



COUNTY OF SAN DIEGO
DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT

Notice of Funding Availability (NOFA) Homeless Services

Source of Funds:

Federally Funded through an Emergency Shelter Grant (ESG)
Entitlement Grant

**Proposals Due
5:00pm Friday, October 23, 2009**

*David Estrella
Director*

www.sdhcd.org

Revised 9-1-09



COUNTY OF SAN DIEGO

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Table of Contents

Section One-Notice of Funding Availability

I. Introduction	Page 1
II. Funding Available	Page 1
III. Conditions	Page 1
IV. Proposal Review	Page 1
V. Technical Assistance, Clarification and Addenda	Page 2
VI. Applications	Page 2
VII. Submittals	Page 2

Section Two-NOFA Funding Source

I. Emergency Shelter Grant (ESG)	Page 3
--	--------

Section Three-Proposal Parameters

I. Requirements for Submittal	Page 4
II. Requirements for Funding	Page 5
III. Project Administration and Monitoring	Page 6

Section Four-Pertinent Regulatory Requirements

I. Environmental Review Processing	Page 7
II. Conflict of Interest	Page 7
III. Volunteer Labor	Page 7
IV. Competitive Bidding Requirements	Page 8
V. Non-Discrimination and Equal Opportunity	Page 8
VI. Lead-Based Paint Reduction Requirements	Page 8-10

Section Five-Project Proposal Ranking	Page 11-12
---	------------

Section Six-NOFA Application General Instructions	Page 13-14
---	------------

Application Checklist	Page 15
-----------------------------	---------

NOFA Application	Page 16-19
------------------------	------------

NOFA Exhibits

Exhibit 1 – Operating Budget for Emergency Shelter Grant (ESG) Services	Page 20
---	---------

Exhibit 2 – Board Resolution	Page 21-22
------------------------------------	------------

NOFA Attachments

Attachment A - Income Eligibility Chart	Page 24
---	---------

Attachment B – ESG Jurisdiction	Page 25
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Section One - Notice of Funding Availability (NOFA)

I. Introduction

Under this NOFA, the County Board of Supervisors provides:

- The County of San Diego, Department of Housing and Community Development is accepting proposals for Emergency Shelter Grant funding. Project sponsor can apply for renovation, rehabilitation or conversion of buildings for use as emergency shelters or transitional housing for the homeless, operating expenses (limit 10% of the grant) such as maintenance, insurance, rent, etc., essential services (30% limit of the grant), and homeless prevention activities.

II. Funding Available: Approximately \$197,000 (Fiscal Year 2010-2011)

Through the U.S. Department of Housing and Urban Development Emergency Shelter Grant Program (ESG), the County of San Diego has approximately \$197,000 available under this NOFA. These funds are available to nonprofit organizations and public entities sponsoring projects within the Urban County. The Urban County consists of the unincorporated areas and the cities of Coronado, Del Mar, Imperial Beach, Lemon Grove, Poway, and Solana Beach. The approximate amount for this funding source is:

<u>Funding Source</u>	<u>Amount</u>	<u>Type of Award</u>
ESG-Homeless Shelter Rehabilitation /Services CFDA 14.231	\$ 197,000	Grant

III. Conditions

The County of San Diego, Department of Housing and Community Development (HCD) reserves the right to determine which funding source will be used to fund specific proposals, negotiate and award contracts to multiple applicants and request additional information from applicants. By the act of submitting a proposal, applicants acknowledge and agree to the terms and conditions of this NOFA and to the accuracy of the information they submit in response. HCD reserves the right to reject any and all submittals, waive any irregularities in the submittal requirements, or cancel this NOFA. All submittal packages become the property of HCD and, as such, are subject to the Public Information Act and become public property.

All requirements of the federal Emergency Shelter Grant Program apply under this NOFA. Assistance with these regulations may be obtained from HCD by calling Patricia Picazo at (858) 694-8712.

IV. Proposal Review

Proposals are subject to preliminary review for completeness. All proposals containing the required items will be reviewed by HCD staff. Applicants of incomplete or ineligible proposals will be so notified. A determination will also be made concerning the consistency of the proposal with the priorities outlined in the County of San Diego Consortium 2005-2010 Consolidated Plan.

Following the above review, the application and County HCD staff comments will be considered by a County assigned review committee. Based on the committee review, the Community Development Division Chief will then make recommendations to the Director of HCD for County Board of Supervisors' consideration.

V. Technical Assistance, Clarification and Addenda

County HCD staff will provide technical assistance to any organization planning to submit a proposal. County HCD staff will be available for clarification of application contents and regulations. Requests for clarifications regarding this NOFA should be directed to Patricia Picazo at (858) 694-8712 or by email at Patricia.Picazo@sdcounty.ca.gov.

Substantive changes in the submittal requirements, if any, will be made and issued in the form of an addendum to all organizations requesting a NOFA package.

VI. Applications Available

ESG NOFA applications and check list can be found on pages 15-25 of this notice or can be obtained at HCD's Office at 3989 Ruffin Road, San Diego, 92123 or from HCD's website: www.sdhcd.org. Click on "Community Partners" in the left hand column, and then click on "Emergency Shelter Grant Program".

VII. Submittals

Applications must be received no later than 5:00pm on Friday, October 23, 2009 at the Department of Housing and Community Development. Respondents must include an original and two copies.

Submit applications to:

**County of San Diego
Department of Housing and Community Development,
ATTN: Patricia Picazo,
3989 Ruffin Road, San Diego, CA 92123**

Faxed copies will not be accepted.

Section Two - NOFA Funding Source

I. EMERGENCY SHELTER GRANT PROGRAM

The Emergency Shelter Grant (ESG) Program is a federal program established under the Stewart B. McKinney-Vento Homeless Assistance Act of 1987. The ESG program is governed by **24 Code of Federal Regulations (CFR) 576**. Section 576.51 of ESG regulations requires a 100 percent funding match. Agencies must match dollar-for-dollar the ESG funding provided by HUD with funds from other public or private sources.

Under this NOFA:

ESG funds will be awarded to government agencies or jurisdictions, or nonprofit organizations for one year effective July 1, 2010, with two, one-year option to extend the contract, based on performance and funding availability.

ESG funds can be used for:

- A. Renovation, rehabilitation, and conversion of buildings to be used as emergency shelters or transitional housing for the homeless. NOTE: If applying for this activity please call or email Patricia Picazo at (858) 694-8712 or email at Patricia.Picazo@sdcounty.ca.gov for a supplemental application for ESG rehabilitation, renovation, or conversion.
- B. Essential Services includes services concerned with employment, health, drug abuse or education to address the needs of homeless persons living on the street, in emergency shelter or in transitional housing. (not more than thirty (30) percent of the total grant received by HCD may be used for these services).
- C. Operating Costs means expenses incurred by a recipient operating a facility assisted under this grant with respect to maintenance, staff costs (up to ten (10) percent), rent, repair, security, fuel, equipment, insurance, utilities, and furnishings.
- D. Homeless Prevention means activities or programs designed to prevent the incidence of homelessness – **See Definitions 24 CFR 576.3**

For more information on the ESG program please download a copy of the ESG desk guide on HUD's website at www.hudhre

SUMMARY OF ELIGIBLE ESG-FUNDED ACTIVITIES AND LIMITS ON USE

Eligible Activities/US Code Title 42 Public Health & Welfare	Limitation/Restriction on Use
Renovation, Major Rehabilitation and Conversion 42 U.S.C 11374	Renovation: Continue use as shelter for 3 years Major Rehab/Conversion: Continue use as a shelter for 10 years (Other Limits/Restrictions may exist).
Essential Services 42 U.S.C. 11374 (a)(2)	Up to 30% of ESG funding
Operational Costs 42 U.S.C 11374 (a)	Payment for shelter maintenance, operation, rent, repairs, security, fuel, equipment, insurance, utilities, food, and furnishings are eligible costs. No more than 10 percent of the grant amount may be used for costs for operations staff. Maintenance and security salary costs are not subject to the 10 percent standard.
Homeless Prevention Activities 42 U.S.C. 11374(a)(4)	Up to 30% of ESG funding

Section Three - Proposal Parameters

I. Requirements for Submittal

To be responsive, a complete NOFA Application must contain the following items:

A. Affordability

Attachment A outlines income eligibility levels.

- “Extremely Low-Income” households are defined here as households whose adjusted household income is at or below 30% of the area median income.
- “Very Low-Income” households are defined here as households whose adjusted household income is between 31% and 50 % of area median income (AMI).
- "Moderate to Low-income" households are defined here as households whose adjusted household income is between 51 and 80 percent of area median income (AMI).
- "Median income" is defined and published periodically by the United States Department of Housing and Urban Development (HUD) for the San Diego Standard Metropolitan Statistical Area.

B. Project Location

Attachment B outlines eligible jurisdictions/areas. Describe the project location in as much detail as possible, including the street address, cross streets and Assessor Parcel Number. Projects must be located within the jurisdiction of the Urban County of San Diego or serve residents of the Urban County. The following areas are eligible:

- Unincorporated Area of the County of San Diego;
- City of Coronado;
- City of Del Mar;
- City of Imperial Beach;
- City of Lemon Grove;
- City of Poway;
- City of Solana Beach.

C. Consistency with the FY 2005-2010 County of San Diego Consortium Consolidated Plan

Applicants are required to demonstrate that their project is consistent with the County of San Diego's current HUD-approved Consolidated Plan. Item 6 in the NOFA application addresses this requirement.

D. Match Requirements

ESG regulations require a 100 percent funding match.

E. Board Resolution

An applicant must submit a resolution of its Board of Directors authorizing the submittal of a proposal and identifying who is authorized to execute documents. Use EXHIBIT 2.

F. Articles of Incorporation and By-Laws

All proposals must include current Articles of Incorporation and By-Laws for the organization.

G. Audited Financial Statements

Submitted audited financial statements must be current within the last 12 months, and must include a Financial Statement indicating surplus or deficits in operating accounts, a detailed itemized listing of income and expenses, and the amounts of any fiscal reserves. Such audit shall be prepared in

accordance with the requirements of the County, certified by an independent certified public accountant licensed in California or other accountant acceptable to the Count

In accordance with Office of Management and Budget OMB Circular A-133, any non-federal entity, including States, Local Governments, and Non-Profit Organizations, that expend \$500,000 or more in a year in Federal awards shall have an OMB Circular A-133 single audit conducted for that year.

If applicable, provide a copy of the OMB Circular A-133 audit and written notification of the results of the OMB Circular A-133 audit. In addition, in compliance with all Federal requirements, provide HCD with the corrective action plan for any deficiencies identified in the OMB Circular A-133 audit and the latest status of the corrective action plan.

H. Minimum Organization Standards For Nonprofit Developers

Nonprofit applicants for HCD grants must provide certification of the following organization standards:

- A minimum of four directors establishes a quorum for conducting organization business;
- The organization conducts quarterly board meetings;
- Quarterly financial statements are reviewed by the board of directors; and,
- The executive director and other paid staff do not serve as voting board members.

I. Evidence of Funding Commitments

Letters from other funding sources must include the name, title, and telephone number of the responsible contact person.

J. Cost allocation plan

All applicants must submit a cost allocation plan including a detailed cost allocation plan that clearly demonstrates how direct and indirect costs are shared between the project and other agency project.

K. Position Descriptions

Provide a position description for all the proposed staffing of the project.

L. Organizational/Staffing Chart

Applicant must include an organizational/staffing chart.

M. Project/Program Description

Applicant must describe the proposed project/program (work to be performed, activities to be undertaken, or services to be provided) and also describe specifically how the requested ESG funds will be used. Describe how this project will benefit homeless persons, or persons at imminent risk of becoming homeless in the case of homeless prevention programs. Describe the problem or need that the proposed project is intended to address. Projects not located within the jurisdiction of the Urban County of San Diego must demonstrate how the project will provide a regional benefit and how it will serve residents of the Urban County

II. Requirements for Funding

Once the project is approved by the Board of Supervisors, the following items must be completed prior to funding.

A. Environmental Review

From the time the application has been submitted, the contractor must not commit funds or take any choice limiting actions (including option agreements or contracts for site purchase, excavation, filling, construction, rehabilitation, renovation, conversion or other physical activities) until completion of the environmental processing and HUD's formal Release-of-Funds, regardless of whether the work would be accomplished with federal funds or other matching funds. Failure to comply will jeopardize the

availability of HUD funds for the project. An environmental review must be completed before County HCD will execute a contract. County staff conducts this review using information provided in the application.

B. Insurance Requirements- Proof of insurance meeting these requirements is to be submitted to HCD ten (10) days prior to contract execution.

General Liability Insurance

Funding recipients will be required to obtain and provide evidence of general liability insurance in the amount of \$1 million with the County named as an additional insured.

Automobile Liability Insurance

Funding recipients will be required to obtain and provide evidence of automobile liability insurance in the amount of \$1 million. If the recipients do not have any "Owned" automobile, "Hired and Non-Owned" automobile liability will meet this requirement.

Endorsement to General Liability Insurance

Each Contractor is required to name the County of San Diego as an additional insured on their general liability insurance policy.

California Workers' Compensation and Employer's Liability-As required by the State of California Labor Code.

Depending on the contract scope of work, the requirement for Builders Risk on an All Risk basis and Contract Bonds may need to be included in the funding recipient's insurance coverage.

III. Project Administration and Monitoring

County HCD is the administrative and monitoring agency for projects awarded through this NOFA. Note the following project funding conditions:

A. Disbursement of Funds

Subsequent to the award of funds by the County Board of Supervisors, it is estimated that it will take between one to two months before contract documents are executed. The actual time will vary according to the complexity of the approved developments, environmental constraints, and contract negotiations. In addition, the Director of HCD is authorized to negotiate and execute all contracts within 12 months of approval by the Board of Supervisors and the Board of Commissioners, and to take all necessary actions for the submittal and/or regulatory processing for the implementation of affordable housing projects.

Under this NOFA, the County will award ESG funds in the form of grants. County HCD distributes funds through a reimbursement program. Expenses incurred prior to the effective date of the executed contracts are not eligible for reimbursement. Billings for reimbursement must be submitted in accordance with contract specifications, 24 CFR Part 84 and OMB Circulars A-110, A-122, A-133.

B. Funding Reallocations

The County of San Diego reserves the right to reallocate funds from one approved project to another or to a new activity, or to cancel fund reservations at its discretion if projects are not proceeding satisfactorily (in the sole opinion of County HCD) towards commencement of the proposed activity.

Section Four - Pertinent Regulatory Requirements

Numerous federal, state and local laws, regulations and/or executive orders apply to ESG funded activities. These are referenced within Program "Certification" forms, which are signed and submitted each year by the grant recipient (County of San Diego) to the U.S. Department of Housing and Urban Development (HUD). It states that the County will comply with all regulatory requirements. Copies can be obtained by calling Patricia Picazo at 858-694-8712.

The following miscellaneous listing is provided to clarify requirements that have sometimes been overlooked or misunderstood, leading to regulatory violations.

THIS IS NOT A COMPLETE LISTING OF PROGRAM REQUIREMENTS.

I. Environmental Review Processing

Prior to the formal commitment of any funds, all funded projects must be processed in accordance with the California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) requirements. These regulations examine the impact of land development on the environment. In addition, federal assistance carries with it environmental review responsibilities to determine hazards which may impact a proposed CDBG or ESG project and its residents/clients, such as noise impacts.

From the time the application is submitted, the contractor must not commit funds or take any choice limiting actions (including contracts for site purchase, excavation, filling, construction, rehabilitation, or other physical activities) until completion of the environmental processing and HUD's formal release-of-funds, regardless of whether the work would be accomplished by federal funding or other matching funds.

San Diego County Environmental Services staff will complete the NEPA review for all Urban County projects. They will also complete the CEQA review for projects located in the unincorporated parts of the County; however, projects located in any of the seven cities within the Urban County must complete the CEQA review. This CEQA documentation must be submitted no later than the date of Board consideration of the proposal. HCD staff will keep applicants apprised of the progress of environmental processing and the anticipated date of HUD's release-of-funds.

II. Conflict of Interest

Strict federal and state non-conflict of interest laws and regulations apply to all County and/or sub-recipient agency (i.e., participating cities, districts, non-profit agencies, etc.) staff that is engaged in implementing funded activities. In brief, these requirements prohibit all County and/or sub-recipient agency staff, their families, or family/business ties from obtaining any financial interest in a funded contract if they participated in or had inside information about the contract, for up to a year after their tenure.

The full text of these requirements is detailed and penalties allowed for violations are severe.

III. Volunteer Labor

Volunteer labor may only be used to implement funded projects in very limited circumstances, in accordance with Federal Labor Standards, Davis-Bacon Act requirements, California State law and with the approval of HUD, County HCD and (in some instances) the California Director of Industrial

Relations. County HCD staff must, therefore, be advised early if volunteer labor is to be used so that a determination can be made as to whether the project meets the applicable criteria.

IV. Competitive Bidding Requirements

Agencies implementing projects must obtain competitive bids or estimates for all materials purchased and work to be accomplished by contractors or sub-contractors. Documentation of such competition must be maintained for review by HUD staff during monitoring visits.

Rehabilitation or projects involving construction must also ensure that construction contractors or sub-contractors are selected using a formal Request For Bids (RFB) package and advertisement must be prepared and pre-approved by County HCD staff. The RFB package must include required federal labor standards and current Davis/Bacon Act wage rates.

V. Non-Discrimination and Equal Opportunity

All projects assisted with CDBG and ESG funds must comply with non-discrimination and equal opportunity policies. Recipients of HCD grants must make all facilities and services available to all on a nondiscriminatory basis, and publicize this fact. Recipients of HCD funds must adopt procedures to disseminate information to anyone who is interested regarding the existence and location of handicap assessable services or facilities. The procedures that a recipient uses to convey the availability of such facilities and services should reach persons with handicaps or persons of any particular race, color, religion, sex, age, familial status or national origin within their service area who may qualify.

VI. Lead-Based Paint Reduction Requirements

New lead-based paint regulations, effective September 15, 2000, were issued under Sections 1012 and 1013 of the Residential Lead-Based Paint Hazard Reduction Act of 1992, which is Title 10 of the Housing and Community Development Act of 1992. They appear in Title 24 of the Code of Federal Regulations as Part 35 (24 CFR 35). Any project for which federal funds are being obligated or committed after September 15, 2000 must comply with these regulations.

The regulations set hazard reduction requirements that give much greater emphasis to reduction of lead in house dust than do existing regulations. Scientific research has found that exposure to lead in dust is the most common way young children become lead poisoned. For this reason the new regulations require dust testing after paint is disturbed to ensure that homes are lead-safe. Specific requirements depend on whether the housing is being disposed of or assisted by the federal government, and also on the type and amount of financial assistance, age of the structure, and whether the dwelling is a rental or is owner-occupied.

If the application is for housing covered by the regulations below, the application's budget must include anticipated costs associated with lead-based paint reduction. There are no separate funds available in the NOFA for lead-based paint reduction activities. Further information on lead-based paint reduction can be obtained from the HUD Office of Lead Hazard Control at (202) 755-1785 or by email at <http://www.hud.gov/lea/leahome.html>.

A summary of lead hazard reduction requirements for various types of housing programs is on the following pages. Below is a description of the types of housing covered and not covered by the regulations.

- Types of housing covered include: a) Federally-owned housing being sold; b) Housing receiving a federal subsidy that is associated with the property, rather than with the occupants (project-based assistance); c) Public Housing; d) Housing occupied by a family (with a child) receiving a tenant-based subsidy (such as a voucher or certificate); e) Multifamily housing for which mortgage insurance is being sought; and, f) Housing receiving federal assistance for rehabilitation, reducing homelessness, and other special needs.

- Types of housing not covered include: a) Housing built since January 1, 1978, when lead paint was banned for residential use; b) Housing exclusively for the elderly or people with disabilities, unless a child under age 6 is expected to reside there; c) Zero-bedroom dwellings, including efficiency apartments, single-room occupancy housing, dormitories, or military barracks; d) Property that has been found to be free of lead-based paint by a certified lead-based paint inspector; e) Property where
- All lead-based paint has been removed; f) Unoccupied housing that will remain vacant until it is demolished; g) Non-residential property; h) Any rehabilitation or housing improvement that does not disturb a painted surface; and, i) Emergency homeless assistance, unless the assistance lasts more than 100 days, in which case the rule does apply.

NOTE: Clearance is always required after abatement, interim controls, paint stabilization, or standard treatments.

Subpart of Rule/Type Program		Construction Period	Requirements
A.	Disposition by Federal Agency other than HUD	Pre-1960	<ul style="list-style-type: none"> • LBP inspection and risk assessment. • Abatement of LBP hazards. • Notice to occupants of inspection/abatement results.
		1960-1977	<ul style="list-style-type: none"> • LBP inspection and risk assessment. • Notice to occupants of results.
B.	Project-Based Assistance by Federal Agency other than HUD	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Risk assessment. • Interim controls. • Notice to occupants of results. • Response to EBL child.
C.	HUD-Owned Single Family Sold with a HUD-Insured Mortgage	Pre-1978	<ul style="list-style-type: none"> • Visual assessment. • Paint stabilization. • Notice to occupants of clearance.
D.	Multifamily Mortgage Insurance		
	1. For properties that are currently residential	Pre-1960	<ul style="list-style-type: none"> • Provision of pamphlet. • Risk assessment. • Interim controls. • Notice to occupants. • Ongoing LBP maintenance.
		1960-1977	<ul style="list-style-type: none"> • Provision of pamphlet. • Ongoing LBP maintenance.
2. For conversions and major renovations.	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • LBP inspection. • Abatement of LBP. • Notice to occupants. 	

E.	Project-Based Assistance (HUD Program)		
	1. Multifamily property Receiving more than \$5,000 per unit per year	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Risk assessment. • Interim controls. • Notice to occupants. • Ongoing LBP maintenance and reevaluation. • Response to EBL child.
	2. Multifamily property – receiving less than or equal to \$5,000 per unit per year, and single family properties	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Visual assessment. • Paint stabilization. • Notice to occupants. • Ongoing LBP maintenance. • Response to EBL child.
F.	HUD-Owned Multifamily Property	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • LBP inspection and risk assessment. • Interim controls. • Notice to occupants. • Ongoing LBP maintenance. • Response to EBL child.
G.	Rehabilitation Assistance		
	1. Property receiving less than or equal to \$5,000 per unit	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Paint testing of surfaces to be disturbed, or presume LBP • Safe work practices in rehab. • Repair disturbed paint. • Notice to occupants.
	2. Property receiving more than \$5,000 and up to \$25,000	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Paint testing of surfaces to be disturbed, or presume LBP • Risk assessment. • Interim controls. • Notice to occupants. • Ongoing LBP maintenance if HOME or CILP.
	3. Property receiving more than \$25,000 per unit	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Paint testing of surfaces to be disturbed, or presume LBP. • Risk assessment. • Abatement of LBP hazards. • Notice to occupants. • Ongoing LBP maintenance.
H.	Acquisition, Leasing, Support Services, or Operation	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Visual assessment. • Paint stabilization. • Notice to occupants. • Ongoing LBP maintenance.
I.	Public Housing	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • LBP inspection. • Abatement of LBP. • Risk assessment if LBP not yet abated. • Interim controls if LBP not yet abated. • Notice to occupants. • Response to EBL child.
J.	Tenant-Based Rental Assistance	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Visual assessment. • Paint stabilization. • Notice to occupants. • Ongoing LBP maintenance. • Response to EBL child.

LBP = Lead-Based Paint
EBL= Elevated Blood Level

Section Five – Project Proposal Ranking

Each proposed project is rated on the merits of the application using criteria for need, feasibility, fiscal, and project management capacity. A minimum score of 70 (seventy) out of 100 (one hundred) points is required for a project to be recommended for funding by any review panel. All proposals will be reviewed for completeness and threshold criteria. All proposals must meet the threshold criteria to be forwarded for further review by a panel. The threshold criteria for ESG NOFA proposals is:

Threshold Criteria

- _____ Serves Low-Moderate Income Residents
- _____ Serves Homeless Population
- _____ Urban County Benefit
- _____ Consistent with the 2005-2010 Consolidated Plan

Once proposals have been screened for threshold criteria and have been forwarded for competitive review, a NOFA Review Panel will be convened. The next page contains scoring criteria that will be used for the NOFA process. Funding recommendations will then be made to the Director of HCD for County Board of Supervisors' consideration.

PROJECT PROPOSAL RANKING

	Maximum Possible Points
A. Project Need	
1) Target Population – Does the applicant describe the target population or subpopulation and how they are accessed? Does it address the needs of the population? Does it describe challenges and barriers?	5
2) Geographic Area – Does the applicant describe the location. Does the project benefit the needs of Urban County Residents?	25
	30
B. Project Description	
1) Project Goals/Objectives/Activities – Does the applicant provide a complete description of program?	10
2) Does the project benefit homeless persons, or persons at imminent risk of becoming homeless in the case of homeless prevention activities?	20
	30
C. Experience, Management and Staffing	
1) Agency/Program Experience – Does the applicant describe in detail the agency/program experience in developing, implementing and evaluating the proposed project or comparable project?	8
2) Government Contracts – Does the applicant have any experience with government contracts for similar projects? Have there been any corrective actions and were they resolved? If none, does the applicant have other contracts for similar projects?	5
4) Organizational/Staffing Chart – Did the applicant include an organizational/staffing chart? Does the chart illustrate organizational management, authority, and responsibility? Does the chart identify program staff (including title and FTE) and demonstrate the lines of accountability and reporting responsibility for the proposed project?	2
5) Board of Directors Roster – Does the applicant provide a current Board of Directors roster including names, titles, affiliation/occupation of board officers and contact information?	2
6) Position Descriptions – Does the applicant provide a position description for all the proposed staffing of the project? Does the position description reflect the proposed project? Does the applicant provide a résumé for the Executive Director/Chief Executive Officer? Does the résumé demonstrate capacity/experience to support the project?	3
	20
D. Fiscal Capacity	
1) Match – Does the applicant provide evidence of at least 100% Match?	5
2) Audited Financials – Does the applicant provide a current Independent Audited Agency Financial Report (A-133)?	5
3) ESG Cost Allocation Plan – Does the applicant provide a detailed cost allocation plan that clearly demonstrates how direct and indirect costs are shared between the project and other agency project? Is it consistent with OMB Circular A-122?	10
	20
F. Total	100

Section Six - NOFA Application General Instructions

Please prepare the application clearly and concisely. Refer to specific application instructions for each funding source, as appropriate.

1. PROJECT TITLE

Self-explanatory

2. APPLICANT

Enter the name, mailing address, telephone number and fax number of the project sponsor. Also list a contact person most knowledgeable about the project, including telephone number, and email address.

3. ORGANIZATIONAL STATUS

Definitions

Nonprofit: Organizations with a tax exemption ruling from the IRS in the form of a 501(c)(3) certificate.

Public Entity: A governmental Jurisdiction or agency

4. SUMMARY OF FUNDING REQUEST

Enter your request(s) for funding by general activity and funding source.

General Activity Descriptions

Example:

ESG Rehabilitation/Services – Providing rehabilitation, renovation or conversion of an emergency shelter, providing essential services to the homeless, including homeless prevention activities and paying for maintenance, operation, staff costs, rent, repair, security, fuel, etc.

NOTE: If applying for rehabilitation, renovation or conversion please call or email Patricia Picazo at (858) 694-8712 or email at Patricia.Picazo@sdcounty.ca.gov for a supplemental ESG application.

5. TARGET POPULATION

Indicate the population your project will serve. "Low and Moderate-Income Households" encompasses both individuals and families.

6-10: Self-explanatory

PROJECT EXHIBITS:

The following table outlines the appropriate forms that should be completed and submitted as part of this application.

	ESG
<i>Emergency Shelter Operations</i>	Exhibit 1,2

EXHIBIT 1 - Operating Budget for ESG Services

This form compares services project costs with your plan for financing the project.

- First, enter project cost estimates for each budget category in the "Project Cost Estimates" column. Total the estimates in the "Total Project Cost" cell.
- Second, use the remainder of the columns to indicate the sources through which the project will be funded. Columns for this Homeless Services NOFA request (HCD NOFA Funds) and your organization's contribution (Applicant's Funds) have already been labeled. For each funding source, indicate the budget categories for which the funds will be used and the status of that funding (i.e., whether the funds are committed, pending, or have not yet been requested). Attach documentation verifying the status of the funding as well. Total the funding from each source in the bottom cell of each column.
- Third, add the different source totals together. This number should equal the number you have in the "Total Project Cost" cell.

EXHIBIT 2 – Board Resolution

An applicant must submit on their official letterhead a resolution of its Board of Directors authorizing the submittal of a proposal and identifying who is authorized to execute documents.

ATTACHMENTS:

- Articles of Incorporation and By-Laws
- Audited Financial Statements/Single Audit (less than 1 year old)
- Certification:
For nonprofit organizations, proof of 501(c)(3) status and an up-to-date roster of the applicant's Board of Directors.
- Evidence of Funding Source Commitments (ESG, evidence of 100% match)

APPLICATION CHECK LIST

Please complete the following checklist and submit this form with the application.

All pages 8.5 x 11 inches

One master copy (no staples or binders) and two copies; both signed.

Requirements For Submittal

- NOFA Application with Exhibits (pages 16-25)

ATTACHMENTS:

- Articles of Incorporation and By-Laws
- Audited Financial Statements/Single Audit (less than 1 year old)
- Board Resolution
- Certification:
- For nonprofit organizations, proof of 501(c)(3) status and an up-to-date roster of the applicant's board of directors.
- Evidence of Funding Source Commitments/Letters (ESG, evidence of 100% match)

The following requirements need not be submitted with the initial NOFA application. However, the applicant may be required to submit other documentation for the requirements below.

Requirements for Funding

- Environmental Review
- General Liability Insurance, Automobile Liability Insurance and Workers Compensation Insurance.

The proposal and its submittals have been reviewed for completeness using the checklist above.

Authorized Signature: _____ Title: _____ Date: _____

NOFA APPLICATION

County of San Diego
Department of Housing and Community Development
Homeless Services

Emergency Shelter Grant (ESG)

1. **PROJECT TITLE:** _____

2. **APPLICANT:** _____

Contact Person: _____

Contact Person's Title: _____ Telephone _____

Organization Address: _____

Phone: _____ Fax: _____

Email: _____

3. **ORGANIZATIONAL STATUS** (Check all that apply):

Non profit Organization

Faith Based Non Profit Organization

Public Entity

Does your organization expend \$500,000 or more a year in federal funds? Yes No

4. **SUMMARY OF FUNDING REQUEST** (List by funding activity):

<i>Activity</i>	ESG
TOTAL REQUEST	\$

What percentage of this request will serve residents of the unincorporated area of the county _____%

5. **TARGET POPULATION :**

Extremely Low

Very Low-income households

Moderate -Low Income

6. General Project Information

NOTE: If applying for ESG Rehabilitation, Renovation or Conversion please call Patricia Picazo at (858) 694-8712 or email at Patricia.Picazo@sdcounty.ca.gov for a supplemental application.

Attach pages as necessary to describe the following:

Describe how your project is consistent with the priorities outlined in the County of San Diego Consortium 2005-2010 Consolidated Plan. Include unincorporated community in which project is located. Projects not located within the jurisdiction of the Urban County of San Diego must demonstrate how the project will provide a regional benefit and how it will serve residents of the Urban County.

Describe the proposed project/program (work to be performed, activities to be undertaken, or services to be provided) and also describe specifically how the requested ESG funds will be used. Describe how this project will benefit homeless persons, or persons at imminent risk of becoming homeless in the case of homeless prevention programs. Describe the problem or need that the proposed project is intended to address. Include how people get access to your project.

Provide a summary description of project proposed, including the projected number of clients or units/beds to be served. Include the maximum length of stay for people in your project

7. Targeting

Attach pages as necessary to describe the following:

Describe the characteristics of the population to be served (i.e. youth, seniors, persons with disabilities, etc.) and the geographic area to be benefited. It is important to also attach a map (e.g. Thomas Bros. Map) showing the project location and draw a line on the map outlining the boundaries of the geographic area served.

"Low-income households" encompasses both individuals and families.

- (1) Total number of housing units/beds upon project completion: _____
- (2) Total number of assisted units/beds upon project completion: _____
- (3) Total number of extremely low-income households
(is at or below 30% of AMI) to be served: _____
- (4) Total number of very low-income households
(is between 31 and 50% of AMI) to be served: _____
- (5) Total number of "moderate to low income" households with incomes
51-80% of AMI to be served: _____
- (6) Total number of homeless persons to be served: _____
- (7) Total number of seniors to be served: _____
- (8) Total number of special needs households to be served: _____
- (9) Other project objectives: _____

*Median income is defined and published periodically by the United States Department of Housing and Urban Development (HUD) for the San Diego Standard Metropolitan Statistical Area. Currently, the median household income for a family of four is \$66,100.

For more information on Income Limits, please see: www.huduser.org

8. Applicant Experience

Attach pages as necessary to describe the following:

A. Organization

Describe the following for the organization:

1. Mission Statement
2. Past activities/experience
3. Administrative structure
4. Cost Allocation Plan

B. Technical Capacity

1. Describe the organization's capability to administer the project proposed.
2. Attach resumes of staff and consultants specifically assigned to this project and describe contractual relationship.

9. Other

State any other relevant information about the proposed project.

10. Certification

The undersigned certifies under penalty of perjury that all statements made in this proposal are true and correct to the best of the undersigned's knowledge.

Authorized Signature [Board Officer]	Typed Name
_____	_____
Title	Date Signed
_____	_____

Return one original and two signed copies of the NOFA Application and Attachments to:

County of San Diego
Department of Housing and Community
Development
Attn: Patricia Picazo
3989 Ruffin Road
San Diego, CA 92123

Exhibit 1

ESG PROGRAM BUDGET 2010-2011

APPLICANT: _____ PROGRAM NAME: _____

Sources of Funds:	ESG Funds:	Applicant's Funds:	Other Sources: (List each separately)	TOTAL:
Uses of Funds:				
<u>Essential Services</u> ¹ : Service Activity:				
Service Activity:				
Service Activity:				
<u>Operational Costs</u> ² : Operational Activity:				
Operational Activity:				
Operational Activity:				
<u>Homeless Prevention Activities</u> ³ : Activity:				
Activity:				
Activity:				
TOTAL:				

1: Limited to 30% of the total grant and must be used for a new service or quantifiable increase in the level of service above that provided during the immediate previous 12-month period. This provision in the legislation prohibits using ESG funds to replace existing government or non-profit funding services. However, once a new or increased level of service meets the above standards, then ESG funds may be used to continue funding that service in subsequent years.

2: Staff salaries (including fringe benefits) paid under the operating costs category is limited to 10 percent of the grant. Maintenance and security salary costs are not subject to the 10 percent standard.

3: Homeless Prevention Activities-Limited to 30% of the total grant

Exhibit 2
Board Resolution

[Letterhead of Applicant]

RESOLUTION OF BOARD OF DIRECTORS
OF

WHEREAS, this entity has a minimum of four directors who constitute a quorum for conducting organization business; the organization conducts quarterly board meetings; quarterly financial statements are reviewed by the board; and, the executive director and other paid staff do not serve as voting board members;

WHEREAS, _____ is a _____ [Status of Corporation, i.e. A Nonprofit Public Benefit Corporation, qualified pursuant to the provisions of Internal Revenue Code Section 501 (c) (3), etc.];

WHEREAS, _____, recognizes that the community at large, and especially low-income residents have many diverse needs for social, housing, education and other services;

WHEREAS, _____ is committed to effectively serving the communities referenced in the prior recital; and

NOW THEREFORE BE IT RESOLVED as follows:

1. That _____ is committed to providing safe, decent and affordable housing for persons of very low, low and moderate-income levels;
2. That on or about _____, 200____, the Board of Directors voted to authorize the _____ [title of person authorized], or his designee, to apply for and accept assistance of the _____ Project, for the purpose of obtaining a grant to provide for the _____ [purpose, i.e. rehabilitation, renovation, conversion, or service provision, etc.] of the Project, in an amount not to exceed ____ (\$ _____) from the County of San Diego, Department of Housing and Community Development.
3. That the Board of Directors further voted to authorize the _____ [title of person], or his designee, to execute any and all documents required by the County of San Diego, Department of Housing and Community Development to document and secure its grant.

4. That the Board of Directors further authorized the _____ [title of person], or his designee, to perform all acts and to do all things necessary, in the opinion of the County of San Diego, Department of Housing and Community Development to implement the funding and making of the grant.

I, the undersigned, certify that this Resolution was adopted at regularly or specially noticed meeting of the Board of Directors on ____, 200__, at which a quorum of the Board of Directors was present, and at which the requisite percentage of the quorum voted to adopt the Resolution and that the Resolution has not been rescinded, modified or canceled as of the date of my execution of the same and that it remains in full force and effect as of this date. I further understand that the County of San Diego, Department of Housing and Community Development is relying on the validity of this Resolution in taking the actions to process and approve the application.

I declare under penalty of perjury, under the laws of the State of California that the foregoing is true and correct.

Executed this ____ day of _____, 200____, at San Diego, California.

By: _____

Title: _____

NOFA ATTACHMENTS

Attachment A
HUD Income Limits for the County of San Diego – Calendar Year 2009

The following are income limits for moderate, low and extremely low-income families, adjusted for family size.

	FAMILY SIZE							
INCOME	1	2	3	4	5	6	7	8
Moderate-Low Income (80% of MFI)	\$46,250	\$52,900	\$59,500	\$66,100	\$71,400	\$76,700	\$81,950	\$87,250
Very Low Income (50% of MFI)	\$28,900	\$33,050	\$37,150	\$41,300	\$44,600	\$447,900	\$51,200	\$54,500
Extremely Low Income (30% of MFI)	\$17,350	\$19,850	\$22,300	\$24,800	\$26,800	\$28,750	\$30,750	\$32,750

ATTACHMENT B
EMERGENCY SHELTER GRANT PROGRAM
JURISDICTION

The County of San Diego administers the Emergency Shelter Grant (ESG) Program within the San Diego “Urban County”.

These are the communities that are within the San Diego “Urban County”:

Agua Caliente	Cuyamaca	Guatay	Ocotillo Wells	San Ignacio
Alpine	Dehesa	Harbison Canyon	Pala	San Luis Rey
Bankhead Springs	Del Dios	Harmony Grove	Pala Mesa	Santa Ysabel
Banner	Del Mar	Hidden Glen	Palomar Mountain	Shady Dell
Barrett Junction	De Luz	Hidden Meadows	Paso Picacho	Shelter Valley
Bear Valley	Descanso	Imperial Beach	Pauma Valley	Spring Valley
Blossom Valley	Dessert Lodge	Indian Springs	Pine Hills	Solana Beach
Bonita	Dulzura	Jacumba	Pine Valley	Sunnyside
Bonsall	Eagles Nest	Jamul	Potrero	Sunshine Summit
Borrego Springs	Echo Dell	Julian	Poway	Tecate
Bostonia	Eden Gardens	La Presa	Puerta La Cruz	The Narrows
Boulder Oaks	Engineer Springs	Lake Henshaw	Rainbow	The Willows
Boulevard	Eucalyptus Hills	Lakeside	Ramona	Tierra Del Sol
Buckman Springs	Fairbanks Ranch	Lemon Grove	Ranchita	Twin Oaks
Cameron Corners	Fallbrook	Lincoln Acres	Rancho Palo Verde	Vallecito
Campo	Fletcher Hills	Live Oak Park	Rancho San Diego	Valley Center
Canyon City	Flinn Springs	Live Oak Springs	Rancho Santa Fe	Victoria
Casa De Oro	Foster	Lomas Santa Fe	Rincon	Warner Springs
Cottonwood	Glen Oaks	Manzanita	Rock Haven	Whispering Pines
Crest	Green Valley Falls	Morena Village	Rosemont	Witch Creek
Coronado	Grossmont	Oak Grove	San Felipe	Wynola