



# City of Berkeley

## Health, Housing, and Community Services

### NOTICE OF FUNDING AVAILABILITY (NOFA) FOR PUBLIC FACILITIES IMPROVEMENTS

**This NOFA is for Community Development Block Grant (CDBG) funding and projects will be reviewed and funded on a monthly basis until all funds are exhausted.**

TIMEFRAME	NOFA ACTIVITY
January 8	The NOFA application will be open for submission through City Data Services at <a href="http://www.citydataservices.com">www.citydataservices.com</a>
January 15	Workshop for Community Facility Improvement Program Proposals via Zoom at 11:00 AM Zoom Link: <a href="#">LINK</a>
1 <sup>st</sup> Monday of Each Month	Applications due for consideration of the next month's Housing Advisory Commission (HAC) Meeting
1 <sup>st</sup> Thursday of Each Month <sup>1</sup>	Housing Advisory Commission (HAC) review and make funding recommendations to City Manager/Council
Ongoing according to Council schedule	For projects at and above \$200,000, Council considers City Manager and HAC funding recommendations <sup>2</sup>

<sup>1</sup> The HAC Public Facilities Improvements NOFA Applications Review Subcommittee will be the first body to review all complete and eligible applications. They should be able to do so between the deadline for submitting applications and the following month's HAC meeting. However, there may be instances when this is not possible.

<sup>2</sup> Please refer to the HAC meeting schedule on the City's Commission website at <https://berkeleyca.gov/your-government/boards-commissions>. Applications that have been recommended for funding will typically go to Council for approval two months from the HAC meeting.

## **NOFA BACKGROUND & AVAILABLE AMOUNTS**

The City of Berkeley has available funding under the federal Community Development Block Grant (CDBG) Program for improvements to existing facilities located in Berkeley that are open to the public and primarily serve low-income individuals, including homeless shelters and transitional housing for homeless households. We anticipate \$322,000 <sup>3</sup> in CDBG funds available for this NOFA.

The City allocation of funds for proposals received under this NOFA will take into consideration funding requirements and local plans and priorities. Federal legislation requires that each Entitlement Jurisdiction submit a Consolidated Plan to Housing and Urban Development (HUD), which the City of Berkeley does every five years. The Consolidated Plan is augmented by annual updates (Annual Action Plans) that include program priorities, proposed activities to be funded with CDBG, and how federal funds will be coordinated with local funds and programs to achieve the goals contained in the Consolidated Plan.

## **PUBLIC PARTICIPATION**

Public meetings are a crucial component of the allocation process and provide citizens with a direct mechanism to participate and to express their views. The Housing Advisory Commission (HAC) is a citizen body authorized by the City Council to hold public meetings, review proposals, and make funding recommendations to the City Manager and Council. Thus, it will need to approve any application for funding. Additionally, the HAC has formed a CDBG subcommittee to be the first body to review applications and make recommendations to the full Commission. The HAC may hold additional meetings to review proposals in more detail. Any additional meetings will be noticed and posted in accordance with City Commission procedures. Please refer to the City's website for more information about commission schedules: <https://berkeleyca.gov/your-government/boards-commissions>

Proposals valued under \$200,000 recommended by HAC can be approved the City Manager. Proposals valued at or above \$200,000, must also receive City Council approval.

## **ELIGIBLE ACTIVITIES**

CDBG Program - The CDBG Program is a federal program that has been in effect since 1975. 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 moderate-income. At least 70% of the total CDBG funds must be used for activities that benefit low- and moderate-income persons; at least 51% of the beneficiaries of individual activities must be low- and moderate-income persons. Eligible CDBG activities are defined by federal

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<sup>3</sup> Estimate, subject to change

program regulations. Eligible uses of CDBG funds that will be considered under this NOFA include:

✓ **Rehabilitation of public facilities:**

The City expects up to have approximately \$322,000 in CDBG funds to be available to support rehabilitation of existing facilities that are open to the public and serve a low-income population, including homeless shelters and transitional housing for homeless households. Eligible costs under this category include renovation costs, project management costs, and permits and fees. CDBG funds can only be used for public facilities located in Berkeley that primarily serve Berkeley residents.

Priority will be given to projects that include significant ADA improvements, health and safety, and energy efficiency measures. Additionally, in order to be eligible, projects must have a minimum five-year site control. In order for a project activity to be eligible for CDBG funding, it must meet one of the following three national objectives: principally benefits low/moderate income persons (80% of area median income or below); or aids in the prevention or elimination of slums and blight; or meets community needs having a particular urgency.

**FEDERAL, STATE and LOCAL REQUIREMENTS**

Successful applicants for funding will be required to adhere to federal, state and local laws and regulations upon entering into a contract with the City of Berkeley including, but not limited to, Davis Bacon and Related Acts (DBRA) and Labor Standards, and the Build America Buy America Act (BABA).

**EVALUATION CRITERIA**

Projects will be assessed for minimum eligibility including responsiveness to eligibility requirements, project readiness, feasibility, how well the project meets a priority community need (including but not limited to accessibility, health and safety, energy efficiency), past performance or experience, and community impact. The City and the HAC will evaluate each individual proposal and reserve the right to not recommend a project based on any of the above criteria and/or if there are insufficient funds for a proposal.

**APPLYING FOR FUNDS**

Any community organization or City/government agency that has a project that falls within eligible guidelines may apply for funding. However, to receive funding, a community agency must be a not-for-profit corporation or government entity. All

**CDBG FUNDS CANNOT  
BE USED FOR...**

- ✓ Renovation of administrative offices, however, buildings with mixed use administrative offices/public-serving areas are eligible
- ✓ Facility improvements and designs that are not followed by construction
- ✓ Pre-project activities
- ✓ Purchase of equipment
- ✓ Furnishings and personal property

agencies submitting community facility improvement proposals are strongly encouraged to attend the NOFA workshop listed below.

**Workshop for Community Facility Improvement Program Proposals**

**January 15, 2025**

**11:00 AM**

**Workshop Zoom Link:**

[LINK](#)

Questions and answers resulting from these workshops will be posted on the City's [Community Development Block Grant Funding website](#). Questions of substance relating to the NOFA and technical issues related to the web-based application process will be answered and posted on the City's website throughout the application period in a Frequently Asked Questions (FAQ) document.

**Applications for FY 2025 under this NOFA must be submitted via an online, web-based process through City Data Services**

**For new City Data Services** users, go to <https://www.citydataservices.net/> and log in with the following User ID and Password:

***User ID:*** BER2025

***Password:*** BER2025

Once you log in, you will see a form that collects some basic agency information. Complete and submit the form to obtain a unique User ID and Password that you will use to submit your application.

**For current City Data Services** users, go to <https://www.citydataservices.net/> and log in with your existing User ID and Password. You will have an "Apply for 2025" link on your main page. Use this link to begin the submission of your application. For technical issues with submitting data via City Data Services, please contact them via the "Help with this page" button on their website.

All applications must be submitted via the online application system. Applications for available funds will be accepted on a rolling basis and reviewed monthly by the Housing Advisory Committee (HAC) which meets on the first Thursday of each month. Agencies

must submit complete applications by the first Monday of the month to be considered for the HAC meeting on the first Thursday of the following month.

**THE CITY OF BERKELEY WILL NOT ACCEPT  
INCOMPLETE APPLICATIONS.**

**FOR FURTHER INFORMATION & ASSISTANCE**

If you have any questions, require assistance in submitting the application, or need a disability-related accommodation, please contact Mary-Claire Katz, Health, Housing & Community Services Department, at (510) 981-5414 or by email at [mkatz@berkeleyca.gov](mailto:mkatz@berkeleyca.gov)