

Public Notice
City of South San Francisco
Community Development Block Grant (CDBG) Program
Notice of Funding Availability PY 2025-2026

APPLICATION DEADLINE: January 21, 2025, 4:00pm
Through City Data Services

APPLICATIONS FOR PUBLIC SERVICES AND MINOR HOME REPAIR

The City of South San Francisco is pleased to announce the availability of Community Development Block Grant (CDBG), HOME Administrative Funds, and local Housing Trust Funds for eligible projects. The proposed activities must provide assistance to low-income households/individuals residing within South San Francisco that meet one or more of the City's Consolidated Plan priorities related to affordable housing, homelessness, public services and public facilities.

This is the second year of a two-year grant. The grantees who were accepted in the first year of the two-year grant are: Friends for Youth, Rape Trauma Services, Magic Tooth Bus, Renaissance Entrepreneurship Center, Rebuilding Together Peninsula, Center for Independence of Individuals with Disabilities (declined participation), CORA, HIP Housing, Legal Aid Society of San Mateo County, LifeMoves, Ombudsman Services of San Mateo County, Inc, Samaritan House, StarVista, and Project Sentinel. New organizations are encouraged to apply, but acceptance will be contingent on funding availability.

Funding Overview

The City of South San Francisco initiated a two-year funding cycle for FY 2024-2026, with the second year funding contingent upon available resources and contract compliance. Project proposals and budgets were developed and similar goals and objectives should be renewed for this year. The City has not received its entitlement amount for FY 2025-26. Based on funding amounts in recent years, the City expects to have available \$443,48 of CDBG funding, pending a final budget approval by the U.S. Congress and the U.S. Department of Housing and Urban Development (HUD).

Applicants must complete and submit proposals on City Data Services (CDS) website at www.citydataservices.net no later than 4:00 PM on January 21, 2025. No hard copies (paper copies) will be accepted. Detailed instructions on application submittal will be provided at the Technical Assistance Workshop. Email cdbg@ssf.net for NOFA questions. Email support@citydataservices.com or call (650) 533-5933 for City Data Services specific assistance.

Estimated Funding Available FY25-26	
Program	Estimated Funds for FY25-26
Public Services	\$66,500
Minor Home Repair Programs	\$100,000
HOME Admin	
Fair Housing Services	\$12,575

The City will be supplementing the CDBG public services fund with local Housing Trust Funds. There is no separate application for the local Housing funds and the funds will be administered in the same way, with the same reporting requirements and timelines. Applicants of any Public Services program should submit their proposals through CDS. Between the CDBG and the Housing Trust funds, there is a total \$166,500 of Public Services funding available from the City.

Housing Trust Funds (Non-CDBG)	
Program	Estimated Funds for FY25-26
Public Services	\$100,000

Technical Assistance Workshop

A Technical Assistance Workshop will be held via Zoom on **January 8, 2025 from 2:00pm to 3:30pm** for any agencies who would like training on the use of the application process. The County of San Mateo will be hosting and providing the training. You can access the workshop at this [Zoom Link](#).

For any questions regarding the eligibility of a proposed program or technical questions regarding the application, please contact City staff at cdbg@ssf.net or call (650) 829-6621 prior to the NOFA deadline.

PY 2025-2026 CDBG Schedule of Meetings & Deadlines

December 3, 2024	NOFA available on City Data Services www.citydataservices.net
January 8, 2025, 2-3:30pm	NOFA Technical Assistance (TA) Session for Applicants Funding Application Workshop Online Via Zoom Nonprofit organizations interested in applying for grants are strongly encouraged to attend this training. County of San Mateo staff will provide training on the use of the application process.
January 21, 2025, 4pm	APPLICATION DEADLINE (online submissions only) No later than 4:00 PM
January - February 2025	Staff Application Review Period
February 24 – 28, 2025	CDBG Subcommittee Meeting to Review Applications
March 7, 2025	City Council Community Needs Assessment Public Hearing and Funding Recommendations for CDBG and HOME
March 11 –14, 2025	CDBG Subcommittee to finalize funding recommendations

April 1, 2025	30 –Day Public Comment Period for PY 2025-2026 Annual Action Plan
May 28, 2025	City Council Meeting: Final Funding Recommendations and Adoption of City’s PY2025-2026 Annual Action Plan

Eligibility

CDBG activities must meet a **national objective** and **the City’s goals** as identified in the Needs Assessment in the 2023-2027 Consolidated Plan. Please review the City of South San Francisco’s 2023-27 Consolidated Plan and 2023-24 Annual Action Plan at <https://bit.ly/47AOC4r>

I. Community Development Block Grant National Objectives

To qualify for CDBG funding, all eligible activities must principally benefit low- to moderate-income persons residing within South San Francisco. Low to moderate income is defined as those whose gross income is at or below 80% of Area Median Income (AMI) as shown on Income Limits.

All CDBG applicants must show that their proposed activity meets one of the CDBG national objectives:

(1) Benefit low- and moderate- income (LMI) persons.

- a. Serves clientele of which at least 51% are low-income as defined by HUD;
- b. Serves a target low-income neighborhood as defined by the CDBG Area Map; and
- c. Serves a presumed benefit population as described in 24 CFR 570.208 (a) (2) (i)
 - (A) abused children, battered spouses, elderly persons, adults meet the Bureau of Census’s current Population Reports definition of “severely disabled,” homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers;
- d. Works to achieve the following outcomes and objectives:
 - Objectives:** Decent Housing, Suitable Living Environment, Economic Opportunity
 - Outcomes:** Availability/Accessibility, Affordability, Sustainability

(2) Elimination of slums and blight

(3) Urgent need

II. City Objectives and Outcomes for 2023-27

The program must meet one of the following objectives and outcomes identified in the City’s CDBG 2023-27 Consolidated Plan.

1. Minor Home Repair (\$100,000 Available)

Activities that increase and improve the supply of affordable housing for low- and moderate-income households. This includes minor home repair and accessibility modification programs.

2. Public Services or Community Funding Grants (\$166,500 Available)

Activities that provide public services to improve the quality of life for low-income individuals and families, including those at risk of becoming homeless, senior and youth services, and special needs populations. Additionally, activities that provide service-enriched shelter and transitional housing for homeless families and individuals.

III. Eligible applicants are public agencies, certified 501(c)3 non-profit agency or organizations that will be fiscally sponsored by a certified 501(c)3 agency.

IV. The proposed CDBG programs must be located in South San Francisco, CA.

V. Applicants must comply with all applicable state and local laws.

HOME Administrative Funds

There is a separate grant available for the provision of HUD certified fair housing services. This grant will be provided from the HOME Administrative Funds the City receives from the County of San Mateo for its participation in the HOME Consortium. The City has allocated these dollars to undertake fair housing activities which are required by federal mandate. The City anticipates **\$12,575** to be available for HOME Administrative Funds.

- Applicants for this grant will not be included in the competitive public services grants, but will compete against other fair housing service applicants
- Successful awardees will be required to provide proof of HUD certification

Housing Construction/Rehab

Housing activities must serve low-income (at or below 80% of AMI) households. Additionally, for all housing activities, proof of income documentation (e.g. tax returns) must be collected and maintained in client files for all households served. Housing activities can include:

One-Year Funding Cycle

- Acquisition, conversion, and/or rehabilitation of existing structures for the purpose of providing affordable, supportive, or transitional housing
- Rehabilitation of rent-restricted existing multi-family affordable housing

Two-Year Funding Cycle

Home repair and modification programs operated by nonprofit agencies that provide cost effective improvements focusing on health and safety, housing quality standards, and/or accessibility modifications.

Note: Rehabilitation work valued at \$5,000 or more may be subject to lead-based paint testing and subsequent paint stabilization. Additionally, projects involving construction and 8 or more residential units may be subject to payment of prevailing wages under the Davis Bacon Act. Certain federal language and requirements must be included in the competitive bidding package for the scope of work to be performed. If your application will trigger the payment of prevailing wages, please contact SSF's Housing Division at CDBG@ssf.net or by phone at 650-829-6621.

Eligible Activities

CDBG funds may be used for activities, which include, but are not limited to:

- Acquisition of real property
- Relocation and demolition
- Rehabilitation of residential and non-residential structures
- Construction of public facilities and improvements, such as water and sewer facilities,

streets, neighborhood centers, and the conversion of school buildings for eligibility purposes

- Public services, within certain limits
- Activities relating to energy conservation and renewable energy resources
- Provision of assistance to profit-motivated businesses to carry out economic development and job creation/retention activities

Generally, the following types of activities are ineligible:

- Acquisition, construction, or reconstruction of buildings for the general conduct of government
- Political activities
- Certain income payments
- Construction of new housing (with some exceptions)

Projects involving construction may be subject to payment of prevailing wages under the Davis Bacon Act. Certain federal language and requirements must be included in the competitive bidding package for the scope of work to be performed.

Fair Housing

See the HOME Administrative Funds section for more information.

Income Verification

CDBG sub-recipients must have an application and verification process to determine income eligibility. If low-income households are not income verified, they cannot count towards the CDBG performance goal. The City monitors sub-recipients' records, which include income and residency information.

Supporting documentation for the determination of income status includes proof of income from sources including, but not limited to: income tax returns, copies of paychecks, social security payments, pension payments, trust payments, and/or evidence of public benefits.

HUD allows that certain populations of clientele are presumed to be low-income. Activities serving these persons are not required to undertake income verification, but are required to keep documentation that the activity undertaken and/or service provided does serve a presumed benefit group. For more information view HUD's Guidance <https://bit.ly/47xV9fX> (Section 3-14, PDF page 14).

HUD Income Limits

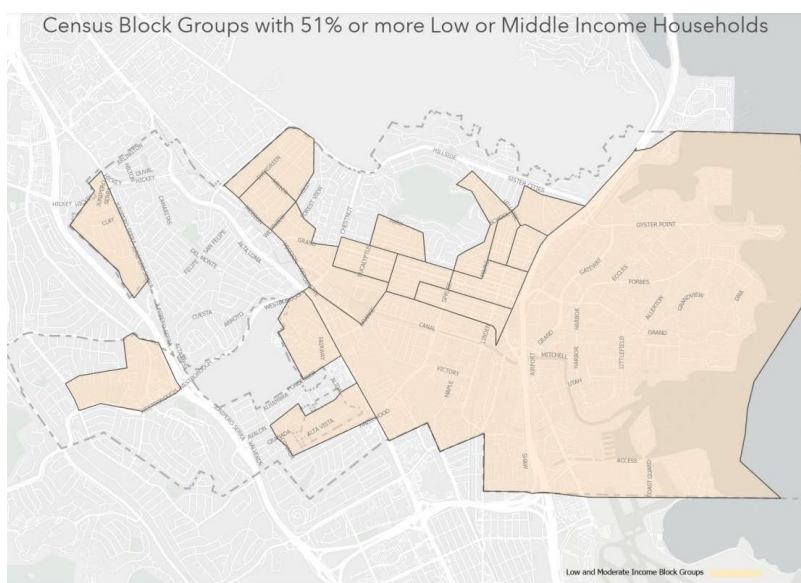
As determined by HUD, State of CA Department of Housing and Community Development (HCD) and County of San Mateo.

San Mateo County (based on Federal Income Limits for SMC)

Prepared 5/14/2024 - HUD-established area median Income **\$186,600** (based on household of 4).

Income Category	Income Limits by Family Size (\$)							
	1	2	3	4	5	6	7	8
Extremely Low (30% AMI) *	41,150	47,000	52,900	58,750	63,450	68,150	72,850	77,550
Very Low (50% AMI) *	68,550	78,350	88,150	97,900	105,750	113,600	121,400	129,250
HOME Limit (60% AMI) *	82,260	94,020	105,780	117,480	116,325	124,960	133,540	142,175
Low (80% AMI) *	109,700	125,350	141,000	156,650	169,200	181,750	194,250	206,800

Map of 51% or more Low and Middle Income Households in South San Francisco



Proposal Evaluation

The CDBG Subcommittee (comprised of two Council members) will use the criteria included in this packet to evaluate all proposals. The review will follow the steps outlined below:

1. Staff will evaluate proposals for HUD eligibility, completeness, and past performance.
2. A public hearing will take place at City Council, where Council will hear the public's needs and priorities and provide direction to the CDBG Subcommittee
3. Staff proposal summary and notations provided with copies of proposals to the CDBG Subcommittee for review.
4. The CDBG Subcommittee will make funding recommendations which will be included as part of the PY 2025-26 Annual Action Plan that will be approved by City Council.

Equal Opportunity & Access

Equal opportunity and access is a priority for all City of South San Francisco programs, services, and facilities. The City of South San Francisco does not discriminate on the basis of physical disability, medical condition, race, color, ancestry, national origin, religion, sex, age or marital status. Organizations will be requested to provide information about their affirmative marketing

plan for their programs and outreach to populations not likely to apply without special outreach.

How to Apply

All applications for funding must be submitted online at www.citydataservices.net.

Limitations and Conditions

The City reserves the right to:

- Request additional information.
 - Extend the due date of the RFP.
 - Interview none, any or all consulting firms that submit responses to the RFP.
 - Reject, in whole or in part, any or all qualifications submittals, and to waive minor irregularities in the submittal.
 - Seek and obtain additional qualifications beyond the due date if the qualifications received are unsatisfactory.
 - Cancel, in whole or in part, this Request for Qualifications solicitation.
 - The RFP is not a contract or a commitment of any kind by the City and does not commit the City to award exclusive negotiating and/or development rights.
 - No reimbursement will be made by the City for any cost incurred by developers in preparation of the response to this RFP.
 - The issuance of this RFP does not constitute an agreement by the City that the City Council will actually enter into any contract.
 - The information presented in this RFP and in any report or other information provided by the City is provided solely for the convenience of the interested parties. It is the responsibility of interested parties to assure themselves that the information contained in this RFP or other documents is accurate and complete. The City and its advisors provide no representations, assurances or warranties pertaining to the accuracy of the information.
 - All responses to this RFP shall become the property of the City. The City may use any and all ideas and materials included in any submittal, whether or not the respondent is selected as the developer.
 - Proposals and all other information and documents submitted in response to this RFP are subject to the California Public Records Act, California Government Code §§ 6250 through 6276.48) (CPRA), which generally mandates the disclosure of documents in the possession of the City upon the request of any person, unless the content of the document falls within a specific exemption category.
 - Non-Liability: By participating in the RFP process, each respondent agrees to hold the Successor Agency and City and its and their officers, employees, agents, representatives, and consultants harmless from all claims, liabilities, and costs related to all aspects of this RFP.
- BUSINESS LICENSE** The selected firm will be required to obtain a City of South San Francisco Business License prior to any services or work being rendered