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**Office of the City Manager • Housing and Community Development Division**

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**REQUEST FOR PROPOSALS (RFP) AND APPLICATIONS  
FOR AFFORDABLE HOUSING FUNDING THROUGH THE CITY OF  
VALLEJO FISCAL YEAR (FY) 2022-23 HOME (AND CDBG) PROGRAMS**

<b>Release of RFP and Application</b>	Tuesday, January 4, 2022
<b>Mandatory Briefing Session</b> (Applicants are required to attend this session in order to apply)	Thursday, January 13, 2022, 10:00 a. m. to 11:30 a. m. (approx.) <a href="https://ZoomRegular.Cityofvallejo.net">https://ZoomRegular.Cityofvallejo.net</a>
<b>Applications Due</b>	<b>By 3:00 p. m. (PST) on Tuesday, February 8, 2022</b> Submit Applications online at: <a href="https://www.cityofvallejo.net/CDBG/2022RFP">https://www.cityofvallejo.net/CDBG/2022RFP</a>
<b>Staff Review of Applications</b>	Week of February 14, 2022
<b>Presentations by Applicants to Housing and Community Development Commission (HCDC) Ad Hoc Committee on Funding Allocations</b>	Week of February 28, 2022
<b>HCDC Public Hearing and FY 2022-23 Funding Recommendations</b>	By or before Thursday, May 5, 2022
<b>City Council Review and Approval of FY 2022-23 Funding Recommendations, and Approval of FY 2022-23 Annual Action Plan</b>	By Friday, May 13, 2022
<b>Contract Period</b>	July 1, 2022 – June 30, 2023

**City of Vallejo Affordable Housing Development Funding  
Request for Proposals (RFP)  
FY 2022-23**

**Notice of Funding Availability**

The City of Vallejo receives annual entitlement allocations of federal HOME Investment Partnerships Program (HOME) and Community Development Block Grant (CDBG) Program funding from the U. S. Department of Housing and Urban Development (HUD). Through this Request for Proposals (RFP), the City announces the availability of approximately \$500,000 in HOME Program funding, and \$1 million in CDBG Program funding, in FY 2022-23, which may be allocated, in part, for the development of affordable rental and owner-occupied homeownership housing for lower income households in the City of Vallejo, (households with incomes at or below 80 percent of the Area Median Income (AMI) for the County of Solano). (A Public Notice is shown at **Attachment 6.**)

The primary objectives of the HOME Program are: (1) to expand the supply of decent affordable housing for very low and low-income persons and families, (2) expand the capacity of non-profit providers of lower income housing, (3) strengthen the ability of state and local governments to provide housing, and (4) encourage and leverage private sector participation in the development of affordable housing. The HOME Program defines a “very low-income household” as one with an income at no less than 50 percent of AMI, and a “low-income household” as one with an income between 51 and 80 percent of AMI.

The primary objective of the CDBG Program is the development of viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for persons of “low” or “moderate” income. The CDBG Program defines a “low-income” household as one with an income at or less than 50 percent of the AMI, (in other programs this is referred to as “very low-income”), and a moderate-income household” as one with an income at or less than 80 percent of the AMI, (in other programs this is referred to as “low income”).

**Eligible Uses of Funding**

HOME Program funding available through this RFP may be used to support the acquisition, rehabilitation, or new construction of affordable rental housing, and for the acquisition, rehabilitation, or new construction of new homes for first-time homebuyers who will and must be owner-occupants. Pursuant to HUD requirements, a portion of the HOME Program funding released through this RFP is reserved for the creation of affordable housing that is developed, owned, or sponsored by qualified “Community Development Housing Organizations” (CHDOs), also known as the “CHDO Set-Aside”. Housing developed with CHDO Set-Aside funding may be for new construction or rehabilitation, and for either rental or owner-occupied housing.

The CDBG Program funding released through this RFP may be used to support the acquisition and rehabilitation of affordable rental and owner-occupied housing for lower

income households. CDBG Program funding may **not** be used to fund the new construction of housing, (in-fill).

### **Priority Housing Needs**

The City of Vallejo has identified top priority housing and community development needs through its Five-Year Consolidated Plan for FY 2020-21 through FY 2024-25. The Consolidated Plan is a federally-required document as a condition of receiving certain federal housing and community development funding, including HOME Program funds and CDBG Program funds. The current Five-Year Consolidated Plan has documented the following groups as the most in need of assistance, in this order of priority: (1) very low and low-income renters, (2) homeless persons, (3) very low and low-income first-time homebuyers, and (4) non-homeless persons with special needs.

**At this time, the City invites qualified non-profit housing developer organizations wishing to apply for these HOME Program and CDBG Program funds.** In addition to completing the main Application, non-profit housing developer organizations wishing to apply for the HOME Program CHDO Set-Aside funds are required to complete the CHDO Self-Certification Form shown at **Attachment 1** of this RFP, as well as submit required documentation.

Proposals submitted in response to this RFP must be received by the City **by not later than 3:00 p. m. (PST) on Tuesday, February 8, 2022**, at: <https://www.cityofvallejo.net/CDBG/2022RFP>.

Pursuant to a City Council Staff Report and Resolution No. 21-139 N. C., (shown at **Attachment 5**), the City will not consider any proposal that is submitted after the Application deadline, that is substantially incomplete as deemed by staff, or from an organization that does not attend the Briefing Sessions, as further described below. There will be no exceptions.

Housing developer organizations receiving funding through this RFP are required to comply with all applicable federal program requirements. Program information on the HOME Program and the CDBG Program is available on the HUD Exchange website at: <https://www.hudexchange.info/>.

Prior to May 13, 2022, the City Council will consider allocating HOME Program and CDBG Program funds for eligible affordable housing development activities.

### **Mandatory Briefing Session**

**Applicants are required to attend a Briefing Session via teleconference offered by the City.** Attendance is mandatory at the Briefing Session in order to apply for the funding available through this RFP. This requirement is in place so that all applicants hear the same information. City staff will provide an overview of the Application components, the review and funding process, HUD and City program requirements, and answer questions. Attendees at the Briefing Session will be emailed the City's Excel-based Application templates (shown at **Attachments 3 and 4**), which shall be required to be used by Applicants, as well as FAQs sent in connection with the RFP if necessary.

The Briefing Session is scheduled for Thursday, January 13, 2022, 10:00 a.m. – 11:30 a.m. (approx.) – <https://ZoomRegular.Cityofvallejo.net>.

### **Estimated Funding Available in FY 2022-2023**

- Up to \$500,000\* of the City’s FY 2022-23 HOME Program grant allocation may be made available for eligible affordable housing development activities that may be undertaken by qualified non-profit housing developer organizations, (which can be CHDOs or non-CHDO organizations).
- Up to \$650,000\* of the City’s FY 2022-23 CDBG Program grant allocation may be made available for eligible housing acquisition and rehabilitation activities that may be undertaken by qualified non-profit housing developer organizations.

\*Actual funding amounts will not be known until the City is notified of its final funding level by HUD.

### **Application Instructions**

1. Submit the Application **by not later than 3:00 p. m. (PST) on Tuesday, February 8, 2022** to: <https://www.cityofvallejo.net/CDBG/2022RFP>.
2. The City will not accept Applications that are faxed or emailed. Applications received by the City after the Application due date and time will not be accepted. There will be no public opening of the Applications.
3. Applicants must complete all tabs of the Excel Application template, including Applicant Info, Project Profile, Questions, Schedule, Developer Experience, and Document Requirements. The Excel template will be emailed to all participants of the mandatory Briefing Session. The Applicant Info tab requires a signature by the person authorized by the agency to submit the Application. A copy of the template Application is shown at **Attachment 3** of this RFP. Organizations submitting an Application for the development of rental housing must complete and submit the Rental Project Development template, shown at **Attachment 4**.
4. If your organization is requesting funding for more than one project, a separate Application must be submitted for each.
5. Applicants are required to respond to each question in the Application. If a question does not apply, please answer with “N/A”.
6. All questions related to the Application shall be directed to: Jason Goltiao, Administrative Analyst I, City of Vallejo Housing and Community Development Division, **via email only** at: [Jason.Goltiao@cityofvallejo.net](mailto:Jason.Goltiao@cityofvallejo.net).
7. The City may issue a **Frequently Asked Questions (FAQ) document** to respond to questions submitted in writing to the City, and email the FAQ document to all parties that have attended the Briefing Session. The last date to

submit questions is by close of business on **Thursday, January 20, 2022**. After this date, no additional questions will be reviewed or answered.

8. If it becomes necessary to modify any aspect of this RFP or the Application, the City will provide an addendum to each organization attending the Briefing Session.
9. Applicants may not modify their Application at any time after the due date, except in direct response to a request from City staff for clarification.
10. The City of Vallejo is not responsible for any expense incurred in preparation of Applications or in any action in connection with the funding process, or for the costs of any services performed in connection with the submittal, public presentations, interviews, or approval processes.
11. Upon submittal, each Application will be subject to all applicable open records laws, including but not limited to the California Public Records Act. Information deemed proprietary or otherwise privileged should be clearly marked as such. Regardless, the City of Vallejo makes no assertions that it can or will hold such information in confidence. Organizations submitting agree to hold the City of Vallejo harmless if such information is released, knowingly or not.
12. The City of Vallejo may seek clarifications from any or all organizations regarding their Applications, or may request that organizations submit modified Applications.
13. This RFP does not commit the City of Vallejo to allocate funding. The City of Vallejo reserves the right to reject any and all Applications, to accept the Applications it considers most favorable to the City of Vallejo's interest in its sole discretion, and to waive minor irregularities. The City of Vallejo further reserves the right to seek new Applications if such a decision is considered by the City to be in the best interest of the City of Vallejo.
14. The City of Vallejo encourages the participation of small businesses and businesses owned by minorities and women. Nothing in this Application constitutes an offer, or promise, or otherwise binds the City of Vallejo to take any action whatsoever in connection with its provision of any funding or services. The City of Vallejo reserves all rights to consider any or all submissions, and to reject any or all Applications in its absolute discretion.

### **Application Review and Funding Process**

City of Vallejo Housing and Community Development Division program staff will conduct an initial review of the submitted Applications to ensure Applications are substantially complete. The City reserves the right to contact the applicant organization to request additional information if needed. The City's Housing and Community Development Commission (HCDC) has created an Ad Hoc Committee comprised of four Commissioners. The Ad Hoc Committee will review completed Applications and evaluate the Applications based upon approved Evaluation Criteria (see below). All

organizations submitting an Application are required to send a representative to a meeting of the Ad Hoc Committee during the week of February 28, 2022. The representative must be able to answer potential questions from the Committee and staff. Responses will be evaluated as part of the evaluation process.

The Ad Hoc Committee will deliberate and forward its funding recommendations to the full HCDC. The funding recommendations are forwarded by the HCDC to the City Council at the same time as the City Council’s consideration of the Annual Action Plan, a federally required annual planning document that must be submitted to HUD by May 13, 2022. All submitting organizations (whether recommended for funding or not) will be sent notification via email of the Ad Hoc Committee’s and the Commission’s funding recommendations being made to the City Council.

Organizations that are recommended for funding will be required to enter into a written funding Agreement with the City with a funding term of July 1, 2022 through June 30, 2023, and to execute said Agreement prior to July 1, 2022. Agreements must be executed by both the City and the developer organization before any funds can be disbursed. In addition to entering into an Agreement, a number of requirements must be met before the City can commit HOME Program funds to a project. For more information, developers may consult the HOME Program requirements as found in the federal HOME Program statute at 24 CFR Part 92.

If an organization wishes to appeal the selection process or funding recommendations, it must follow the procedures outlined in the City’s appeal process described in the City’s Federal CDBG, NSP, and HOME Programs Policy and Procedure Manual; and shown at **Attachment 2**.

**Evaluation Criteria**

Applications will be evaluated, rated, and ranked on the basis of the following Evaluation Criteria:

<i>City of Vallejo Affordable Housing Development RFP Evaluation Criteria</i>	<i>Points Available</i>	<i>Weighting of Criteria</i>
I.		
Readiness to proceed (status of environmental and planning approvals; community outreach plan; other financing commitments in place; project schedule reasonableness)	15	
Neighborhood access and amenities (transit, retail, schools, pharmacy, other services)	5	Project Criteria 25
Project amenities and features, accessibility features, and green building	5	

II.

Targeting to particular income level (e. g., City may give additional points for targeting to extremely low-income, special needs, or homeless population)	10	
Quality of planning for resident services and supportive services provision; partnerships with other service provider agencies	10	Targeting Criteria 20

III.

Leveraging of City funding	5	
Operating costs – financial feasibility	10	
Development costs – financial feasibility	15	Financing Criteria 30

IV.

Developer or Sponsor and Property Management Company Experience	10	
Quality of letters of reference and experience with public agency clients	10	Capacity Criteria 25
CHDO bonus points	5	
<b>Total Points</b>	<b>100</b>	<b>100</b>

ATTACHMENTS

- Attachment 1 – HOME Program CHDO Self-Certification Form
- Attachment 2 – Appeal Process for Competitive RFP Issuances
- Attachment 3 – Affordable Housing Development Template
- Attachment 4 – Rental Project Development Template
- Attachment 5 – Vallejo City Council Staff Report and Resolution No. 21-139 N. C. dated December 7, 2021 Regarding FY 2022-23 CDBG Program and HOME Program Funding Process and Criteria
- Attachment 6 – Affordable Housing Development Funding Public Notice Dated January 4, 2022; and January 11, 2022

**CITY OF VALLEJO HOME PROGRAM  
COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)  
CERTIFICATION FORM  
HOME FUNDING – FY 2022-23**

**OVERVIEW**

The City of Vallejo is the Participating Jurisdiction recipient of federal Department of Housing and Urban Development (HUD) HOME Investment Partnerships Program (HOME) funding, authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended. HOME funding is provided to states and participating jurisdictions to fund a wide range of activities that build, buy, and/or rehabilitate affordable housing for rent or homeownership or provide direct rental assistance to low-income people.

A **Community Housing Development Organization (“CHDO”)** is a private nonprofit, community-based service organization that when undertaking development activities as a developer or sponsor has employees (paid staff) with the demonstrated capacity to develop or sponsor affordable housing for the community it serves. The definition of a CHDO can be found in the Code of Federal Regulations (CFR) Title 24 Part 92.2 (definitions) and §92.300 through §92.303 (CHDO requirements). See e-CFR link at: [eCRF HOME Program Regulation](https://www.ecfr.gov/current/title-24/chapter-II/part-92/subpart-B/section-92.300). Additional information is also available on HUD’s website at: <https://www.hudexchange.info/programs/home/topics/chdo/#policy-guidance-and-faqs>

On an annual basis, the City of Vallejo will allocate a minimum of 15 percent of its HOME allocation for housing that is developed, owned, or sponsored by qualified CHDOs. Up to 5 percent of the City’s allocation may also be allocated for CHDO operating expenses for CHDOs who lack staff capacity and in conjunction with a specific project. Assistance may not exceed \$50,000 or 50% of CHDO’s total annual operating expenses, whichever is greater.

This **Certification Form** is for non-profit organizations wishing to qualify as a CHDO in conjunction with a proposed specific project. To be certified as a CHDO, the non-profit organization must:

1. Meet HUD’s legal and regulatory requirements as a CHDO;
2. Meet the additional criteria regarding proposing a specific affordable housing development project through the City’s RFP application; and
3. Submit completed CHDO Certification Form with required supporting documentation for consideration and approval by the City of Vallejo.

The City will review the Certification Form and supporting documentation. If the organization is an eligible CHDO, the City will certify a CHDO organization prior to committing HOME funds to a specific project. Any existing CHDOs in Vallejo will be recertified if additional HOME CHDO funding is provided by the City to that CHDO for a specific project. The City will require CHDO organizations to recertify their CHDO status on a periodic basis during the affordability period in conjunction with the City’s monitoring of the funded HOME CHDO project.

CHDO requirements are described in the next section. CHDOs are responsible for compliance with all applicable provisions of the HOME regulations at 24 CFR Part 92, inclusive of all federal requirements provided in the regulation.

Organizations requesting CHDO operating funds must submit a plan to the City describing how they will attain self-sufficiency within a five-year time period after their first CHDO certification. This plan should include projected cumulative revenues and expenditures, organization balance sheets, a strategic/written



narrative component, and measurable goals related to the CHDO mission, including capacity building. CHDOs may apply for operating funds during these five years.

All applicants for HOME CHDO funds, whether or not applying for operating funds, are required to complete this Self-Certification Form which is part of the criteria for funding. For those applicants requesting operating funds, the criteria will be used to determine the amount of funding, if any, that will be allocated to the CHDO.

In considering the allocation of operating funds, the highest consideration will be given to first time applicants and those applications that reflect qualified and experienced CHDO staff that can carry out the administration and functions required for the management and development of housing projects and can demonstrate a need for these funds to fill a gap not funded from other sources.

## **CHDO REQUIREMENTS**

### **Legal Status**

A CHDO seeking certification or recertification must:

1. Be organized under state/local laws;
2. Have a provision of decent housing that is affordable to low-and moderate-income persons among the purposes of the organization, and this commitment must be evidenced in the CHDO's:
  - a. charter,
  - b. articles of incorporation,
  - c. by-laws, or
  - d. by a resolution of the CHDO's Board of Directors.
3. Assure that no part of the CHDO's earnings (profits) may benefit any members, founders, contributors or individuals.
4. Have a clearly defined geographic service area.
5. Have proof of nonprofit status: A CHDO must have received a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4) of the Internal Revenue Code of 1986 (26 CFR 1.501(c)(3)-1 or 1.501(c)(4)-1)), is classified as a subordinate of a central organization non-profit under section 905 of the Internal Revenue Code of 1986, or if the private nonprofit organization is an wholly owned entity that is disregarded as an entity separate from its owner for tax purposes (e.g., a single member limited liability company that is wholly owned by an organization that qualifies as tax-exempt), the owner organization has a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4) of the Internal Revenue Code of 1986 and meets the definition of "community housing development organization."
6. Not be a governmental entity (including the participating jurisdiction, other jurisdiction, Indian tribe, public housing authority, Indian housing authority, housing finance agency, or redevelopment authority) and is not controlled by a governmental entity. An organization that is created by a governmental entity may qualify as a community housing development organization; however, the governmental entity may not have the right to appoint more than one-third of the membership of the organization's governing body and no more than one-third of the board members may be public officials or employees of governmental entity. Board members appointed by a governmental entity may not appoint the remaining two-thirds of the board members. The officers or employees of a governmental entity may not be officers or employees of a community housing development organization.
7. Be neither controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization. A community housing development organization may be sponsored or created by a for-profit entity, but:

- a. The for-profit entity may not be an entity whose primary purpose is the development or management of housing, such as a builder, developer, or real estate management firm.
- b. The for-profit entity may not have the right to appoint more than one-third of the membership of the organization's governing body. Board members appointed by the for-profit entity may not appoint the remaining two-thirds of the board members;
- c. The community housing development organization must be free to contract for goods and services from vendors of its own choosing; and
- d. The officers and employees of the for-profit entity may not be officers or employees of the community housing development organization.

### **Organizational Structure**

At the time of application, a CHDO seeking certification/recertification or as a CHDO must maintain accountability to low-income residents by:

1. Having a governing board wherein at least 1/3 of the governing board must be:
  - a. residents of low-income neighborhoods (neighborhoods where 51% or more of the residents are low-income); or
  - b. other low-income residents of the community (low income defined as having an annual income of less than 80% of the area median income). If the individual does not live in a low-income neighborhood, the CHDO or the resident will need to certify that they qualify as low income; or
  - c. elected representatives of low-income neighborhood organizations whose primary purpose is to serve the interests of the neighborhood residents (i.e., block groups, town watch groups, civic associations, neighborhood church groups).
  
2. Provide a written process for low-income program beneficiaries:

Input from the low-income community is not accomplished only by having low-income representation on the board. The CHDO must also provide a formal, written process for low-income program beneficiaries to advise the CHDO on design, development and management of affordable housing. The process must be described clearly and it must be included in the organization's bylaws or through a board resolution. CHDOs must establish systems for community involvement in parts of their service areas where housing development is planned but which are not represented on their boards.

Applicants are required to provide a copy of their formal process for low-income, program beneficiaries to advise the organization in decisions regarding design, siting, development, and management of affordable housing projects. This description should include the role your low-income program beneficiaries and tenants have taken in the designing, location of sites, and development and management of your CHDOs affordable housing project(s) and the process the CHDO has taken in securing input from the persons in your target area.

The applicant will be asked to detail the steps the CHDO will take or has taken to include residents in their service areas which do not have representatives on their board. Dates and locations of public meetings/forums held in their target area within the last twelve (12) months to receive input and evidence of community support (i.e., letter of support from businesses, neighborhood associations, neighborhood groups) will be requested. If the applicant is submitting a project during this funding round, the applicant will be required to describe how surrounding property owners were notified and what the property owners' roles were in the design, siting,

development, and management of affordable housing projects, along with agendas and attendance lists.

### **State or Local Government Appointees:**

No more than 1/3 of the governing board may be appointed by a governmental entity. Those representatives who are appointed by public officials cannot select other members of the board. The officers or employees of a governmental entity may not be officers or employees of a community housing development organization. Other restrictions on the participation of public officials on the boards of nonprofit organizations seeking public funds apply and CHDOs must observe conflict-of-interest policies. Low income residents/representatives who work for a governmental entity in *any* capacity must be considered public sector representatives.

### **Balance of the Board Members:**

The HOME program does not set any other limits on the composition of a CHDO's governing board and the remaining seats may be filled by a wide variety of individuals.

The Board has the ultimate fiscal responsibility for the CHDO and the following responsibilities:

1. Building the Agency's Financial Capacity
2. Raising the funds to provide for the long-term maintenance of the organization
3. Budgeting funds productively
4. Managing funds wisely
5. Report on funds raised

### **Capacity and Experience**

A CHDO seeking certification/recertification as a CHDO must demonstrate capacity to carry out HOME assisted activities with experienced staff that have successfully completed similar projects, which draws a distinction between development, management of rental housing and development, and/or sale of housing for first-time homebuyers. Where the CHDO will serve as a developer or sponsor, consultants, volunteers, or donated services may not be substituted for CHDO employees in meeting this requirement. For its first year of funding as a CHDO, an organization may satisfy this requirement through a contract with a consultant who has housing development experience to train appropriate key staff of the organization.

The intent of the CHDO capacity building requirement is for the CHDO to develop its own professional staff. As a result, the consulting staff cannot be municipal, county or state employees or consultants (paid or volunteer) not planning to train the CHDO's key staff to do their own housing development. Should CHDOs wish to share staffs with other nonprofits, a written formal agreement outlining the work to be undertaken and the service period must be in place. Such agreements do not alleviate the need for the CHDO to have its own staff.

### **Financial Standards**

A CHDO seeking certification/recertification as a CHDO must have financial accountability standards that conform to Uniform Administrative Requirements at 2 CFR 200.302 (Financial Management) and 200.303 (Internal Controls).

### **Roles of the CHDO**

The CHDO can act in one of the three capacities:

1. **Owner:** The CHDO is an “owner” when it holds fee simple title to or has a long-term (99-year minimum) leasehold interest in rental housing, for rental to low-income families in accordance with the requirements of 24 CFR 92.252. If the housing is to be rehabilitated or constructed, the CHDO hires and oversees the developer that rehabilitates or constructs the housing. At minimum, the CHDO must hire or contract with an experienced project manager to oversee all aspects of the development, including obtaining zoning, securing non-HOME financing, selecting a developer or general contractor, overseeing the progress of the work and determining the reasonableness of costs. The CHDO must own the rental housing during development and for a period at least equal to the period of affordability required in 24 CFR 92.252. If the CHDO acquires housing that meets the property standards in 24 CFR 92.251, the CHDO must own the rental housing for a period at least equal to the period of affordability required under 24 CFR 92.252.
  
2. **Developer - Rental:** A CHDO is a “developer” of rental housing when it either owns in fee simple or has a long-term (99-year minimum) leasehold interest in a property and the developer of new housing that will be constructed or existing substandard housing that will be rehabilitated for rent to low-income families in accordance with 24 CFR 92.252. To be the “developer,” the CHDO must be in sole charge of all aspects of the development process, including obtaining zoning, securing non-HOME financing, selecting architects, engineers and general contractors, overseeing the progress of the work and determining the reasonableness of costs. At a minimum, the CHDO must own the housing during development and for a period at least equal to the period of affordability required under 24 CFR 92.252.

**Developer – Homeownership:** A CHDO is a “developer” of housing for homeownership if the CHDO is the owner (in fee simple absolute) and developer of new housing that will be constructed or existing substandard housing that will be rehabilitated for sale to low-income families in accordance with 24 CFR 92.254. To qualify as “developer” the CHDO must arrange financing of the project and be in sole charge of construction. The CHDO may provide direct homeownership assistance (e.g., down-payment assistance) when it sells the housing to low-income families and the CHDO will not be considered a subrecipient. When HOME funds are provided for down-payment assistance, they may not be greater than 10 percent of the amount of HOME funds for development of the housing.

The City of Vallejo will determine and set forth in its written agreement with the CHDO the actual sales prices of the homeownership housing or the method by which the sales prices for the housing will be established and whether the proceeds must be returned to the participating jurisdiction or may be retained by the CHDO.

3. **Sponsor:** Rental housing is “sponsored” by a CHDO if it is rental housing “owned” or “developed” by a subsidiary of a CHDO, a limited partnership of which the CHDO or its subsidiary is the sole general partner, or a limited liability company of which the CHDO or its subsidiary is the sole managing member.

The subsidiary of the CHDO may be a for-profit or nonprofit organization and must be wholly owned by the CHDO. If the limited partnership or limited liability company agreement permits the CHDO to be removed as general partner or sole managing member, the agreement must provide that the removal must be for cause and that the CHDO must be replaced with another CHDO. The HOME funds must be provided to the entity that owns the project.

HOME-assisted rental housing is also “sponsored” by a CHDO if the CHDO “developed” the rental housing project that it agrees to convey to an identified private nonprofit organization at

a predetermined time after completion of the development of the project. Such sponsored rental housing, is subject to the following requirements:

- a. The private nonprofit organization may not be created by a governmental entity.
- b. The HOME funds must be invested in the project that is owned by the CHDO.
- c. Before commitment of HOME funds, the CHDO sponsor must select the nonprofit organization that will obtain ownership of the property.

(1)The nonprofit organization assumes the CHDO's HOME obligations (including any repayment of loans) for the rental project at a specified time after completion of development.

(2)If the housing is not transferred to the nonprofit organization, the CHDO sponsor remains responsible for the HOME assistance and the HOME project.

### **CERTIFICATION FORM INSTRUCTIONS**

#### **IMPORTANT INFORMATION:**

Community Housing Development Organizations (CHDOs) must meet all qualifying criteria regarding legal status, organizational structure, financial requirements, and capacity and experience to be certified or recertified. Although an agency may meet all of the qualifying criteria, the status of CHDO is not guaranteed and is at the sole discretion of the City of Vallejo, serving in the capacity of Participating Jurisdiction for its allocation of federal HOME Funds.

Agencies that have previously been awarded City of Vallejo CDBG or HOME funds, who are also applying for **FY 2022-23 HOME funds**, must be in compliance with all terms of those current agreement(s) and must not have any outstanding audit findings, monitoring findings or concerns as determined by the City of Vallejo.

Only organizations that are determined to be eligible CHDOs may be funded with CHDO set-aside funds. Applicants that meet the criteria for designation as a CHDO are not guaranteed an award of CHDO set-aside funds.

**Funding provided through this application will be awarded for the FY 2022-23 fiscal year which begins July 1, 2022 and ends June 30, 2023.** No contracts/agreements between the applicant and the City can be executed until the City of Vallejo has executed funding agreements with HUD.

Nonprofit agencies must have an active Board of Directors documented by submitting an attendance list of board meetings for the previous 12 months and must submit a board membership list with their application.

Non-profit applicants must submit an applicant certification form (included in the application) signed by the Chairperson or President of the Board of Directors with a copy of the minutes of the meeting authorizing the submittal of the application attachment.

The applicant may be ineligible to apply for current funds if, in the City of Vallejo's discretion, the applicant has a documented history of untimely or poor use of previously awarded HOME funds.

The applicant shall not exclude any organization or individual from participation under any project/program funded in whole or in part by HOME funds on the grounds of age, disability, race, creed, color, national origin, familial status, religion or sex.

No applicant, clients or contractors that have been suspended or debarred under the HOME or any other federal program may receive HOME funds (please refer to the U.S. General Services Administration (GSA) System for Award Management (SAM) at: [www.sam.gov](http://www.sam.gov)).

Applicants are required to possess and submit a DUNS number as a part of their application through <https://fedgov.dnb.com/webform>, and register the organization through SAM.

### **ORGANIZATION OF THE APPLICATION SUBMISSION**

If you require more space than is allowed by any form, you may add additional pages to the applicable section as needed. Applications must be submitted as follows to be considered complete:

1. Applications must be typed or legibly printed in black ink.
2. Applications must be single-sided on 8.5" X 11" white paper which can be photocopied clearly.
3. Applications must contain Cover Sheet providing information on contact person at organization completing the CHDO Certification Form.
4. Sections must be contained within a 3-ring binder and be divided/designated with tabbed dividers. Please use numbered tabs for the designated sections only. Do not insert additional tabs or information not required by the application.
  - a. Tab 1 – Letter of submittal on organization letterhead
  - b. Tab 2 – Applicant Certification Information
  - c. Tab 3 – CHDO self-certification of applications and operating funds allocation criteria
  - d. Tab 4 – CHDO Corporate Documents
  - e. Tab 5 – Applicant Information
  - f. Tab 6 – Applicant/Organization Description
  - g. Tab 7 – Additional Documentation
5. All required documents must be submitted along with the completed application under the appropriate tab section.
6. If a section requires more than just checking a box, do not leave the section blank. If the section does not apply, please type N/A. Sections left blank will constitute an incomplete application.
7. Submit two (2) copies of the CHDO Certification with supporting documentation, one (1) original plus one (1) copy, each in a separate clearly labeled three-ring binder with properly tabbed dividers. Deliver the two (2) copies in the drop box located at: City of Vallejo, Housing and Community Development Division, 200 Georgia Street, Vallejo, CA 94590, Attn: Jason Goltiao, Administrative Analyst I. Facsimile and email transmissions are disallowed and will not constitute a valid submission.

Late and/or incomplete submittals which are not submitted in the proper format will not be considered. Any instructions required to complete a section will be found in that section. If you have any questions or problems completing the application, contact the City of Vallejo Housing and Community Development

Division at [Jason.Goltiao@cityofvalejo.net](mailto:Jason.Goltiao@cityofvalejo.net).

**CITY OF VALLEJO HOME PROGRAM  
COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)  
CERTIFICATION / RECERTIFICATION FORM**

**COVER SHEET**

Please provide the following information for the person responsible for completing this Certification Form who will be available and responsible for answering questions relating to information provided in the application.

Applicant Organization:
Name of Person Completing Form:
Title:
Submitting Agency/Organization, if other than Applicant organization:
Mailing Address:
Phone Number:
E-Mail Address:
Date:



**TAB 1**

**LETTER OF SUBMITTAL ON APPLICANT LETTERHEAD AND  
SIGNED BY THE PRESIDENT/CHAIRPERSON OF THE BOARD**

## TAB 2

### APPLICANT CERTIFICATION INFORMATION

**APPLICATION WILL NOT BE ACCEPTED WITHOUT THIS INFORMATION COMPLETED AND SIGNED BY THE APPROPRIATE INDIVIDUALS**

- 1. Please attach to this certification copies of the Minutes of the Board and a Board Resolution from the applicant's governing body authorizing the submission of this application, and identifying the authorized signer for the agency.**
- 2. For newly created organizations formed by local churches, service or community organizations, please attach a statement that documents that its parent organization has at least one year of experience in serving the community.**

The applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. The applicant acknowledges that all documentation supporting the information in the application is on file in the applicant's offices and available for review by City of Vallejo staff during normal business hours. The applicant understands that failure to provide any of the documentation necessary to support the information in this application may result in the non-allocation or return of HOME program funding. If funding is approved, the information in the application will be incorporated as part of the agreement and will be used to monitor performance of the project/program and failure to substantially incorporate those activities, commitments, and representations offered in the application as part of the funding of the program or project will be considered a material breach of the agreement and may result in repayment or suspension of all HOME funds. Changes considered substantial by the City of Vallejo may be required to be reviewed and approved by the City. The applicant additionally agrees that once the agreement is executed, the applicant will comply with all grant, contract, and HOME funding requirements.

CHDO Name:	
Tax ID Number (must be provided):	DUNS Number (must be provided):

Signature of Executive Director/Authorized Official:	
Type/Print Name of Authorized Official:	Title:
Phone Number:	Date:

Signature of Chairman of Board of Directors/Executive Director of Applicant Organization:	
Type/Print Name of Chairperson/Executive Director	Title:
Phone Number:	Date:

**INCLUDE BOARD RESOLUTION AND BOARD MINUTES AUTHORIZING RESOLUTION WITH THIS TAB.**

## TAB 3

### CHDO SELF-CERTIFICATION EVALUATION

Applicants for CHDO certification/recertification must meet all minimum threshold criteria for certification / recertification required by the U.S. Department of Housing and Urban Development (HUD) for certification of all CHDOs. City of Vallejo staff will review applications to determine if an applicant meets the minimum criteria for certification/recertification.

Below are the minimum criteria to be certified as a CHDO. Review these carefully before completing and submitting the application and check documentation that applies. If an applicant does not meet the minimum requirements, the applicant cannot be certified/re-certified and the City of Vallejo will not perform any further review of the application.

#### HUD CHDO CERTIFICATION/RECERTIFICATION CRITERIA Check those areas that are applicable to the applying Agency/CHDO

	Description of requirement	Documentation provided to evidence compliance
<b>I. LEGAL STATUS</b>		
<input type="checkbox"/>	The nonprofit organization is organized under State or local laws, as evidenced by:	<input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation
<input type="checkbox"/>	No part of its net earnings inure to the benefit of any member, founder, contributor, or individual, as evidenced by:	<input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation
<input type="checkbox"/>	Has a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4) of the Internal Revenue Code of 1986, is classified as a subordinate of a central organization non-profit under section 905 of the Internal Revenue Code of 1986, or if the private nonprofit organization is an wholly owned entity that is disregarded as an entity separate from its owner for tax purposes (e.g., a single member limited liability company that is wholly owned by an organization that qualifies as tax-exempt), the owner organization has a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4) of the Internal Revenue Code of 1986 and meets the definition of a CHDO , as evidenced by:	<input type="checkbox"/> 501(c)(3) or (4) Certificate from the IRS. <input type="checkbox"/> Is classified as a subordinate of a central organization non-profit under section 905 of the Internal Revenue code, as evidenced by a group exemption letter from the IRS that includes the CHDO. <input type="checkbox"/> a group 501(c)(3) Certificate from the IRS (for local organizations which are a subordinate of a central organization non-profit under Sect. 905
<input type="checkbox"/>	Has among its purposes the provision of decent housing that is affordable to low- and moderate-income people, as evidenced by a statement in the organization's:	<input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation <input type="checkbox"/> By-laws <input type="checkbox"/> Resolutions
<b>II. CAPACITY</b>		
<input type="checkbox"/>	Conforms to the financial accountability standards of 2 CFR 200.302 (Financial Management) and 200.303 (Internal Controls).	<input type="checkbox"/> a notarized statement by the president or chief financial officer of the organization <input type="checkbox"/> a certification from a Certified Public Accountant <input type="checkbox"/> a HUD approved audit summary

<input type="checkbox"/>	<p>Has a demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by:</p>	<p>For a CHDO undertaking development activities as a developer or sponsor:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> resumes and/or statements that describe the experience of key paid employees who have successfully completed projects similar to those to be assisted with HOME funds (demonstrating capacity cannot be met based on any person who is a volunteer or whose services are donated by another organization),</li> <li style="text-align: center;">OR</li> <li><input type="checkbox"/> contract(s) with consultant firms or individuals who have housing experience similar to projects to be assisted with HOME funds, to train appropriate key staff of the organization. <b>Note that this option is only available to a CHDO for their first year of funding.</b></li> </ul> <p>For a CHDO that will own rental housing:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> CHDO must provide evidence of sufficient financial strength to operate and maintain the housing for the duration of the affordability period, inclusive of addressing sustained vacancies and maintenance of replacement reserve funds.</li> <li><input type="checkbox"/> CHDO must supply the resumes and/or statements that describe the experience of key paid employees in managing all aspects of HUD assisted rental properties, inclusive of applicant intake, eligibility determination, fair housing, affirmative fair housing marketing, dispute resolution, affordability monitoring and reporting, property condition assessment and monitoring, and other operation related functions.</li> </ul>
<input type="checkbox"/>	<p>Has a history of serving the community within which housing to be assisted with HOME funds is to be located, as evidenced by:</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> a statement that documents at least one year of experience in serving the community,</li> <li style="text-align: center;">OR</li> <li><input type="checkbox"/> for newly created organizations formed by local churches, service or community organizations, a statement that documents that its parent organization has at least one year of experience in serving the community.</li> </ul>
<p><b>NOTE:</b> The CHDO or its parent organization must be able to show one year of serving the community prior to the date the participating jurisdiction provides HOME funds to the organization. In the statement, the organization must describe its history (or its parent organization's history) of serving the community by describing activities which it provided (or its parent organization provided), such as, developing new housing, rehabilitating existing stock and managing housing stock, or delivering non-housing services that have had lasting benefits for the community, such as counseling, food relief, or childcare facilities. The statement must be signed by the president or other official of the organization.</p>		

III. ORGANIZATIONAL STRUCTURE		
<input type="checkbox"/>	Maintains at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations as evidenced by the organization's:	<input type="checkbox"/> By-Laws <input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation.
<input type="checkbox"/>	Provides a formal process for low-income, program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of affordable housing projects, as evidenced by:	<input type="checkbox"/> the organization's By-laws, <input type="checkbox"/> Resolutions <input type="checkbox"/> a written statement of operating procedures approved by the governing body
<input type="checkbox"/>	A CHDO cannot be a governmental entity (including the participating jurisdiction, other jurisdiction, Indian tribe, public housing authority, Indian housing authority, housing finance agency, or redevelopment authority) and cannot be controlled by a governmental entity. A CHDO may be created by a governmental entity, but all of the following restrictions apply:	<p>(1) the governmental entity may not appoint more than one-third of the membership of the organization's governing body as evidenced by the organization's:</p> <input type="checkbox"/> By-Laws <input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation <p>(2) the board members appointed by the governmental entity may not, in turn, appoint the remaining two-thirds of the board members, as evidenced by the organization's:</p> <input type="checkbox"/> By-Laws <input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation <p>(3) no more than one-third of the governing board members are public officials or employees of the governmental entity, as evidenced by the organization's:</p> <input type="checkbox"/> By-Laws <input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation <p>(4) no officers or employees of a governmental entity may be officers or employees of the CHDO, as evidenced by the organization's:</p> <input type="checkbox"/> By-Laws <input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation
<input type="checkbox"/>	If the CHDO is sponsored or created by a for-profit entity, the for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body, and the board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members; and the officers and employees of the for-profit entity may not be officers or employees of the CHDO, as evidenced by the CHDO's:	<input type="checkbox"/> By-Laws <input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation

IV. RELATIONSHIP WITH FOR-PROFIT ENTITIES		
<input type="checkbox"/>	The CHDO is not controlled, nor receives directions from individuals, or entities seeking profit from the organization, as evidenced by:	<input type="checkbox"/> the organization's By-laws <input type="checkbox"/> a Memorandum of Understanding (MOU)
<input type="checkbox"/>	A Community Housing Development Organization may be sponsored or created by a for-profit entity, however:	<p>(1) the for-profit entity may not be an entity whose primary purpose is the development or management of housing, such as a builder, developer, or real estate management firm, as evidenced in:</p> <input type="checkbox"/> the for-profit organization's By-laws <p style="text-align: center;"><b>AND;</b></p> <p>(2) the CHDO is free to contract for goods and services from vendor(s) of its own choosing, as evidenced in the CHDO's:</p> <input type="checkbox"/> By-Laws <input type="checkbox"/> Charter <input type="checkbox"/> Articles of Incorporation

## TAB 4

**Copies of the following documents should be included with this tab**

- Articles of Incorporation**
- Charter**
- Bylaws**
- Any pertinent resolutions which may impact your CHDO consideration**
- 501(c)(3) or (4) Certificate from the IRS, or if qualified under a central organization non-profit under IRS Section 905 – a group 501(c)(3) Certificate from the IRS.**

## TAB 5

### APPLICANT INFORMATION

<input type="checkbox"/> New CHDO Applicant	If existing Vallejo CHDO, date first certified:	If not presently certified, but certified previously, last fiscal year certified:
<input type="checkbox"/> Existing Vallejo CHDO		
If a certified CHDO by another entity, please indicate the entity(ies) and the geographical service area(s) served:		

APPLICANT INFORMATION (CHDO)			
Name:			
Address:			
City/State/Zip:			
Phone Number:		Alt. Phone Number:	
Email Address:		Tax I. D. Number:	

CHAIRMAN/PRESIDENT OF THE CHDO BOARD			
Name:		Title:	
Address:			
City/State/Zip:			
Phone Number:		Alt. Phone Number:	
Email Address:			

CONTRACTING OFFICER			
Name:		Title:	
Address:			
City/State/Zip:			
Phone Number:		Alt. Phone Number:	
Email Address:			
Is anyone else authorized to act as the contracting officer? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If Yes, attach a list with required supplemental information under this tab.</b>			



# TAB 6

## APPLICANT/ORGANIZATION DESCRIPTION

Please provide the information requested below. If a document is required include the document under this tab.

**1. Provide an Organizational Chart of the CHDO**

Be sure to include ALL positions that provide housing development related activities for the CHDO, as well as any for which you will use operating funds. If the organization has an agreement to use another agency's staff, indicate in the organization chart how this staff relates to the CHDO staff.

**2. Provide a List of All CHDO Staff Members (Paid or Volunteer)**

Note the key staff members and provide resumes for each. Resumes should indicate the experience and activities of the key staff members that relate directly to successfully completing housing development projects similar to those to be assisted with HOME funds. If the staff member(s) has worked on previous HOME funded projects for the CHDO, please indicate the project, the role played and activities of that staff member in the project.

**3. Provide the Name, Title and Contact Information for the Staff Person Responsible for Development Projects and Compliance with HOME and other Federal Regulation Compliance**

Provide documentation of this person's training directly related to the implementation of the HOME program.

**4. Describe the Make-Up of Your CHDO Board, Indicating the Specific Types of Experience and Expertise in Housing Development that Each Member Brings to the Board that will assist the CHDO in Meeting Its Housing Goals. Complete the attached "Board Membership List" and Member Designation Form(s).**

Include a Board Membership List and a signed Member Designation Form (found at the end of this tab) for each member of the Board. If the member is representing a low-income group, provide documentation (minutes of a meeting, resolution by the board) that the member is an "elected" representative of that board or group.

**5. Provide a Copy of All Agendas and Minutes for Agency Board Meetings Over the Last 12 Months.**

**6. Provide a copy of your formal process for low-income, program beneficiaries to advise the organization in decisions regarding design, siting, development, and management of affordable housing projects.**

This description should include the role your low-income program beneficiaries and tenants have taken in the designing, location of sites, and development and management of your CHDOs affordable housing project(s) and the efforts the CHDO has undertaken for securing input from the persons in your target area. In the process of developing a housing project/program, detail the steps the CHDO takes to include residents in their service areas which do not have representatives on their board. Provide the dates and location of public meetings/forums held in your target area within the last twelve (12) months to receive input and evidence of community support (i.e., letter of support from businesses, neighborhood associations, groups). If you are submitting a project during this funding round, describe how surrounding property owners were or will be notified and what their role was/will be in the design, siting, development, and management of affordable housing projects.

**7. Has the CHDO utilized financial and/or other partnerships to build development capacity over the last twelve months?**

Please list these partnerships, LLCs, LLPs, and/or other legal entities and their members and provide a copy of the partnership agreement, memo of understanding, and/or documentation as to the role the CHDO plays in the partnership(s). These documents may be provided electronically on CDs or floppy disks. Note that if the CHDO plans to use CHDO set-aside funds, the CHDO must be the managing general partner with effective project control (51%) and the all agreements must state this requirement.

**8. How has/will the CHDO work to expand its housing development capacity through attendance at workshops and trainings?**

**What trainings/workshops did staff and or the CHDO board members attend within the last year? Which staff/board members attended these trainings/workshops?** Provide documentation (such as certificates, agendas, dates/training organization, etc.) of attendance.

**What HUD sponsored HOME or other trainings/workshops has your staff attended within the past three years? Which staff/board members attended these trainings/workshops?** Provide documentation (such as certificates, agendas, etc.) of attendance.

**What future workshops or training opportunities would the CHDO like to have available to them?** Have you allocated money in your budget for training (be sure to also include this under your budget)?

**9. Is the CHDO sponsored by a non-profit/charity, by a religious organization, by a local/state government and public agency, or by a for-profit corporation? If so, describe the relationship of the CHDO to that sponsor.**

**BOARD MEMBERSHIP LIST**

CHDO Name: \_\_\_\_\_

Board Member Name	Home Address (Principal Residence)	Employer (If unemployed, indicate reason)	Select the appropriate category (one only) for each Board Member (Remember to attach supporting documentation)					Term Expiration Date
			Low Income Household (at or below 80% of AMI)	Resident of Low-Income Neighborhood	Elected Rep of Low-Income Neighborhood Organization	Public Official, Employee, Appointee	Private Sector	
1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

By my signature below, I hereby certify that the above listing of current active board members is true and accurate:

Board President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MEMBER DESIGNATION FORM**  
**(This form must be completed by each Member of the Board).**

1. **I am a low-income resident of the community.** Low-income resident must have a household income at or below the 80% of the area median household income for the area in which he or she lives, according to HUD. (Community can mean neighborhood, the city, county, or metropolitan area)\*
2. **I am a resident of a low-income neighborhood.** A low-income neighborhood is an area where 51% or more of the households in that Census tract have incomes at or below 80% of the area median household income, as defined by HUD. (This does not mean that you must be a low-income person only that your residence is in a low-income neighborhood.) The address of my principal residence is:

\_\_\_\_\_

3. **I am an elected representative of a low-income neighborhood organization.** (A low-income neighborhood organization is an organization composed primarily of residents of a low-income neighborhood. Examples of such organizations are: block groups, town watch organizations, civic associations, neighborhood church groups, etc.)

The Name of this organization is: \_\_\_\_\_  
Attached to this designation form is evidence of election (appointment) by the low-income members of the organization.

4. **I am a representative of the public sector. I am a/an:**
- Elected public official
  - Appointed public official
  - A public/government employee of a public agency or department
  - Appointed by a public official to serve on this CHDO

5. **I am a representative appointed by the for-profit entity which created or sponsored this CHDO.**

6. **Other.**

\* **If you are designated as Low-Income member, please indicate how your eligibility was determined by the CHDO.**

I agree to notify the CHDO board if my representation status as a CHDO board member should change during my tenure on the board. I certify that the information provided above is correct as of the date indicated below:

\_\_\_\_\_  
Board Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Please indicate what housing or development related expertise you feel you bring to the CHDO as a member of the board:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **TAB 7**

**Copies of the following documents should be included with this tab**

- Organizational Brochure or other PR/info materials**
- Written Fiscal Policies and Procedures**
- Written Personnel Policies and Procedures**
- References – List with name, address, telephone, and email of at least 3 references for the organization, at least one of which is a financial institution.**
- Insurance coverages and workers compensation coverage**
- Annual Audit or Financial Statements for prior three years**



**DATE:** December 7, 2021  
**TO:** Mayor and Members of the City Council  
**FROM:** Gillian Hayes, Interim Assistant City Manager  
**SUBJECT:** **CONSIDERATION AND APPROVAL OF A RESOLUTION AUTHORIZING CREATION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND HOME INVESTMENT PARTNERSHIPS PROGRAM FUNDING PROCESS AND CRITERIA FOR FISCAL YEAR 2022-23**

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### **RECOMMENDATION**

Adopt a resolution authorizing the City Manager to approve a process for the allocation of the Community Development Block Grant (CDBG) Program and HOME Investment Partnerships (HOME) Program funding for Fiscal Year (FY) 2022-23 as outlined in this Staff Report.

### **REASONS FOR RECOMMENDATION**

The City has received annual funding allocations of CDBG Program and HOME Program from the U.S. Department of Housing and Urban Development (HUD) since 1974 and 1990, respectively. These funds have helped the City to address its affordable housing and community development needs. The City Council typically authorizes approval of a process for determining activities and projects every one or two years. Approval of this resolution would authorize the City Manager to create and approve the funding process.

### **BACKGROUND AND DISCUSSION**

This agenda item represents the beginning of the process to determine the allocation of FY 2022-23 CDBG Program and HOME Program funds for projects and activities, as part of implementing the City's 2022-2023 fiscal year, which begins on July 1, 2022. The Housing and Community Development Commission, at its regular meeting on November 4, 2021, unanimously recommended approval by the City Council of a funding process and criteria.

CDBG Program funds may be used for projects such as affordable housing, housing and neighborhood preservation and revitalization, completing public improvements in target area neighborhoods, public facilities that will primarily benefit very low- and low-income persons, the installation of curb ramps City-wide, social services, and economic development.

HOME Program funds may be used only to support permanent affordable housing.

### **Availability of Funds**

In FY 2021-22, the current fiscal year, the City has allocated \$1,065,713 in CDBG Program funds. Of this amount, \$15,000 is revenue (program income) that the City anticipates it will receive in FY 2021-22, primarily from principal and interest housing loan repayments. The balance of \$1,050,713 is grant funds (also known as "Entitlement" funds), the City has received directly from HUD.

The City also received \$610,866 in HOME Program funds from HUD in FY 2021-22, and estimates that it will additionally receive \$150,000 in HOME program income, also from housing loan repayments, for a total of

**Subject: CONSIDERATION AND APPROVAL OF A RESOLUTION AUTHORIZING CREATION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND HOME INVESTMENT PARTNERSHIPS PROGRAM FUNDING PROCESS AND CRITERIA FOR FISCAL YEAR 2022-23**

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\$760,866. At least fifteen percent of the City's annual HOME Program grant received directly from HUD must be allocated to a qualified Community Housing Development Organization, (or "CHDO"). A CHDO is a non-profit affordable housing developer whose primary purpose is the development and management of housing. The City has determined that Community Housing Development Corporation (CHDC), and Eden Housing, Inc. are qualified CHDOs.

The CDBG Program and HOME Program funding levels for FY 2022-23 are unknown at this time. However, in order to adhere to the City's typical timeline and complete a funding process by HUD's stated deadline for the City of May 15, 2022, staff recommends the City proceed on the assumption that it may receive approximately the same amount in CDBG Program and HOME Program funds in FY 2022-23 as it did in FY 2021-22.

High Priority Needs

The Consolidated Plan is a five-year planning document required by HUD in order for the City to receive certain federal affordable housing and community development funds. It documents, in detail, affordable housing and community development needs in Vallejo. The Plan contains data on the characteristics of the housing market and the existing housing stock, an assessment of affordable housing needs, and the resources expected to be available to address those needs. The City's current Consolidated Plan was approved by the City Council on July 21, 2020. The Plan includes the period beginning July 1, 2020 and ending June 30, 2025.

The current Five-Year Consolidated Plan has established the following groups as most in need of assistance, in this order of priority:

1. extremely low- and very low-income renters,
2. homeless persons,
3. very low- and low-income first-time homebuyers, and
4. non-homeless persons with special needs.

The Plan also contains quantifiable goals and objectives in the areas of housing, targeted expenditures for the installation of public improvements, public facilities, and providing social services.

Staff does not recommend that the City accept CDBG Program or HOME Program proposals for funding in FY 2022-23 for housing activities or projects, or public improvements, other than those described below.

Housing Activities– The Consolidated Plan documents a need for the development of affordable rental and ownership housing; supportive housing for persons with special needs; tenant-based rental assistance; first time homebuyer assistance; and services appropriate to address the needs of the unsheltered and chronically homeless population in the community.

CHDO – Due to the ongoing unmet affordable housing needs in the community, staff recommends that the City accept proposals from qualified CHDOs to receive HOME Program funds in FY 2022-23 to develop either rental or owner-occupied affordable housing. This action will also ensure that the City meets the HOME Program requirement to set aside funding for a qualified CHDO to develop affordable housing.

Public (Social) Services- According to HUD guidelines, the City may allocate a maximum of fifteen percent of its CDBG Program funds each year to public service activities. In FY 2021-22, the City allocated \$130,000 to

**Subject: CONSIDERATION AND APPROVAL OF A RESOLUTION AUTHORIZING CREATION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND HOME INVESTMENT PARTNERSHIPS PROGRAM FUNDING PROCESS AND CRITERIA FOR FISCAL YEAR 2022-23**

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four social service agencies.

The social service agencies receiving CDBG Program funds serve vulnerable residents of the community, including the elderly, disabled, and very low-income persons. In FY 2021-22, these organizations are: Fair Housing Advocates of Northern California, The House of Acts, Legal Services of Northern California, and Vallejo Senior Citizens' Council. Receiving these funds also enables these organizations to leverage other funding sources. Therefore, staff recommends that the City accept FY 2022-23 public service applications.

Staff estimates that there will be approximately \$150,000 available to allocate to social service programs in FY 2022-23. Staff further recommends that the minimum funding allocation to each social service activity be \$20,000, and that there be no maximum allocation. Staff believes that with limited funding, and numerous regulations mandated by HUD, it is not cost effective for the City to allocate less than \$20,000 per social service program, and still meet the administrative requirements of the program successfully. In some cases, the Housing and Community Development Commission and the City Council may wish to allocate more than \$20,000 to a program.

HOME Program funds may not be allocated to provide public service activities.

Program Administration – HUD regulations allow the City to allocate up to twenty percent of CDBG Program funds and ten percent of HOME Program funds, respectively, each year to program administration costs. These funds are used for general management, oversight, and coordination of these programs by staff; and for providing public information.

Staff anticipates the City will need to allocate the full amount allowed in this category in FY 2022-23 in order to administer these programs effectively, and to ensure that program requirements are met.

**Proposed Process for Requesting CDBG Program and HOME Program Funds by Non-Profit Housing and Social Service Agencies:**

Housing Agencies

If approved, the City would accept proposals from non-profit affordable housing organizations, including qualified CHDOs, that will address one or more of the top priority housing needs in the City's Five-Year Consolidated Plan.

Staff proposes that the following criteria be used in screening and evaluating CDBG Program and HOME Program proposals from housing agencies:

Agencies must document that they are chartered as a 501(c)(3) organization, submit other eligibility documents, provide evidence that they are fiscally sound, and comply with the City's insurance requirements. All proposers will submit a proposed HOME Program Budget, an overall organizational budget, and a financial audit or financial statements as applicable. All proposers must also submit written fiscal and personnel policies and procedures.

Pursuant to HUD regulations, the City must commit and expend its HOME Program funds by set deadlines. Therefore, staff recommends that the City only consider funding housing projects and activities that can be completed in a timely manner.



**Subject: CONSIDERATION AND APPROVAL OF A RESOLUTION AUTHORIZING CREATION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND HOME INVESTMENT PARTNERSHIPS PROGRAM FUNDING PROCESS AND CRITERIA FOR FISCAL YEAR 2022-23**

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Social Service Agencies

If approved, the City would accept CDBG Program proposals from social service organizations that will address the top priority needs in the Consolidated Plan.

Staff proposes the following criteria be used in screening and evaluating proposals from social service agencies:

A CDBG Program-funded social service agency would propose to address the needs of one of the following populations: (1) homeless single men in need of emergency shelter, (2) unsheltered homeless persons in need of appropriate supportive services, (3) homeless individuals in need of permanent housing, (4) very low- and low-income families with children, (5) homeless families with children in need of permanent housing, (6) supportive services for persons with HIV/AIDS, (7) supportive permanent housing for the severely mentally ill, (8) treatment and prevention programs for persons with substance abuse addictions, (9) programs meeting the needs of the elderly and disabled, and (10) victims of domestic violence. If awarded funding, these agencies must maintain household income and related documentation to verify benefit and services to one of these populations.

Social service agencies must document that they are chartered as a 501(c)(3) organization, submit other eligibility documents, provide evidence that they are fiscally sound, and meet the City's insurance requirements. All agencies will submit a proposed CDBG Program budget (simple line item) for direct costs only, an overall organizational budget, and a financial audit or financial statements as applicable. All agencies must also submit written fiscal and personnel policies and procedures.

According to HUD guidelines, the City must expend CDBG Program funds promptly. Therefore, staff recommends that the City only consider funding public service activities that have the best chance to be delivered in a timely manner.

Proposed Availability of Proposals and Proposal Deadline

Staff recommends that it prepare proposals for non-profit agencies to complete, as applicable, and to make them available not later than **Tuesday, January 4, 2022**, with a deadline for organizations to return completed proposals not later than **3:00 p. m. (PST) on Tuesday, February 8, 2022**.

In fairness to those agencies that participate in the funding process from the beginning, and to ensure an orderly process, staff recommends that the Commission and the City Council not consider any proposal that is submitted after the **February 8, 2022** deadline, or that is substantially incomplete, **with no exceptions**. After **January 4, 2022** but prior to **February 8, 2022**, staff will hold a **mandatory** Notice of Funding Availability ("NOFA") Workshop for prospective social service and housing agencies that wish to submit proposals, in order for staff to provide an overview of program and City requirements, and to provide technical assistance if needed. **The City will not accept a proposal from any organization that does not attend the Workshop.**

FY 2022-23 Funding Agreements

After the City Council allocates CDBG Program and HOME Program funds in the Spring of 2022, agencies awarded funding will execute an Agreement with the City in a timely manner. Agreements will take effect on July 1, 2022. Some of the elements in the Agreement will be: (1) quarterly reports on the number and characteristics of beneficiaries must be submitted; and (2) City staff will conduct quarterly reviews or meetings

**Subject: CONSIDERATION AND APPROVAL OF A RESOLUTION AUTHORIZING CREATION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND HOME INVESTMENT PARTNERSHIPS PROGRAM FUNDING PROCESS AND CRITERIA FOR FISCAL YEAR 2022-23**

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with the agencies, as well as virtual and on-site monitoring visits at the social service and housing agency locations, in order to review client and agency files and records, and program progress. HUD officials may also conduct virtual or on-site monitoring visits of non-profit agencies receiving CDBG Program or HOME Program funding from the City in FY 2022-23.

**FISCAL IMPACT**

If approved, the City Council's action will establish a funding process for the allocation of CDBG Program and HOME Program funds in FY 2022-23, in an estimated total amount of \$1.8 million. The City's application for FY 2022-23 CDBG Program and HOME Program funds, also known as an "Annual Action Plan", must be received by HUD by not later than May 13, 2022, unless otherwise directed by HUD. There is no fiscal impact to the General Fund associated with this item.

**ENVIRONMENTAL REVIEW**

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

**ATTACHMENTS**

1.	Resolution for Approval of FY 2022-23 CDBG and HOME Funding Process and Criteria
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**CONTACT**

Gillian Hayes, Interim Assistant City Manager (707) 648-4576  
[Gillian.Hayes@cityofvallejo.net](mailto:Gillian.Hayes@cityofvallejo.net)  
Chari Barrera, Administrative Analyst (707) 553-7204  
[chari.barrera@cityofvallejo.net](mailto:chari.barrera@cityofvallejo.net)

**RESOLUTION NO. 21-139 N.C.**

**APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM AND HOME INVESTMENT PARTNERSHIPS PROGRAM FUNDING PROCESS AND CRITERIA FOR FISCAL YEAR 2022-23**

**WHEREAS**, the City of Vallejo has received annual funding allocations of the Community Development Block Grant (CDBG) Program and HOME Investment Partnerships Program (HOME) from the U.S. Department of Housing and Urban Development (HUD) since 1974 and 1990, respectively; and these funds have helped the City to address its affordable housing and community development needs; and

**WHEREAS**, CDBG Program funds may be used for projects such as affordable housing, housing and neighborhood preservation and revitalization, completing public improvements in target area neighborhoods, public facilities that primarily benefit very low- and low-income persons, the installation of curb ramps City-wide, social services, and economic development; and HOME Program funds may be used only to support permanent affordable housing; and

**WHEREAS**, the current Five-Year Consolidated Plan has established the following groups as most in need of assistance, in this order of priority: (1) extremely low- and very low-income renters, (2) homeless persons, (3) very low- and low-income first-time homebuyers, and (4) non-homeless persons with special needs; and

**WHEREAS**, the Housing and Community Development Commission (HCDC) and staff recommend that the City accept CDBG Program and HOME Program proposals for funding in Fiscal Year 2022-23 for housing activities or projects, public services, and other eligible activities, as described below; and

**WHEREAS**, the City would accept proposals from non-profit affordable housing organizations, including qualified Community Housing Development Organizations (“CHDOs”), and from social service organizations, that will address the top priority housing needs in the City's Five-Year Consolidated Plan; and

**WHEREAS**, the HCDC and staff recommend that it prepare proposals for non-profit agencies to complete, as applicable, and to make them available not later than Tuesday, January 4, 2022, with a deadline for organizations to return completed proposals not later than 3:00 p. m. (PST) on Tuesday, February 8, 2022 and that the HCDC and the City Council not consider any proposal that is submitted after the February 8, 2022 deadline, or that is determined by staff to be substantially incomplete, with no exceptions.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Vallejo hereby Authorizes the Interim City Manager or his designee, the Interim Assistant City Manager, to create and implement a funding process for the allocation of CDBG Program and HOME Program funding for Fiscal Year 2022-23.

Adopted by the City Council of the City of Vallejo at a regular meeting held on December 7, 2021 with the following vote:

AYES: Mayor McConnell, Vice Mayor Verder-Aliga, Councilmembers Arriola, Brown, Dew, Loera-Diaz and Miessner  
NOES: None  
ABSENT: None  
ABSTAIN: None

DocuSigned by:  
*ROBERT H. MCCONNELL*  
FDED3EAE234444F  
ROBERT H. MCCONNELL, MAYOR

ATTEST:

DocuSigned by:  
*Dawn G. Abrahamson*  
1489DDA6695D425  
DAWN G. ABRAHAMSON, CITY CLERK



Housing and Community Development Division · 200 Georgia Street · Vallejo · CA · 94590 · 707.648.4507

**CITY OF VALLEJO  
PUBLIC NOTICE:  
REQUEST FOR PROPOSALS AND APPLICATIONS FOR AFFORDABLE HOUSING  
DEVELOPMENT FUNDING IN FISCAL YEAR (FY) 2022-23 (JULY 1, 2022 THROUGH JUNE 30,  
2023)**

**DATE OF NOTICE:** Tuesday, January 4, 2022; and Tuesday, January 11, 2022

**FOR MORE INFORMATION:** Jason Goltiao, Administrative Analyst I  
(707) 649-5417, [Jason.Goltiao@cityofvallejo.net](mailto:Jason.Goltiao@cityofvallejo.net)

The City of Vallejo receives an annual entitlement of federal Community Development Block Grant (CDBG) Program and HOME Investment Partnerships Program (HOME) funds from the U. S. Department of Housing and Urban Development (HUD). By or before May 13, 2022 the City may allocate a portion of these funds to non-profit housing organizations for the development of affordable rental and owner-occupied housing for very low and low-income residents of the community. To this end, beginning in January, 2022 the City will hold public meetings, accept Applications requesting funding, and determine the allocation of CDBG Program and HOME Program funds in FY 2022-23.

The Vallejo City Council has established the top priority affordable housing and community development needs of the community in a five-year "Consolidated Plan", a HUD requirement. This Plan includes the period beginning July 1, 2020 and ending June 30, 2025. The Consolidated Plan has established the following four groups as the most in need of assistance, in this order of priority: (1) very low and low-income renters, (2) homeless persons, (3) very low and low-income first-time homebuyers, and (4) non-homeless persons with special needs.

At this time, the City invites non-profit housing organizations to submit Applications that will address the highest priority needs in Vallejo, through the development of affordable housing. From the submitted Applications, the City of Vallejo Housing and Community Development Commission and City staff will recommend, and the City Council may select, organizations to receive CDBG Program and HOME Program funds from the City, and provide affordable housing with these funds. The Application is available for review and submittal at: <https://www.cityofvallejo.net/CDBG/2022RFP>.

Applications submitted in response to this notice must be received **by not later than 3:00 p. m. (PST) on Tuesday, February 8, 2022.**

The City will also hold a **mandatory** Briefing Session via teleconference at: <https://ZoomRegular.Cityofvallejo.net> for prospective CDBG Program and HOME Program Application respondents and other interested parties on **Thursday, January 13, 2022 from 10:00 a. m. to approximately 11:30 a. m.** for the purpose of providing an overview of the Application process, HUD

and City program requirements, and to respond to questions. In order for the City to accept and consider submitted Applications, submitters **must** attend the session on January 13, 2022.

Pursuant to City Council Resolution No. 21-139 N. C., the City will not consider any proposal that is received after the February 8, 2022 deadline, that is substantially incomplete as deemed by staff, or from an organization that did not attend the January 13, 2022 Briefing Session, with no exceptions.

If there are any questions concerning this public notice, contact Jason Goltiao, Administrative Analyst I, via email only at: [Jason.Goltiao@cityofvallejo.net](mailto:Jason.Goltiao@cityofvallejo.net).

The City of Vallejo provides its programs and services in a non-discriminatory manner, and is an Equal Opportunity Employer. The City of Vallejo also encourages minority and women-owned businesses to submit bids and proposals for CDBG Program and HOME Program contracts. For further information, contact the Housing and Community Development Division at (707) 648-4507. For further information on this public notice, the hearing-impaired may call the California Relay Service at 1-800-735-2922 without a TTY/TDD, or 1-800-735-2929 with a TTY/TDD.



Housing and Community Development Division · 200 Georgia Street · Vallejo · CA · 94590 · 707.648.4507

**CIUDAD DE VALLEJO  
NOTICIA PÚBLICA**

**SOLICITUD DE PROPUESTAS Y SOLICITUDES DE FINANCIAMIENTO PARA EL DESARROLLO DE VIVIENDA ASEQUIBLE EN EL AÑO FISCAL (AF) 2022-23 (1 DE JULIO DE 2022 HASTA EL 30 DE JUNIO DE 2023)**

**FECHA DE AVISO:** martes 4 de enero de 2022; y martes 11 de enero de 2022

**PARA MÁS INFORMACIÓN:** Jason Goltiao, Analista Administrativo I  
(707) 649-5417, [Jason.Goltiao@cityofvallejo.net](mailto:Jason.Goltiao@cityofvallejo.net)

La ciudad de Vallejo recibe un derecho anual de fondos del Programa Federal de Subvenciones en Bloque para el Desarrollo Comunitario (CDBG) y fondos para el Programa de Asociaciones de Inversión HOME (HOME) del Departamento de Vivienda y Desarrollo Urbano de los EE.UU. (HUD). Para el 13 de mayo de 2022 o antes, la Ciudad puede asignar una parte de estos fondos a organizaciones sin fines de lucro para el desarrollo de viviendas de alquiler asequibles y viviendas ocupadas por sus propietarios para residentes de la comunidad de bajos y muy bajos ingresos. Con el fin, de a partir de enero de 2022, la Ciudad llevará a cabo reuniones públicas, aceptará Solicitudes que soliciten fondos, y determinar la asignación de fondos del Programa CDBG y el Programa HOME en el año fiscal 2022-23.

El Concejo Municipal de Vallejo ha establecido las necesidades prioritarias de vivienda asequible y desarrollo comunitario de la comunidad en un "Plan Consolidado" de cinco años, un requisito de HUD. Este Plan incluye el período que comienza el 1 de julio de 2020 y termina el 30 de junio de 2025. El Plan Consolidado ha establecido los siguientes cuatro grupos como los más necesitados de asistencia, en este orden de prioridad: (1) inquilinos de bajos y muy bajos ingresos. (2) personas sin hogar, (3) compradores de vivienda por primera vez de bajos y muy bajos ingresos, y (4) persona no sin hogar con necesidades especiales.

En este momento, la Ciudad está invitando a las organizaciones de vivienda sin fines de lucro a presentar Solicitudes que atenderán las necesidades más prioritarias en Vallejo, a través del desarrollo de viviendas asequibles. De las Solicitudes enviadas, la Comisión de Vivienda y Desarrollo Comunitario de la Ciudad de Vallejo y el personal de la Ciudad recomendarán, y el Concejo Municipal puede seleccionar, organizaciones para recibir fondos del Programa CDBG y el Programa HOME de la Ciudad, y proporcionar viviendas asequibles con estos fondos. La Solicitud está disponible para revisión y envío en: <https://www.cityofvallejo.net/CDBG/2022RFP>.

Las Solicitudes enviadas en respuesta a este aviso deben recibirse **a más tardar a la 3:00 p.m. (PST) el martes 8 de febrero de 2022.**

La Ciudad también llevará a cabo una sesión informativa **obligatoria** por teleconferencia en: <https://ZoomRegular.Cityofvallejo.net> para los posibles encuestados de la Solicitud del Programa CDBG y del Programa HOME y otras partes interesadas el **jueves 13 de enero de 2022 de las 10:00 a.m. a aproximadamente 11:30 a.m.** con el fin de proporcionar una descripción general del proceso de solicitud, requisitos del programa de HUD y la Ciudad, y para responder preguntas. Para que la Ciudad acepte y considere las Solicitudes enviadas, los remitentes **deben** asistir a la sesión el 13 de enero de 2022.

De conformidad con la Resolución del Concejo Municipal No. 21-139 N.C., la Ciudad no considerará una propuesta que se reciba después de la fecha límite del 8 de febrero de 2022, que está sustancialmente incompleta según lo considere el personal, o de una organización que no asistió a la sesión informativa del 13 de enero de 2022, sin excepciones.

Si tiene alguna pregunta sobre este aviso público, comuníquese con, Jason Goltiao, Analista Administrativo I, por correo electrónico a: [Jason.Goltiao@cityofvallejo.net](mailto:Jason.Goltiao@cityofvallejo.net).

La Ciudad de Vallejo ofrece sus programas y servicios de manera no discriminatoria y es un empleador de igualdad de oportunidades. La Ciudad de Vallejo también anima a las mujeres y a los propietarios de empresas de minorías presentar ofertas y propuestas para el Programa de Subvenciones en Bloque para el Desarrollo Comunitario (CDBG) y el Programa de HOME Contratos de Inversión de Casa. Para más información, póngase en contacto con la División de Autoridad de Vivienda y Desarrollo Comunitario de la Ciudad de Vallejo al (707) 648-4507. Para más información sobre este aviso público, los discapacitados auditivos pueden llamar al Servicio de Retransmisión de California al 1-800-735-2922 sin TTY/TDD o 1-800-735-2929 con un TTY/TDD





Housing and Community Development Division · 200 Georgia Street · Vallejo · CA · 94590 · 707.648.4507

**LUNGSOD NG VALLEJO  
PAUNAWA NG PUBLIKO:  
KAHILINGAN PARA SA MGA PANUKALA AT APPLICATION PARA SA PAGPAPAUNLAD  
NG ABOT-KAYANG PABAHAY NA PONDO SA FISCAL YEAR (FY) 2022-23 (HULYO 1,  
2022 HANGGANG HUNYO 30, 2023)**

**PETSA NG PAUNAWA:** Martes, Enero 4, 2022; at Martes, Enero 11, 2022

**FOR MORE INFORMATION:** Jason Goltiao, Administrative Analyst I

(707) 649-5417, [Jason.Goltiao@cityofvallejo.net](mailto:Jason.Goltiao@cityofvallejo.net)

Ang Lungsod ng Vallejo ay tumatanggap ng taunang karapatang pondong pederal na Community Development Block Grant (CDBG) Program at HOME Investment Partnerships Program (HOME) mula sa U.S. Department of Housing and Urban Development (HUD). Sa mga panahon ng o bago sumapit ang Mayo 13, 2022 ang Lungsod ay maaaring magtalaga ng isang bahagi ng pondong ito sa mga non-profit na organisasyon para sa para sa pagpapaunlad ng abot-kayang paupahan at mga tirahan na bahay ng may ari na lubos na mababa at mababang kita na residente ng komunidad. Upang maisakatuparan ito, simula sa Enero, 2022 ang Lungsod ay magdaraos ng mga pampublikong miting, tatanggap ng mga Application na humihiling ng pondo, at matukoy ang paglalaan ng pondo ng CDBG Program at HOME Program sa FY 2022-23.

Itinatag ng Vallejo City Council ang pangunahing priyoridad na affordable housing at community development na pangangailangan ng komunidad sa limang taon "Consolidated Plan", na kinakailangan ng HUD. Kabilang sa Plan ay ang simulang petsa na Hulyo 1, 2020 at magtatapos sa Hunyo 30, 2025. Ang Consolidated Plan ay nagtatag ng mga sumusunod na apat na grupo batay sa pinaka nagnangailangan ng tulong: (1) mga lubos na mababa at may mababang kita na nangungupahan, (2) mga taong walang tirahan, (3) mga first-time bibili ng bahay na napakababa at may mababang kita, at (4) mga taong may espesyal na pangangailangan.

Sa panahong ito, ang Lungsod ay nag-aanyaya ng mga non-profit na organisasyon pabahay upang isumite ang mga application na tutugon sa pinakamataas na priyoridad na pangangailangan sa Vallejo, sa pamamagitan ng pagbuo ng abot-kayang pabahay. Mula sa isinumiteng aplikasyon, ang Vallejo Housing and Community Development Commission at City Staff ay magrerekomenda, at ang City Council ay maaaring pumili ng mga organisasyon na tatanggap ng pondo ng CDBG Program at HOME Program mula sa lungsod, upang makadulot

ng abot-kayang pabahay gamit ang ang pondo. Ang aplikasyon ay maaring masuri at isumite sa: <https://www.cityofvallejo.net/CDBG/2022RFP>.

Ang mga aplikasyon na isinumite bilang tugon sa paunawang ito ay kailangang matanggap nang hindi lalampas ng 3:00pm (PST) sa Martes, Pebrero 8, 2022.

Ang Lunsod ay magdaraos din ng mandatory Briefing Session sa pamamagitan ng teleconference sa: <https://ZoomRegular.Cityofvallejo.net> para sa mga prospective CDBG Program at HOME Program Application respondents at iba pang mga interesadong partido sa Huwebes, Enero 13, 2022 mula 10:00am hanggang mga 11:30am para sa layunin ng pagbibigay ng buod ng proseso ng Application, HUD at City program na pangangailangan, at sumagot sa mga katangunan. Upang tanggapin at isaalang-alang ng lungsod ang mga Aplikasyon na naiisumite, nararapat na dumalo ang mga nagsumite sa Enero 13, 2022 na session.

Alinsunod sa City Council Resolution No. 21-139 N.C., ang lunsod ay hindi isasaalang-alang ang proposal na matatanggap pagkatapos ng Pebrero 8, 2022 na deadline, na hindi kumpleto ayon sa panunuri ng staff, o mula sa organisasyon na hindi dumalo sa Enero 13, 2022 na Briefing Session, na walang mga exception.

Kung may mga tanong tungkol sa pampublikong paunawang ito, kontakin si Jason Goltiao, Administrative Analyst I, sa pamamagitan lamang ng email sa: [Jason.Goltiao@cityofvallejo](mailto:Jason.Goltiao@cityofvallejo)

Ang Lungsod ng Vallejo ay nagbibigay ng mga programa at serbisyo nito sa walang diskriminasyong paraan, at isang Equal Opportunity Employer. Hinihikayat din ng Lungsod ng Vallejo ang mga negosyong minorya at kababaihan na magsumite ng mga bid at panukala para sa mga kontrata ng CDBG Program at HOME Investment Partnerships (HOME) Program. Para sa karagdagang impormasyon, makipag-ugnay sa Housing and Community Development Division sa (707) 648-4507. Para sa karagdagang impormasyon tungkol sa pampublikong abiso na ito, ang may kapansanan sa pandinig ay maaaring tumawag sa California Relay Services sa 1-800-735-2922 na walang TTY/TDD, o sa 1-800-7352929 na may TTY/TDD