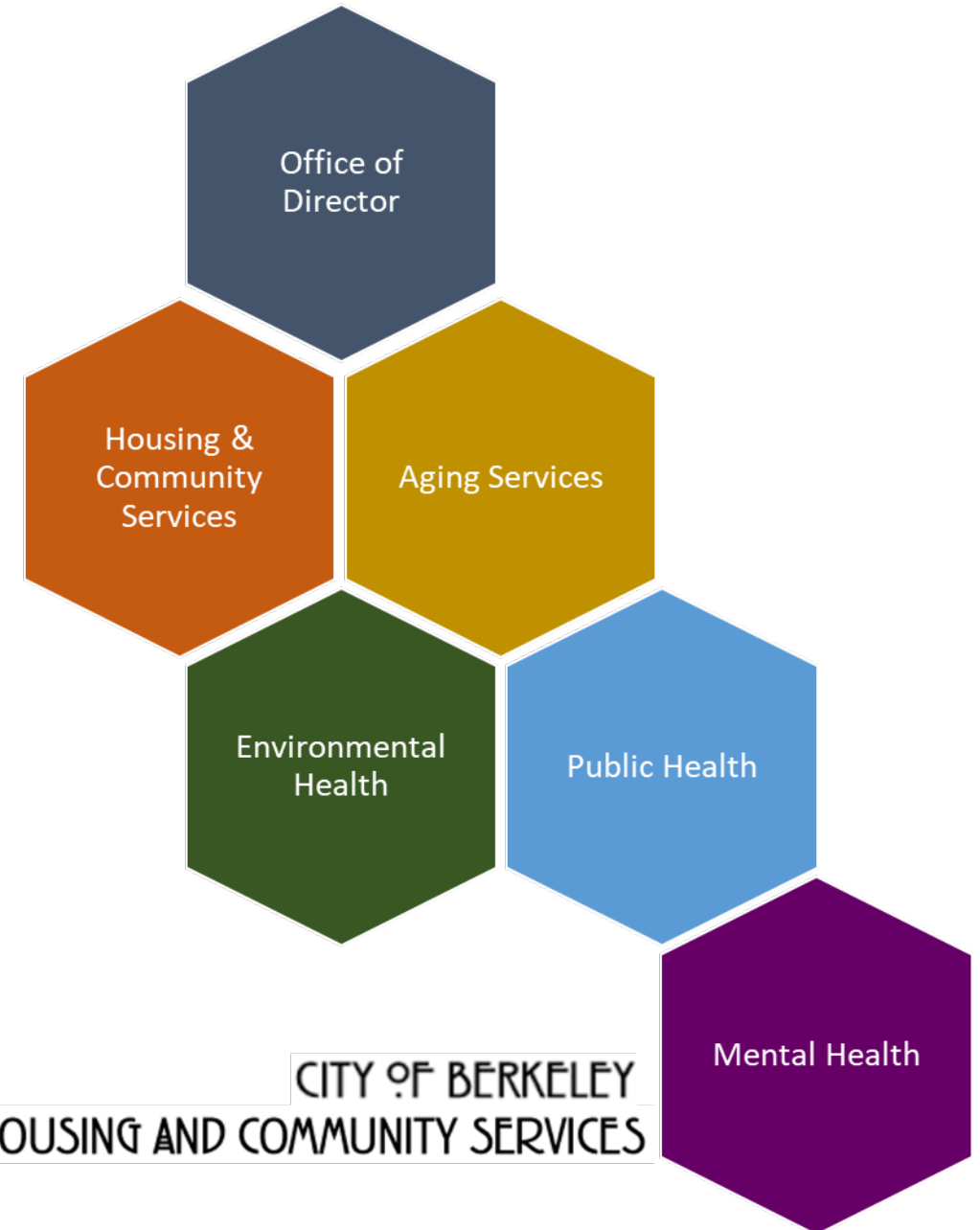




City of Berkeley Department of Health, Housing, and Community Services

Enhancing Community Life and
Supporting Health and Wellness
for All



CITY OF BERKELEY
HEALTH, HOUSING AND COMMUNITY SERVICES



Housing &
Community
Services

CDBG Public Facilities Improvements NOFA

FY 2027 (HUD PY 2026)

July 22, 2026

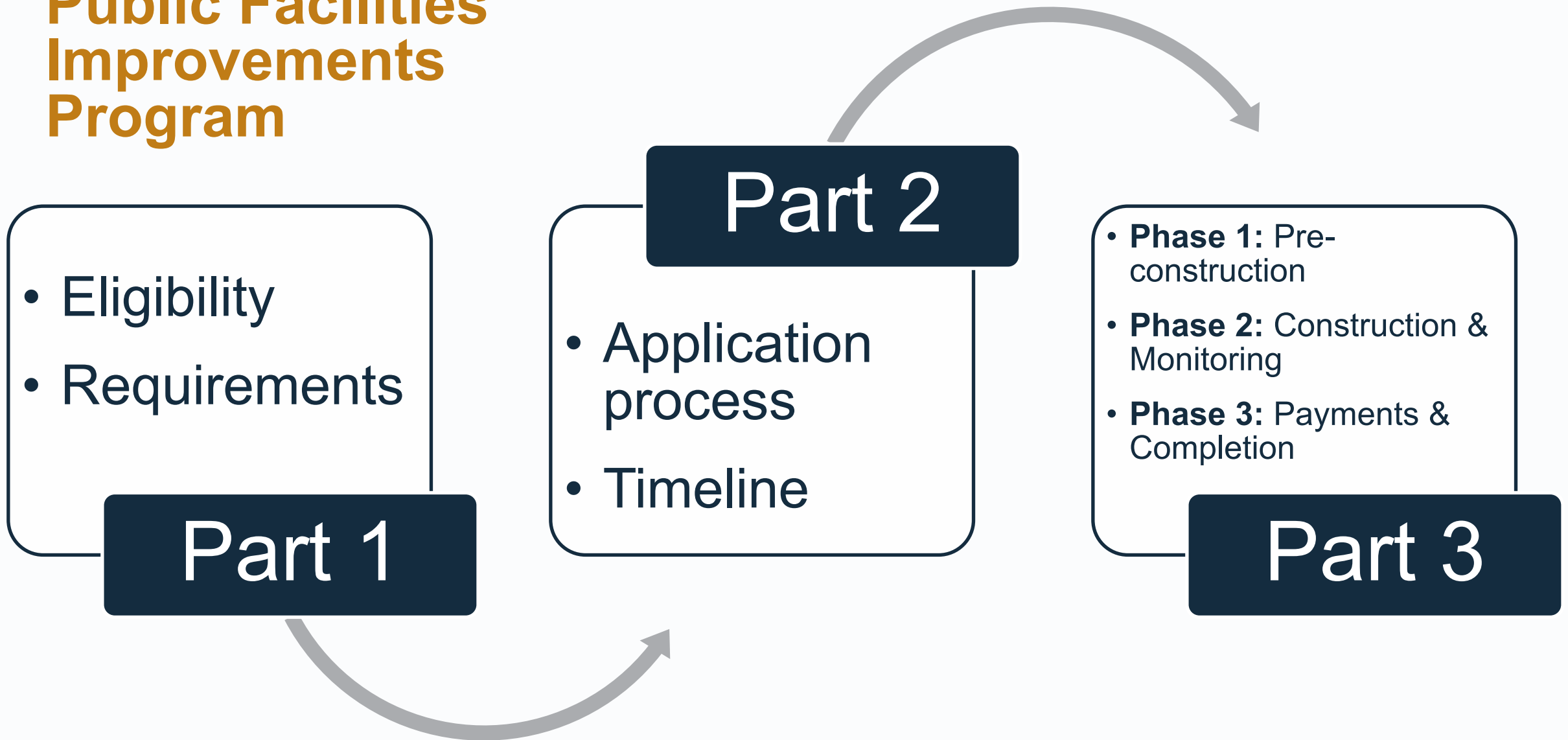




Purpose of this Workshop

1. Clarify Eligibility and Federal/Local requirements
2. Explain Application Process
3. Present Timeline for Review and Awards
4. Briefly review steps needed for contract execution, pre-construction and construction activities

Public Facilities Improvements Program



PART 1

Program Eligibility



PART 1

Community Development Block Grant (CDBG)

- ❑ **Granted by U.S. Dept. of Housing & Urban Development (HUD)**
- ❑ **Priority Need: Non-Housing Community Development**
 - **Improve Public Facilities**
 - **24 CFR 570.201(c)**

PART 1

Public Facilities Improvements Program Eligibility

- ❑ Minimum \$100,000 proposed project budget**
- ❑ Experienced Project Manager required**
- ❑ Non-profit and publicly owned facilities open to the public**
- ❑ Must benefit low/moderate income persons (80% AMI)**
- ❑ Must have a minimum of 5-year site control if not owned**

PART 1

Eligible Facilities Examples

- ☐ **Shelter facilities**
- ☐ **Senior centers**
- ☐ **Schools or libraries**
- ☐ **Recreational facilities**
- ☐ **Community/wellness centers**
- ☐ **Mixed-use facilities**

PART 1

Eligible Populations

- ❑ **At least 51% of clients served are low- and moderate-income**

If awarded, you must report on this at the end of the year and/or project and provide demographic information on clients served.

PART 1

Eligible Activities

- ❑ **Rehabilitation** – cannot be routine or deferred maintenance
- ❑ **Energy Efficiency Improvements**
- ❑ **Americans with Disabilities Act (ADA) improvements**

PART 1

Eligible Expenditures

- ☐ **Renovation hard costs (construction-related)**
- ☐ **Renovation soft costs (architect, engineer, etc.)**
- ☐ **Project management costs**
- ☐ **Permits and fees**
- ☐ **Environmental review costs**

PART 1

Ineligible Activities

- ☐ **Not located in Berkeley**
- ☐ **Not primarily serving low- to moderate-income Berkeley residents**
- ☐ **Renovation of administrative/office space only**
- ☐ **Pre-environmental review activities**

PART 1

Program Requirements

PART 1

Requirement: Relocation/Impact to Service

- ❑ Provide a plan for how this will take place and the impact to the agency's operations ([Section E.2. of Application](#))
- ❑ Berkeley local ordinance applies to temporary relocation for rental housing only
- ❑ Federal requirements apply to transitional and permanent housing, but not to emergency shelter

PART 1

Requirement: Section 3

Purpose:

To provide employment, training and contracting opportunities to low- and very low-income people who live in the targeted area of HUD-funded construction projects

- ❑ **Efforts to hire Section 3 residents or contract with Section 3 business concerns**
- ❑ **Applies to projects that exceed the \$200,000 funding threshold**

PART 1

Requirement: Prevailing Wage Rates

- ❑ **Identify Davis-Bacon classifications of laborers and mechanics and associated wage rates and fringe benefit rates for the project**
- ❑ **Include the wage rates in estimates, bid specifications, and contracts**
- ❑ **Applies to projects that exceed the \$2,000 budget threshold (i.e., all Public Facilities Improvements projects)**

PART 1

Requirement: Environmental Review

An environmental review must be completed prior to project implementation to document that the project complies with federal environmental laws and authorities.

- ❑ **Retain a consultant with National Environmental Policy Act (NEPA) environmental review experience**
 - It is your agency's responsibility to identify and contract with an ER provider
- ❑ **No hard cost may be incurred until you receive a signed Environmental Review Record from the City**

PART 1

Requirement: Build America, Buy America (BABA) Act

- ❑ **U.S.-made materials must be used in federally-funded infrastructure projects**
 - Iron and steel
 - Construction materials
 - Manufactured products
- ❑ **Applies to projects that exceed the \$250,000 budget threshold**
- ❑ **Project Manager and Contractor must identify and procure domestic materials and obtain proper documentation to comply**

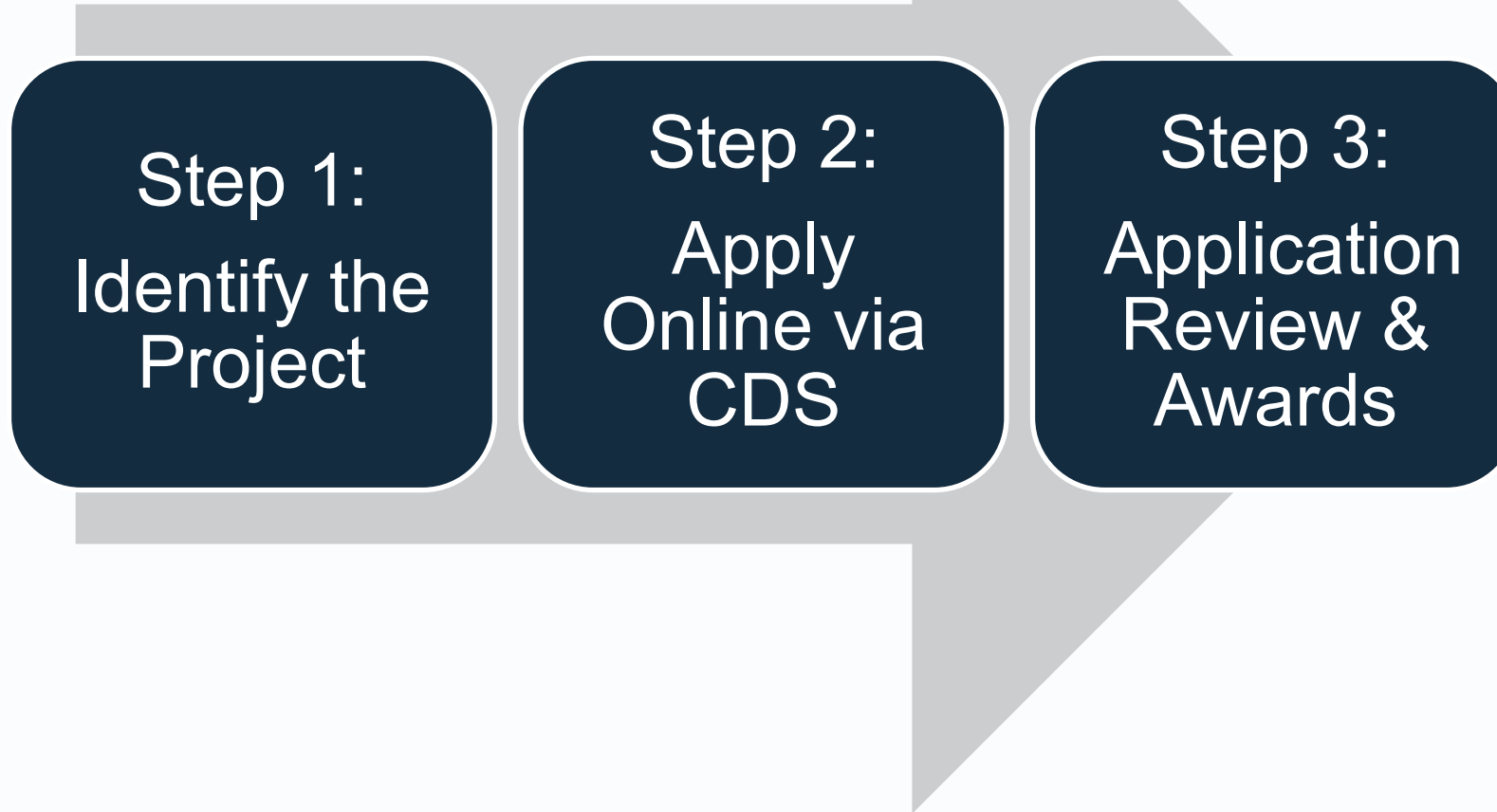
PART 2

Application Process



PART 2

Application Process



PART 2

Step 1: Identify the Project

- ❑ **Develop Scope of Work**
 - See [sample scope of work](#)
- ❑ **Contact the Permit Service Center at (510) 981-7500 to schedule an appointment to discuss permit requirements:**
 - ADA requirements, site plan, additional information needed
- ❑ **Request estimate quotes from a minimum of three contractors. Provide estimated Davis-Bacon Wage Rates using <https://sam.gov/wage-determinations>**

PART 2

Step 2: Apply Online with City Data Services

Application available online using City Data Services

www.citydataservices.net

- ❑ For those agencies that are NOT currently funded...
 - User ID: BER2026
 - Password: BER2026
- ❑ For those agencies that ARE currently funded...
 - Log in as usual and click “Create a New Berkeley Application”

PART 2

Step 2: Apply Online with City Data Services



City of Berkeley Housing & Community Services Department
2180 Milvia Street
Berkeley, CA 94704
Contact: Community Agency RFP, CommunityAgencyRFP@berkeleyca.gov 510.981.5408

[Help with this page](#)
[Logout](#)
[Create a New Berkeley Application](#)

You are working in FY 2027

Change to [FY 2026](#)

Change to [FY 2028](#)

Public Service

Hsg Svcs /Pub Fac

To view your reports, click on the link in the "Next Report" column.

Agency	Program	Next	Application	Monitor	Last Agency	Last Staff
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PART 2

Step 2: Attachments

- ❑ **Detailed Full Scope of Work**
- ❑ **3 Project Cost Estimates that...**
 - **Cover full scope of work in detail including any planned barrier removal measures (ADA access)**
 - **Include Davis Bacon Wages**
 - **Include allowances for permits and fees & professional services**
 - **Include at least 15% of construction costs for contingency**
 - **Less than 90 days old**

PART 2

Step 2: Attachments (cont.)

- ❑ **Design: Professionally drawn floor plans and specifications (min. sheet size 11"x17") to scale**
- ❑ **Photographs of the areas to be renovated**
- ❑ **Evidence of site control**

PART 2

Step 3: Application Review & Awards

- ☐ **Project Feasibility**
- ☐ **Project Readiness**
- ☐ **Leveraged Funding**
- ☐ **Total Cost**
- ☐ **Agency/Project Manager Experience**
- ☐ **Past Performance**
- ☐ **Impact to low- to moderate-income clients**
- ☐ **Site control (5-year minimum)**

PART 2

Step 3: Evaluation & Awards

- ❑ If awarded funding, project must NOT begin until *after* environmental review is completed and contract is executed with the City

PART 2

Timeline



PART 3

Timeline

When	What
July 13, 2026	Application available for submission via City Data Services
July 22, 2026	NOFA Workshop
August 31, 2026, 5pm	Application Due
October 1, 2026	Housing Advisory Commission (HAC) review and make funding recommendations to City Manager/Council
December 1, 2026	For projects at and above \$200,000 Council considers City Manager and HAC funding recommendations

Timeline is an estimate and is subject to change

PART 3

If Awarded...



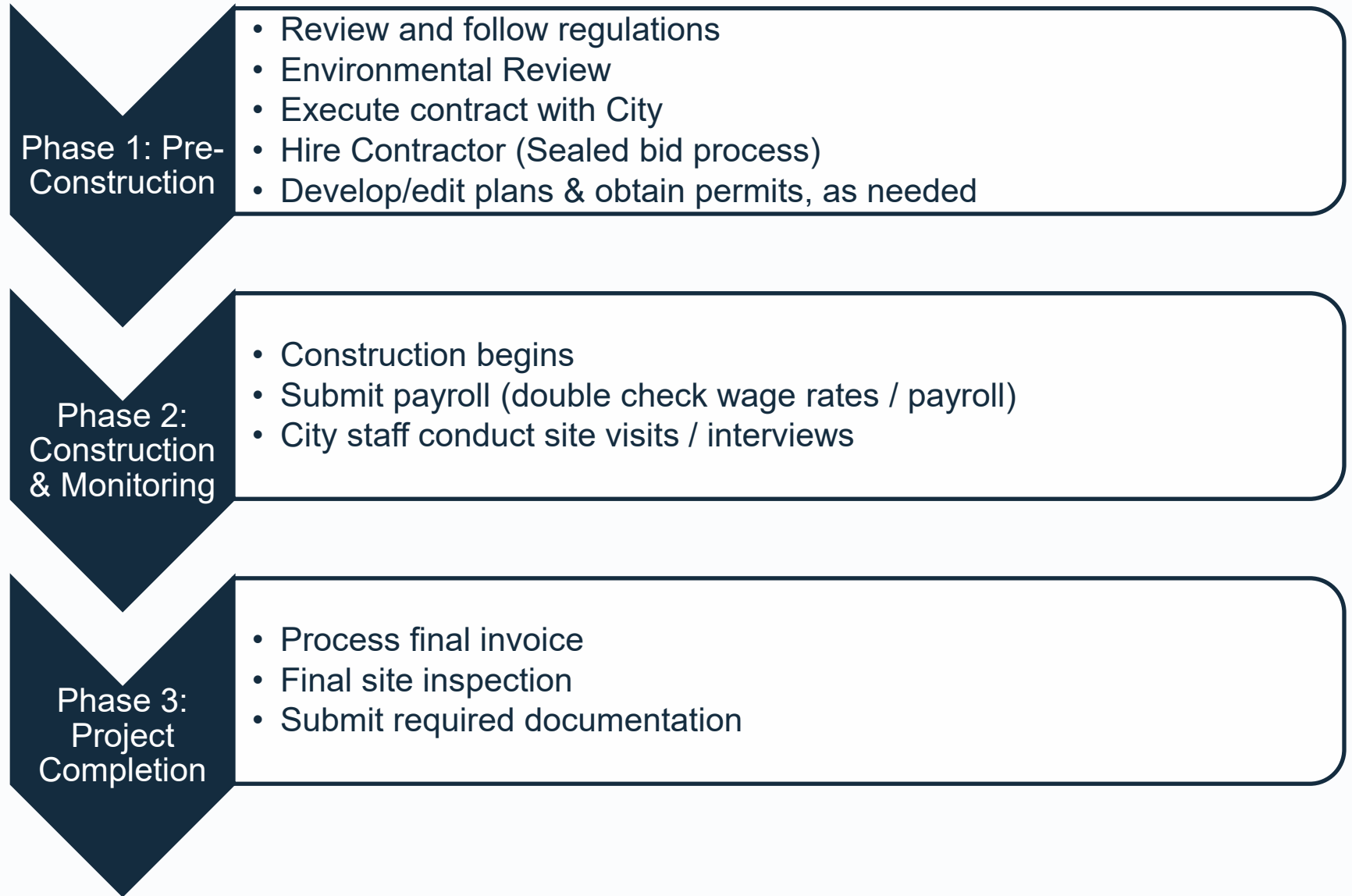
PART 3

Predominant Regulations

- ❑ CDBG, HUD and Federal Regulations
 - [Playing by the Rules: A Handbook for Subrecipients on Administrative Systems](#)
 - [Basically CDBG: Public Facilities](#)
- ❑ National Environmental Policy Act (NEPA)
 - [HUD Exchange Environmental Review](#)
- ❑ Procurement Standards
 - [2 CFR 200](#)

PART 3

Awarded to Completion Process



PART 3

Phase 1: Pre-Construction

Environmental Review (ER)

- ❑ **Finalize scope of work**
 - Revisions to project scope will require re-evaluation of completed ER and may delay the project timeline
- ❑ **Coordinate with the City to have ER completed and approved**
- ❑ **Maintain Environmental Review Record (ERR) with City Official's signature**

PART 3

Phase 1: Pre-Construction

Contract with the City of Berkeley

- ❑ Submit scope, budget, timeline, including drawings**
- ❑ Contract and certification signatures**
- ❑ Be aware of all federal and local regulations that contractors need to abide by**
- ❑ Other City Departments enter into MOU with Housing & Community Services Department**

PART 3

Phase 1: Pre-Construction

- ❑ Obtain Permits (if not already complete)
- ❑ Bid Out Construction
 - City will provide current Davis-Bacon Wage Decision
- ❑ Follow Procurement Requirements:
 - For >\$25,000, competitive sealed bids
 - Outreach to Berkeley and Section 3 businesses
 - Summarize procurement process in a memo to staff and indicate chosen contractor and any subs, including license number. City Staff will verify that contractor is eligible to perform work.

PART 3

Phase 1: Pre-Construction

- ❑ Enter into contract with contractor
- ❑ Must include the Davis-Bacon Wage Decision Number and Modification Number and classifications working on project in contract with contractor
- ❑ Current insurance for contractor
- ❑ Attach HUD Form 4010 Federal Labor Standards Provisions
- ❑ Section 3

PART 3

Phase 1: Pre-Construction

- ❑ **At the Pre-Construction Conference, the City Monitor meets with Agency and Contractor to discuss...**
 - Federal Labor Requirements**
 - Procedure for requesting payment**
 - On-site monitoring**
 - Section 3 and Buy America Preference (if applicable)**

PART 3

Phase 2: Construction & Monitoring

- ❑ **Monitoring staff will:**
 - Perform site visits during construction**
 - Interview construction workers**
 - Need unrestricted access**
 - Review and approve change orders**

PART 3

Phase 2: Invoices & Payments

- ❑ **Processing Invoices:**
 - **Use Payment Voucher Cover Sheet**
 - **Attach all invoices**
 - **Conditional Lien Waivers for all payments**
 - **Payrolls must be weekly and up-to-date**
 - **Funding is allocated on a reimbursement basis**

PART 3

Phase 3: Final Payment and Project Completion

- ❑ **Final Payment will be disbursed if...**
 - **All vouchers are in order**
 - **Payrolls are complete and no restitution is required**
 - **An Unconditional Lien Waiver is received**
 - **Final permits are submitted**
 - **Lead Clearance conducted (if applicable)**
 - **Client Characteristics Report**
 - **Notice of Completion is Submitted**

Questions?

City of Berkeley CDBG webpage

<https://berkeleyca.gov/community-recreation/community-services/community-development-block-grant-funding>

Jiro Arase, jarase@berkeleyca.gov

