



Notice of Funding Availability (NOFA) Instructions *for*
Community Development Block Grant (CDBG) Program &
City of Mountain View General Funds

Program Year FY 2021-2022
Funding for FY 2021 – 2022 (July 1, 2021 through June 30, 2022) *and*
FY 2022-2023 (July 1, 2022 through June 30, 2023)

Published: December 22, 2020

Disclaimer: The following instructions provide an overview of the City’s application process and general requirements. These instructions are not intended to be a full disclosure of all applicable federal, state, and/or local rules, regulations, procedures and/or reporting requirements.

Introduction

The City of Mountain View is pleased to release its Notice of Funding Availability (NOFA) for public services. The purpose of these instructions is to assist interested parties (“Applicants”) in completing the NOFA application. Please read these instructions in its entirety. Applicants can contact the City with questions at (orlando.reyesr@mountainview.gov) or (650-903-6004). Additionally, Applicants must attend the mandatory NOFA application pre-submittal conference to be held at 2pm on January 11, 2020.

Program Overview

The NOFA application period begins December 22, 2020 and closes February 5, 2021 at 5:00pm Pacific Standard Time. Complete applications must be submitted by the close of the application period. The City reserves the right to request additional information from applicants at any time.

The City selects applicants for public service activities every two years, and the upcoming Fiscal Year (FY) 2021-22 year will be the first year of the next 2-year cycle. Funding is available from both the City’s Community Development Block Grant (CDBG) program, as well as from the City’s General Fund, as follows:

- **CDBG:** This NOFA includes \$340,000 in CDBG funding for public service activities. The full funding amount will be awarded as part of this FY 2021-22 NOFA process. However, applicants who apply for and are awarded CDBG funding have *two years* to spend the funds. This means:
 - CDBG public services funds may be used for program activities in FY 2021-22 (Year 1) *and* FY 2022-23 (Year 2).
 - Applicants are encouraged to use the funds evenly across the two years if possible but have the flexibility to front-load expenditures in Year 1 or back-load expenditures in Year 2 as needed. Applicants must submit a 2-year expenditure plan detailing the projected expenditure timeline.
 - Funds will be included in one grant agreement, with a 2-year expenditure term, to be executed by the start of FY 2021-22. (Awarded applicants will not need to reapply for the CDBG funds in Year 2, nor will an amendment to the grant agreement be needed for Year 2)
- **General Fund:** This NOFA includes \$171,000 in General Funds for public service activities. Unlike the CDBG funding, applicants who apply for and are awarded General Funds have *one year* to spend the funds. This means:
 - General Funds may be used for public service activities in FY 2021-22 (Year 1) only.

- Because applicants are selected on a 2-year cycle, Applicants who apply for and receive General Funds will have a 2-year grant agreement with the City. However, only Year 1 (i.e. FY 2021-22) General Funds will be awarded, with conditional funding for Year 2 (i.e. FY 2022-23) subject to satisfactory performance during Year 1. It is estimated that Year 2 General Fund levels will be similar to Year 1. (An amendment will be made to the grant agreement to incorporate Year 2 funds prior to the start of FY 2022-23)

Applicants must specify their eligible activities and which funds they are requesting. Applicants could also apply to both funds, but encouraging the request be for two activities. Funding awards are subject to Council approval and discretion.

Eligible Activities

In order to receive public service activity funding from the City of Mountain View, grantees must meet the following requirements:

CDBG Funds:

1. Meet a CDBG National objective:
 - Benefit low and moderate income persons
 - Prevent or eliminate slums or blight
 - Meeting and urgent need
 - ~~○ decent housing, and~~
 - ~~○ a suitable living environment, and~~
 - ~~○ expanding economic opportunities, principally for low and moderate income persons.~~

2. Address a stated goal in the City’s Consolidated Plan:

Funded activities must clearly describe how the proposed activity will further the goals identified in the City’s 2020-2025 Consolidated Plan, as follows:

- Increase Affordable Housing
- Respond to Homelessness
- Support Social Services
- Enhance Physical Infrastructure
- Address and Promote Fair Housing
- Promote Economic Resiliency

Please review the City’s Consolidated Plan at the following link for more details:

<https://www.mountainview.gov/civicax/filebank/blobdload.aspx?BlobID=33571>

3. Serve families or households earning 80% or less of the area median income for the County of Santa Clara.

4. Eligible applicants are limited to 501(c) 3 non-profit organizations, government agencies, and school districts.

General Funds:

1. The City's General Fund is used to fund human service, educational, cultural, arts, and other programs not eligible for Federal funds or to supplement the Federal funding for human services.
2. The General Funds that supplement Federal funding shall align with and further the goals and strategies in the City's Consolidated Plan identified above and Annual Action Plan.
3. The following service criteria is to be considered:
 - The service to be provided addresses a significant community need in the City
 - The service does not duplicate existing services but augment existing services

Important Considerations

If you do not have one or more of these items, you will not be disqualified, however you must a timeline of when you will get these items done. All documents will need to be submitted online through Zoom Grants via the 'Required Documents' tab of the application.

Prior to the execution of a CDBG contract, all City Council approved grant recipients ("Subrecipients") must submit a City reviewed and approved:

- Affirmative Marketing Plan and
- A Reasonable Accommodation Policy
- Samples of translated program documents (including but not limited to marketing material, application, interest list registration, etc.) to a language other than English, such as Spanish, Mandarin, and Russian.
- Language Access Plan (LAP) for Limited English Proficient (LEP) individuals

To affirmatively encourage meaningful outreach and participation of people who would benefit from the CDBG and City General funded programs, Subrecipients must:

- Uniformly collect demographic data using the U.S. Department of Housing and Urban Development, Office of Management and Budget (OMB) methods of collecting data
- Analyze demographic data collected to ensure meaningful outreach of protected class.

Subrecipients must adhere to the following City plans, polices and terms during the grant period:

- The City's Citizen Participation Plan;
- The City's Language Access Plan (LAP) for individuals with Limited English Proficiency (LAP);
- The City's Affirmative Marketing Plan;
- The City's Affirmative Fair Housing (AFH) plan; and
- Attend a City scheduled HUD led training seminar on Fair Housing and Civil Rights

Apply via Zoom Grants

The application period will open at **8:00 a.m. on Friday, December 22, 2020** and will end at **5pm on February 5, 2021**. Applications that does not meet the 5pm, February 5, 2021 deadline WILL NOT be accepted.

All Applicants seeking funding must register on Zoom Grants and complete the online application at:

1. <https://zoomgrants.com/gprop.asp?donorid=2191&limited=3255>
2. Register (if new to Zoom Grants) **or** login to Zoom Grants (if you have previously registered)
3. Once in Zoom Grants select, City of Mountain View, FY 2021/22 CDBG & City General Funds Available for Public Services. Please read through the ‘NOFA Instructions’ found in the library section of the application tab.
4. Complete and Submit the application

Attachments: All required documents must be submitted through Zoom Grants via the ‘Required Documents’ tab.

The City may request from applicants any additional information that it deems necessary to evaluate the applications.

Mandatory Pre-Submittal Conference

On **Monday, January 11, 2021 at 2pm PST**, the City will host a Pre-Submittal webinar. All applicants must attend the virtual meeting.

- **Who should attend?** All CDBG public service applicants.
- **How do I log into the mandatory pre-submittal meeting?**
 - Please go to: mountainview.gov/cdbg_speakers
- **Have further questions?** Please contact Orlando Reyes at orlando.reyesr@mountainview.gov. Please include “NOFA FY2021-2022” in the email subject line. Or call 650-903-6379

Application Questions and City Response

Applicants can contact the City via email at orlando.reyesr@mountainview.gov use the email subject line “NOFA FY 2021-2022 Question.” City staff will respond to questions as they are received.

Please note, due to the holiday City closure, applicants will experience a delay in receiving a response from City staff to questions submitted between **December 22, 2020 through January 1, 2021**.

Timeline

The following timeline represents the NOFA process for all applicants, from initial staff evaluation through contract award. The City reserves the right to modify dates as necessary.

December 22, 2020	NOFA Funding Application Period Opens
January 11, 2021 at 2pm	Mandatory Pre-Submittal Conference (mountainview.gov/cdbg_speakers)
February 5, 2021 at 5pm	NOFA Funding Applications Period Closes
March 4, 2021	Public Hearing: Human Relations Commission Review Public Service applications and make funding recommendations for City Council consideration
April 27, 2021	Public Hearing: City Council consideration of FY 2021-22 Annual Action Plan & funding recommendations
June 1, 2021	Begin Grant Agreement Process
June 30, 2021	Complete Execution of Grant Agreements
July 1, 2021	Year 1 of Public Service grant term begins

Fair Housing, Title VI, Compliance

Projects awarded federal funds are required to ensure that all persons are served equitably and that a person is not denied services because of his or her race, color, religion, national origin, sex, familial status, or mental or physical ability. Applicants must be prepared to establish, amend, or maintain program admissions, occupancy, and operating policies and procedures (including policies and procedures to protect individuals' privacy and security), so that equal access is provided to individuals based on any of the above listed protected classes. This requirement includes tenant selection and admission preferences.

Thank you for Applying