



COUNTY OF MENDOCINO

Executive Office

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COUNTY OF MENDOCINO ♦ REQUEST FOR PROPOSAL ADDENDUM No. 1

Community Development Block Grant (CDBG) Program Use of Program Income Funds & 2025 NOFA Application Projects

RFP No.	011-25
Addendum Issue Date:	March 13, 2025
RFP Issue Date:	March 3, 2025
RFP Submission Deadline:	April 3, 2025 - 2:00 pm

GENERAL RFP CLARIFICATION PROVIDED TO ALL VENDORS AND POTENTIAL PROPOSERS:

Please see Attachment H, Community Development Block Grant (CDBG) Program Form to be completed with submission of proposal.

VENDOR INQUIRIES/MENDOCINO COUNTY RESPONSES

ALL OTHER SPECIFICATIONS REMAIN IN FULL FORCE AND EFFECT.

Acknowledgment of receipt of this addendum is required to be included in your proposal. You may indicate such inclusion in narrative form within your proposal or by attaching a copy this addendum to your proposal.

Any questions or concerns regarding this matter should be directed to Kelly Hansen, at the email address below:

grantsdivision@mendocinocounty.gov

ATTACHMENT H
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FORM

A. Applicant Information

Legal Name of Organization: _____
Mailing Address: _____
City, State, Zip Code: _____
Contact Person Name: _____
Title: _____
Email Address: _____
Telephone Number: _____
UEI Number: _____
Registered on SAM.gov: ☐ Yes / ☐ No SAM Registration Expiration Date: _____

B. Project Description

Project Name: _____
Project Location: _____
City, State, Zip: _____
Brief Project Description. *Please limit response to no more than half a page*

C. Project Eligibility Section

1. This project is located in an eligible area

☐ Yes / ☐ No

[View Map](#)

Activities may qualify for CDBG assistance if the activity will benefit all the residents of a primarily residential area where at least 51% of the residents are low- and moderate-income persons, i.e. area-benefit (LMA).

2. This project meets at least one of the HUD national objectives listed below:

- ☐ Benefits low/moderate income individuals/households
- ☐ Addresses the prevention or elimination of slums or blight

3. Check one statement below that best describes HOW this project or activity meets one of the CDBG National Objectives above:

☐ L/M Area Benefit: the project meets the identified needs of low/moderate income persons residing in an area where at least 51% of those residents are low/moderate income persons. The benefits of this type of activity are available to all persons in the area regardless of income. Examples: street improvements, water/sewer lines, neighborhood facilities, facade improvements in neighborhood commercial districts.

☐ L/M Limited Clientele: the project benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are low/moderate income persons. The following groups are presumed to be low/moderate: abused children, elderly persons, battered spouses, homeless, handicapped, illiterate persons. Examples: construction of a senior center, public services for the homeless, meals on wheels for elderly, construction of job training facilities for the handicapped.

☐ L/M Housing: the project adds or improves permanent residential units that will be occupied by low/moderate income households upon completion. Housing can be either owner or renter occupied units in either one family or multi-family units. Rental units for low/moderate income persons must be occupied at affordable rents. Examples: property acquisition for permanent housing, permanent housing rehabilitation, and conversion of non-residential units into permanent housing

☐ L/M Jobs: the project creates or retains permanent jobs, at least 51% of which are taken by low/moderate income persons or considered to be available to low/moderate income persons. Examples: loans to pay for the expansion of a factory, assistance to a business which has publicly announced its intention to close w/resultant loss of jobs, a majority of which are held by low/moderate persons.

☐ Microenterprise Assistance: the project assists in the establishment of a microenterprise or assists persons developing a microenterprise. A microenterprise is defined as having five or fewer employees, one or more of whom owns the business.) This activity must benefit low/moderate income persons, area or jobs as defined in previous sections.

☐ Slum or Blighted Area: the project is in a designated slum/blight area and the result of this project addresses one or more of the conditions that qualified the area.

☐ Spot Blight: the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to extent necessary to eliminate conditions detrimental to public health and safety. Examples: historic preservation of a public facility threatening public safety, demolition of a deteriorated, abandoned building.

4. Indicate how the project or activity meets one of the CDBG Eligible Activities:

- ☐ Acquisition of Real Property
- ☐ Public Facilities and Improvements and Privately-Owned Utilities
- ☐ Code Enforcement
- ☐ Clearance, Rehabilitation, Reconstruction, & Construction of Buildings (including Housing)
- ☐ Architectural Barrier Removal
- ☐ Loss of Rental Income Public Services
(*not eligible for Program Income funding*)
- ☐ Payment of Non-Federal Share Relocation
- ☐ Planning and Capacity Building
(*not eligible for Program Income funding*)
- ☐ Planning Related to Another Activity
(*not eligible for Program Income funding*)
- ☐ Assistance to For Profit-Businesses
- ☐ Housing Services
- ☐ Microenterprise Assistance
- ☐ Homeownership Assistance
- ☐ Lead Based Paint Hazard Evaluation and Reduction
- ☐ Disposition of Real Property

D. Budget & Use of Funds

* HCD encourages CDBG funds be utilized as *gap funding*. A gap is defined as the amount of funding necessary to run a program after all other funding sources have been identified, thus leveraging is very important in the application process. Please continue budget on an additional page if needed.

Project Funding				
Budget Line Item	Total Project Budgeted Amount	Requested CDBG Funds	Funding Leveraged From Other Sources	Name of Other Sources
ACTIVITY				
ACTIVITY DELIVERY				
GENERAL ADMINISTRATION (7% Max)				
TOTALS				

E. Proposed Project Accomplishments/Community Benefit

Please briefly describe proposed project accomplishment(s) if funding is awarded in the questions below. (Accomplishments must be described in terms of households served, people served, businesses created, housing units created, jobs created or public facilities undertaken. Example: This program will serve 485 LMI individuals, this program will create 25 jobs, etc.)

For reference the [2024 HUD income](#) limit standards for Mendocino County are provided below

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons
0% - 30% AMI Extremely Low Income	\$19,000	\$21,700	\$25,820	\$31,200	\$36,580	\$41,960	\$47,340
31% - 50% AMI Very Low Income	\$31,650	\$36,200	\$40,700	\$45,200	\$48,850	\$52,450	\$56,050
51% - 80% AMI Low Income	\$50,650	\$57,850	\$65,100	\$72,300	\$78,100	\$83,900	\$89,700

1. Unduplicated Participants –

How many people will this project serve? Please provide the number of unduplicated participants the CDBG grant would support each year. An unduplicated participant is counted only once per fiscal year. If there are other funding sources, focus on the percentage this grant would serve.

Unduplicated Participants			
Year 1 (12 mo.)	Year 2 (12 mo.)	Year 3 (9 mo.)	Total

What is the total estimated number of persons to be served by this project?

	# of Clients
Extremely Low Income (0%-30% AMI)	
Very Low Income (31%-50% AMI)	
Low Income (51%-80% AMI)	
Moderate Income (81%-120% AMI)	
Above Moderate Income (120%+ AMI)	

	# of Clients
Youth (0-18 years)	
Adults (19-61 years)	
Seniors (62+ years)	
Disabled Individuals	
Other Special Needs	

2. Milestones/Service Units – A unit of service is something that will be tracked every month (i.e. job, meal, shelter night, etc.). List the activity name, define what one unit of service is, and state how many units of service you plan to provide each year for the proposed CDBG project.

Activity 1:			
Unit of Service:			
Activity Goal:			
Year 1 (<i>12 mo.</i>)	Year 2 (<i>12 mo.</i>)	Year 3 (<i>9 mo.</i>)	Total

Activity 2:

Unit of Service:

Activity Goal:

Year 1 (12 mo.)	Year 2 (12 mo.)	Year 3 (9 mo.)	Total

Activity 3:

Unit of Service:

Activity Goal:

Year 1 (12 mo.)	Year 2 (12 mo.)	Year 3 (9 mo.)	Total

3. Outcomes– Please provide outcome measures as a percentage, highlighting the specific results the project aims to achieve. Include the measurement tools you will use and explain how the project will assess results to determine the achieved percentage.

Outcome Measure #1:

Measurement Methodology:

Outcome Goal:

Year 1 (12 mo.)	Year 2 (12 mo.)	Year 3 (9 mo.)	Total

Outcome Measure #2:

Measurement Methodology:

Outcome Goal:

Year 1 <i>(12 mo.)</i>	Year 2 <i>(12 mo.)</i>	Year 3 <i>(9 mo.)</i>	Total

Outcome Measure #3:

Measurement Methodology:

Outcome Goal:

Year 1 <i>(12 mo.)</i>	Year 2 <i>(12 mo.)</i>	Year 3 <i>(9 mo.)</i>	Total
0	0		

4. Provide a detailed description of the proposed project including how the activity will address the well-defined community need. Identify whether the activity is new, ongoing, or expanded from previous years and how it aligns with existing community plans.

5. Identify the accomplishments you intend to achieve with this activity. Provide an activity time frame / schedule.

F. Project Administration & Monitoring *Limit each response to no more than half a page*

1. Describe how the project will be managed and administered, included proposed staff, their time and functions, noting whether these positions are current or new, pending this award.

2. Briefly describe your agency's mission and history. Include a description of your agency's experience in providing the proposed services.

3. Identify any other agencies, partners or consultants in this activity and define the roles and responsibilities of these partners.

4. Explain how your agency collects and reports client and customer service data, including income, race/ethnicity, and disability data.

Please be advised that the following documents will be necessary for organizations to demonstrate compliance with CDBG program eligibility requirements, should their project be selected for further consideration by the County of Mendocino.

- a. Articles of Incorporation and Bylaws** (submit any amendments).
- b. Current Policy & Procedures Manual.** Include current policy prohibiting discrimination, grievance procedures, procurement procedures and conflict of interest requirements for both employees and clients.
- c. Current Nonprofit Determination.** Submit current determination letters from the federal Internal Revenue Service and the State Franchise Tax Board listing the organization's current name and address documenting the organization is tax exempt.(for nonprofits)
- d. Current List of Board of Directors.** Include the current name, telephone number, address, occupation or affiliation of each member, and service term. Identify the principal officers of the governing body.
- e. Current Authorization to Request Funds.** Submit the governing body's authorization to submit the funding request. This consists of copies of the resolution (if applicable) and/or of the minutes of the meeting in which the governing body's resolution, motion, or other official action is recorded authorizing the funding request.

- f. **Current Designation of Authorized Official.** Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. This consists of a signed letter from the Chairperson or Secretary of the governing body providing the name, title, address, and telephone number of each authorized individual.
- g. **Current Organizational Chart.** Include the organization's current administrative framework and staff positions.
- h. **Current Financial Statement and Audit and Management Letter**, if applicable. Also, if applicable, describe any actions taken to correct identified findings or concerns.
- i. **Résumés of Chief Program Administrator and Chief Fiscal Officer**

G. Authorization

The applicant hereby assures and certifies compliance all applicable federal, state, and local laws, regulations, policies, and requirements (including, but not limited to 2 CFR Part 200), as they relate to the acceptance and use of CDBG and local funds by eligible organizations. Also, the applicant assures and certifies the following information:

1. It possesses legal authority to make a grant submission and to execute an eligible CDBG program;
2. The agency's governing body will adopt or pass as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the corporation to submit a funding application and all associated information and assurances;
3. It will affirmatively further fair housing.
4. It will implement the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35.
5. It will comply with Uniform Federal Accessibility Standards at 24 CFR Part 40, Appendix A, as they related to major rehabilitation or conversion.

6. The grant will be conducted and administered in compliance with:

- a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.), as amended, and implementing regulations issued at 24 CFR Part 1; and
- b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 et seq.), as amended, implementing regulations issued at 24 CFR Part 107, and Executive Order 11063; and
- c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 et seq.), as amended; and
- d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
- e. Executive Order 11246, the implementing regulations issued at 41 CFR Chapter 60, and the Development Act of 1968 (12 U.S.C. 1701u; and
- f. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
- g. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency"); and
- h. Executive Orders 11625, 12432 and 12138, encouraging the use of minority and women-owned business enterprises in connection with activities funded under this grant.

As a duly authorized representative of the Agency, I submit this application to the JURISDICTION and verify, under penalty of perjury under the laws of the State of California or of the JURISDICTION, that the information contained herein is, to the best of my knowledge, true, correct and complete. (Attach documentation that verifies the signer has the authority to submit this application and execute the contract).

AUTHORIZED SIGNATURE:

Date:

NAME (Please Print):

TITLE: