



Community Development Department  
Housing and Neighborhood Services Division  
500 Castro St., 1st Floor  
Mountain View, CA 94039

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

**Fiscal Year 2023-2024**

## **Introduction**

The City of Mountain View's Fiscal Year 2020-25 Consolidated Plan outlines six priority goals and how federal grants such as the Community Development Block Grant (CDBG) program will be used to achieve these goals. Annual Action plans are developed each year to implement the Five-Year Consolidated Plan and include a summary of the activities and projects that will be funded to further the priority goals. These goals are:

- Increase affordable housing for lower-income and special-needs households;
- Establish and support programs to prevent and end homelessness;
- Support activities that promote safety, security, wellness, and well-being for lower-income households and special-needs populations, such as seniors, abused and neglected youth, and the disabled;
- Support programs and activities that strengthen and enhance neighborhoods;
- Promote fair housing opportunities; and
- Promote economic resiliency and improve workforce development and skills training

To view the City's Consolidated Plan, click [here](#).

Additionally, an annual allocation from the City's General Fund is used to supplement CDBG funds for public services (see table below for eligible activities). Public services are funded on a two-year cycle.

## **Notice of Funding Availability**

The City is pleased currently to release its Notice of Funding Availability (NOFA) for Fiscal Year 2023-24 (July 1, 2023 - June 30, 2024) for the following:

- CDBG (\$130,500) & City's General Fund (\$171,000) for public services that serve lower income households (first year of two-year funding cycle)
- CDBG (\$746,100) for Capital Projects for eligible projects and (\$30,000) to implement a minor home repair program

The NOFA application period begins December 5, 2022 and closes January 17, 2023 at 5:00 pm Pacific Standard Time. Complete applications must be submitted by the close of the application period and only through the City's Zoomgrants portal. Applications submitted to the City by any other means or format will not be accepted and will be disqualified. In case of questions, please see below for contact details:

- For CDBG applications (Public Service and Capital Projects): Contact Harsha Ramchandani at [harsha.ramchandani@mountainview.gov](mailto:harsha.ramchandani@mountainview.gov). Please include "NOFA FY2023-2024" in the email subject line. Or call 650-903-6379.
- For General Fund applications: Contact Parneet Dhindsa at [generalfundnonprofit@mountainview.gov](mailto:generalfundnonprofit@mountainview.gov). Please include "NOFA FY2023-2024" in the email subject line. Or call 650-903-6301.

The City reserves the right to request additional information from applicants at any time.

Applicants must attend the mandatory NOFA application pre-submittal webinar to be held at 9:00 am on December 16, 2022 or watch the webinar recording (which will be posted on the City website) prior to submitting the NOFA application.

Funding will be awarded subject to recommendations from the Human Relations Commission and approval by

the City Council in late April 2023. The Program year starts on July 1, 2023.

### **Program Overview**

Application Details	Public Service Programs	Capital Projects
Estimated Funding Amount	<ul style="list-style-type: none"> <li>CDBG Public Services: \$130,500</li> <li>City General Fund Public Services: \$171,000</li> </ul>	<ul style="list-style-type: none"> <li>CDBG Capital Projects: \$746,100</li> <li>CDBG Minor Home Repair Program: \$30,000</li> </ul>
Funding Threshold	<ul style="list-style-type: none"> <li>Minimum grant of \$7,500 for CDBG and General Fund applications</li> </ul>	<ul style="list-style-type: none"> <li>Minimum funding threshold of \$300,000 for Capital projects</li> </ul>
Eligible Activities	<ul style="list-style-type: none"> <li>CDBG and General Fund: Programs and services benefitting low-income individuals, households, members of protected classes, and low-income areas. Program or service must meet one of the six priority goals listed above</li> <li>General Fund Only: Human services, educational, cultural, arts, and other programs not eligible for Federal funds</li> </ul>	<ul style="list-style-type: none"> <li>Affordable housing projects, and community projects benefitting low-income individuals, households, and areas</li> </ul>
Funding Cycle	<ul style="list-style-type: none"> <li>First year funding for 2-year cycle (FY 23-24 and FY 24-25)</li> <li>Year 2 funding for CDBG and General Fund estimated to be similar to Year 1</li> </ul>	<ul style="list-style-type: none"> <li>Funding for FY 2023-24</li> </ul>

CDBG Eligible Public Service Activities include but are not limited to: health, recreational and employment services (e.g., job training); services for senior citizens and persons experiencing homelessness; fair housing counseling; education, child care and energy conservation programs; crime prevention and public safety activities and substance abuse services (e.g., counseling and treatment).

The City General Fund allocation supplements the CDBG funding for public services activities and is allocated to human service, educational, cultural, arts, and other programs not eligible for Federal funds.

In addition, CDBG funding is available for a Minor Home Repairs program. Examples of activities for capital projects include:

- Rehabilitation of residential and non-residential structures
- Relocation and demolition
- Acquisition of real property

The same evaluation criteria will be used to evaluate all public service and capital project applications.

### **Requirements**

- Eligible applicants are limited to 501(c) 3 non-profit organizations, community-/faith-based organizations, government agencies, and school districts.
- Applicants who are awarded funding ("Subrecipients") must submit the following for City review and

approval:

- Affirmative Marketing Plan and (not required for General Fund public service subrecipients)
- 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

If you do not have one or more of the above items at the time of application submittal, you may still apply for funding. However, the applicant must include in the application a timeline of drafting the above list of documents and submittal to the City for review and approval by September 30, 2023. The City can offer technical assistance if your grant is approved. All documents will need to be submitted online through Zoom Grants via the 'Required Documents' tab of the application.

To affirmatively encourage meaningful outreach and participation of people who would benefit from the CDBG and City General fund 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.

The 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.

- CDBG program regulations: [eCFR — Code of Federal Regulations 24 CFR 570](#)
- 2 CFR Part 200: [eCFR — Code of Federal Regulations 2 CFR 200](#)

### **Apply via Zoom Grants**

The application period will open at **8:00 am on Monday, December 5, 2022** and will end at **5:00 pm on January 17, 2023**. Applications that do not meet the 5:00 pm, January 17, 2023 deadline WILL NOT be accepted.

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

1. Visit: [https://www.zoomgrants.com/zgf/City\\_of\\_Mountain\\_View/FY\\_2023\\_24\\_CDBG\\_City\\_General\\_Funds\\_Available\\_for\\_Public\\_Services\\_Capital\\_Projects](https://www.zoomgrants.com/zgf/City_of_Mountain_View/FY_2023_24_CDBG_City_General_Funds_Available_for_Public_Services_Capital_Projects)
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 2023/24 CDBG & City General Funds Available for Public Services & Capital Projects**.
4. NOTE: Please read through the 'NOFA Instructions' found in the library section of the application tab
5. 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 **Friday, December 16, 2022 at 9:00 am PST**, the City will host a Pre-Submittal webinar. All applicants must attend the virtual meeting or watch the webinar recording (will be posted to the City [website](#)) prior to

submitting the application.

- **Who should attend?** All public service and capital project applicants.
- **How do I log into the mandatory pre-submittal meeting?**
  - Please go to: <https://mountainview.zoom.us/j/87675661275>
- **Have further questions?**
  - For CDBG applications (Public Service and Capital Projects): Contact Harsha Ramchandani at [harsha.ramchandani@mountainview.gov](mailto:harsha.ramchandani@mountainview.gov). Please include "NOFA FY2023-2024" in the email subject line. Or call 650-903-6379.
  - For General Fund applications: Contact Parneet Dhindsa at [generalfundnonprofit@mountainview.gov](mailto:generalfundnonprofit@mountainview.gov). Please include "NOFA FY2023-2024" in the email subject line. Or call 650-903-6301.

City staff will respond to questions as they are received. Please note, the City holiday closure is from **December 23, 2022 through January 2, 2023**. There will be a delay in response from City staff to questions submitted by applicants during this period.

### 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.

<b>December 5, 2022</b>	NOFA Funding Application Period Opens (Visit: <a href="https://www.zoomgrants.com/zgf/City_of_Mountain_View/FY_2023_24_CDBG_City_General_Funds_Available_for_Public_Services_Capital_Projects">https://www.zoomgrants.com/zgf/City_of_Mountain_View/FY_2023_24_CDBG_City_General_Funds_Available_for_Public_Services_Capital_Projects</a> )
<b>December 16, 2022 at 9:00 am</b>	Mandatory Pre-Submittal Conference (Zoom meeting: <a href="https://mountainview.zoom.us/j/87675661275">https://mountainview.zoom.us/j/87675661275</a> )
<b>January 17, 2023 at 5:00 pm</b>	NOFA Funding Applications Period Closes
<b>March, 2023</b>	Public Hearing: Human Relations Commission Review Public Service and Capital project applications and make funding recommendations for City Council consideration
<b>April, 2023</b>	Public Hearing: City Council Consideration of FY 2023-24 Annual Action Plan & funding recommendations
<b>May 26, 2023</b>	Last Day for the Applicant to submit to the City required documentation for City review and approval, prior to grant release
<b>May 29, 2023</b>	Begin Grant Agreement Process
<b>June 30, 2023</b>	Complete Execution of Grant Agreements
<b>July 1, 2023</b>	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.

*Pursuant to the Americans with Disabilities Act (ADA), if you need special assistance, please contact the Housing and Neighborhood Services Team by phone at (650) 903-6379 or by email at [neighborhoods@mountainview.gov](mailto:neighborhoods@mountainview.gov) so the City can make reasonable arrangements to ensure accessibility. (28 CFR 35.160 (b) (1))*

*The City of Mountain View does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, source of income, gender, gender expression or identity, or any other State or Federal protected class in any of its policies, procedures or practices. This nondiscrimination policy covers admission and access to, or treatment or employment in, the City of Mountain View programs and activities. Pursuant to the ADA, the City of Mountain View will make reasonable efforts to accommodate persons with disabilities. For inquiries regarding the nondiscrimination policy, please contact the City's ADA and Section 504 Coordinator at [laurel.james@mountainview.gov](mailto:laurel.james@mountainview.gov) or 650-903-6397.*

**Thank you for Applying**