



**CITY OF MODESTO**  
**COMMITTEE AGENDA REPORT**

**DATE OF MEETING:**  
January 11, 2018

Date: January 5, 2018

TO: Citizens' Housing & Community Development Committee

FROM: Marjorie Blom, Interim Community Development Manager

SUBJECT: Community Development Block Grant Public Services and Emergency Solutions Grants Funding Timeline

CONTACT: Aaron Farnon, Housing and Urban Development Supervisor  
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**DESCRIPTION:**

Consider approving the overview of the Public Service Request for Proposals (RFP) and hearing of proposals; form a sub-committee to review proposals, hear presentations, and make funding recommendations for Program Year (PY) 2018/2019. (Funding Source: Community Development Block Grant and Emergency Solutions Grant)

**STRATEGIC PLAN ELEMENT:**

This item is in alignment with the City of Modesto FY 2015-19 Strategic Plan, Commitment # 2 – Healthy Economy & Great Quality of Life.

**BACKGROUND:**

Community Development Block Grant (CDBG) and Emergency Solutions Grant (ESG) funds are U.S. Department of Housing and Urban Development (HUD) annual formula-based grant programs.

Each year, up to 15% of the City's CDBG allocation may be used to fund public services allocated to local nonprofits and faith based organizations. CDBG Public Services funds are available for a variety of direct assistance activities that primarily benefit low- and moderate-income persons.

ESG funds can be used to:

- Engage homeless individuals and families living on the street
- Improve the quality of emergency shelters for homeless individuals and families
- Help operate shelters
- Provide essential services to shelter residents
- Rapidly re-house homeless individuals and families
- Prevent families and individuals from becoming homeless

- Provide funding directly related to the timely entry of data into the Homeless Management Information System (HMIS).

HUD requires the City of Modesto develop, in consultation with its citizens and community-based service providers, a funding strategy that furthers its housing and community development goals as described in the City's Five-Year Consolidated Plan for Fiscal Years 2015 through 2020.

**DISCUSSION:**

Staff is recommending continuing the same Public Service Grant process for Fiscal Year 2018-2019:

- Utilize the web-based system known as *ZoomGrants*. This system allows proposals to be submitted and reviewed electronically; the sub-committee to review and score proposals online; and successful sub-grantees to submit invoices electronically. This system also substantially reduces the amount of paper used and staff time spent during the Request for Proposals (RFP) process.
- Schedule public service grant application presentations. This will allow the sub-committee an opportunity to ask questions of the applicants, as well as review and score their respective applications.
- Establish the minimum grant award of \$15,000.

Staff is recommending that the RFP use a Results Based Accountability model that will keep proposal responses simple and meaningful by including the following framework of information:

- Result: What is the desired goal of the proposal?
- Population: Who are the beneficiaries?
- Indicators: What measures help quantify the achievement of the desired result?
- Strategy: What actions work to achieve the desired result?
- Performance Measure: How is performance measured? How much was done? How well was it done? How did it benefit the recipients? How was the challenge facing the community resolved?

Staff is recommending that the proposals be evaluated using the following scoring matrix:

- Urgency/Persistence of Need (35 points)
- Design (20 points)
- Budget/Financial Management Capacity (10 points)
- Fund Development (10 points)
- Collaboration (20 points)
- HMIS Staffing/Data Entry Support (15 Points)

Staff is proposing the following timeframe for the RFP process:

|                 |                                |
|-----------------|--------------------------------|
| January 3, 2018 | Notice of Funding Availability |
|-----------------|--------------------------------|

|                   |   |
|-------------------|---|
| January 24, 2018  | Technical Workshop–<br>Application Period Opens   |
| February 23, 2018 | Application Deadline –<br>Applications due in <i>ZoomGrants</i> by 4:00 pm                |
| March 2, 2018     | Technical Review Notifications<br>(for ineligible applications)                           |
| March 9, 2018     | Deadline for Appeals of Technical Review Determination<br>(see Appeal Process)            |
| March 15, 2018    | CH&CDC: Oral Presentations & Application Evaluation                                       |
| April 12, 2018    | Special CH&CDC: Draft PY 2017-18 Annual Action Plan (AAP)<br>with funding recommendations |
| May 1, 2018       | City Council: Draft AAP Annual Action Plan (including<br>funding recommendations) and HUD |
| June 1-30, 2018   | Notifications and Agreements Executed; Grantee Training                                   |

**FISCAL IMPACT:**

Historically, the City has allocated a full 15% of its CDBG allocation for public service activities and its entire ESG allocation, minus 7.5% for administration, for rapid rehousing and homeless prevention activities.

Future CDBG and ESG funding levels are currently unknown, as the U.S. Congress has not passed a 2018 appropriations bill. Staff estimates up to \$274,157 will be available for CDBG public service activities and \$168,470 will be available for ESG activities for Program Year 2018-19.

**COMMITTEE RECOMMENDATION:**

Motion approving a funding strategy for Community Development Block Grant Public Services and Emergency Solutions Grants for Fiscal Year 2018-2019.

Motion authorizing the release of the FY 2018-2019 Request for Proposals.

Motion recommending forming a sub-committee to review proposals, hear presentations and make funding recommendations to the Citizens Housing and Community Development Committee.

Prepared By:

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 Aaron Farnon, Housing & Urban Development Supervisor

Approved By:

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 Marjorie Blom, Interim Community Development Manager

Attachments:

1. Public Services RFP Guidelines