

REQUEST FOR FUNDING PROPOSAL APPLICATION PACKET

FOR FISCAL YEAR 2025-2026

Alameda County Unincorporated County
Community Development Block Grant Program



Application Deadline: 5:00 P.M. January 16, 2025

The Alameda County Housing and Community Development Department (HCD) expects to award up to \$700,000 in Community Development Block Grant (CDBG) funds for capital and economic development projects located in and/or serving residents of Ashland, Castro Valley, Cherryland, Fairview, Hillcrest Knolls, San Lorenzo, and other unincorporated areas of Alameda County. Funding award recommendations will be announced in March 2025, with the funds being available July 1, 2025, upon Board of Supervisors approval of contracts.

CDBG-funded projects must benefit residents of at least one of the above areas and either be in a low- to moderate-income area (LMA) or serve an identifiable low- to moderate- income population. To qualify as an LMA, the area must be in a census tract or neighborhood designated as low-to moderate-income in the 2020 U.S. Census. Projects serving low- to moderate-income populations, but not located in LMA's, must document the incomes of the persons benefiting from the project to ensure income eligibility. Annual monitoring for continued eligibility may be required. Qualifying income level maximum amounts may change annually. For current income guidelines, see Appendix A.

The vision for the next decade will incorporate the goals and objectives set forth in the Environmental Justice element of the Board-approved Alameda County General Plan completed in January 2024. In addition to the Environmental Justice element CDBG funding strategies for the next plan period will incorporate the principles developed in HCD's 10-Year Housing Plan (currently in public comment draft), and on two reports that were developed with Unincorporated County ARPA funding, 1. First Five's *Urban Unincorporated Areas of Alameda County Early Care and Educational Needs Assessment*, and 2. Resource for Community Development's *Eden Resource Center Needs Assessment*. The findings, goals, and objectives for each of these reports were developed through extensive community engagement processes involving focused meetings with partner agencies and community members over an extended period. The overarching findings of all reports is based on the principle that equitable access for all citizens to available public resources and services is key to a healthy, thriving community.

The goal of the next plan period is to move toward a more equitable planning process, where citizen participation and community input are central to setting funding priorities. Alameda County will remain committed to collaborating with community partners and encouraging a spirit of community engagement where all parties with vested interest in the Unincorporated County are welcome to gain insight and provide feedback.

Alameda County Unincorporated County CDBG funds will be focused on the following goals during the 2025-2029 Plan period:

- Decreasing Homelessness and increasing affordable housing
- Providing Access to Public Facilities
- Providing Access to Healthy Food

The County will seek applications which prioritize funding in these areas, however, if there are other emerging or emergency needs that meet the principles outlined in the CDBG Neighborhood Plan those applications will also be considered.

The priority for these funds is capital public improvement projects. Please note that HCD typically does not fund services. Economic development-related activities, however, may be funded.

In addition, priorities for these funds do not include the purchase, rental or rehabilitation of housing as those activities are funded under other components of the County's CDBG program under a separate RFP process. Requests for funds without site control of the property will not be considered. HCD reserves the right not to fund new projects, if current projects require the entire amount of the CDBG allocation.

Critical Dates for FY 2025-2026 CDBG Projects

FY 2025-2026 Application Cycle	
Mandatory Meeting to discuss eligible projects and RFP priorities	December 11, 2024 @ 1:30 pm
Application Deadline. Must be received in City Data Services (Instructions Below).	January 16, 2025 @ 5:00 pm
County Staff Review	January 20, 2025 – February 7, 2025
Public Hearing at HCDAC Meeting (<i>attendance is mandatory</i>) Be prepared to address Committee Members for 5 minutes	March 13, 2025 @ 3pm
Anticipated date for County Board of Supervisors meeting for executing agreements between the HCD and 2024-2025 CDBG recipients (<i>attendance is not mandatory</i>)	June 10, 2025

FY 2025-2026 Subrecipient Report Submission Dates	
Beginning of Fiscal Year	July 1, 2025
1st Quarter reports due	October 15, 2025
All agencies must have at least one invoice submitted by this date or a letter explaining why no activity has occurred.	October 31, 2025
2nd Quarter reports due	January 15, 2026
3rd Quarter report due	April 15, 2026
4th Quarter report due	July 15, 2026
Final Completion/Annual Report due to HCD	July 15, 2026
Last day to submit invoices for FY 2025	July 16, 2026

While HCD makes every reasonable effort to inform the community of this RFP, the County assumes no responsibility for failure to inform all interested parties of its availability. Alameda County reserves the right to reject incomplete and unresponsive proposals or deny future funding to applicants that have been unresponsive in carrying out the grant requirements as stated by Alameda County and the U.S. Department of Housing and Urban Development (HUD). This RFP

is a solicitation of proposals only; no offer of contract or funding is implied. Costs incurred by the respondent in preparation and completion of this RFP are not HCD's obligation and may not be reimbursed through grant funds. There will be a mandatory meeting on December 11, 2024, for all applicants to discuss RFP priorities and potential applicant preliminary proposals to discuss eligibility.

If you have questions, please contact Trina Walker, HCD Specialist III at 510-670-5971 or trina.walker@acgov.org.

CDBG Application Review and Funding Recommendation

1. HCD will conduct review of all funding proposals between January 20, 2025 – February 7, 2025.
2. HCD will review the applications and make recommendations based on meeting CDBG requirements, the ranking criteria, ability to meet the goals of the Community Development Block Grant Unincorporated County Strategy, the agency's ability to serve or benefit Unincorporated County residents, and the ability to get the Planning, Building and any other required local approvals in a timely manner.
3. Staff will present recommendations for funding to the Housing and Community Development Advisory Committee (HCDAC) at its March 13, 2025 meeting, beginning at 3pm. Applicants must attend this meeting and be prepared to address HCDAC questions.
4. If the HCDAC recommends your agency for funding, upon completion of an Environmental Review and proof of insurance you will receive a contract that must be signed and returned to HCD in order to go to Board of Supervisors for consideration of the contract and approval and execution.
5. Once a project is selected for funding, HCD staff will be actively involved in project implementation. CDBG Program staff play an active role in project selection to ensure that projects are eligible and selected based on feasibility, need, and linkage with other programs or activities which benefit lower income persons. Staff will be active project managers during implementation to ensure cost effective, creative, and meaningful results. Long range goals and outcome for the population(s) to be served and/or target neighborhoods will be measured.
6. For public area projects, a project team will be assembled which includes the HCD CDBG Program staff and representatives of County and other agencies that will be affected by and involved in the project implementation. HCD staff will have active involvement in the project implementation through review of the project design and specifications, contractor selection and coordination with our Consultant on federal prevailing wage oversight, participation in the pre-construction and regular construction meetings, and final review and approval authority over contractor invoices being paid by CDBG funding.
7. For private projects, the project sponsor will take the lead role in implementation; however, HCD staff is actively involved in the process. Project sponsors are required to coordinate with HCD, contractors, agencies, organizations, and citizens to implement the project. HCD CDBG staff must be kept informed of the project status and must have the opportunity to review designs and specifications for the project. Construction contractors are generally required to follow prevailing wage requirements. HCD staff will ensure that the specifications include the most up-to-date federal contract compliance requirements and monitor the project throughout the construction phase.
8. All infrastructure projects are required to abide by section 70914 of the Build America, Buy America Act, which requires that all funds made available for a Federal award for an infrastructure project cannot be obligated unless all the iron, steel, manufactured products, and construction materials used in the project are produced in the United States.

Overview, Format and Submittal of the RFP

1. If an agency is requesting funding for more than one project, a separate application must be submitted for each project.
2. **Complete applications must be received by HCD by 5:00 p.m., Thursday, January 16, 2025 via the application portal on City Data Services. HCD will not accept faxed or emailed applications. Applications received after this date and time may not be considered for funding.**
4. Please refer to the Application Checklist to ensure your proposal package is complete. Do not include program literature or other miscellaneous information in your application other than what is described on the checklist. This information will not be considered in reviewing the application.
5. Failure to comply with any of the requirements may result in removal from funding consideration.
6. Staff will provide reasonable amounts of technical assistance to project applicants. In accordance with the Urban County Citizen Participation Plan, the scope of assistance may include providing information on the RFP process and schedule, the project selection criteria, CDBG-eligibility criteria, census tract/block group information, development of the budget, and guidance on completing the application form.

After project applications are submitted, staff may contact each project applicant to obtain additional information if necessary.

Environmental Review Requirements

An environmental review will need to be completed prior to any contract going to the Alameda County Board of Supervisors for contract approval.

Application Checklist

Apply Online at CityDataServices.com

- **Application**
- **Project Description, Timeline and Budget Narrative**
- **Financial Information Form**
- **If applicable, brief background of key organizational staff and those being paid with CDBG funds**
- **Budget Form (*copy of current annual budget for the entire agency; and a copy of most recently submitted IRS 990 form [complete form].*)**

Attach to the application:

- **Organization's background, experience, purpose, capacity, types of service provided**
- **Resume of key personnel on the project.**
- **Organization's Unique Entity ID – if the organization does not have a number, you can apply at www.sam.gov.**
- **Agency audit requirements and copy of last audit**
- **Insurance coverage**
- **Articles of Incorporation/Bylaws**
- **Conflict of Interest Statement (if not included in Bylaws)**
- **State and Federal nonprofit and tax-exemption determination letters (if applicable).**
- **Organizational chart**
- **Board of Directors' authorization to request CDBG funding**
- **Board of Directors' designation of authorized official**
- **List of Board of Directors members with their contact information**
- **Form W-9**

A. Project Narrative

1. Describe the project for which you are requesting funding. Identify the Environmental Justice goal your project is addressing. Provide a description of the problem(s), need(s), issue(s), or other service gaps to support the need for the project/activity in Unincorporated Alameda County. In addition, supply data such as demographics, reports and/or other information supporting your information and proving the need exists **in the unincorporated area of the County**. Do not solely cite statistics from your own program to prove need. Also provide the source of the data.
2. Within your Project, break out the goals you intend to achieve. These goals should be measurable, for example: install 5 sidewalk ramps on Unincorporated County street corners, etc.
3. Describe the population that will benefit from the project. What percentage are Unincorporated County residents? How is this documented? Cite the source of the data.
4. Describe how your organization will maintain this project after completion.
5. Also see ranking criteria for items that are specifically being targeted in the narrative.

B. Project Timeline

1. Provide an outline with dates of important benchmarks for the project. This should include a projected start of construction date and a projected completion date. It should also clearly indicate what progress has already been made on the project.

C. Budget Narrative

1. Provide a narrative on how the budget for the program relates to the rest of the agency's mission and overall budget.
2. Provide a basis for each line item projected in the budget.
3. Describe how this project is cost effective and the budget is reasonable for the anticipated results.
4. If this application is not funded, what will be the effect on the project?
5. *Complete Financial Information and Budget Forms.* (Please specify the total project budget. You must provide information on the common outcome indicator which defines the amount of dollars leveraged by the grant request. Please give a percentage of these CDBG funds requested as a percentage of the entire agency budget. If you have any questions, please refer to the instructions for guidance or contact program staff.) Please indicate what is committed vs. what is not committed.
 - a. On *Financial Information Form*, Additional Project Funding Sources, list all funding sources other than what you are applying for within this application. This is to include, but is not limited to, other government sources, foundations, corporations, individual contributions, events, and in-kind contributions. Include the name of the organization, the amount and type of funds, how your agency will

use the funding, and if the funds are committed. If a source is uncommitted, provide the date your agency anticipates receiving approval.

b. Also on the *Financial Information Form*, if you are proposing to utilize CDBG funds to pay for staff costs, please list each employee and the percentage of their salary and benefits that it is anticipated to be paid for with grant funds. Include the total monthly and annual costs to the CDBG program. Also provide information on how the position fits within the structure of the rest of the organization.

c. On *Budget Form*, Estimated Project Budget Worksheet, list the budget for the funding request. Include all costs, as applicable. Please outline the entire project budget. One of the required outcome indicators is the amount of money that is being leveraged by CDBG funds. We must have the complete amount to correctly report this percentage. Please also attach any bids that were used to develop the budget.

d. For the *Budget Narrative* page, please see instructions in application.

Project Selection Criteria

HCD staff will review project applications using two sets of criteria. The first set is the minimum qualifications criteria which all projects must meet these criteria to be eligible for funding (threshold evaluation factors). The second set of criteria focuses on the other considerations listed below (ranking criteria); projects will meet these other considerations to varying degrees, depending on project goals and objectives. Staff will present an evaluation of the project applications with an analysis of the criteria to the HCDAC with recommendations for funding approval. The HCDAC members will make recommendations for approving project to the Alameda County Board of Supervisors for contracts for CDBG funds.

Threshold Evaluation Factors

1. Completeness of Evaluation
2. Submitted by Deadline
3. Funding Request within amount available
4. Meets CDBG requirements

Ranking Criteria

1. *Benefit to Unincorporated County Areas* (15 points possible): 15 points for activities located within the Unincorporated County jurisdiction (at point of service). 10 points for activities that serve 25-50% Unincorporated County residents of total beneficiaries. 5 points for activities that serve 1-24% Unincorporated County residents of total beneficiaries. No points if Unincorporated County residents do not benefit. The number of Unincorporated County residents to be served and types of services provided will also be evaluated and may impact points totals awarded.
2. *Activity Need and Justification* (15 points possible): 10-15 points – Clearly describes a need for the proposed project that is specific to the community; Statistical or anecdotal evidence of need is supported by credible reference or citation; Need, if unmet,

contributes to disparities. 5-9 points – Need is described but the evidence offered for the need is incomplete or not specific to the community where project is located. 0-4 points – Fails to demonstrate understanding of community needs; proposed project is not explicitly linked to a defined need.

3. *Project Design* (10 points possible): 7-10 points – Performance targets capture all major proposed activities and are specific, measurable, realistic, and time limited; strong logical fit between funding priorities, project specific outcomes, strategies, performance targets and reporting measures. 4-6 points – Project design includes strategies and project specific outcomes that fit logically with selected funding priorities; Project design provides strategies and project specific outcomes that are consistent with the proposed project as described in the narrative; performance targets are relevant and realistic. 0-3 points – Project design is incomplete; performance targets are not well defined and not linked to outcomes; funding priorities, project specific outcomes and strategies do not have a logical and coherent relationship.
4. *Income Targeting* (10 points possible): 8-10 points for activities serving 100% extremely low income people/households (household incomes at or below 30% of Area Median Income (AMI)); 5-7 points for activities serving 50% extremely low income people/households (household incomes at or below 30% of AMI) people; 2-4 points for activities serving 100% very-low income people/households (household incomes at or between 31-50% of AMI); 1 point for activities serving only low-income people/households (household incomes at or below 51-80% of AMI). The number of Unincorporated County residents at priority income levels to be served and types of services provided will also be evaluated and may impact points totals awarded.
5. *Organizational Capacity* (10 points possible): 7-10 Points – Significant experience and expertise in carrying out similar projects benefitting CDBG target population(s) identified; mission, programs and services strongly aligned with CDBG goals. 4-6 points – some experience and expertise in carrying out similar projects benefitting CDBG target populations; mission, programs, and services are consistent with CDBG goals. 0-3 points – did not meet the required experience and/or expertise with project benefitting CDBG target populations; weak alignment with the goals, guiding principles and mission of CDBG.
6. *Cost Reasonableness and Effectiveness* (10 points possible): 7-10 points – Detailed and realistic budget with sound use of funds; funding request seems reasonable given the number of clients and scope of work; each line item is justified. 4-6 points – budget complies with application guidelines; budget is accurate but not sufficiently detailed; costs are not completely justified; budget appears to support the project and staffing as described. 0-3 points – budget does not comply with the application guidelines; budget and justification do not provide sufficient detail about how funds will be used; described project and staff are not supported by the budget; budget is not accurate.
7. *Management and Staffing* (10 points possible): 7-10 points – clear role descriptions for all staff positions; named staff are qualified. 4-6 points – qualified person identified who will be responsible for project management; clear plan to report on progress and expenditures; appropriate professional supervision provided for direct service staff; level of staffing is realistic for type of construction/services proposed. 0-3 points – staff has minimal experience and/or qualifications to carry out the proposed activities; no staff

person clearly designated to manage project and be responsible for programmatic and fiscal reporting; staffing pattern does not appear adequate to achieve performance targets.

8. *Leveraging Contributions* (10 points possible): 10 points for activities that have secured all other funding for the activity. 7 points for activities that have 75% of all funding secured; 5 points for activities that have 50% of all funding secured; 3 points for activities that have 25% of all funding secured.
9. *Increasing Equity* (10 points possible): 8-10points – Clear plan to address inequities experienced by historically underrepresented or poorly-served communities with measurable goals. 5-7 points – Description provided for how activity is intended to address inequities but specific goals, or how they'll be reached, are unclear. 0-4 points – No clear plan presented to address inequities experienced by historically underrepresented or poorly-served communities.

Total 100 Points Possible

Appendix A
Income limits by household size

Alameda County Housing & Community Development
Rent Limits
(TCAC as of 04/01/2024, HUD as of 06/01/2024, State HCD as of 06/01/2024)

Source	Income Level	Bedroom Size ¹				
		ST/SRO	1 BR	2 BR	3 BR	4 BR
TCAC	20%	\$545	\$584	\$701	\$809	\$903
County HCD²	20%	\$545	\$623	\$701	\$778	\$841
TCAC	30%	\$817	\$876	\$1,051	\$1,214	\$1,355
County HCD²	30%	\$817	\$935	\$1,051	\$1,167	\$1,261
TCAC	35%	\$953	\$1,022	\$1,226	\$1,417	\$1,581
TCAC	40%	\$1,090	\$1,168	\$1,402	\$1,619	\$1,807
TCAC	45%	\$1,226	\$1,314	\$1,577	\$1,821	\$2,032
TCAC	50%	\$1,362	\$1,460	\$1,752	\$2,024	\$2,258
HUD³	50%	\$1,362	\$1,460	\$1,752	\$2,024	\$2,258
County HCD²	50%	\$1,362	\$1,557	\$1,752	\$1,946	\$2,102
TCAC	55%	\$1,498	\$1,606	\$1,927	\$2,226	\$2,484
TCAC	60%	\$1,635	\$1,752	\$2,103	\$2,429	\$2,710
County HCD²	60%	\$1,635	\$1,869	\$2,103	\$2,335	\$2,523
HUD³	65%	\$1,699	\$1,821	\$2,187	\$2,519	\$2,790
County HCD²	65%	\$1,771	\$2,024	\$2,278	\$2,530	\$2,733
TCAC	70%	\$1,907	\$2,044	\$2,453	\$2,834	\$3,162
TCAC	80%	\$2,180	\$2,336	\$2,804	\$3,239	\$3,614
County HCD ²	90%	\$2,452	\$2,803	\$3,154	\$3,503	\$3,784
TCAC	100%	\$2,724	\$2,920	\$3,504	\$4,048	\$4,516

Notes:

1. State HCD's 30%, 50% and 80% income levels match HUD's published 30% and 50% and 80% income levels.
2. The 2024 published HUD Median Family Income for a Household of 4 is \$155,700.