



**NOTICE OF FUNDING AVAILABILITY (NOFA)  
CITY OF SAN JOSE  
HOUSING DEPARTMENT  
FY 2024-2025**

**Release Date: December 11, 2023**

**Applications Due: January 16, 2023, 5:00 PM**

Only applications submitted through the City of San Jose’s WebGrants System will be accepted. WebGrants can be found at: <http://grants.sanjoseca.gov>

All questions must be e-mailed to: [stephanie.gutowski@sanjoseca.gov](mailto:stephanie.gutowski@sanjoseca.gov).

This document provides guidance and serves as the actual application. Please fill this out and upload to Webgrants. Located under the “Application Guide” in Webgrants, you will find an attachment containing the scope of work for each Public Service Program.

**NOTICE OF FUNDING AVAILABILITY (NOFA)  
MICROENTERPRISES PROGRAM  
CITY OF SAN JOSE**

The City of San Jose, Housing Department is pleased to announce the availability of Community Development Block Grant (CDBG) for FY 2024-2025. Housing Department is seeking proposals from professional organizations with demonstrated skills and experience providing technical assistance and business support to microenterprises. The services provided by the Proposer need to be for low- to moderate-income individuals (LMI) wishing to establish a microenterprise or expand an existing microenterprise they own.

The program proposal must comply with strict eligibility criteria. Prior to submission, please carefully review this information package to determine if your request for funds will qualify under the federal CDBG. For more detailed information on HUD guidelines, go to [www.hud.gov](http://www.hud.gov).

Completed applications included in this packet on Tuesday, January 16, 2024 by 5:00 PM, through the WebGrants Management system at:

<https://grants.sanjoseca.gov/getOpportunity.do?documentPk=1673388550957>

## Technical Assistance

Housing staff are available to answer questions regarding CDBG regulations, application and project eligibility and the application process. All questions must be e-mailed to:

[stephanie.gutowski@sanjoseca.gov](mailto:stephanie.gutowski@sanjoseca.gov)

**APPLICATIONS SENT BY FAX OR E-MAIL WILL NOT BE ACCEPTED.  
LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

### A. **BACKGROUND**

The Community Development Block Grant (CDBG) Program was established by the Housing and Community Development Act of 1974 and is administered through the U.S. Department of Housing and Urban Development (HUD). The CDBG Program is a flexible program that provides community with funding to address a wide range of unique community development needs. The primary objective of the CDBG program is "the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and very low income."

### B. **ELIGIBILITY.**

An application will be deemed eligible if each federal requirement is addressed and the application is completed in accordance with the CDBG program requirements.

#### **Each proposed project must:**

- 1) Demonstrate compliance with HUD's National Objective of providing benefit to low-moderate income (LMI) persons.
- 2) Be an eligible activity consistent with the provisions of Title 24 – CFR – 570 (subpart C); and <sup>1</sup>
- 3) Target one of the applicable goals of the 2020-2025 City of San Jose Consolidated Plan.

---

<sup>1</sup>Title 24 – CFR – 570 (subpart C) <https://www.govinfo.gov/content/pkg/CFR-2013-title24-vol3/pdf/CFR-2013-title24-vol3-part570.pdf>

**C. HUD NATIONAL OBJECTIVES**

1. Activities benefiting low and moderate-income persons.
2. Activities which aid in the prevention or elimination of slums or blight.
3. Activities designed to meet urgent community development needs.

**D. SAN JOSE FIVE YEARS (FY 2020-2025) CONSOLIDATED PLAN NEEDS**

1. Support activities to Prevent and Address Homelessness,
2. Assist in the creation and preservation of affordable housing opportunities for low income and special needs households,
3. Promote fair housing choice,
4. Support activities to Strengthen and Stabilize Communities. Activities such as providing community services to low-income and special-needs populations, and the Community Development Improvement (CDI) to revitalize the infrastructure and public facilities to improve the quality of life of residents in San Jose.

**E. HUD INCOME REQUIREMENTS**

All funded projects and activities must City of San Jose, CA FY 2023 Income Limits meet the CDBG national objective of benefiting low to moderate income persons or low to moderate income households which is defined as “under 80% Area Median Income (AMI)”, (see current chart below). The AMI is subject to change based on HUD’s annual calculations and must be adjusted and adhered to throughout the life of the grant and subsequent affordability period.

City of San Jose, CA FY 2023 Income Limits								
Income Limit Goal	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Extremely Low (30%)	37,450	42,800	48,150	53,500	57,800	62,100	66,350	70,650
Low (50%)	62,450	71,400	80,300	89,200	96,350	103,500	110,650	117,750
60% Limit (60%)	74,940	85,680	96,	107,040	115,620	124,200	132,780	141,300
Moderate (80%)	96,000	109,700	123,400	137,100	148,100	159,050	170,050	181,000

**F. APPLICANT REQUIREMENTS**

- Be a public entity or a non-profit organization 501 (c)(3).
- Governing Body of the organization should be vested in a responsible and active voluntary Board that meets at least quarterly and establishes and

enforces policies. The Board should be large enough and structured as to be representative of the community it serves.

- The organization must provide for adequate administration of the program to ensure the delivery of services. One person should be designated as the director of the organization. If the project is awarded funding, the organization must provide a copy of its Personnel Policies and Procedures, which must include policies prohibiting discrimination, conflict of interest, grievance procedures, and affirmative hiring practices.
- Conduct a Single-Audit annually.

**G. FUNDING ALLOCATION TIMELINE**

The City reserves the right to amend the dates in the timeline below. Any changes to the dates below will be posted to the Housing Department’s Funding Opportunities page at: <https://www.sanjoseca.gov/your-government/departments-offices/housing/nonprofit-grant-programs/funding-opportunities> as an addendum to the NOFA in WebGrants. The City will make every effort to adhere to the following anticipated schedule:

ACTIVITY	DATE and TIME *
Release of NOFA for CDBG funding	December 11, 2023
Application Deadline for CDBG funding	Friday, January 16, 2024, 5:00 PM
Application Review by Panel	January 22, 2024
Notice of Intent to Award	February 5, 2024
Deadline of the Appeal Process	10 days after Notice of Intent to Award is sent.
HCDC Meeting: Final Funding Recommendations, the FY 2024-2025 Annual Action Plan	April 4, 2024, 6:15 PM Zoom link to follow
City Council Hearing to approve funding recommendations for CDBG, ESG and HOPWA program, the FY 2024-2025 Annual Action Plan	April 30, 2024, 10:30 AM Council Chambers Zoom link to follow
Submit Year-five FY 2024-2025 Annual Action Plan to HUD	May 15, 2024

## **PREPARING TO APPLY**

### **H. SETUP AN ACCOUNT IN WEBGRANTS**

FY 2024-2025 CDBG application must be submitted online through the City's WebGrants Grants Management System.

New Applicants: Go to <http://grants.sanjoseca.gov>, log in with [user id #] as both User ID and Password. Fill out the short form to be issued a unique User ID and Password. Log out and then log back into <https://grants.sanjoseca.gov/index.do> and use the new user ID and Password.

Existing CDBG funded agencies log in to WebGrants using your existing Agency User ID and Password. Application available below:

<https://grants.sanjoseca.gov/getOpportunity.do?documentPk=1673388550957>

### **I. CONSIDERATION OF CITY GOALS & FUNDING AVAILABLE FOR PROPOSAL**

#### **San Jose Five-Year Consolidated Plan Goals**

There are four types of goals to request for funding described below along with application requirements:

1. **GOAL 1: PREVENT AND ADDRESS HOMELESSNESS:**  
Support activities to Prevent and Address Homelessness.
2. **GOAL 2: CREATE AND PRESERVE AFFORDABLE HOUSING:**  
Assist in the creation and preservation of affordable housing opportunities for low income and special needs households.
3. **GOAL 3: PROMOTE FAIR HOUSING:**
4. **GOAL 4: STRENGTHEN AND STABILIZE COMMUNITIES:**  
Support activities to Strengthen and Stabilize Communities. Activities such as providing community services to low-income and special-needs populations, and the Community Development Improvement (CDI) to revitalize the infrastructure and public facilities to improve the quality of life of residents in San Jose.

**Applications for funding4 must be submitted online**  
<https://grants.sanjoseca.gov/getOpportunity.do?documentPk=1673388550957>

**A. Total Estimated FY 2024-2025 CDBG Funding Available for Microenterprises is: \$1,500,000.**

**B. APPLYING**

Applications must include the following two attachments and be submitted by Tuesday, January 16, 2024 by 5:00 PM, through the WebGrants Management system at:  
<https://grants.sanjoseca.gov/getOpportunity.do?documentPk=1673388550957>

**Part 1:** Application Package – Upload this document completed.

**C. APPLICATION REVIEW AND AWARD PROCESS**

The project applications will be reviewed by Grant Management Housing Staff.

Recommendations of the HCDC are forwarded to the City Council, and then to the U.S. Department of Housing and Urban Development (HUD).

The following evaluation criteria will be used to evaluate project applications. The following criteria and the weighting of scores will be used during the rank and review process: Proposals will be reviewed and scored relative to the below program and project scoring summary. **The maximum possible score is 100.**

<b>Criteria</b>	<b>Weight</b>
<b>Project Eligibility</b>	Pass/Fail
<b>Audit Review **</b>	Pass/Fail
<b>Organizational Capacity</b>	10 points
<b>Program Experience</b>	10 points
<b>Goals and Outcomes</b>	20 points
<b>Budget and Fee Structure</b>	10 points
<b>Program Design</b>	30 points
<b>Cultural Competency</b>	10 points
<b>Past Performance Goals *</b>	10 points
<b>TOTAL</b>	100 points

\*The Housing Department Grants Program will conduct an evaluation of the past performance of organizations that apply for funding. The goal is to determine whether

organizational performance was satisfactory. The results of these evaluations will be scored on a scale from 0 to 10, with organizations that have not been previously funded receiving a score of 0. Based on the status as of December 30, 2022, organizations will have 0 to 2 points deducted to their final score for their performance on each of the following grant activities:

- Timeliness of draw requests
- Quality of draw requests (adequate paperwork, etc.)
- Quarterly performance reports
- Cooperation in clearing/participating in audits
- Responsiveness to staff questions and information requests

**\*\*A proposer with a “Fail” rating for the Audit Review will not be recommended for funding.**

The proposal(s) with the highest score(s) will not automatically be awarded a contract. In making the final selection of organization(s) and funding levels, the Director of Housing will consider the evaluation panel’s ranking, proposers’ past performance, and the City’s overall needs. The final selection and contract award(s) will be within the sole judgment and discretion of the City.

### **Deadline to Submit NOFA Questions**

Proposers may submit written questions regarding this NOFA via email until January 16, 2024, 5:00 PM. Proposers should e-mail questions to [stephanie.gutowski@sanjoseca.gov](mailto:stephanie.gutowski@sanjoseca.gov).

### **Response to NOFA Questions**

Written responses to emailed questions regarding NOFA substance will be issued as an Addendum posted in WebGrants and on the Housing Department’s Funding Opportunities website on or before January 16, 2024, 5:00 PM.

### **NOFA Grant Proposals Due**

Proposals must be submitted in WebGrants by 5:00 p.m. on January 16, 2024. WebGrants can be accessed at <http://grants.sanjoseca.gov>. The City will not accept proposals submitted in any other manner or format. Prior to submission, respondents should carefully check their applications to ensure all responses to questions are complete and all attachments are included.

**No grace period will be allowed for missing components to be submitted. No additional submissions will be accepted after the January 16, 2024, 5:00 p.m. proposal deadline. Any application that is late will not be considered for funding.**

## **Notice of Intent to Award**

The Housing Department will provide email notification letters to proposers in February 5, 2024 advising of the Director's decision of the selected finalist(s) with intent to award.

## **Appeals Process**

NOFA proposers will be advised in writing if their application is not eligible for funding, including the reason(s) the proposed project is ineligible. All proposers will be notified of the amount of funding being recommended for awarded projects. Proposers may appeal in writing, to the Interim Director of the Housing Department, Rosalynn Hughley [Rosalynn.Hughey@sanjoseca.gov](mailto:Rosalynn.Hughey@sanjoseca.gov)

The deadline for submitting an appeal letter is ten days after the Notice of Intent to Award letter is released. The appeal letter must contain the name, street address, email address, and signature of the person submitting the appeal. The appeal letter must state the grounds, factual basis, and provide all information supporting the appeal. The grounds for the appeal may only be based on one or more of the following:

- A belief that there was abuse of process by City officials or evaluation panel members.
- A belief that there was abuse of process by City officials or evaluation panel members.
- A belief that there was misconduct or impropriety by City officials or evaluation panel members.
- A belief that there was misconduct or impropriety by City officials or evaluation panel members.
- A belief that there was abuse of discretion by City officials or evaluation panel members.
- A belief that there was abuse of discretion by City officials or evaluation panel members.

The Director will respond to all appeals within five working days of the close of the appeals process. The Director's decision is final, and there is no further appeal process concerning his/her decision after it is rendered.

## **Audit Review Process**

In conjunction with the proposal evaluation, the Housing Department staff will perform a review and analysis of the responding organizations audited financial statements. Proposers may be disqualified from funding consideration if major concerns are raised



through a review of the organization's financial capacity. Justification for disqualification includes:

- Failure to submit the organization's two most recent audits
- Incomplete Audit Report
- Federal Debarment
- Evidence of financial irregularities or malfeasance

The Director of Housing may approve exceptions to this policy under warranted circumstances when it is determined that the service provided meets a critical community need. If an exception is warranted, the organization may be required to:

- 1) Submit a detailed explanation of the identified deficiency or deficiencies and a realistic plan to resolve them;
- 2) Provide complete documentation with each reimbursement request; and
- 3) Agree to additional monitoring visits.

The following sections should be completed and submitted online in WebGrants for the Public Service Program an applicant is interested in applying for. Applicants have the option of applying for more than one Public Service Program, however, it is not mandatory for an organization to apply for all Public Service Programs, in order to be considered. If an organization is applying for multiple Public Service Programs, it is expected that an individual, separate, and complete application be submitted per program. When submitting a complete application to WebGrants, the application and attachments will need to be titled according to the following:

“NOFA, Microenterprises Program application is for 2024-2025,”

You can access WebGrants at <http://grants.sanjoseca.gov>. Any proposal that is late, fails to meet eligibility requirements, or fails to follow submission instructions will not be considered for funding.

**City of San Jose**

**Notice of Funding Availability Application: Part 1**

- **Part 1:** Application Package – Upload this document completed based on the program you are applying for.
- **Part 2** In a separate document, answer the Program Specific Questions that are listed in the appendix of the program you are applying for. Please provide detailed responses to the specific questions listed within the Public Service Program attachment your organization is applying for. Please reference the question(s) to which you are responding to in this narrative section.

An applicant interested in applying to multiple service programs must submit a complete application with both attachments per program.

**Program Name:** \_\_\_\_\_ **Grant Request: \$** \_\_\_\_\_

---

**2. APPLICANT CONTACT INFORMATION**

<b>Organization:</b>		<b>Project Contact 1:</b>	
CEO/ Director:		Project Street	
Phone:		Project City, Zip	
Email:		<b>Project Contact 2:</b>	
Agency Street		Title:	
Agency City, Zip:		Phone	
Tax ID #:		Email	
Federal Unique ID:		<b>Fiscal Contact:</b>	
Faith based:		Title:	
		Phone:	
		Email	

### 3. ORGANIZATION DESCRIPTION

Provide a brief general description of what your organization does overall. For example, the types of services your agency provides.:

--

- a. Describe your written policies, established procedures, and experience cultural competence of your staff meeting the needs of the target populations described in the City's Language Access Plan (LAP) for assuring persons with disabilities and/or limited English proficiency have access to services

--

- b. Describe your agency's mission and history. Include a description of your agency's experience in 3 services similar to those described in the Services Requested section of this RFP. It is helpful if you can provide information about your agency relevant accomplishments and outcomes.

--

- c. Describe your experience administering government grants especially contract with the City of San Jose and/or funded through federal and especially Community Development Block Grant monies either directly or as a sub-recipient.

--

- d. Describe the level of customer services you have provided clients on pasts projects and how you measure the success of your customer services

--

6. Explain how your agency collects and reports income, race/ethnicity, and disability data.

--

**PROJECT / PROGRAM DESCRIPTION AND PURPOSE:**

Projects must demonstrate microenterprise technical assistance services provided directly by the applicant organization to individual LMI clients or individual businesses owned by LMI persons, and **not through partners or subcontractors.**

Note that the CDBG definition of a microenterprise is a business that has five (5) or fewer employees, one (1) or more of whom owns the enterprise. All part-time and full-time employees on the business payroll at the time of assistance and/or loan or grant application must be counted. Eligible microenterprise assistance activities refer to technical assistance and/or general support services to LMI business owners or potential LMI business owners that directly lead to the establishment of either new businesses or the expansion of existing (and stable) businesses (e.g., new employees, higher sales volume or revenue, etc.). If funded, programs must be able to track and report on the status of the businesses assisted for a certain period after CDBG project closeout.

**Projects that only provide general workshops or on the-job training as services to assist individual clients and refer them for job placements will not qualify as a microenterprise assistance project. In addition, projects that only provide workshops or classroom curriculum with no direct individual assistance provided to clients in the establishment of a new business or in the expansion of an existing business will not qualify as a microenterprise assistance program.**

Projects that only provide one specific type of technical assistance that does not directly lead to the establishment of either new businesses or the expansion of existing businesses will also not qualify as a microenterprise assistance program.

Provision of direct cash payments to individual households, clients, or business owners is not an eligible project activity.

Provide a short description of the proposed program and anticipated outcomes.

--

4. **NATIONAL OBJECTIVE:** The National objective of all Urban County NOFA grant Programs/Projects must Benefit Low- and Moderate-Income (LMI) Persons:

National Objective Subcategories:

- \_\_\_ Low Moderate Limited Clientele (LMC) - 46% of the beneficiaries of an activity have to be LMI.
- \_\_\_ Low Moderate Area Benefit (LMA) – area where at least 46% of the residents are LMI persons.
- \_\_\_ Low Moderate-Income Housing Activities (LMH) – low-income homeowner occupied unit.

**TARGET POPULATION**

o	abused children	
o	battered spouses,	
o	elderly persons (62+),	
o	homeless persons	
o	adults meeting Bureau of Census’ definition of severely disabled persons*	
o	illiterate adults	
o	persons living with AIDS	
o	migrant farm workers * The census definition of “severely d	
* The census definition of “severely disabled” follows:		
Persons are classified as having a severe disability if they: (a) used a wheelchair or had used another special aid for six months or longer; (b) are unable to perform one or more “functional activities” or need assistance with an “ADL or IADL”; (c) are prevented from working at a job or doing housework; or (d) have a selected condition including autism, cerebral palsy, Alzheimer’s disease, senility or dementia, or mental retardation. Also, persons who are under 65 years of age and who are covered by Medicare or who receive SSI are considered to have a severe disability.		

5. **PROJECT ELIGIBLE ACTIVITY:** Priority will be given to projects that demonstrate the ability addressing the San Jose’s five-year goals. Please review the Eligibility Requirements outline in the NOFA above.

**6. RACE / ETHNICITY:**

Estimate and enter the number of clients for each Race/Ethnic categories your project will serve.

RACE/ ETHNICITY	Estimate number of clients that will be served from/in each Race/Ethnic Goal	Estimate number of clients that will be served from/in each Race/Ethnic Goal
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Pacific Islander		
American Indian/Alaskan Native and White		
Asian and White		
Black/African American and White		
Amer. Indian/Alaskan Native and Black/African American		
Other Multi-Racial		

**Cultural Competency and Equitable Service**

Explain the efforts that are in place to ensure that the program will prioritize racial equity and provide culturally competent and linguistically accessible services to persons from diverse backgrounds, including non-English speaking communities.

Explain outreach strategies to underserved and marginalized communities, particularly communities of color, including Black, Latinx, Asian, Pacific Islander, and Native and Indigenous communities.

- 7. INCOME ELIGIBILITY:** Eligible clients under this Contract shall be Extremely Low, Very Low, and/or Low-income individuals and/or families of all ethnic groups. Subrecipient shall document each participant's eligibility on intake sheets, or other such forms as to thoroughly document the client's household income.
- a. Extremely low-income which is defined as household income that is 30% or lower of the HUD median income for the San Jose Metropolitan Statistical Area (MSA),
  - b. Very low-income which is defined as household income that exceeds 30% but does not exceed 50% of the HUD median income for the San Jose MSA, and
  - c. Low income is defined as household income at or below 80% of the median income for the San Jose.

- 8. HUD OBJECTIVES AND OUTCOME PERFORMANCE MEASUREMENT:** The U.S. Department of Housing and Urban Development (HUD) requires a performance measurement system to better capture data for the activities that are undertaken with CDBG funding. For each proposed activity, a HUD objective, outcome and performance indicator must be identified and also need to be aligned with one of HUD Performance Measures.

**a. Primary Objectives:** Check One.

Create Suitable Living Environment – this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.

Provide Decent Affordable Housing – this activity focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort.

Creating Economic Opportunities – this objective applies to the types of activities related to economic development, commercial revitalization or job creation.

**b. Primary Outcome:** Check One.: Check One.

Availability/Accessibility – Activity that makes services, infrastructure and/or shelter available and accessible.

Affordability – Activity that provides affordability in the creation of affordable housing, transportation or daycare.

Sustainability – Activity which promotes livable or viable communities or neighborhoods by providing services or by removing slums or blighted areas.

**9. SPECIFIC OUTCOME INDICATORS:**

One hundred percent of the clients assisted must be individuals from LMI households. Applicants awarded FY 2023 CDBG funding to complete this activity must maintain written documentation on unduplicated City of Garden Grove LMI clients (including household income, race and ethnicity data, and head of household status). **Client household income verification and eligibility determination is required prior to the provision of CDBG assistance under this category.** Applicants must be able to demonstrate they have an intake and documentation process that would ensure the accurate collection and reporting of such data monthly.

**10. SCOPE OF SERVICES/WORKS -:** Estimate the number of unduplicated persons or unduplicated households who will be served and benefitted from the project during FY 2024-2025 for each contract quarter.

**1. Unduplicated Participants** – Indicate, by quarter, the proposed number of unduplicated participants the city grant funded project will serve. An unduplicated participant is a San Jose resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant,

Or

**2. Unduplicated Households** – Indicate, by quarter, the proposed number of unduplicated Households/Families the City grant funded project will serve. An unduplicated household/family is a San Jose resident who is counted only once each fiscal year. If this project has other funding sources, only list and report on the percentage of unduplicated persons served under this grant.

Quarter	# UP/ UH Served	Performance Indicator (check one)
Quarter 1: Jul 1 – Sept 30		<input type="checkbox"/> People <input type="checkbox"/> Households
Quarter 2: Oct 1 – Dec 31		<input type="checkbox"/> People <input type="checkbox"/> Households
Quarter 2: Oct 1 – Dec 31		<input type="checkbox"/> People <input type="checkbox"/> Households
Quarter 4: Apr 1 – Jun 30		<input type="checkbox"/> People <input type="checkbox"/> Households
<b>Total No. Served:</b>		

**11. DESCRIPTION OF ACTIVITIES.**

<b>Activity 1:</b>	
<b>Activity Name:</b>	
<b>Activity Description</b>	



<b>Activity 2:</b>	
<b>Activity Name:</b>	
<b>Activity Description</b>	

<b>Activity 3:</b>	
<b>Activity Name:</b>	
<b>Activity Description</b>	

**12. SCHEDULE OF PERFORMANCE/ NUMERIC GOALS.** (Complete any section that applicable)

**a. UNITS OF SERVICE (for public services):** Unit of service means the schedule for performance of the work—in terms of overall duration and cumulative units of service per quarter during the contract period (for example, 12–15 children per quarter). Please complete the Unit of Service information below.

**Define of the Project Units of Service.**

<b>Activity</b>	<b>Unit Description</b>	<b># Unit Served</b>	<b>Duration per unit</b>	<b>Cost per Unit</b>
Activity 1:				
Activity 2:				
Activity 3:				
Activity 4:				
Activity 5:				

**13. OUTCOME MEASURE STATEMENT AND MEASUREMENT METHODOLOGY:**

**a. Outcome Statement:** (Example: 70% of clients will be enrolled in case management for at least 30 days).

**b. Measure Accomplishment:** (Example: Number of days to attain permanent housing (measured by HMIS records and case management logs).

**c. Outcome Measure:** Summarize how outcomes will be tracked, measured, and reported. (Example: Maintain records on the number of Unduplicated Participants who move into permanent housing in HMIS system and on written case or on intake forms).

**d. Methodology:** (Example: At the end of each second and fourth quarters staff shall calculate the percentage of Unduplicated Clients enrolled in case management for at least 30 days who were able move into permanent housing by dividing the cumulative total number of Unduplicated Clients who reported moving into permanent housing by the cumulative total number of Unduplicated Clients who are enrolled in case management for at least 30 days).

**14. PROJECT PERSONNEL COST ALLOCATION PLAN.:** Enter staff person who will work directly with the program in which you are applying for funding.

Name	Title	% of Time Dedicated	Grant Share \$
<b>Total Personnel Costs:</b>			

**15. PROPOSED PROJECT BUDGET:**

Budget must match the amount of funding being requested.

<b>Proposed City of San Jose Grant Project Expenses</b>	<b>2024-2025 [Funding Source] Request</b>	<b>% Charge to [Funding Source]</b>	<b>Others Match Funds</b>	<b>Total Project Costs</b>
<b>Personnel Costs:</b>				
Salaries				
Benefits				
<b>Subtotal Personnel:</b>				
<b>Direct Costs of Non-Personnel:</b>				
Program Office Supplies				
Construction Materials				
Communication				
Publications/Printing/Advertising				
Travel				
<b>Subtotal Direct Costs:</b>				
<b>In-Direct Costs of Non-Personnel:</b>				
Agency Office Supplies				
Rent/Lease/Mortgage				
Utilities				
Insurance				
Communication: Phone/Internet/Licenses				
Gas and Mileages				
Equipment Rental/ Vehicle Maintenance				
Audit Fees				
Professional & Contracted Services				
Other, Specify:				
<b>Subtotal Indirect Costs:</b>				
<b>Total Expenses:</b>				

**16. AUDIT INFORMATION:** Please provide the date of the most recent audit of your organization. Describe any findings or concerns which may have been cited in the audit or in any accompanying management letter particularly any pertaining to the use of CDBG funds. Also, describe any action taken to correct identified findings or concerns.

--

**17. CHECKLIST**

<input type="checkbox"/> Signed Completed Application	<input type="checkbox"/> Pro forma, if providing own spreadsheet – Uploaded to WebGrants
<input type="checkbox"/> Latest Audit - Uploaded to City Data	<input type="checkbox"/> Letter of Jurisdictional Support - Required for New Construction and Acquisition Projects – Uploaded to Web grant

**18. CERTIFICATION**

I hereby certify that all information contained herein and attached hereto is accurate to best of my knowledge:

AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE \_\_\_\_\_

:

NAME (Please Print): \_\_\_\_\_

TITLE \_\_\_\_\_

:

## **REQUIREMENT DOCUMENTS**

**First-time applicants:** Submit **all** items below with the “**original**” proposal

- (a) **Articles of Incorporation and Bylaws** (submit any amendments).
- (b) **Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.
- (c) **Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization’s current name and address documenting the organization is tax exempt.
- (e) **Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.
- (f) **Current Authorization to Request Funds.** Submit the governing body’s authorization to submit the City of San Jose funding request. This consists of copies of the resolution (if applicable) and/or of the **minutes of the meeting** in which the governing body’s resolution, motion, or other official action is recorded authorizing the funding request.
- (g) **Current Designation of Authorized Official.** Documentation must be submitted of the governing body’s action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.
- (h) **Current Organizational Chart.** Include the organization’s current administrative framework and staff positions.
- (i) **Most Current Audited Financial Statement and Audit and Management Letter, if applicable.** Also, if applicable, describe any actions taken to correct identified findings or concerns.
- (i) **Financial Dashboard Statements** ending December 31, 2022

## **CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

*The certification set out below is a material representation upon which reliance is placed by the U.S. Department of Housing and Urban Development in awarding the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the U.S. Department of Housing and Urban Development, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.*

**CERTIFICATION A)** *The grantee certifies that it will provide a drug-free workplace by:*

*(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.*

*(b) Establishing a drug-free awareness program to inform employees about*

- The dangers of drug abuse in the workplace.*
- The grantee's policy of maintaining a drug-free workplace.*
- Any available drug counseling, rehabilitation, and employee assistance programs; and*
- The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.*

*(c) Making it a requirement that each employee is to be engaged in the performance of the grant be given a copy of the statement required by paragraph*

*(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will*

- Abide by the terms of the statement; and*
- Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.*

**Certification**

**Certified By:**

---

## AUTHORIZATION

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by private, non-profit organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute a community public service program;
2. The agency's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit this funding application and all associated information and assurances;
3. The grant will be conducted and administered in compliance with:
  - a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
  - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 et seq.), as amended; and
  - d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
  - e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
  - f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
  - g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
  - h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.
4. It will affirmatively further fair housing.
5. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
6. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation verifying person with the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME (Please Print): \_\_\_\_\_ TITLE: \_\_\_\_\_