

City of El Monte  
Economic Development Department

**CDBG, HOME, & ESG PROGRAM  
2014 PROGRAM YEAR  
NOTICE OF FUNDS AVAILABLE (NOFA)**

January 6, 2014



**APPLICATIONS DUE:**

**EXTENDED**

**Tuesday, March 4, 2014**

**5:00 P.M.**

**City of El Monte**

**Economic Development Department - Housing Division**

**11333 Valley Boulevard, El Monte, CA 91731**

**[www.ElMonteca.gov](http://www.ElMonteca.gov)**

♿ It is the intention of the City of El Monte to comply with the Americans with Disabilities ACT (ADA). To request this document in alternate formats, or to request special assistance at a City meeting, please contact Diane Cotto at (626) 580-2078, 711 Relay at (626) 580-2078, or via e-mail at [dcotto@elmonteca.gov](mailto:dcotto@elmonteca.gov).

**City of El Monte  
CDBG, HOME & ESG Program  
2014-2015 Funding Application**

**Application Summary**

The City of El Monte is seeking applications for the 2014 program year for Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and Emergency Solutions Grant (ESG) funds. These funds are provided by the U.S. Department of Housing and Urban Development (HUD) and are administered by the City through its Housing Division. The Notice of Funding Availability (NOFA) covers a one-year period for CDBG and HOME activities that will begin July 1, 2014 and end June 30, 2015.

The City anticipates receiving the following funds from HUD:

**CDBG**

Public Service	\$278,634
Capital Expenditure	\$1,207,416
<b>Total</b>	<b>\$1,486,050</b>

**HOME**

CHDO Reserve Projects	\$81,665
HOME Entitlement Projects	\$408,327
<b>Total</b>	<b>\$489,993</b>

**ESG**

Street Outreach / Emergency Shelter* (Capped at 60%)	\$86,160
Homeless Prevention	\$46,670
Rapid Re-Housing	
Homeless Management Information System	\$132,830
<b>Total</b>	

\*(Limited to 60% of the total annual ESG allocation)

Activities that benefit low and moderate-income El Monte residents and meet the City's priority needs are strongly encouraged to apply. The City's priority needs can be found in the 2010-2014 Consolidated Plan at [www.ci-el-monte.ca.us/Government/EconomicDevelopment/Housing/FederalGrantPrograms](http://www.ci-el-monte.ca.us/Government/EconomicDevelopment/Housing/FederalGrantPrograms) and are summarized on page 13 of this NOFA.

**Submission Guidelines**

For funding consideration, all proposed activities must meet the CDBG, HOME and ESG eligibility requirements identified on pages 11, 17 and 20 of this NOFA. Applicants responding to this NOFA must complete one of the attached three applications:

- Application for CDBG and HOME Funds – Housing Activities
- Application for CDBG Funds – Public Facility Activities

- Applications for ESG Activities

Please note that any modifications and/or changes made to the format of the application will result in the rejection of your application.

**One original single-sided and five double-sided copies** must be submitted, individually bound with binder clips or rubber bands (no staples). The application must be **typed** (not handwritten) and the original must have signatures signed in **blue ink**.

### **Submission Deadline**

All applications must be submitted by **5:00 p.m. on Tuesday, March 4, 2014** to:

City of El Monte Housing Division  
11333 Valley Boulevard  
El Monte, CA 91731  
Attn: Diane Cotto, Housing Consultant

This requirement is firm as to place, date, and time. Mailed applications should be posted in time to be received by the date, time, and location noted above. No faxed or e-mailed applications will be accepted. Attach only the required documentation. Any additional information not requested will be disposed of and not considered as part of the application.

Applications that are incomplete, have inadequate number of copies, exceed the prescribed response limits, have content errors or deficiencies, or submitted after the deadline will be rejected. Once submitted, proposals may not be amended, unless the amendment has been requested by the City. The City, at its sole discretion, with or without cause, and without liability to any applicant, reserves the right to accept or reject any and/or all proposals, cancel this NOFA at any time, and or take any action the best interest of the City.

City Housing Division staff is available to answer questions and provided technical assistance to any organization wishing to submit an application until February 28, 2014. Please call Ms. Diane Cotto of the Housing Division at (626) 580-2078 or email Ms. Cotto at [dcotto@EIMonteca.gov](mailto:dcotto@EIMonteca.gov) for technical assistance.

### **Application Review and Decision Process**

The application review process has three phases. In the first phase, all applications are reviewed by the Housing Division staff for completeness and eligibility under the federal program guidelines. Eligible programs and projects are then reviewed according to their contribution to the goals and objectives of the City's approved Consolidated Plan. Preference will be given if an application/program has the ability to help the City meet federal program objectives and local priorities. Organizational capacity, experience, and past performance are also considered.

Based on this review, Housing Division staff will forward all CDBG eligible applications to the Grants Review Committee (GRC) for their consideration and funding recommendations. These funding recommendations will make up the City Draft 2014-2015 Action Plan.

Two public hearings will be conducted before City Council to consider the funding recommendations made by the GRC and documented in the Draft 2014-2015 Action Plan. The first public hearing will provide City Council with an overview of the funding recommendations that make up the Draft 2014-2015 Action Plan. The second public hearing, City Council will determine the final distribution of CDBG, HOME and ESG funds and establish the 2014-2015 annual budget for these programs.

Upon completion of this process, the City will forward the adopted Annual Action Plan to the U.S. Department of Housing and Urban Development for approval.

Activities considered by the GRC and City Council public hearing are limited to those applications submitted according to the guidelines and timetables outlined in this NOFA. Applicants are encouraged to attend and participate at the public hearing.

If you have any questions or require additional information, please contact Ms. Diane Cotto, Housing Consultant, by telephone at (626) 580-2078 or by e-mail at [dcotto@ElMonteca.gov](mailto:dcotto@ElMonteca.gov).

### **FY 2013-2014 Application Timeline**

- Tuesday, March 4, 2014, 5:00 p.m.: **Applications Due** to City of El Monte Housing Division located at 11333 Valley Boulevard, El Monte, CA 91731
- March 5-19, 2014: City Staff reviews applications to verify threshold eligibility.
- March 24-26, 2014: Grants Review Committee reviews applications and makes funding recommendations.
- April 8, 2014: First City Council public hearing.\*
- April 22, 2014: Second City Council public hearing.\*
- July 1, 2014: Start of 2014-2015 CDBG/HOME/ESG Program Year.

\* Public hearing dates are tentative. Notices of all public hearings will be placed in the local newspapers of general circulation. Please watch for these notices to confirm dates and times of public hearings.

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## Income Limits

The purpose of the CDBG, HOME and ESG programs is to provide housing, community development, and economic development opportunities for low and moderate income individuals or households. The U.S. Department of Housing and Urban Development establishes these income limits annually based upon the Area Median Income (AMI). HUD's 2013 income limits are provided below:

	2013 Income Limits								
	Income Level	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8+ Persons
<b>Los Angeles County MSA</b>	30% AMI Extremely Low Income	17,150	19,600	22,050	24,450	26,450	28,400	30,350	32,300
	50% AMI Very Low Income	28,500	32,600	36,700	40,750	44,050	47,300	50,550	53,800
	80% AMI Low Income	46,650	52,200	58,700	65,200	70,450	75,650	80,850	86,100

Source: <http://www.huduser.org/portal/datasets>

Effective December 18, 2013

## General Subrecipient Requirements

Once an award is made, the City of El Monte requires the following from each subrecipient:

**Operating Agreement/Contract:** If your organization is selected and awarded funding, your organization will be required to sign a Memorandum of Understanding or Subrecipient Agreement with the City of El Monte outlining the terms and conditions of funding. The Memorandum of Understanding or Subrecipient Agreement is a legally binding contract and failure to adhere to its terms and conditions can result in the termination and required repayment of the funding award.

**Scope of Services:** This section provides an overview of the program services or project as described in the application, goals and objectives, and specific services (e.g. hours of operation, program/project location, number of clients served, etc.) achievable based on the funding level approved by City Council.

**Project Budget and Budget Narrative:** The budget lists the general uses of funds approved by the City Council (e.g. personnel, consultants, utilities, supplies, etc.). The narrative describes in detail how the funds will be used to support the program or project. Please note that funding is disbursed on a reimbursement basis.

**Schedule of Performance:** The schedule outlines the major activities and expected outcomes for each quarter. For capital projects (housing and public facilities), this schedule outlines the major milestones through project completion.

## **ADDITIONAL SUBRECIPIENT REQUIREMENTS:**

**Leverage/Match Funds:** The use of other funding sources (e.g. other federal, state, local, or private sources) to leverage CDBG, HOME, and/or ESG funds is highly recommended.

For the CDBG Program, leveraged funds are not required but will enhance your proposal. Leverage funds are the other non-CDBG funds that will be used in conjunction with the CDBG request to complete the program. Leveraged funds can be a combination of cash gifts, in-kind gifts, or volunteer labor. These funds must be firmly assigned to the program and immediately available.

The HOME Program requires match contribution in an amount equal to no less than 25 percent of the total HOME funds requested for the project. "Match" is a permanent contribution made by the applicant to the HOME project. Forms of match may include a combination of the following: cash or cash equivalents from a non-federal source; value of waived taxes, fees or charges associated with HOME projects; value of donated land or real property; cost of infrastructure improvements associated with HOME projects; a percentage of proceeds of single- or multi-family housing bonds issued by state or local governments; value of donated materials, equipment, labor and professional services sweat equity; direct costs of supportive services to residents of HOME projects; and direct costs of homebuyer counseling to families purchasing homes with HOME assistance.

For the ESG Program, applicants must match grant funds with an equal amount of noncash contributions, which may include donated buildings, materials or volunteer services.

For both the HOME and ESG programs, matching funds must be available at the time of application and must be spent prior to reimbursement from HOME and ESG.

**Licenses:** Organizations approved for funding will be required to obtain a City of El Monte business license.

**Readiness:** Projects must display evidence of readiness to proceed. Funding must be in place and all requirements met prior to submission of an application. CDBG, HOME and ESG funds must be spent within the specified amount of time as determined for each project.

**Indemnification:** Nonprofit agencies and organizations approved for funding must agree to defend, indemnify, and hold harmless the City, its officers, agents, and employees from and against all liability, claims, demand, losses, and expenses, including attorney's fees, original and on appeal, arising out of, or related in any way to the performance of the agreement.

**Insurance:** Nonprofit agencies and organizations approved for funding will be required to obtain the following insurance coverage if applicable, each of which shall contain a provision which forbids any cancellation, changes or material alterations without prior

notice to the City at least 30 days in advance. The insurance coverage shall be evidenced by an original certificate of insurance provided to the City prior to the execution of the agreement. The required insurance is as follows:

- a. Commercial General Liability Insurance – shall be written to cover liability arising from premises and operations, independent contractors, products and completed operations, personal and advertising injury, and contractual liability. The minimum bodily injury and property damage liability limit shall be 1,000,000 per occurrence.
- b. Workers' Compensation insurance – shall cover all employees engaged in work for the agency in accordance with the laws of the State of California. The minimum employer's liability limit shall be \$1,000,000 per accident.
- c. Auto Insurance – shall cover all employees engaged in work for the agency in accordance with the laws of the State of California. The minimum employer's liability limit shall be \$500,000 per accident.

**Program Monitoring:** Organizations approved for funding will be required to maintain and submit adequate information necessary to monitor program accountability and progress in accordance with the terms and conditions of the Subrecipient Agreement.

**Notification:** All applicants will be notified early June 2014 of funding recommendations. Receipt of an award letter does not guarantee funding. Please be aware that past funding does not guarantee future funding or funding at the same level.

**Compliance with Applicable Laws, Rules, and Regulations:** Applicants that are awarded CDBG, HOME and/or ESG funding must act in accordance with all relative federal, State of California, and City of El Monte laws, rules, and regulations. These include but are not limited to the following:

- **24 CFR Part 570, as amended** – The regulations governing the CDBG program.
- **24 CFR Part 92, as amended** – The regulations governing the HOME program.
- **24 CFR Part 576, as amended** – The regulations governing the ESG program.
- **24 CFR Part 1 and 6, Public Law 90-284, Fair Housing Act** – The regulations issued following Title VI of the 1964 Civil Rights Act and Section 109 of the 1975 Housing and Community Development Act that prohibits discrimination in HUD programs based on sex, race, color, national origin, and religion and requires all programs and activities to be administered in a manner to affirmatively further the policies of the Fair Housing Act.
- **24 CFR Part 107 and 108** – The regulations issued following Executive Order 11063 and Executive Order 12892 which prohibit discrimination and promote equal opportunity in housing.

- **Section 504 of the Rehabilitation Act of 1973, 24 CFR Part 40 and 41** – The regulations that set forth policies and procedures for the enforcement of standards and requirements for disabled accessibility. The Architectural Barriers Act of 1968 and the Americans with Disabilities Act provide additional laws on accessibility and civil rights to individual with disabilities.
- **Age Discrimination Act of 1975 (42 U.S.C. 6101)** – The regulations that prohibit discrimination on the basis of age.
- **29 CFR Parts 3 and 5** – The regulations on labor standard provisions that include the payment of prevailing wages on federally assisted projects as mandated by the Davis-Bacon Act and Contract Work Hours and Safety Standards Act. 24 CFR Part 70 provides information on the use of volunteers.
- **Copeland “Anti-Kickback” Act (18 U.S.C. 874 and 40 U.S.C. 276c)** – The regulations on contracts for construction or repair awarded by subrecipients shall include a provision for compliance.
- **24 CFR Part 58** – The regulations prescribing the Environmental Review procedure under the National Environmental Policy Act of 1969.
- **National Flood Insurance Act of 1968, 24 CFR Part 55 under Executive Order 11988** – The regulations for proposed projects and properties located in a floodplain.
- **36 CFR Part 800** – The regulations outlining the procedures for the protection of historic and cultural properties.
- **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970** – the policies for displacement, relocation assistance, and real property acquisition as defined by 42 U.S.C. 4601 (URA) and implementing regulations issued by the Department of Transportation at 49 CFR part 24 and section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)).
- **24 CFR Part 7 and 41 CFR Part 60** – The regulations outlining equal employment opportunity without regard to race, sex, color, religion, age, national origin, and disability in federally assisted construction contracts.
- **24 CFR 135** – Regulations outlining requirements of Section 3 of the Housing and Urban Development Act of 1968 providing for economic opportunities for low and very low local residents. All projects must, to the greatest extent feasible, provide opportunities for training and employment for low and moderate income persons residing within the City of El Monte, and contracts or work in connection with the project is awarded to eligible business concerns which are located in or owned in substantial part by persons residing in the City of El Monte.

- **Residential Lead Based Paint Hazard Reduction Act of 1992** – The regulations implemented by 24 CFR Part 35, Subpart B imposes certain requirements on disclosure of lead based paint hazards.
- **24 CFR Part 24** – The regulations that prohibit use of debarred or suspended contractors on federally assisted projects and Drug Free Workplace requirements, issued according to Executive Order 12459.
- **24 CFR Part 84 and OMB Circular A-110** – Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Nonprofit Organizations. These regulations include Conflict of Interest provisions under 24 CFR 84.42 and 570 as it applies to procurement.
- **OMB Circular A-122** – The regulations that identify cost principals for nonprofits.
- **OMB Circular A-133** – The regulations concerning annual audits.
- **24 CFR Part 49** – The regulations on eligibility restrictions for certain resident aliens.
- **24 CFR Part 87 and Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)** – The regulations for restrictions on lobbying and required certifications.
- **Executive Order 13170** – The regulations on increasing opportunities and access for Disadvantaged Businesses.
- **HUD Requirements** – All other applicable required reports, circulars, and procedures.
- **Administrative Procedures** – The rules issued by the City of El Monte in relation to contracts, process, and procedures.
- **Clean Air Act (42 U.S.C. 7401) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.)** – The regulations that require compliance with all applicable standards, orders, or regulations issued following the rule.

The Code of Federal Regulations (CFR) and Executive Orders may be found at:

CFR: [www.gpoaccess.gov/cfr/index.html](http://www.gpoaccess.gov/cfr/index.html)

Executive Orders: <http://www.archives.gov/federal-register/index.html>

## Evaluation Criteria for Capital Project – Housing and Public Facilities Applications

Priority Needs	Max Points 30
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- High priority projects may be awarded up to 30 points.
- Medium priority projects may be awarded up to 20 points.
- Low priority projects may be awarded up to 10 points.

Budget and Resource Layering	Max Points 20
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- The project demonstrates reasonable and efficient costs for operations and project implementation.
- The project has secured matching/leverage funds.

Performance Objectives and Outcomes	Max Points 20
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- The project's performance objectives and outcomes for the targeted population are realistic, time bound, and measurable.
- The proposal has a comprehensive system to develop and align the organization's outcomes with the project's outcomes that are consistent with project design and provide a mechanism for the project's success.

Organizational Capacity and Experience	Max Points 30
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- The application demonstrates qualified principal staff related to the project and/or service to be implemented.
- The organization has demonstrated the knowledge and experience in managing the type of specific project proposed.
- The organization has demonstrated a comprehensive fundraising plan a committed to leveraging for this project.
- The organization demonstrates that it is ready to begin the project and has gone through the necessary steps to ensure timely completion of the project.

## Evaluation Criteria for CDBG Public Service and ESG Program Applications

Consolidated Plan Priorities	Max Points 20
Proposal must meet at least one of these Consolidated Plan priorities:	
<ul style="list-style-type: none"><li>• Provides homeless prevention, general short term rental assistance, transitional housing and supportive services.</li><li>• Increases supportive housing and service efforts for seniors, persons recovering from substance abuse, and persons with mental illness.</li><li>• Provide English as a Second Language (ESL), job training services, and job-related supportive services such as child care, transportation, wardrobe assistance, etc.</li></ul>	
Project Appropriateness	Max Points 10
<ul style="list-style-type: none"><li>• The project demonstrates realistic and measurable outcomes.</li><li>• The outcomes are consistent with the goals of the program.</li><li>• The program's mission is consistent with the goals and outcomes of the program.</li></ul>	
Target Population	Max Points 15
<ul style="list-style-type: none"><li>• The program will benefit special needs and/or low income El Monte residents.</li><li>• The proposal has realistic and sound methodology for determining the number of clients to be served.</li><li>• The program addresses the particular needs of the target population.</li></ul>	
Marketing and Outreach	Max Points 15
<ul style="list-style-type: none"><li>• The proposal has an appropriate and realistic marketing plan to obtain potential clients from the target population.</li><li>• The proposal has an appropriate strategy for reaching potential clients from under-represented groups.</li><li>• The agency has the appropriate staff and resources to implement the outreach and marketing program to reach the target population.</li></ul>	
Project Budget	Max Points 10
<ul style="list-style-type: none"><li>• The proposal identifies matching funding sources.</li><li>• The agency has obtained matching funds.</li><li>• The agency has previously successfully managed a CDBG funded public service program.</li></ul>	
Project Use of Funds	Max Points 15
<ul style="list-style-type: none"><li>• Funds will be used to fulfill an unmet need.</li><li>• Without City funding the program cannot continue or would require substantial reduction in services.</li><li>• If previously funded with CDBG, this program can demonstrate a quantifiable increase in the level of an existing service.</li></ul>	

# **Community Development Block Grant (CDBG) Program**

## **Introduction**

The Housing and Community Development Act of 1974, as amended, has as its primary objective the development of viable urban communities through the provision of decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income. Grant recipients must certify that their use of funds will address one of three broad objectives – benefit low and moderate income families, aid in the elimination of blight, or meet urgent needs which pose a serious threat to the health or welfare of a community.

## **City of El Monte's CDBG Program**

The CDBG Program generally provides for a wide range of activities. Within that framework, the City of El Monte has prepared a set of guidelines to assist in meeting Federal and local objectives. These include:

1. Funding programs and projects that are difficult to fund through other sources.
2. Working only with incorporated public, nonprofit, and for-profit entities.

## **Priority Considerations**

1. Projects that directly contribute to the goals and objectives of the Consolidated Plan and help the City meet federal program requirements. These are listed in Schedule A.
2. Projects that directly contribute to ongoing community and housing improvement efforts.

## **Eligible Applicants**

1. Applicants must be incorporated for-profit, nonprofit, or public organizations or businesses able to undertake the approved activity(ies) within the boundaries of the City of El Monte.
2. Applicants must demonstrate the financial management and programmatic expertise to successfully develop, design, implement, and monitor the proposed activity(ies). This expertise can be demonstrated through previous experience in successfully developing projects similar to the one proposed, either by partners or key staff within the business or organization.

3. Applicants must be able to meet all federal, State of California, and City of El Monte requirements relative to the CDBG program, specifically those concerning equal opportunity and fair housing, affirmative marketing, environmental review, displacement, relocation, acquisition, labor, lead-based paint, conflict of interest, debarment and suspension, and flood insurance. Pertinent requirements are noted in *General Subrecipient Requirements*. All applicants should be aware that if funded, additional requirements will apply.

### **Eligible Activities**

Under current regulations, projects assisted with CDBG funds may include only the following activities:

1. **Acquisition** of real property for a public purpose.
2. **Disposition** of real property acquired with CDBG funds.
3. Acquisition, construction, reconstruction, rehabilitation, or installation of **public facilities and improvements** including senior citizen centers, parks, playgrounds, centers for the disabled, neighborhood facilities, solid waste disposal facilities, fire protection facilities and equipment, parking facilities, public utilities, street improvements, water and sewer facilities, foundations and platforms, pedestrian walks and walkways, and flood and drainage facilities. Buildings for the general conduct of business are excluded.
4. **Clearance, demolition, and removal** of buildings and improvements.
5. **Public services** directed toward improving the community's public facilities and services concerned with employment, crime prevention, child care, health, drug abuse, education, welfare, or recreation. *No more than 15% of the City's total grant allocation may be used for public service activities.*
6. **Interim assistance** to alleviate harmful conditions in deteriorating areas where permanent improvements will be carried out at a later date.
7. **Relocation payments** and assistance for persons displaced by community development program activities.
8. **Removal architectural barriers** to enhance the mobility and accessibility for elderly and disabled persons to publicly or privately owned buildings.
9. **Equipment** under limited circumstances needed to either administer a CDBG-funded activity or to deliver a CDBG-funded service. (For example, a truck used by a neighborhood-based rehab program.) Requests for funding of equipment will require additional documentation to confirm CDBG program eligibility.

10. Acquisition, construction, reconstruction, rehabilitation, or installation of distribution facilities of **privately owned utilities** where necessary and appropriate to implement revitalization or housing.
11. **Rehabilitation and preservation** of privately owned buildings, including low income housing, publicly owned residential and non-residential buildings (except buildings for the general conduct of business), code enforcement, and historic preservation.
12. **Special economic development activities** if necessary and appropriate to implement strategies for neighborhood revitalization, community economic development, or energy conservation carried out by neighborhood based nonprofit organizations, local development corporations, or small business investment companies.

### **Ineligible CDBG Activities**

1. Funds spent on buildings used for the general conduct of government, except to remove architectural barriers.
2. General government expenses.
3. Political activities.
4. Purchase of equipment (e.g. vehicles, machines, furniture) is generally ineligible. Equipment necessary to carry out CDBG-assisted activities/services may be eligible under limited circumstances.
5. Furnishings and personal property are generally ineligible.
6. New housing construction. (Exception acquisition costs).
7. Maintenance and operating expenses without providing a service is ineligible.
8. Income payments, such as housing allowances, down payments, and mortgage subsidies.

## **Schedule A CDBG Program Funds**

### **Federal Guidelines**

Each activity must be eligible and must address one or more of the three broad National Objectives:

- a. Benefit persons of low/moderate income. For an area benefit activity, the project must have a direct impact on census tracts with not less than 51% concentrations of low and moderate income residents. For an limited clientele activity, the applicant will be required to maintain income and family size of its clients in order to substantiate that at least 51% of its clientele are of low or moderate income or information to substantiate that the proposed activity will benefit a clientele that is generally presumed to be principally of low or moderate income. This presumption covers abused children, battered spouses, elderly persons (62 years of age or older), severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers.
- b. Aid in the prevention or elimination of blight.
- c. Meet other community development needs of particular urgency (usually the result of a natural disaster).

More detailed information on Eligible Activities and National Objectives can be found in the *Guide to National Objectives and Eligible Activities for Entitlement Communities* handbook. This document can be found on the U.S. Department of Housing and Urban Development web site at:

<http://hud.gov/offices/cpd/communitydevelopment/library/deskguid.cfm>.

### **City of El Monte Consolidated Plan Five Year Strategies**

#### **Housing Strategy**

Expand the supply of affordable rental and homeownership housing opportunities. Support efforts that accomplish one or more of the following:

- Acquisition, Rehabilitation, Resale program (through a Community Housing Development Organization).
- Financial assistance for the construction of new single-family housing units.
- Financial assistance for new multi-family housing.
- Loans and grants to assist first-time homebuyers.

Preserve and improve the existing housing stock and ensure equal access. Support efforts that accomplish one or more of the following;

- Single-family housing rehabilitation
- Multi-family housing rehabilitation
- Fair housing program
- Section 8 Rental Assistance Program

### **Youth Services Strategy**

Provide youth with appropriate health, recreational, educational and other services that help them to develop into well-rounded, well-adjusted and independent adults. Support efforts that include one or more of the following;

- Health and nutrition services
- Mentoring and Counseling Programs
- Recreation Programs
- Child Care Services
- Educational program
- General youth services

### **Senior Services Strategy**

Provide quality supportive services so elderly residents can live as independently as possible. Support efforts that include one or more of the following;

- General Senior Programs
- Information and Referral Programs
- Food and essential services
- Recreational services
- Senior day care services

### **Special Needs/Non-Homeless Strategy**

Help persons with special needs live as independently as possible. Support efforts that include one or more of the following;

- Battered and abused spousal programs
- Food and essential services
- Referral and case management services
- Employment training and placement for persons with disabilities
- Upgrade public facilities with ADA improvements

### **Homeless and HIV/AIDS Strategy**

Support a continuum of services in support of the City's and County's efforts to end homelessness. Support efforts that include one or more of the following;

- Homeless prevention programs
- Emergency shelter to victims of domestic violence
- Transitional housing
- Transitional housing and support services for victims of domestic violence
- Rehabilitation of transitional housing units
- Case management and other services

### **Public Services Strategy**

Contribute to the well-being of individuals, families and neighborhoods. Support efforts that include one or more of the following;

- Employment and other training programs
- Food and essential services
- Transportation services
- Health and medical programs
- Family services

## **HOME Investment Partnership (HOME) Program**

### **Introduction**

The HOME Program was created under the National Affordable Housing Act of 1990. The general purposes of HOME are: expanding the supply of decent and affordable housing, particularly rental housing, for low and very low income households; strengthening the ability of local government to design and implement strategies for achieving adequate supplies of decent affordable housing; extending and strengthening partnerships among all levels of government and the private sector, including for-profit and nonprofit organizations, in the production and operation of affordable housing.

Funding applications through the City of El Monte's HOME program will be assessed for goals identified in the City's approved Consolidated Plan and Housing Strategy and Implementation Plan.

### **City of El Monte's HOME Program**

The HOME program generally provides for a wide range of activities. Within that framework, the City of El Monte established a set of guidelines to assist it in meeting Federal and local objectives. These include:

1. Working only with incorporated public, nonprofit, and for-profit entities.
2. Requiring applicants to assist in satisfying the City's 25 percent match obligation. Matching contributions must be a permanent contribution to affordable housing projects and from non-Federal sources. Qualifying project match includes, but is not limited to, cash, value of donated land and real property, and value of donated materials and labor. Proposed match sources must be approved and consistent with program regulations.

### **Priority Considerations**

Projects that will result in the development of affordable rental and owner-occupied housing for low- and moderate-income households and the rehabilitation of existing single-family housing located in El Monte will receive greater consideration.

### **Eligible Applicants**

1. Applicants must be incorporated for-profit, nonprofit, or public organizations or business able to undertake the approved activity(ies) within the boundaries of the City of El Monte.

2. Applicants must demonstrate the financial management and programmatic expertise to successfully develop, design, implement, and monitor the proposed activity(ies). This expertise can be demonstrated through previous experience in successfully developing projects similar to the one proposed, either by partners or key staff within the business or organization.
3. Applicants must be able to meet all federal, State of California, and City of El Monte requirements relative to the HOME program, specifically those concerning equal opportunity and fair housing, affirmative marketing, environmental review, displacement, relocation, acquisition, labor, lead-based paint, conflict of interest, debarment and suspension, and flood insurance. Pertinent federal requirements are noted in *General Subrecipient Requirements*. All applicants should be aware that if funded, additional requirements will apply.

### **Eligible Activities**

There are four activities that are allowed under the HOME program.

1. Housing rehabilitation.
2. Homebuyer assistance.
3. Rental housing assistance.
4. Tenant-based rental assistance.

### **Eligible Costs**

1. Rehabilitation.
2. Reconstruction.
3. Acquisition of housing.
4. Acquisition of land for housing (only if construction will begin in 12 months).
5. Demolition (only if construction will begin in 12 months).
6. Relocation.
7. Capitalization of project reserves.
8. Project-related soft-costs.

## **Eligible Activities for Community Housing Development Organizations (CHDOs)**

1. Acquisition and/or rehabilitation of rental housing.
2. New construction of rental housing.
3. Acquisition and/or rehabilitation of homebuyer properties.
4. New construction of homebuyer properties.
5. Direct financial assistance to buyers of housing developed by a CHDO with HOME funds.

A Community Housing Development Organization (CHDO) has among its purposes the provision of decent housing that is affordable to low and moderate income persons; has a demonstrated capacity to carry out activities assisted with HOME funds; has a history of serving the community within which the housing to be assisted with HOME funds is located; is organized under State laws; has standards of financial accountability; and has tax exemption under section 501(c) of the Internal Revenue Code. At least one-third of a CHDO's governing board must be low income residents or elected representatives of such representatives.

## **Emergency Solutions Grant**

### **Introduction**

The Emergency Shelter Grants Program, originally established by the Homeless Housing Act of 1986 to address homelessness among men, women and children in the United States, was incorporated in 1987 into subtitles B of Title IV of the Stewart B. McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371-11378). On May 28, 2009, President Obama signed the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, a bill that reauthorized the McKinney-Vento Homeless Assistance programs and substantially revised the Emergency Shelter Grants Program. In its revision, the Emergency Shelter Grants program was renamed the Emergency Solutions Grant (ESG) Program. ESG funds may be used to assist homeless persons and those at risk of becoming homeless.

Prior to implementing an ESG program, all applicants must be familiar and knowledgeable of ESG regulations (24 CFR Part 576) and HEARTH Homeless Definition Final Rule (24 CFR Parts 91.582 and 583).

### **City of El Monte's ESG Program**

Activities that directly contribute to the goals and objectives of the City's Consolidated Plan and help the City meet federal program requirements and serve homeless persons or families as defined under HUD's Federal regulation will be considered.

A homeless person is defined under Federal regulations as:

1. Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is living in an institution where he or she temporarily resided;
2. Individuals and families who will imminently lose their primary nighttime residence;
3. Unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition; and
4. Individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

## **Priority Considerations**

Major priorities for program year 2014-2015 are Homeless Prevention, Street Outreach, Emergency Shelter renovation, Homeless Management Information System (HMIS) implementation, and Rapid Re-housing.

## **Eligible Applicants**

Applicants must be incorporated for-profit, nonprofit, religious/faith-based organizations or public organizations or business able to undertake the approved activity(ies) within the boundaries of the City of El Monte.

Applicants must demonstrate the financial management and programmatic expertise to successfully develop, design, implement, and monitor the proposed activity(ies). This expertise can be demonstrated through previous experience in successfully developing projects similar to the one proposed, either by partners or key staff within the business or organization.

Applicants must be able to meet all federal, State of California, and City of El Monte requirements relative to the ESG program, specifically those concerning equal opportunity and fair housing, affirmative marketing, environmental review, displacement, relocation, acquisition, labor, lead-based paint, conflict of interest, debarment and suspension, and flood insurance. Pertinent federal requirements are noted in *General Subrecipient Requirements*. All applicants should be aware that if funded, additional requirements will apply.

## **Eligible Activities**

There are five activities that are allowed under the ESG program.

### **1. Street Outreach**

- a. Essential Services necessary reach out to unsheltered homeless individuals and families, connect them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care. Component services generally consists of engagement, case management, emergency health and mental health services and transportation.

### **2. Emergency Shelter**

- a. Renovation of a building to serve as a homeless shelter. Site must serve homeless persons for at least 3 or 10 years, depending on the cost and type of renovation. Note: Property acquisition and new construction are ineligible ESG activities.

- b. Essential Services for individuals and families in emergency shelters. Component services generally consists of case management, child care, education services, employment assistance and job training, out-patient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation.
- c. Shelter Operations, including maintenance, rent, repair, security, fuel, equipment, insurance, utilities, relocation, and furnishings.

### **3. Homeless Prevention**

Housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to prevent the individual or family from moving into an emergency shelter or another place not meant for human habitation as described in paragraph (1) of the “homeless” definition in §576.2.

Component services and assistance generally consists of short-term and medium-term rental assistance, rental arrears, rental application fees, security deposits, advance payment of last month’s rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair.

### **4. Rapid Re-Housing**

Housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to help individuals or families living in emergency shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing.

Component services and assistance generally consists of short-term and medium-term rental assistance rental arrears rental application fees, security deposits, advance payment of last month's rent, utility deposits and payments, moving costs, housing search and placement, mediation, legal services, housing stability case management, and credit repair.

### **5. Data Collection (Homeless Management Information System)**

Grant funds may be used for certain Homeless Management Information System (HMIS) costs and comparable database costs.

### **Ineligible Activities**

The following activities are prohibited:

- Acquisition of a facility for use as an emergency shelter for the homeless.
- Rehabilitation services such as preparation of work specifications, loan processing, or inspections.

- Renovation or conversion of buildings owned by primarily religious organizations or entities. All services must be free from religious influences.

## **Schedule B ESG Program Funds**

### **Federal Guidelines**

The ESG program provides funding to 1) engage homeless individuals and families living on the street; 2) improve the number and quality of emergency shelters for homeless individuals and families; 3) help operate these shelters; 4) provide essential services to the shelter residents; 5) rapidly re-house homeless individuals and families; and prevent families/individuals from becoming homeless.

For more information and resources about the ESG program, please refer to HUD's OneCPD website at [www.OneCPD.info](http://www.OneCPD.info).

### **Definitions of At Risk of Homelessness and Homeless**

- 1) At risk of homelessness means: (1) An individual or family who:
  - a) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
  - b) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the "homeless" definition in this section; and
  - c) Meets one of the following conditions:
    - i) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
    - ii) Is living in the home of another because of economic hardship;
    - iii) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
    - iv) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
    - v) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;
    - vi) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
    - vii) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;

- d) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or
- e) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

2) Homeless means:

- (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
  - (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
  - (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- (2) An individual or family who will imminently lose their primary nighttime residence, provided that:
  - (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
  - (ii) No subsequent residence has been identified; and
  - (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
- (3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
  - (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against

Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)) or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);

- (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
- (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
- (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

(4) Any individual or family who:

- (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
- (ii) Has no other residence; and
- (iii) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

## **City of El Monte Consolidated Plan Five Year Strategies**

### **Homeless Strategy**

Support a continuum of services in support of the City's and County's efforts to end homelessness. Eligible activities include one or more of the following;

- Homeless prevention programs and support services for homeless families, individuals and victims of domestic violence.
- Emergency shelter to for homeless families, individuals and victims of domestic violence.
- Transitional housing for homeless families, individuals and victims of domestic violence.
- Rehabilitation of emergency shelters and/or transitional housing facilities.

## **CDBG, HOME & ESG NOFA Frequently Asked Questions**

1. *Will we be held to the budget, timeline, and goals in the application?*

Yes. All will be part of your contract with the City.

2. *What if something happens and we need to change our budget, timeline, or goals?*

An amendment to the project contract can be executed if there are legitimate reasons for doing so. However, you should not count on this, particularly if your agency wants an amendment because it did not begin the project on time or has changed its mind about the project scope or budget.

3. *Will we get the full amount of funding requested?*

Projects may receive full or partial funding depending on the nature of the project, amount requested, funds available, and NOFA evaluation criteria results. If your project is not viable without full funding, make sure to indicate this fact on your application.

4. *Are leveraged/matching funds required?*

If applying for CDBG Public Service funds, no leveraged funds from other federal, state, local, or private sources is not required but strongly encouraged. If applying for HOME Capital Improvement/Expenditure funds, the applicant must provide a 25% non-Federal fund contribution towards the project. If applying for ESG funds, the applicant must provide a 100% fund contribution towards the project.

5. *When will we know whether we will be funded? When can we spend the money?*

The City anticipates making preliminary award notification in early June 2013, with funds available for commitment and expenditure on or about October 1, 2013. Receipt of an award letter is not a final guarantee of funding.

6. *Can we spend our money now and be reimbursed by CDBG/HOME funds later?*

No. If you commit or expend funds before receiving notice to proceed (a signed agreement), you will not be eligible for reimbursement at any time.

7. *Will we hear from you even if our application does not receive funding?*

Yes. All agencies will be notified in writing whether their application will be fully or partially funded or not funded at all.

8. *Is it acceptable to submit the original application late as long as it is faxed or postmarked by the submission deadline?*

No. The appropriate office must receive the complete application package (one original and signed application and copies no later than the submission deadline. Applications that are faxed or postmarked by the deadline and the original received later will be returned to the applicant. Please plan accordingly, especially if you intend to hand deliver your application.

9. *Are housing counseling activities considered a housing activity or a public service activity?*

A public service activity.

## General Application Instructions

For funding consideration, all proposed programs and/or projects must meet the CDBG HOME and/or ESG eligibility requirements identified on page 11 for CDBG, page 16 for HOME and page 19 for ESG. Agencies and organizations responding to this Notice of Funds Available (NOFA) must complete one of the attached two applications:

- Application for CDBG Public Service Programs,
- Application for CDBG/HOME Capital Expenditure, or
- Application for ESG Programs

The original and nine copies must be submitted by the submission deadline to the address noted on page 1 of this NOFA, *Submission Deadline*.

The application must be **typed** (not handwritten). Clip or rubber band all documents (no binding). The original shall have signatures in **blue ink**.

Incomplete applications or applications submitted after the published deadline will not be considered. Once submitted, proposals may not be amended, unless the amendment has been requested by the City. The City, at its sole and absolute discretion, with or without cause, and without liability to any applicant, reserves the right to accept or reject any and/or all proposals either in whole or in part, waive any informalities or irregularities of any proposals, cancel this NOFA at any time, and/or take any action in the best interest of the City. The City's decision in all matters shall be final. The City reserves the right to contact an applicant if additional information is required.

Applicants requiring additional application forms or information regarding the regulations governing the CDBG, HOME and/or ESG programs should contact Diane Cotto, Housing Manager, at (626) 580-2078 or by email at [dcotto@EIMonteca.gov](mailto:dcotto@EIMonteca.gov).