



Notice of CDBG-CV-1 and CDBG-CV-3 (CARES Act) Funds Available and Opportunity to Revise or Propose New Programs for CV-1 and CV-3 Funds

Proposals Due - 4:00 PM, June 6, 2022

In response to the Coronavirus Pandemic (COVID-19) and through the U.S. Department of Housing and Urban Development Community Development Block Grant (CDBG) program, the City of Rocklin has received first and third rounds of CDBG-CV funding to be used specifically for the prevention of, preparation for, and response to the Coronavirus. This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed on March 27, 2020. The City of Rocklin received an allocation of \$299,113 in CDBG-CV-3 funds and has \$229,113 remaining to be allocated. Previous funds were also received in CDBG-CV-1 funds, however, some subrecipients have not been able to implement the original programs identified for that allocation, resulting in the need for new or revised programs to be identified for a portion of those funds. The total amount of funds anticipated to be available between unused CV-1 and unallocated CV-3 funds is approximately \$249,113.

Staff has previously attempted to identify various activities that will be undertaken with CDBG-CV-3 funds and published two similar NOFA's in December 2020 and June 2021 regarding these funds. The total amount of funds requested did not reach the amount of funding available and in order to have a better opportunity to use the total allocation, this NOFA has been prepared to solicit additional applications/proposals. **The applications/proposals submitted in the first two NOFA's for CDBG-CV-3 funds are still valid, but can be updated and/or revised, if necessary.**

Priority activities include Counseling, Food Programs, Rental Assistance and Homeless Prevention Programs. A full list of eligible expenses can be found in 2 CFR Part 200 and Title 24 Code of Federal Regulations, Part 570.

The City of Rocklin is seeking applications/proposals for eligible activities from 501(c)(3) or government entities that have an active registration in The System for Award Management (SAM), are able to provide audited financial statements, and comply with all other CDBG regulations. All activities must be CDBG eligible and must be used to prevent, prepare for, and respond to COVID-19. Funding will be provided on a cost reimbursement basis. However, eligible CDBG expenditures incurred as of March 1, 2020 used to prevent, prepare for, or respond to COVID-19, and paid for with nonfederal funds, may be eligible for reimbursement with CDBG-CV funding with approval from the City of Rocklin.

Eligible costs may include, but are not limited to, personnel providing direct services to clients and Employee-related expenses (ERE); material and supplies; emergency grant payments for no more than 3 consecutive months paid to a provider on behalf of an individual or family including rent, utility or food assistance; grab and go/delivery meal programs; and support of other COVID-19 response services.

Applicants are required to maintain client data demonstrating client eligibility for services provided. Data shall include, but not be limited to, client name, race/ethnicity, female-headed household, handicap/disability, age, address, income level or other basis for determining eligibility, and description of service provided. Information shall be submitted upon request for reimbursement and made available to the City during monitoring or for review upon request.

In proposing activities, please keep in mind CDBG funds **must** meet a **National Objective** **and** qualify as an **Eligible Activity**:

- * Benefit to Low and Moderate Income Persons
- * Aid in the Prevention of Slums and Blight
- * Urgent Need

Ineligible 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; and
- Construction of new housing by units of general local government.

For additional information about the National Objective and Eligible & Ineligible Activities, please visit the CDBG Entitlement Program page on the HUD Exchange.

To access the current income limits that apply to these funds, you can visit HUD's website at: <https://www.huduser.gov/portal/datasets/il.html>

While HUD does not provide CDBG assistance directly to individuals, businesses, nonprofit organizations, or other non-governmental entities; contractors may be selected by the City of Rocklin through a competitive recruitment process, which gives priority to those who are able to best meet the needs of the community in accordance with the national objectives and other requirements of the CDBG program.

**SUBMITTAL- PROPOSALS / WRITTEN RESPONSES MUST BE SUBMITTED TO OUR EMAIL
NO LATER THAN 4:00 PM, MONDAY, June 6, 2022**

As part of your Proposal, please answer the questions outlined in the Proposal Guidance Portion at the end of this NOFA.

Proposals and responses to the above questions must be emailed to:

laura.webster@rocklin.ca.us

If you have any questions and/or need additional information, please call or email

Laura Webster, Director of Long Range Planning and Housing at (916) 625-5161 or

laura.webster@rocklin.ca.us

CITY OF ROCKLIN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CV-1 AND CV-3
PROPOSAL GUIDANCE

In addition to the information contained in the City's Notice of Funding Availability (NOFA) published on 5/6/22, we are also providing the following guidance noting information that should be contained in proposals that are submitted and items you should be aware of. This pertains in particular to entities which may not have received CDBG allocations from the City in the past.

- 1) Describe your organization (how long it has been in existence, the types of services you provide, location, is it a 501c3 or other type, etc.).
- 2) Describe the program you would be providing with Rocklin CDBG CV-1 or CV-3 funds. Detailed description of what program you will use the CDBG-CV-1 and/or CV-3 funds on and targeted populations (youth, seniors, homeless, specific income levels, etc.)? Please specify if this is a program that you have conducted previously (if so when, where, for how long and with what sources of funding) or whether it is a brand-new program.
- 3) Describe specifically how you would spend the funds and who (by titles or description) would be conducting the activities if funding would be used for staff costs. (Please note that you cannot use the funds for Management/Admin/Overhead).
- 4) How much funding is realistic to spend specifically on the COVID-related program in Rocklin? Identify the specific amount of your funding request.
- 5) Describe how these services would fall under the National Objectives outlined in the NOFA.
- 6) HUD requires us to use these funds on COVID-related services - how could you document the program is serving a COVID-related need?
- 7) Describe how many individuals in the low or very low-income levels you expect to provide services to on a monthly and annual basis with the CDBG-CV-1 or CV-3 funds.
- 8) Describe how you would ensure and document income levels and that Rocklin CDBG- CV-1 and/or CV-3 funds were only being used to provide services for Rocklin Residents.

- 9) The City would have to verify that CDBG-CV-1 and/or CDBG-CV-3 dollars are not being duplicated with funds you may be receiving from other agencies (FEMA, SBA, and the State). Please describe any other CV funds you have already or intend to apply for and a brief description of how/why you do not believe we would have a duplication of funds issue.
- 10) List who in your organization would be the primary contact for the grant including their full contact information (i.e., phone, e-mail, etc.).
- 11) Provide the entity name, address and name of the individual that payments would be directed to, should you receive an award.
- 12) Indicate your preference regarding whether you would be invoicing and providing required reporting data monthly or quarterly.
- 13) Identify who in your organization appears on the Secretary of State Business Search Forms and has the authority to sign contracts. Please provide the full names of those parties (preferably 2 individuals with signing authority). You will also be asked to provide a copy of the most current form if your entity is selected for funding.
- 14) Describe your experience, if any, as a recipient of CDBG funds and from what entity. Please include a reference from that agency (if other than the City of Rocklin) including their complete contact information.
- 15) Optional – You may include other letters of reference for your program.
- 16) Please be aware that the City requires the standard insurance coverages noted on the following pages and will require evidence of insurance, full endorsements and the City named or endorsed as additionally insured if your entity is selected for funding. If your entity cannot meet these requirements, please provide information regarding the level of coverage that can be provided and written justification for any reduced amounts of coverage.

COVERAGE

Workers Compensation
Commercial General Liability

LIMITS OF LIABILITY

\$1,000,000
Bodily Injury:
\$2,000,000 each occurrence
\$2,000,000 aggregate

Property Damage:
\$2,000,000 each occurrence

Personal Injury:
\$2,000,000 each occurrence
\$2,000,000 aggregate

Automobile liability including
endorsements for owned,
hired and non-owned vehicles

Bodily Injury:
\$1,000,000 each occurrence
\$1,000,000 aggregate

Property Damage:
\$1,000,000 each occurrence

The insurance policies are to contain, or be endorsed to contain, the following provisions:

- 1. Additional Insured Status.** The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Subrecipient including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Subrecipient's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).
- 2. Primary Coverage.** For any claims related to this contract, the Subrecipient's insurance coverage shall be primary with coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, or volunteers, and shall be excess of the Contractor's insurance and shall not contribute to it.
- 3. Notice of Cancellation.** Each insurance policy required above shall not be canceled, except with notice to the City.

4. **Waiver of Subrogation.** Subrecipient hereby grants to City a waiver of any right to subrogation which any insurer of said Subrecipient may acquire against the City by virtue of the payment of any loss under such insurance. Subrecipient agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

5. **Self-Insured Retentions.** Self-insured retentions must be declared to and approved by the City. The City may require the Subrecipient to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.

6. **Acceptability of Insurers.** Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

7. **Claims Made Policies.** If any of the required policies provide coverage on a claims made basis:

i. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.

ii. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.

iii. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Subrecipient must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

8. **Verification of Coverage.** Subrecipient shall furnish the City with original Certificate of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to the City before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

9. **Special Risks or Circumstances.** City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.