

***CITY OF LONG BEACH  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
(CDBG)  
NOTICE OF FUNDING AVAILABILITY (NOFA)***



**LONG** **BEACH**  
**DEVELOPMENT**  
**SERVICES**

***DUE DATE: 4:00 P.M. ON THURSDAY, SEPTEMBER 30, 2021***

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## ATTACHMENTS

*Attachment 1: Application*

*Attachment 2: Map of Community Development Block Grant (CDBG) Areas*

## **NOFA OVERVIEW AND GENERAL INFORMATION**

### **Opportunity**

*The City of Long Beach Department of Development Services (City) announces the availability of \$1.6 million in Community Development Block Grant Program (CDBG) funds to be awarded to qualified local nonprofit organizations/Community-Based Development Organizations (CBDO's). Funding under this NOFA is for the support of the development of new affordable rental units in the City of Long Beach to provide housing for low-and moderate-income (LMI) persons. The funding will be provided for the acquisition of land for the future development of rental affordable housing. The future proposed project must contain a minimum of 40 units.*

*As appropriate, financial assistance to selected acquisitions will be made in the form of loans. The rates and terms of the loans shall be subject to negotiation on a project-by-project basis. All loans will be secured by a lien on the property. Applicants who previously received a commitment from the City are not eligible to apply for the same land parcel(s).*

*The deadline for submitting proposals in response to the NOFA is 4:00 P.M. on Thursday, September 30, 2021. Proposals will be reviewed for compliance with the CDBG Program regulations and the terms of this NOFA. Proposals that are determined to comply with both the CDBG Program Regulations and the NOFA will be evaluated according to the established NOFA Evaluation Criteria.*

*The proposal(s) determined to be the most competitive will be presented to the Long Beach Housing Development Company (LBCIC) for confirmation and loan approval. The City reserves the right to request additional information and/or to reject any or all proposals.*

*The amount of financial assistance allocated to eligible acquisitions under this NOFA will be limited to \$1.6 million. These funds must be expended by May 1, 2022, and an affordable housing project must be developed within a five-year period from commitment date.*

*Questions related to this CDBG NOFA must be submitted by email to [silvia.medina@longbeach.gov](mailto:silvia.medina@longbeach.gov) by 5:00 P.M. on September 20, 2021.*

# **NOFA OVERVIEW AND GENERAL INFORMATION**

## **CDBG Program Overview**

*The Community Development Block Grant (CDBG) Program is one of the longest-running programs administered by the U.S. Department of Housing and Urban Development (HUD). It provides annual funding to entitled cities and counties to carry out a wide range of community development activities to improve the lives of their low-and moderate-income residents through the creation and expansion of economic and community development opportunities in support of livable communities.*

*CDBG Program statute requires that each activity funded, must meet one of the three national objectives; Benefit to low-and moderate income (LMI) persons; Aid in the prevention or elimination of slums or blight; and meet a need having a particular urgency.*

*Community Development Block Grant Program (CDBG) funds must be awarded to qualified local nonprofit organizations/Community-Based Development Organizations (CBDO's).*

## **Community-Based Development Organizations (CBDOs)**

A CBDO is an organization which has the following characteristics:

- (i) Is an association or corporation organized under State or local law to engage in community development activities (which may include housing and economic development activities) primarily within an identified geographic area of operation within the jurisdiction of the recipient, or in the case of an urban county, the jurisdiction of the county; and
- (ii) Has as its primary purpose the improvement of the physical, economic or social environment of its geographic area of operation by addressing one or more critical problems of the area, with particular attention to the needs of persons of low and moderate income; and
- (iii) May be either non-profit or for-profit, provided any monetary profits to its shareholders or members must be only incidental to its operations; and
- (iv) Maintains at least 51 percent of its governing body's membership for low- and moderate-income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation; and
- (v) Is not an agency or instrumentality of the recipient and does not permit more than one-third of the membership of its governing body to be appointed by, or to consist of, elected

## **NOFA OVERVIEW AND GENERAL INFORMATION**

or other public officials or employees or officials of an ineligible entity (even though such persons may be otherwise qualified under paragraph (c)(1)(iv) of this section); and

(vi) Except as otherwise authorized in paragraph (c)(1)(v) of this section, requires the members of its governing body to be nominated and approved by the general membership of the organization, or by its permanent governing body; and

(vii) Is not subject to requirements under which its assets revert to the recipient upon dissolution; and

(viii) Is free to contract for goods and services from vendors of its own choosing.

(2) A CBDO that does not meet the criteria in paragraph (c)(1) of this section may also qualify as an eligible entity under this section if it meets one of the following requirements:

(i) Is an entity organized pursuant to section 301(d) of the Small Business Investment Act of 1958 (15 U.S.C. 681(d)), including those which are profit making; or

(ii) Is an SBA approved Section 501 State Development Company or Section 502 Local Development Company, or an SBA Certified Section 503 Company under the Small Business Investment Act of 1958, as amended; or

(iii) Is a Community Housing Development Organization (CHDO) under 24 CFR 92.2, designated as a CHDO by the HOME Investment Partnerships program participating jurisdiction, with a geographic area of operation of no more than one neighborhood, and has received HOME funds under 24 CFR 92.300 or is expected to receive HOME funds as described in and documented in accordance with 24 CFR 92.300(e).

(3) A CBDO that does not qualify under paragraph (c)(1) or (2) of this section may also be determined to qualify as an eligible entity under this section if the recipient demonstrates to the satisfaction of HUD, through the provision of information regarding the organization's charter and by-laws, that the organization is sufficiently similar in purpose, function, and scope to those entities qualifying under paragraph (c)(1) or (2) of this section

### **HUD Regulations**

*The availability and use of the funds under this NOFA are subject to the CDBG Program regulations imposed by the United States Department of Housing and Urban Development (HUD) and can be found at 24 CFR Part 570.*

*Applicants should carefully review the CDBG Program Regulations prior to submitting a Proposal. Please direct questions regarding this NOFA to Silvia Medina at [silvia.medina@longbeach.gov](mailto:silvia.medina@longbeach.gov).*

## **PROPOSAL SUBMISSIONS PROCESS**

*The City has developed a comprehensive process to evaluate responses to this CDBG NOFA against specific evaluation criteria. The principal steps in the submission and evaluation process are:*

- 1. Applicants must submit: one (1) original printed version of the proposal and required exhibits. In addition, please submit three (3) printed copies and one (1) PDF format copy on a flash drive of the proposal and required exhibits. Proposals must include sufficient information to allow the comprehensive review and analysis of the future proposed project.*
- 2. The City will evaluate proposals in accordance with the established Evaluation Criteria.*
- 3. Applicants will be ranked in accordance with the score received using the Evaluation Criteria.*
- 4. Applicants will be notified of the results of the evaluation no later than October 29, 2021.*
- 5. The top scoring application(s) will be presented to the LBCIC for confirmation and loan approval.*
- 6. Completed proposals should be mailed or delivered to:*

*Silvia Medina  
Real Estate Project Coordinator  
City of Long Beach  
411 W. Ocean Blvd., 3<sup>rd</sup> floor  
Long Beach, California 90802*

## **THRESHOLD REQUIREMENTS**

*CDBG Program funds will be used to fund the acquisition of land for future development of affordable rental housing projects (new construction) in the City of Long Beach. As such, all activities must comply with the CDBG regulations, which are found in 24 CFR Part 570.*

### **Site Control**

*All proposals must provide current site control status such as an option to purchase; a purchase and sale agreement; or a letter of intent.*

## **EVALUATION CRITERIA**

*Proposals will be reviewed and scored on a competitive basis relative to the three evaluation criteria identified below. The maximum possible score is 100 points. Proposals must receive a minimum score of 70 points to be considered eligible for funding. A score above the minimum score does not guarantee funding.*

1. *EXPERIENCE AND QUALIFICATIONS (maximum 50 points)*  
*Applicant has successfully completed a project similar in size and scope and within the last two years.* 50
2. *PROJECT READINESS (maximum 25 points)*  
*Applicant has entered into an Option to Purchase, a Purchase and Sale Agreement, or a Letter of Intent and the acquisition is anticipated to close no later than May 1, 2022.* 25
3. *LOCATION (maximum 25 points)*  
*The proposed acquisition site is in an area that will provide opportunity and resources for residents.* 25



## **SUBMITTAL REQUIREMENTS**

### ***Transmittal Letter***

*The proposal must include a transmittal letter, limited to two pages, on official letterhead that provides a narrative description of the acquisition site and future proposed development project. The letter must also provide contact information for the person with authority to negotiate on behalf of the development team. The Applicant must certify that the proposal response and exhibits are true and correct. An unsigned and/or undated submission will not be considered.*

### ***Application***

*An application is provided in Attachment 1 to this CDBG NOFA. The application is provided in a Word format. The Applicant may either complete the attached form, or the form can be recreated and submitted in PDF form. Instructions for filling out the Application follow:*

#### **Applicant Information**

*If the Applicant is not acting as the developer, please provide all of the requested information for the developer as well as for the Applicant. If the developer involves multiple entities, please provide all the requested information for each entity, and identify the entity that will serve as the “lead” organization.*

#### **Development Team**

*Identify the entities anticipated to be involved in implementing the project. If known, identify the lenders, attorneys, accountants, architects, engineers, general contractor, subcontractors, and consultants.*

#### **Assistance Request**

*Identify the amount of CDBG Program assistance being requested. Describe the proposed repayment structure for the CDBG loan including an identification of the interest rate and the manner in which the CDBG loan will be repaid. Identify any other financing sources to which the CDBG loan and/or the income and affordability covenants are proposed to be subordinated.*

## **SUBMITTAL REQUIREMENTS**

### **Other Funding Sources**

*Identify any other proposed funding sources necessary to complete the acquisition. Identify any funding sources that have already been committed to the project, funds for which applications have been submitted, and funds for which applications are anticipated to be submitted. Applicants should maximize the use of available state and county funding to reduce the subsidy needs from the city.*

### **Acquisition Timing**

*If the acquisition timing is anticipated to vary across several properties to be assembled for the future housing development, provide a timing schedule for each property.*

### **Tenant Relocation**

*The developer is responsible for providing tenant relocation assistance should the proposed project require or result in the temporary or permanent displacement of current tenants and must follow the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.*

### **Non-Profit Organization/Community-Based Development Organizations (CBDO's)**

*Provide copies of the organizations Articles of Incorporation and Bylaws.*

### **Location Map**

*One of the goals of the City's Assessment of Fair Housing is to expand affordable housing opportunities citywide, including high-opportunity areas. Provide a map illustrating the location of the proposed development site. Indicate if the proposed development is located within a high-opportunity area, which is shown in Attachment 2 as the non CDBG areas. If available, provide a conceptual site plan for a new construction project.*

### **Neighborhood and Local Government Support**

*Include letters of support from local organizations and governmental entities within the area of the future proposed project. The City cannot provide a letter of support.*

### **Experience and References**

*Provide descriptions of at least three projects and no more than five projects that are directly analogous to the project being proposed in the response to this CDBG NOFA. Of particular importance is the developer's experience with projects subject to CDBG*

## **SUBMITTAL REQUIREMENTS**

*Program regulations. If this is the Applicant's first project of this type, please provide a detailed description of the experience of the other members of the development team with similar projects.*

*The following information should be provided for each project:*

- 1. Site location;*
- 2. A narrative description of the project's characteristics;*
- 3. Number of units in the project;*
- 4. The total project costs;*
- 5. The income and affordability restrictions that were imposed on the project;*
- 6. Identification of any public financial assistance that was provided to the project;*
- 7. The role the Applicant played in the project; and*
- 8. Contact information for a representative of the jurisdiction in which the project is located.*

### **Financial Statements / Capacity**

*Provide audited financial statements for the development team for the past two years. If audited financial statements are not available, please submit evidence of the development team's financial capacity to develop the future proposed project.*

# **ATTACHMENT 1**

## **CDBG PROGRAM NOFA APPLICATION**



# CITY OF LONG BEACH

## CDBG PROGRAM NOFA APPLICATION

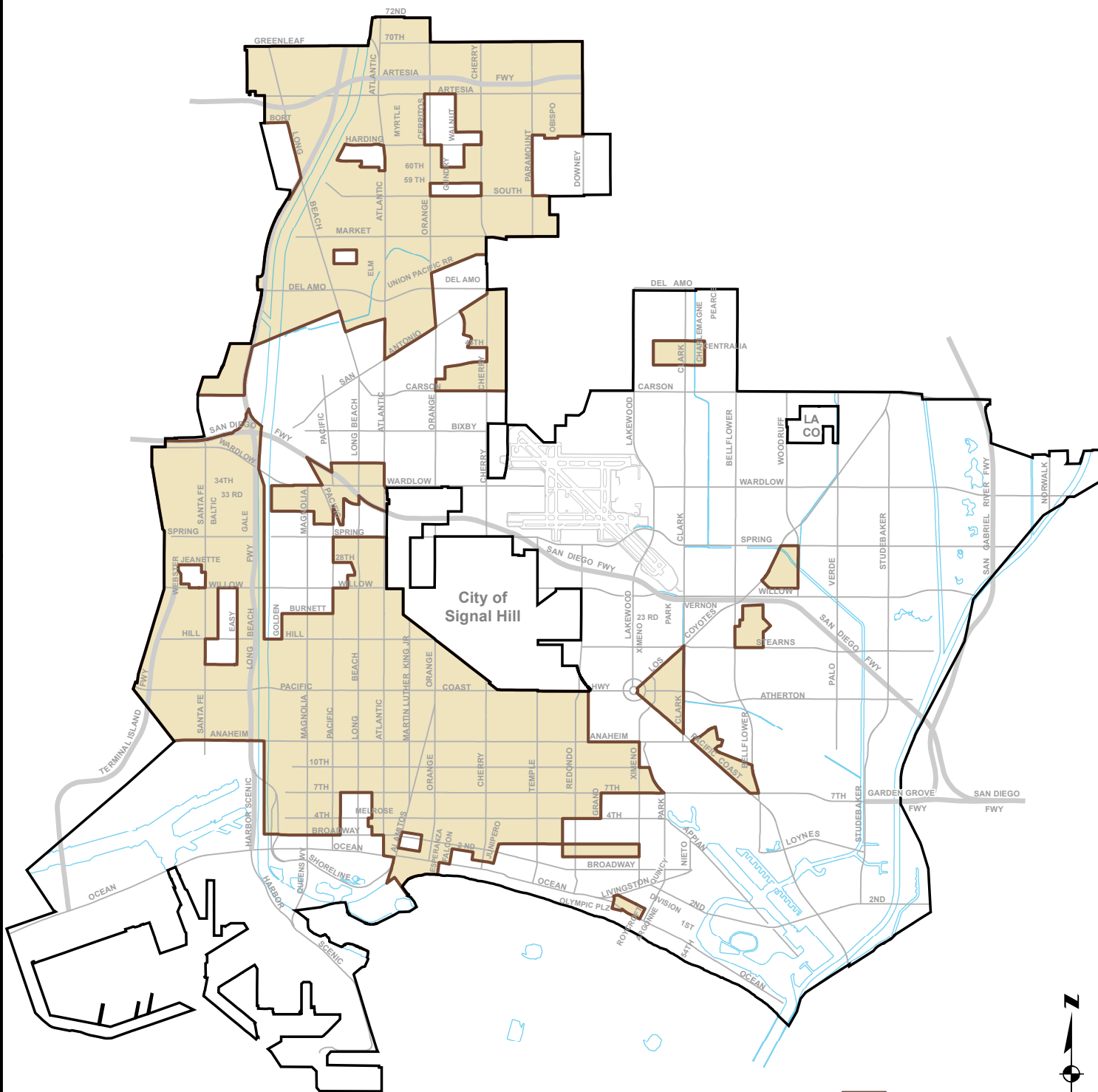
APPLICANT INFORMATION			
Development Team Name:		Application Date:	
Contact Person:		Phone:	
Address:			
City:	State:	Zip Code:	
Development Team Structure: Partnership _____ Corporation _____ LLC _____ Other (Specify) _____			
Developer:		Architect:	
Contractor:		Management Company:	
SITE INFORMATION			
Site Location:			
Site Address:			
City: Long Beach	State: CA	Zip Code:	
Description of Existing Conditions:			
Environmental Issues:			
Site Size:	# of Existing Units:	Site Control: Yes _____ No _____	
Form of Site Control: Purchase & Sale Agreement _____ Option to Purchase _____ Letter of Intent _____			
Purchase Price:	Appraised Value:	Appraisal Date:	
Tenant Relocation:	Temporary: Yes _____ No: _____	Permanent: Yes _____ No _____	
ASSISTANCE REQUEST			
Amount of CDBG Funds Requested:			
Proposed Loan Terms Description:			
Loan Term: _____ Years	Interest Rate: _____%	Interest Type: Simple _____ Compounded _____	
Subordination Required: Yes _____ No _____			
Method of Repayment:			
OTHER FUNDING SOURCES			
Source Name	Amount	Repayment Terms	Application / Award Dates

**CITY OF LONG BEACH  
CDBG PROGRAM NOFA APPLICATION**

ACQUISITION TIMING				
	Proposed Date Month & Year			
City Loan Approval				
All Funding Sources Awarded				
Acquisition Date				
PROPOSAL EXHIBITS				
	Yes	No	Not Applicable	Comments
Transmittal Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence of Site Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Location Map / Conceptual Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Support Letters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Experience and References	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial Statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**ATTACHMENT 2**  
**MAP OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**  
**AREAS**





 CDBG Areas

City of Long Beach, California

# Community Development Block Grant (CDBG) Areas



Department of  
Technology and Innovation GIS

Effective April 1, 2019

**Disclaimer**  
This map of the City of Long Beach is intended for informational purposes only. While reasonable effort has been made to ensure the accuracy of the data, The City assumes no liability or damages arising from errors or omissions. This map is provided without warranty of any kind. Do not make any business decisions based on this map before validating your decision with the appropriate City office.





City of Long Beach

411 W. Ocean Blvd., 3rd Floor

Long Beach, CA 90802

Visit us at [longbeach.gov/lbds](https://longbeach.gov/lbds)



LongBeachBuilds

To request this information in an alternative format or to request a reasonable accommodation, please contact the Development Services Department at [longbeach.gov/lbds](https://longbeach.gov/lbds) and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.