></li> <li>• <i>When a grantee combines acquisition with relocation or disposition in a single activity, that activity can be coded as Acquisition01.</i></li> <li>• <i>When a grantee acquires and rehabilitates housing with CDBG funds for residential purposes, use code 14G.</i></li> <li>• <i>When a grantee or subrecipient acquires land, clears structures, or packages land for the purpose of creating an industrial park or encouraging commercial/industrial redevelopment, use matrix code 17A</i></li> </ul>
<b>Public Services</b>		
<b>Priority Code #</b>	<b>Title</b>	<b>Description</b>
<b>PS6-1</b>	<b>Youth Services</b>	Services for young people age 13 to 19. For example, recreational services limited to teenagers and teen counseling programs. 05D can also be used for counseling programs that target teens but include counseling for the family as well.
<b>Economic Development</b>		
<b>Priority Code #</b>	<b>Title</b>	<b>Description</b>
<b>ED-6-1</b>	<b>Commercial/Industrial: Acquisition/Disposition</b>	Land acquisition, clearance of structures, or assembling land for the purpose of creating industrial parks or promoting commercial/industrial development. 17A activities must be carried out by the grantee or by public or private non-profits.
<b>ED-6-2</b>	<b>Commercial/Industrial: Building Acquisition, Construction, Rehabilitation</b>	Acquisition, construction, or rehabilitation of commercial/industrial buildings. 17C activities must be carried out by the grantee or by public or private non-profits.
<b>ED-6-3</b>	<b>Economic Development Direct Financial Assistance to For-Profit Business</b>	Financial assistance to private for-profit businesses to (for example) acquire property, clear structures, build, expand or rehabilitate a building, purchase equipment, or provide operating capital. Forms of assistance include loans, loan guarantees, and grants.

		With one exception, a separate 18A activity must be set up for each business assisted. If an activity is carried out under 24 CFR 570.208(a)(4)(vi) or 24 CFR 570.483(b)(4)(vi), job aggregation is allowed, and all businesses assisted during a program year may be combined in one activity.
<b>ED-6-4</b>	<b>Economic Development: Technical Assistance</b>	Technical assistance to for-profit businesses, including workshops, assistance in developing business plans, marketing, and referrals to lenders or technical resources. Also use 18B for activity delivery costs eligible under 24 CFR 570.203(c).
<b>ED-6-5</b>	<b>Economic Development: Microenterprise Assistance</b>	Financial assistance, technical assistance, or general support services to owners and developers of microenterprises. A microenterprise is a business with five or fewer employees, including the owner(s). The activity must be designed to exclusively serve microenterprises. With one exception, a separate activity must be set up for each microenterprise assisted. If an activity is carried out under 24 CFR 570.208(a)(4)(vi) or 24 CFR 570.483(b)(4)(vi), job aggregation is allowed, and all assisted businesses may be combined in one activity.

**Community Development District Priority Categories  
District 7  
FY2020-2022 Funding**

<b>Public Services – Youth and Young Adults</b>	
<b>Priority Code #</b>	<b>Description</b>
<b>PS-7-1</b>	<b>Programs that provide services for youth and young adults.</b>
<b>PS-7-1a</b>	In particular, job training, development and placement for youth and young adults age 15 to 20 yrs.
<b>PS-7-1b</b>	In particular, microenterprise assistance linked with youth ages 16 to 24 years.
<b>PS-7-1c</b>	<i>Priority will be given to programs that provide summer employment for youth 16 to 24 years of age.</i>
<b>PS-7-1d</b>	<i>Priority will be given to programs that provide job training, development, and placement for all.</i>
<b>PS-7-1e</b>	<i>Priority will be given to programs for youth and young adults who are at risk and/or in the criminal justice system.</i>
<b>PS-7-1f</b>	<i>Priority will be given to proposals that offer youth and young adult microenterprise and local business assistance.</i>
<b>Public Services – Seniors</b>	
<b>Priority Code #</b>	<b>Description</b>
<b>PS-7-2</b>	<b>Programs that provide services to seniors.</b>
<b>PS-7-2a</b>	In particular, programs that provide transportation, information, and referral, in home senior services, and adult day care programs.
<b>PS-7-2b</b>	In particular, programs that provide health, meals, nutrition, and education services.
<b>PS-7-2c</b>	<i>Priority will be given to programs that provide transportation services for seniors.</i>
<b>PS-7-2d</b>	<i>Priority will be given to programs that provide in-home senior support services and health care.</i>
<b>PS-7-2e</b>	<i>Priority will be given to programs that provide adult senior day care services.</i>
<b>PS-7-2f</b>	<i>Priority will be given to programs that provide nutrition and meal services for seniors.</i>

<b>PS-7-2g</b>	<i>Priority will be given to proposals that address crime and safety issues for seniors.</i>
<b>Economic Development</b>	
<b>Priority Code #</b>	<b>Description</b>
<b>ED-7-1</b>	Programs that increase the capacity for neighborhood revitalization for continued economic development.
<b>ED-7-1a</b>	In particular, programs that address commercial revitalization as well as neighborhood and community empowerment.
<b>Public Facilities and Improvements</b>	
<b>Priority Code #</b>	<b>Description</b>
<b>PFI-7-1</b>	Capital improvements to public facilities housing services for youth provided by non-profits.
<b>PFI-7-2</b>	Capital improvements to public facilities that house learning and recreational services for youth.