City of San Carlos

Notice of Funding Availability (NOFA)

Affordable Housing Programs and Projects

Issued September 7, 2012

Program Overview. The City of San Carlos invites local organizations providing affordable housing services to submit a request for funding for Fiscal Years 2012/2013 and 2013/2014. The City's Below Market Rate Housing Trust Fund ("Trust Fund") contains monies that shall be used to increase and improve housing affordable to Moderate-, Low-, Very Low-, and Extremely Low-Income Households. The Fund monies shall be used in accordance with the City's Affordable Housing Programs Ordinance and Housing Element Goals and Policies to maintain or increase the quantity, quality, and variety of affordable housing units or assist other governmental entities, private organizations or individuals to do so.

Permissible Uses. Permissible uses of the Trust Fund monies may include, but are not limited to, land acquisition, debt service, parcel assemblage, gap financing, housing rehabilitation, grants, unit acquisition, new construction, and other pursuits associated with providing affordable housing. The Fund may be used for the benefit of both rental and owner-occupied housing. The purpose of the City's Affordable Housing Programs Ordinance and the General Plan Housing Element goals and policies identify programs and projects that:

- Encourage the development and availability, as well as increase the supply of diverse affordable housing types to households of all income levels.
- Create and support housing that supports a diverse population, vibrant neighborhoods and cohesive sense of community and promotes environmental sustainability and protection of natural resources.
- Promote the preservation and improvement of the quality of existing housing through home repair, residential and neighborhood improvement, rehabilitation programs.
- Encourage housing within Transit Oriented Development corridors that are high quality, provide adequate public amenities and services while being sensitive to surrounding uses.
- Provide direct and technical assistance to facilitate the development of affordable workforce housing.
- Provide adequate housing for special needs populations. Special needs households include; seniors, persons with disabilities, the homeless, people with illnesses, people in need of mental health care, single parent families, large families and seniors.
- Eliminate discrimination in the provision of housing.
- Provide emergency shelters, transitional housing, supportive housing and permanent housing throughout San Mateo County.
- Increase the energy efficiency and minimize environmental impacts from housing.

Funding Priorities. Priority shall be given to programs that best support the adopted purpose, goals, policies and provisions of the City's Housing Element and Affordable Housing Program Ordinance and provide direct assistance to San Carlos residents.

Funding Availability. Up to $100,000 is available for Fiscal Year 2012/13 under this NOFA. Funds are expected to be distributed between several eligible candidates that best demonstrate the ability to meet the City's affordable housing needs. Funding for Fiscal Year 2013/14 is contingent on replenishment of the Trust Fund from various potential sources, as well as the demands on available funds for direct City-sponsored projects. At this time, however no additional funds are budgeted in Fiscal Year 2013/14 under this NOFA. Funding grants for Fiscal Year 2012/13 will be evaluated prior to Fiscal Year 2013/14 for consideration of continued funding. The City retains sole discretion to evaluate and make grants available and is under no obligation until an agreement or contract is executed.

Application Requirements. Applicants must submit a complete Funding Request Application in the form attached. The following information must be included in the application:

- the requested funding amount for FY2012/2013;
- a detailed description of the program services to be provided;
- how the program services support the adopted purpose, goals, policies and provisions of the City's Housing Element and Affordable Housing Program Ordinance;
- identify the number of persons or households by income category that the funding will serve;
- identify the outreach efforts to San Carlos households;
- ability to provide an annual report and tracking detailing how the funds were used, results or progress for the program or project to which they were applied, the number of San Carlos households that were served.

Application Review Process. Applications will be reviewed by City of San Carlos staff to determine if they are complete and responsive to the request. City Staff will evaluate qualified applications against the permissible uses and priorities identified above or any other relevant criteria developed and consistently applied and then schedule interviews with the top candidates. Following the interviews, City Staff will present a recommendation to the City Council on selected organizations to be funded. The City Council will consider organizations to be funded at a subsequent, regularly scheduled meeting in Fall 2012. The Council may request that organizations provide a presentation in support of their application.

Funding Distribution. Following the City Council authorization of funding, selected organizations will be required to enter into a required professional services agreement with the City. Funds may be distributed within approximately four weeks thereafter.

Application Deadline. Written requests for funding shall be mailed and/or delivered to the attention of Stephanie Bertollo-Davis, San Carlos Community Development Department, 600 Elm Street, San Carlos, CA 9407 or emailed to: sbertollo-davis@cityofsancarlos.org, and shall be received no later than:

Monday, September 24, 2012 at 5:00 p.m.

NOFA Application

Affordable Housing Programs and Projects

Program/Project Title: _____

Project Address (if applicable): _____

Funding Amount Requested: _____

Organization Name	
Contact Person	
Address	
Website	
Phone	
Email	

Please provide an itemized response to the following 5 questions on a separate sheet(s).

1. Provide a detailed description of the program, project or activities to be funded. Include specific activities to be carried out and how the program, project or activity meets the needs of the San Carlos community.

2. Identify the number of persons or households by income category that the City's funding will serve.

3. Identify outreach efforts to be made to San Carlos residents.

4. Describe annual reporting and tracking methods to ensure City funds are serving San Carlos residents.

5. Include 1-2 samples of other work in San Carlos or jurisdictions demonstrating your organization's capacity and experience in dealing with affordable housing programs and projects most relevant to the City's identified goals, policies and listed permissible uses.