

December 8, 2008

TO: Citizens
Community Organizations
City Departments
Community Development District Boards

RE: **REQUEST FOR PROPOSALS FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDED PROJECTS TO BE PROVIDED IN THE SEVEN COMMUNITY DEVELOPMENT DISTRICTS OF OAKLAND IN FISCAL YEARS 2009-2011**

The City of Oakland through its Community and Economic Development Agency's Housing and Community Development (HCD) Division is inviting citizens, non-profit and for-profit organizations, and City Departments to submit proposals for projects to be funded by the seven Community Development (CD) Districts from the Community Development Block Grant (CDBG) to be awarded by the U.S. Department of Housing and Urban Development (HUD) for the 2009-2011 funding cycle beginning July 1, 2009. Requests for information and submission of proposals should be made to Mrs. Michele Byrd, Community Development Programs Manager, in the HCD Division at (510) 238-3716. Proposals are due no later than 12:00 noon on Friday, January 16, 2009.

There is a significant change in the focus of the Request for Proposals (RFP) for the FY2009-2011 CDBG funding cycle. The RFP reflects information from the Strategic Planning process conducted in the summer of 2008 with the Community Development (CD) District Boards for each of the seven Districts. From this Strategic Planning Process, each of the CD District Boards have established priorities for their respective Districts that will be the categories to be funded through this RFP. The categories for the FY2009-2011 CDBG RFP are as follows and are delineated in detail for each District in Attachment A:

- Youth Services
- Senior Services
- Blight/Healthy Environment
- Capital Improvement

Only proposals addressing these categories will be accepted and considered for funding.

To assist citizens and community organizations in developing funding proposals, we have attached as Attachment D a summary of the types of activities that are eligible for funding under the CDBG Program.

The major changes to the CDBG funding process that became effective with the Fiscal Year 2005-2007 funding cycle will continue:

- ❑ To be consistent with the City of Oakland's two year budget process, proposals for CDBG funding will be solicited every two years and no longer on an annual basis.
- ❑ The CD District Boards will review and make recommendations on proposals to be funded from the allocation for the seven CD Districts which may be recommended for projects that operate in their respective Districts.
- ❑ The number of contracts with community organizations to be recommended for funding by each CD District will be limited to four (4).
- ❑ Each CD District may not recommend funding less than \$15,000 for a project unless the amount of the applicant's request is less than \$15,000.
- ❑ Contracts with community organizations will be awarded based on the funding recommendations for a two year period if funding is recommended for 2009-2011, or for a one year period if funding is recommended for either 2009-2010 or 2010-2011.

Oakland's 2009-2011 projected entitlement grant amount is \$8,000,000 per year. It is expected that approximately \$1,700,000 (21%) of each annual grant will be available for district programs. Of this amount, \$500,000 must be used for Capital Improvement projects and the remaining \$1,200,000 may be used for Youth Services, Senior Services and Blight/Healthy Environment projects recommended by the seven Community Development (CD) Districts to operate in their respective Districts. Based on the low- and moderate-income population in the seven districts, the projected proportion for each District will be as follows:

CD District	Proportion of Funds from Annual Grant	Percentage
1 North Oakland	\$137,700	8.1%
2 Eastlake/San Antonio/Chinatown	\$283,900	16.7%
3 Western Oakland	\$304,300	17.9%
4 Central Oakland	\$103,700	6.1%
5 Fruitvale/San Antonio	\$324,700	19.1%
6 Central East Oakland	\$253,300	14.9%
7 Elmhurst	\$292,400	17.2%
All 7 CD Districts	\$1,700,000	100%

Please pay careful attention to the following components of the funding review process for the CDBG program:

1. Two mandatory orientation meetings to review the CDBG application process and requirements with prospective applicants will be held on Monday, December 15, 2008 in City Hall Hearing Room 3, One Frank H. Ogawa Plaza, Oakland. The meetings will be at the following times: from 10:00 a.m. to 12:00 noon; and from 2:00 p.m. to 4:00 p.m. **IN ORDER TO BE ELIGIBLE TO SUBMIT AN APPLICATION, PROSPECTIVE APPLICANTS ARE REQUIRED TO ATTEND ONE OF THE TWO MEETINGS AND MUST BE PRESENT FOR THE ENTIRE LENGTH OF THE MEETING. PROSPECTIVE APPLICANTS SHOULD BRING THEIR APPLICATION PACKETS WITH THEM TO THE MEETING.**
2. **THE APPLICATION PACKET WILL BE AVAILABLE AND DISTRIBUTED UNTIL DECEMBER 15, 2008 AND WILL NOT BE AVAILABLE OR DISTRIBUTED AFTER THAT DATE.**
3. Faith-based organizations may apply for funding to carry out CDBG eligible programs and activities provided that:
 - a. They do not engage in inherently religious activities as part of a CDBG funded program or activity.
 - b. They shall not, in providing CDBG funded services, discriminate against a program beneficiary on the basis of religion or religious belief.
 - c. CDBG funds not be used for the acquisition, construction, or rehabilitation of structures that are used principally for inherently religious activities.
4. All funding requests **must** be submitted to CEDA by 12:00 noon on the January 16, 2009 deadline. Any proposals that are not received by staff on or before this date **will not** be accepted.
5. Incomplete proposals that do not include **all** of the required data and documents **will not** be accepted. We recommend that you pay careful attention to the following requirements that are included in the attached packet:
 - a. Summary of HUD rules and regulations in Attachment D-1 and D-2.
 - b. Guidelines for the content of the proposal narrative in Attachment E-3.
 - c. Guidelines for preparing the proposal budget in Attachment E-4.
 - d. Guidelines for preparing the Performance Measures Worksheet in Attachment E-6.
 - e. Guidance for required documents in Attachment E-8.
 - f. In accordance with City Council policies, the goals adopted by the Council must be a primary consideration when allocating CDBG funds. Applicants are strongly encouraged to plan programs which will meet one of the Council goals listed in Attachment E-3, Section D.
6. **ONLY ONE SET OF EACH PROPOSAL PACKET SHOULD BE SUBMITTED.**
6. Agencies requesting funds for projects that will serve more than one District should submit a separate proposal for each District that specifies just the amount needed and

accomplishments expected for each respective District. Funds allocated by a District can only be used to serve persons or areas in that District unless specific authorization to do otherwise is granted by the District.

- 7. The attached Calendar (Attachment B) presents the primary events in the development of the 2009-2011 grant budget.**

The proposals that are submitted will be reviewed by staff to determine completeness and eligibility for the federal funds.

The Community Development District Boards and the City Council will consider these items and will develop a final allocation of the 2009-2011 grant funds for submission to HUD in May 2009. They will consider past performance, community needs/priorities, qualification of the organization to carry out the tasks proposed, comparison of service delivery capacity with other applications, ability to leverage other funding, and cost benefit issues. Applicants will be provided with the District Boards' ranking criteria when presentations are scheduled at the District Board meetings in February 2009 (see Attachment C for meeting dates, times and locations). Applications are expected to attend the meeting(s) of the District Board(s) from which funding is being requested, and proposals will not be considered or recommended for applicants who are not in attendance to make a presentation and respond to questions from the District Boards.

Applicants should take care to familiarize themselves with the attachments to the application to be sure that their proposals reflect all of the issues described there, including the Mayor and City Council priorities, eligibility for HUD funds, completeness of the proposal, district funding priorities, and quantification of performance objectives.

This application packet provides all necessary information on the data and documents which must be submitted. The required forms can be viewed and downloaded from the City's website www.oaklandnet.com/government/hcd by following the link for Community Development and Application Process. All proposals should be addressed and delivered as follows since we cannot guarantee receipt of proposals delivered to other City offices or staff:

Mrs. Michele Byrd, Community Development Programs Manager
Community and Economic Development Agency
Housing and Community Development Division/CDBG Programs
250 Frank H. Ogawa Plaza, Suite 5313 (across from City Hall)
Oakland, California 94612-2034

We look forward to the coming months being productive ones.

Sincerely,

SEAN ROGAN
Deputy Director of Redevelopment, Economic Development
and Housing