



Amil Aaron  
Subcommittee Member

Andrew Douglass  
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Jing Sun  
Subcommittee Member

Rebekah Thomas  
Subcommittee Member

Soha Vazirnia  
Subcommittee Member

# AGENDA

## IRVINE RECOVERY PLAN GRANTS REVIEW SUBCOMMITTEE MEETING

**September 14, 2022**  
**4:00 PM**

**City Council Chamber**  
1 Civic Center Plaza  
Irvine, CA 92606

### **PARTICIPATION AT IRVINE RECOVERY PLAN GRANTS REVIEW SUBCOMMITTEE MEETINGS**

MEETINGS ARE AVAILABLE TO ATTEND IN-PERSON IN THE CITY COUNCIL CHAMBER OR WATCHED LIVE THROUGH THE "ZOOM" APPLICATION. INFORMATION FOR "ZOOM" CAN BE FOUND ONLINE AT [CITYOFIRVINE.ORG/IRP](http://CITYOFIRVINE.ORG/IRP). YOU MAY SUBMIT COMMENTS ON ANY AGENDA ITEM OR ON ANY ITEM NOT ON THE AGENDA, IN WRITING VIA MAIL TO "ATTN: IRVINE RECOVERY PLAN GRANTS PROGRAM," 1 CIVIC CENTER PLAZA, IRVINE, CA 92606; BY EMAIL TO [IRP@CITYOFIRVINE.ORG](mailto:IRP@CITYOFIRVINE.ORG).

**REQUEST TO SPEAK IN PERSON:** IF YOU WOULD LIKE TO ADDRESS THE IRVINE RECOVERY PLAN GRANTS REVIEW SUBCOMMITTEE ON A SCHEDULED AGENDA ITEM, NON-AGENDA ITEM, OR PUBLIC HEARING, PLEASE REGISTER BY COMPLETING THE FORM AVAILABLE AT THE ENTRANCE TO THE CITY COUNCIL CHAMBER. WE RESPECTFULLY ASK THAT YOU IDENTIFY ON THE FORM YOUR NAME AND THE ITEM(S) ON WHICH YOU WOULD LIKE TO SPEAK. THE REQUEST TO SPEAK FORM ASSISTS THE CHAIR IN ENSURING THAT ALL PERSONS WISHING TO ADDRESS THE IRVINE RECOVERY PLAN GRANTS REVIEW SUBCOMMITTEE ARE RECOGNIZED. IT ALSO ENSURES THE ACCURATE IDENTIFICATION OF MEETING PARTICIPANTS IN THE IRVINE RECOVERY PLAN GRANTS REVIEW SUBCOMMITTEE MINUTES. YOUR NAME WILL BE CALLED AT THE TIME THE MATTER IS HEARD BY THE IRVINE RECOVERY PLAN GRANTS REVIEW SUBCOMMITTEE. CITY POLICY IS TO LIMIT PUBLIC TESTIMONY TO UP TO THREE MINUTES PER SPEAKER ON AGENDIZED ITEMS, AND UP TO THREE MINUTES ON NON-AGENDIZED ITEMS, WHICH INCLUDES THE PRESENTATION OF ELECTRONIC OR AUDIO-VISUAL INFORMATION. SPEAKERS MAY NOT YIELD THEIR TIME TO OTHER PERSONS.

**PLEASE TAKE NOTICE THAT THE ORDER OF SCHEDULED AGENDA ITEMS BELOW AND/OR THE TIME THEY ARE ACTUALLY HEARD, CONSIDERED AND DECIDED MAY BE MODIFIED BY THE CHAIR DURING THE COURSE OF THE MEETING, SO PLEASE STAY ALERT.**

**PLEASE NOTE:** THE IRVINE RECOVERY PLAN GRANT REVIEW SUBCOMMITTEE IS MAKING EVERY EFFORT TO FOLLOW THE SPIRIT AND INTENT OF THE BROWN ACT AND OTHER APPLICABLE LAWS REGULATING THE CONDUCT OF PUBLIC MEETINGS, IN ORDER TO MAXIMIZE TRANSPARENCY AND PUBLIC ACCESS. FOR QUESTIONS OR ASSISTANCE, PLEASE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT AT 949-724-6465, OR VIA EMAIL AT IRP@CITYOFIRVINE.ORG. IT WOULD BE APPRECIATED IF WRITTEN COMMUNICATIONS OF PUBLIC COMMENTS RELATED TO ITEMS ON THE AGENDA, OR ITEMS NOT ON THE AGENDA, ARE PROVIDED PRIOR TO THE COMMENCEMENT OF THE MEETING.

## **CALL TO ORDER**

## **ROLL CALL**

## **INTRODUCTION**

## **ADDITIONS AND DELETIONS**

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Additions to the agenda are limited by the California Government Code Section 54954.2 of the Brown Act and for those items that arise after the posting of the Agenda must be acted upon prior to the next Irvine Recovery Plan Grants Review Subcommittee meeting.

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## **PUBLIC COMMENTS**

## **COMMISSION BUSINESS**

### **1. SELECTION OF CHAIRPERSON AND VICE CHAIRPERSON**

#### **RECOMMENDED ACTION:**

1. Selection of Chairperson: Housing Manager, or her designee, declares nominations open for Chairperson and calls for Subcommittee vote.
2. Selection of Vice Chairperson: Newly elected Subcommittee Chair declares nominations open for Vice Chairperson and calls for Subcommittee vote.

## **2. IRVINE RECOVERY PLAN MEETING #1 – PROGRAM UPDATE AND APPLICANT PRESENTATIONS**

### **RECOMMENDED ACTION:**

1. Receive and file staff report.  
Receive and file grant applicant presentations.

## **ADJOURNMENT**

### **NOTICE TO THE PUBLIC**

The Irvine Recovery Plan Grant Review Subcommittee consists of two members each from the CS Commission and DEI Committee, and one City staff member, and one City staff person. The Irvine Recovery Plan Grant Review Subcommittee is scheduled to meet twice. The first meeting is scheduled for Wednesday, September 14 at 4 p.m., and the second meeting is scheduled for Thursday, September 29 at 5:30 p.m. in the City Council Chamber at the Irvine Civic Center located at One Civic Center Plaza. Meeting agendas can be located on the City website at [cityofirvine.org/IRP](http://cityofirvine.org/IRP).

### **ADJOURNMENT**

**At 10 p.m.**, the Irvine Recovery Plan Grant Review Subcommittee will determine which of the remaining agenda items can be considered and acted upon prior to 11 p.m., and will continue all other items for which additional time is required until a future Subcommittee meeting. All meetings are scheduled to terminate at 11 p.m.

### **STAFF REPORTS**

As a general rule, staff reports or other written documentation have been prepared or organized with respect to each item of business listed on the agenda. Copies of these materials are on file with the Community Development Department and are available for public inspection and copying once the agenda is publicly posted, (at least 72 hours prior to an Irvine Recovery Plan Grant Review Subcommittee meeting). Staff reports can also be downloaded from the City's website at [cityofirvine.org/IRP](http://cityofirvine.org/IRP) at least 72 hours prior to the scheduled Irvine Recovery Plan Grant Review Subcommittee meeting.

### **SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA**

Any supplemental writings or documents distributed to a majority of the Irvine Recovery Plan Grants Review Subcommittee regarding any item on this agenda after the posting of the agenda will be available for public review in the Community Development Department, 1 Civic Center Plaza, Irvine, California, during normal business hours. In addition, such writings or documents will be made available for public review on the City's website and at the respective public meeting.

If you have any questions regarding any item of business on the agenda for this meeting, or any of the staff reports or other documentation relating to any agenda item, please contact the Community Development Department at (949) 724-6465.

### **SUBMITTAL OF INFORMATION BY MEMBERS OF THE PUBLIC FOR DISSEMINATION OR PRESENTATION AT PUBLIC MEETINGS**

#### **Media Types and Guidelines**

1. Written Materials/Handouts: Any member of the public who desires to submit documentation in hard copy form may do so prior to the meeting or at the time he/she addresses the Irvine Recovery

Plan Grant Review Subcommittee. Please provide 10 copies of the information to be submitted and file with the Recording Secretary at the time of arrival to the meeting. This information will be disseminated to the Irvine Recovery Plan Grant Review Subcommittee at the time testimony is given.

2. Electronic Documents/Audio-Visuals: Any member of the public who desires to display information electronically in conjunction with their public testimony is asked to submit the information to the Community Development Department at 949-724-6465 no later than 12 noon on the day of the scheduled meeting.

**CITY SERVICES TO FACILITATE ACCESS TO PUBLIC MEETINGS**

It is the intention of the City of Irvine to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Irvine will attempt to accommodate you in every reasonable manner. Please contact the Irvine Recovery Plan Grants Review Subcommittee liaison at 949-724-6465.

Assisted listening devices are available at the meeting for individuals with hearing impairments. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35. 102-35. 104 ADA Title II).

I hereby certify that the agenda for the Irvine Recovery Plan Grant Review Subcommittee meeting was posted in accordance with law in the posting book located in the Public Safety lobby and at the entrance to the Civic Center, One Civic Center Plaza, Irvine, California September 9, 2022 by 5 p.m. as well as on the City's web page.



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Subcommittee Liaison

# AGENDA ITEM NO. 1

There is no staff report

# AGENDA ITEM NO. 2



# REQUEST FOR IRVINE RECOVERY PLAN GRANT REVIEW SUBCOMMITTEE ACTION

**MEETING DATE:** SEPTEMBER 14, 2022

**TITLE:** IRVINE RECOVERY PLAN MEETING #1 – PROGRAM UPDATE  
AND APPLICANT PRESENTATIONS

Director of Community Development

## RECOMMENDED ACTIONS

1. Receive and file staff report.
2. Receive and file grant applicant presentations.

## EXECUTIVE SUMMARY

This staff report provides a program update for the first of two meetings of the Irvine Recovery Plan (IRP) Grants Review Subcommittee (Subcommittee) for the IRP Grants Program for Vulnerable Populations, Small Business Assistance, and Emerging Nonprofits.

The IRP Grants Program is a \$5 million initiative offering \$2,200,000 in grants to nonprofits that assist vulnerable populations, \$2,200,000 in grants to nonprofits that assist small businesses, and \$300,000 in grants to emerging non-profits. In June 2022, the City Council approved the IRP Grants Program design and budget, which included establishing a Subcommittee to review grant applications and recommend grant awards to the City Council.

The grant making process commenced in August and will conclude in November 2022. The Subcommittee is responsible for reviewing, scoring, and ranking a total of 32 IRP Grants Program applications. The applications, cumulatively, requested approximately \$8.7 million. At this first meeting of the Subcommittee, members will nominate and vote on a Subcommittee Chair and Vice Chair, receive a program update from staff, hear oral presentations from grant applicants, and have the opportunity to ask questions about the proposed activities. At its second meeting, scheduled for September 29, 2022, the Subcommittee will rank applications and finalize its recommendations to City Council. It is anticipated that staff will present the Subcommittee recommendations to City Council at its October 25, 2022 meeting.

## BOARD/COMMITTEE RECOMMENDATION

Not applicable.

## ANALYSIS

### Background

The concept of the IRP Grants Program began in October 2021 when the City Council approved the spending plan for relief funds associated with the American Rescue Plan Act (ARPA) of 2021. Thereafter, with the transfer of ARPA funds to the General Fund for revenue replacement, City Council approved implementation of a citywide Irvine Recovery Plan (IRP). The IRP designates \$5 million of these funds for assistance to vulnerable populations and small businesses impacted by the ongoing COVID-19 pandemic.

In June 2022 the City Council approved the IRP Grant Program design, including the formation of a Subcommittee made up of two members each from the CS Commission and DEI Committee, and one staff member (for tie-breaking purposes). Similar to the City's HUD Grants program, the Subcommittee will review, score, and rank funding applications and then recommend grant allocations to City Council. City Council will make the final decision on the grant allocations. Staff, along with the program administration consultant, is responsible for program implementation activities such as preparation of the NOFA, conducting workshops, technical assistance, and preparation of Subcommittee and City Council materials.

The City Council-approved categories and grant ranges are shown in the table below.

IRP Grants Program Cost	Minimum Grant	Maximum Grant	Total Budget
Vulnerable Populations Grants	\$100,000	\$300,000	\$2,200,000
Small Business Grants	\$300,000	\$2,200,000	\$2,200,000
Emerging Nonprofits Grants	\$60,000	\$100,000	\$300,000
Program Administration Consultant			\$300,000
<b>Total</b>			<b>\$5,000,000</b>

All of the grant programs prioritize proposals aimed at addressing community needs that have arisen from COVID-19. Program parameters, the application process, and the scoring scale are described in the Notice of Funding Availability (NOFA), provided as IRP Attachment 1.



### Program Update

The schedule for the IRP Grants Program is as follows:

IRP Grants Program Schedule – Applications and Awards Schedule	
NOFA Announced	July 28, 2022
NOFA Workshop & Open Applications	August 4, 2022
Application Deadline	August 26, 2022
Applications Provided to Subcommittee	September 6, 2022
Subcommittee Meeting #1: Program Update and Applicant Presentations	September 14, 2022
Evaluations Due from Subcommittee	September 21, 2022
Subcommittee Meeting #2: Recommendations	September 29, 2022
City Council Meeting: Present Subcommittee Recommendations for Approval	October 25, 2022
IRP Grants Program Begins	November 2022

The NOFA for the IRP Grant Program was published in the *Irvine World News* July 28 and August 4, 2022. On August 4, the NOFA was posted on the program website and a NOFA workshop was held. Over 70 organizations attended the workshop. The slides presented at the NOFA workshop are attached for reference (IRP Attachment 2). The workshop was also posted on the program website for viewing. Staff and program consultants met with organizations that requested 1:1 technical assistance meetings, posted answers to questions regarding the NOFA, and responded to emails that requested applicant-specific responses. Applications were due August 26, 2022. Subcommittee grant program trainings were conducted August 26 through August 30, 2022.

### Grant Evaluation Process

Applications were screened for completeness and eligibility. Eligible applications were distributed to the Subcommittee for scoring in either electronic or hard copy format. Each Subcommittee member is responsible for reviewing each application and providing a score. Collectively, the Subcommittee will determine its recommendations for which applications are funded and at what levels. Detailed scoring criteria are provided in the NOFA (IRP Attachment 1). At Meeting #1 the Subcommittee will hear presentations from grantees. At Meeting #2 the Subcommittee will determine funding allocations and amounts.

### Summary of Grant Applications Received

The City received a total of 33 eligible IRP Grants Program applications that cumulatively requested approximately \$8.7 million. Of these applications, 19 applicants for Vulnerable Populations grants requested a total of \$4,539,086, six applicants for Small Business Assistance grants requested a total of \$3,384,400, and eight applicants for Emerging Nonprofit grants requested a total of \$749,450. Two applications were deemed ineligible by staff. A summary of the grant applications is provided below, and a full description of the applications is included as IRP Attachment 3.

Summary of IRP Grants Program Applications*	
<b>19</b>	Vulnerable Populations Applications
<b>\$4,539,086</b>	Vulnerable Populations Amount Requested
<b>7</b>	Small Business Applications
<b>\$3,684,400</b>	Small Business Amount Requested
<b>6</b>	Emerging Nonprofit Applications
<b>\$549,450</b>	Emerging Nonprofit Amount Requested
<b>32</b>	<b>TOTAL</b>
<i>* Three applicants were determined ineligible by staff and are not included in the figures above.</i>	

During Meeting #1, the Subcommittee will hear three-minute oral presentations from each applicant and will have the opportunity to ask questions about the programs and projects submitted for funding. In reviewing funding requests, the Grant Review Subcommittee will use a Ranking Workbook adapted from the NOFA as a guiding tool for evaluating and ranking applications. Subcommittee members are asked to submit their application evaluation forms to staff by Wednesday, September 21. If Subcommittee members have questions, they can send questions to City staff to be forwarded to applicants. City staff will share responses with all Subcommittee members. Similar to the process followed for CDBG applications, Subcommittee members are welcome to contact applicants independently to ask questions or arrange for a site visit. Staff requests that any information learned from those contacts be forwarded back to Staff so the information can be distributed to all Subcommittee members. All site visits must be completed prior to evaluation. Due to Brown Act requirements, no more than two Subcommittee members can attend a site visit to an applicant. Additionally, Subcommittee members are asked to self-identify any organizations with which they have conflicts of interest and not to contact that organization during the review period.

### Next Steps

At the second meeting, the Subcommittee will review cumulative scores from the Ranking Workbooks and determine recommended funding levels for the applicants that are

recommended for funding. It is anticipated that the Subcommittee's funding recommendations will be considered by the City Council at its October 25, 2022 meeting.

### **ALTERNATIVES CONSIDERED**

Not applicable.

### **FINANCIAL IMPACT**

All necessary funds are available in the IRP Fund. The IRP Grant Program cost is \$5 million and the original source of funds is ARPA.

**REPORT PREPARED BY:** Keri Bullock, Neighborhood Services Administrator  
Lisa Varon, Housing Manager

### **ATTACHMENTS**

1. Notice of Funding Availability (NOFA)
2. Subcommittee Training Presentation
3. Summary of IRP Grant Program Applications



## **NOTICE OF FUNDING AVAILABILITY AND APPLICATION INSTRUCTIONS**

### **IRVINE RECOVERY PLAN (IRP)**

Community Development Department  
Housing Division  
One Civic Center Plaza  
Irvine, CA 92606

[IRP@cityofirvine.org](mailto:IRP@cityofirvine.org)

### **REVISED AUGUST 23, 2022**

- **APPLICATION DEADLINE EXTENDED TO AUGUST 26, 2022 AT 12:00 P.M.**
- **501(C)(6) ORGANIATIONS ADDED AS ELIGIBLE APPLICANTS**

Issued: August 4, 2022  
**Revised: August 23, 2022**

**CITY OF IRVINE  
IRVINE RECOVERY PLAN GRANTS PROGRAM  
NOTICE OF FUNDING AVAILABILITY**

The City of Irvine is currently accepting applications for the Irvine Recovery Plan Grants Program (IRP Grants Program). This program is funded through the American Rescue Plan Act of 2021 (ARPA) and is administered locally by the City of Irvine. This Notice of Funding Availability (NOFA) covers a two-year period for IRP Grants Program activities that will begin November 1, 2022, and will run through October 31, 2024. The City has allocated the funds as follows:

<b>Funding Categories</b>	<b>Program Budget</b>
Vulnerable Populations Grants	\$ 2,200,000
Small Business Grants	\$ 2,200,000
Emerging Nonprofits Grants	\$ 300,000

Only nonprofit organizations who are organized under section 501(c)(3) or 501(c)(6) of the IRS Code, will be eligible to apply for the IRP Grants Program. The recipients of the grant funds will be required to provide services and/or direct financial aid to Irvine residents and businesses. The City will prioritize COVID-19 related grant applications and applications for programs that serve populations and businesses that have not previously accessed COVID-19 funds. Programs that address other unmet Irvine community needs are eligible, however, they will not be prioritized for funding.

**Submission Guidelines**

For funding consideration, all proposed programs and/or projects must meet the IRP Grants Program eligibility requirements identified in this NOFA. Respondents to this NOFA must complete the appropriate application for the requested funding category. There are three separate applications for funding, one for each grant category as follows:

1. Vulnerable Populations Grants Application for Funding
2. Small Business Grants Application for Funding
3. Emerging Nonprofits Grants Application for Funding  
(Note: Applicants in the Emerging Nonprofits category must identify whether their proposed program will be Vulnerable Populations or Small Business and must also complete the supplemental application tab associated with that program)

Beginning August 4, 2022, electronic fillable copies of the applications may be obtained online at [www.cityofirvine.org/IRP](http://www.cityofirvine.org/IRP). Please note that any modifications and/or changes made to the format of the application will result in the rejection of your application. The application must be **typed** (not handwritten).

The application technical workshop scheduled will be held on August 4, 2022, at 2:00 p.m. via teleconference. Attendance at the workshop is not mandatory to submit an application but applicants must certify on section 2 of the application form that they have watched the workshop (which will be posted online). Potential applicants can register for

this event at [www.cityofirvine.org/IRP](http://www.cityofirvine.org/IRP). All applications for eligible activities submitted by eligible applicants are welcome.

### **Submission Deadline**

Applications must be submitted in Microsoft Excel or PDF electronic format and transmitted to [IRP@cityofirvine.org](mailto:IRP@cityofirvine.org) by ~~5:00~~**12:00** p.m. on ~~Wednesday~~**Friday**, August ~~24~~**26**, 2022. **Late applications may not be accepted.** Applicants are encouraged to submit applications well in advance of this deadline to ensure confirmation of receipt prior to the deadline.

This requirement is firm as to date and time. No faxed or hardcopy applications will be accepted. Include a cover letter, the signed application form (inclusive of the three sections), and the required supporting documentation only within the PDF file(s) sent via email. Be cognizant of file size limitations and keep files less than 5MB whenever possible or break attachments into more than one file if necessary. Any additional information not requested may be disposed of and not considered as part of the application.

Applications that are incomplete, exceed the prescribed response limits, have content errors or deficiencies, or that are submitted after the deadline may be rejected. Once submitted, proposals may not be amended, unless the amendment has been requested by the City. The City reserves the right to contact an applicant if additional information is required. The City, at its sole and absolute discretion, with or without cause, and without liability to any applicant, reserves the right to accept or reject any and/or all proposals either in whole or in part, waive any informalities or irregularities of any proposals, cancel this NOFA at any time, and/or take any action in the best interest of the City.

### **Right to Waive Irregularities**

The City of Irvine reserves the right to:

1. Withdraw this solicitation at any time without prior notice and, furthermore, make no representation that any contract occurs and that funds will be awarded to any respondent to this solicitation.
2. Waive any irregularities in the NOFA process and to reject any and all submissions not in the best interest of the City.
3. To request additional information and materials from applicants.
4. Retain all submitted applications. Selection or rejection of an application does not affect these rights.

## **Application Review and Decision Process**

The application review process includes three phases.

### *Phase 1: Application Review*

In the first phase, all applications are reviewed by Housing Division staff and program consultant for completeness and eligibility. Ineligible applications will not be submitted for consideration by the Grant Review Subcommittee. Organization capacity, experience and past performance are also noted. Based on this review, Housing Division staff and program consultant prepare general funding recommendations to the Grant Review Subcommittee.

### *Phase 2: Grant Review Subcommittee Meetings*

The second phase of the application review process is comprised of two Grant Review Subcommittee meetings. The Grant Review Subcommittee is composed of two representatives each from the Community Services Commission (CS) and the Diversity, Equity, and Inclusion (DEI) Committee and one City staff member. The first meeting, conducted in mid-September, will include up to three-minute presentations from each applicant organization. At the second meeting, in the later part of September, the Grant Review Subcommittee will consider all eligible applications and prepare its final funding recommendations to the City Council.

### *Phase 3: City Council Consideration of Recommendations*

The third phase of the application review process is where the Grant Review Subcommittee grant award recommendations are placed on the City Council Meeting Agenda for consideration. The action of the City Council takes is to adopt the IRP Grants Program Allocations. The decision of the City Council with respect to IRP Grants Program funding allocations shall be final.

Applications considered at the Grant Review Subcommittee and City Council meetings are limited to those submitted according to the guidelines and timetables outlined in this NOFA. Applicants are encouraged to attend and participate.

If you have questions or require additional information, please contact the Housing Division by email at [IRP@cityofIrvine.org](mailto:IRP@cityofIrvine.org)

## **Appeals**

The funding decisions of the Irvine City Council shall be final.

## **Program Year 2022-23 Application Timeline**

- August 4, 2022, 2:00 p.m.: **Application Technical Workshop/NOFA** materials posted to [cityofirvine.org/IRP](http://cityofirvine.org/IRP)
- August 11, 2022, 5:00 p.m.: Deadline for applicants to submit questions at [IRP@cityofirvine.org](mailto:IRP@cityofirvine.org)
- August 17, 2022, 5:00 p.m.: Responses to FAQs issued by City
- August 24~~26~~, 2022, ~~5:00~~**12:00** p.m.: **Applications Due** to [IRP@cityofirvine.org](mailto:IRP@cityofirvine.org)
- August 29, 2022 – September 1, 2022: City Staff reviews applications to verify threshold eligibility
- September 14, 2022, and September 28, 2022: Grant Review Subcommittee public meetings\*
- October 11, 2022: City Council public hearing\*
- November 1, 2022: Programs begin

\* Grant Review Subcommittee and City Council meeting dates and times are tentative. Notices of all public meetings will be placed in the local newspapers of general circulation and online at [www.cityofirvine.org/IRP](http://www.cityofirvine.org/IRP). Please watch for these notices to confirm public meeting dates and times.

♿ It is the intention of the City of Irvine to comply with the Americans with Disabilities Act (ADA). To request special assistance at a City meeting, please contact Kelli Allman, Administrative Secretary, at 949-724-7444, 711 Relay at 949-724-6607, or via email at [Kallman@cityofirvine.org](mailto:Kallman@cityofirvine.org). TDD/Voice 949-724-6607.

## **Language Access Pursuant to Executive Order 13166**

한국어로 된 서류 안내 및 번역에 대해 더 많은 정보가 필요한 경우, 949-724-7430 의 Keri Bullock (으)로 문의해 주시기 바랍니다.

Nếu bạn cần biết thêm bất kỳ thông tin nào liên quan đến thông báo này hoặc tài liệu dịch thuật tiếng Việt, vui lòng liên hệ Keri Bullock tại 949-724-7430.

如果您需要进一步了解关于此通知或这些文件的中文译本方面的信息，请联系 Keri Bullock 的 949-724-7430。

Si necesita más información sobre este aviso o la traducción de documentos en español, comuníquese con Keri Bullock al 949-724-7430.

از Keri Bullock با لطفاً، فارسی به اسناد ترجمه یا و اعلامیه این به رابطه در بیشتر اطلاعات به نیاز صورت ر شوید تماس به 949-724-7430 ارتباطی راه طریق.

この通知または日本語での文書の翻訳に関する詳細情報が必要な場合は、949-724-7444 に Keri Bullock に連絡してください。

إذا كنت ترغب في الحصول على أي معلومات إضافية تتعلق بهذا الإشعار أو بترجمة المستندات باللغة العربية، فيرجى Keri Bullock على 949-724-7430 الاتصال بـ



*COVID-19 Information: Please note that City meetings associated with this NOFA process **may** take place via teleconference to observe social distancing and protect public health.*

## **Written Agreements**

If selected and awarded funding, your organization will be required to execute a written agreement with the City of Irvine. The agreement must be executed and returned to the City within 30 days of the City's transmittal to your organization. Failure to execute and return the agreement timely may result in termination of the award and loss of funding. The agreement outlines terms and conditions of funding for your organization and the City. The agreement is a legally binding contract and failure to adhere to its terms and conditions may result in the termination and required repayment of the funding award. Each agreement will contain, at a minimum, the following information derived from your organization's IRP Grants Program application:

**Description of Program Services:** This section provides an overview of the program services or project as described in the application, goals and objectives, and specific services (e.g., working hours, location of services, number of clients to be served) achievable based on the funding level approved by the City Council. The description of program services also details how the grant funds will be used to support the program or project. For the Emerging Nonprofit Grants, applicants should describe how the funds will be used to build the organizational capacity that will help strengthen and develop skill sets to further build the nonprofit organization.

**Project Budget:** The budget lists the specific uses of funds approved by the City (e.g., personnel, consultants, utilities, supplies, rental assistance payments). Please note that all IRP Grants Program funding is disbursed on a reimbursement basis.

**Program Performance Measurement Plan / Schedule of Performance:** This schedule outlines the major activities and expected outcomes for each quarter of the year based on City performance indicators and goals specified in your organization's application. For the Emerging Nonprofit Grants, outline the organization's expected capacity building outcomes.

## **General Requirements**

**Leverage/Match Funds:** While not required, applicants are encouraged to show how funds will be leveraged or matched with resources from state, local, private, or other non-federal sources. Match or leverage may be cash or grant but should be reasonably expected to be available for the term of the proposed program.

**Readiness:** Programs and projects must display evidence of readiness to proceed. Applicants must demonstrate that IRP Grant Program funds will be fully spent within the two-year grant period.

**IRP Grants Program Conditions to Disbursement:** The written agreement will specify that the disbursement of IRP Grants Program funds to your organization is subject to the following conditions at the time each disbursement is to be made:

- Your organization shall have provided to City a complete payment request with documentation supporting the eligible costs incurred;
- Your organization shall have submitted to City a quarterly report of progress toward achieving the Program Performance Measurement Plan;
- If payment is for the professional services of a consultant, your organization will be required to provide the City with a copy of the executed contract between your organization and the consultant;
- The ratio of disbursement of IRP Grants Program funds to your organization should not exceed the ratio of progress toward achieving the Program Specific Performance Measurement Plan identified in the written agreement; and
- That City's obligation to provide IRP Grants Program funds to your organization shall be subject to the availability of IRP Grants Program funds to the City.

**Indemnification:** Nonprofit organizations approved for funding must agree to defend, indemnify, and hold harmless the City, its officers, agents and employees from and against all liability, claims, demand, losses, and expenses, including attorney's fees, original and on appeal, arising out of or related in any way to the performance of the agreement.

**Insurance:** Nonprofit organizations approved for funding will be required to maintain the insurance coverages described below, each of which shall contain a provision that forbids any cancellation, changes or material alterations without prior notice to the City at least 30 days in advance. The insurance coverage shall be evidenced by an original certificate of insurance provided through the City's third-party risk management firm prior to the execution of the written agreement. The required insurance (as of November 1, 2022, subject to change in the written agreement) is as follows:

- a. Commercial General Liability Insurance – shall be written to cover liability arising from premises and operations, independent contractors, products and completed operations, personal and advertising injury, and contractual liability. The minimum bodily injury and property damage liability limit shall be \$1,000,000 per occurrence. Nonprofit organizations will be required to add the City and its employees, consultants, and representatives as additional insured.
- b. Workers' Compensation Insurance – shall cover all employees engaged in work for the organization in accordance with the laws of the State of California. The minimum employer's liability limit shall be \$1,000,000 per accident.
- c. Auto Insurance – shall be required to cover all employees who may operate a vehicle as part of the proposed program/project. The minimum employer's liability limit shall be \$500,000 per accident.

**Licenses:** Nonprofit organizations approved for IRP Grants Program funding will be required to obtain a City of Irvine business license. Private businesses supported with small business grants through the proposed programs must also obtain a City of Irvine business license before funds can be disbursed.

**Program Monitoring:** Nonprofit organizations approved for IRP Grants Program funding will be required to maintain and submit adequate information necessary to monitor program accountability and progress in accordance with the terms and conditions of the written agreement.

**Fair Housing, Nondiscrimination and Equal Opportunity:** The City of Irvine, in accordance with federal and state law and City policy, prohibits discrimination on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship or service in the uniformed services. Agencies awarded funding will be required to comply with all applicable fair housing, nondiscrimination and equal opportunity requirements.

**Notification:** All applicants will be notified on or about October 26, 2022, of funding determinations. Receipt of an award letter does guarantee funding. Funds may not be obligated until a written agreement is signed by all parties and a notice to proceed is issued.

**Compliance with Applicable Laws, Rules and Regulations:** Nonprofit organizations that are awarded IRP Grants Program funding must act in accordance with all applicable federal, State of California, and City of Irvine laws, rules, and regulations. Applicants are strongly encouraged to be familiar with these requirements prior to submitting a funding request. These include, but are not limited to, the following:

- **Age Discrimination Act of 1975 (42 U.S.C. 6101)** – The regulations that prohibit discrimination on the basis of age.
- **2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards** – These regulations include requirements for procurement, contracting, cost principles and audit requirements including the Single Audit required for organizations expending \$750,000 or more derived from federal awards during the organization's fiscal year. The IRP Grants Program has adopted 2 CFR Part 200 as the administrative and financial management rules for this funding opportunity.
- **Executive Order 13170** – The regulations on increasing opportunities and access for Disadvantaged Businesses.
- **Administrative Procedures** – The rules issued by the City of Irvine in relation to contracts, process and procedures.
- **Clean Air Act (42 U.S.C. 7401) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.)** – The regulations that require compliance with all applicable standards, orders or regulations issued following the rule.

The Executive Orders may be found at:

[www.archives.gov/federal-register/index.html](http://www.archives.gov/federal-register/index.html)

## Program Overview

The IRP Grants Program will invest in the Irvine community by funding grants for nonprofit-run programs that provide relief and recovery from the COVID-19 pandemic. The grants will be distributed through three distinct grant categories:

1. Vulnerable Populations Grants;
2. Small Business Assistance Grants; and
3. Emerging Nonprofits Grants

## Eligible Applicants

The IRP Grants Program offers grants to nonprofit organizations providing services and/or direct financial aid to Irvine residents and businesses.

- Nonprofit organizations must have been in operation for a minimum of three years prior to submission of their application, as demonstrated by a 501(c)(3) or 501(c)(6) IRS nonprofit determination letter, Articles of Incorporation and Bylaws. Organizational capacity will be assessed in the application process. Applicants will be required to submit financial statements for the last three years of operations.
- For nonprofit organizations applying under the Emerging Nonprofits category, the nonprofit's own annual budget cannot exceed \$300,000 per year as demonstrated by an audited financial statement or IRS 990 Tax Form.

## Funding Priorities

The IRP Grants Program prioritizes grant applicants that propose programs assisting the Irvine community still impacted by the COVID-19 pandemic and residents and small businesses not previously assisted with COVID-19 funds from local, state, and federal government sources. Programs that address other unmet Irvine community needs are eligible but not prioritized for funding. Only nonprofit organizations are eligible to apply.

## Grant Applicant Terms and Conditions

- Grants are for a term of two years
- All activities must be provided to Irvine residents or small businesses
- All applications will submit a budget including the standard overhead (indirect) cost set at ten (10) percent
- Grantees must provide standard City insurance levels and a current City Business License in order to enter into a Grant Agreement

## Non-Allowable Applicant Expenses

The IRP Grant Program is not intended to cover regular operating expenses of nonprofit organizations that apply to administer activities. The primary purpose is to fund programs that support Irvine community members to economically recover from COVID-19. As such, the following expenses are not allowed for the nonprofit applying for a grant to administer activities:

- Capital projects/building improvements
- Organizational rent

- Purchase of equipment (including computers, phones, vehicles) by the applicant organization
- Reimbursement for nonprofit organization's pre-existing contracts, debt or obligations, or income loss during COVID-19

## **Vulnerable Populations Grants**

### **Grant Range**

A minimum of \$100,000 up to a maximum of \$300,000 over two years for nonprofit organizations providing services and/or direct financial assistance (e.g., rent, utilities) to the Irvine community.

### **Eligible Activities**

The City will accept applications from nonprofit organizations to operate programs that offer one or more of the following listed activities to individuals and/or families in Irvine.

- Information and referral services (e.g., community resources navigation)
- Job training and job transition
- Financial coaching and literacy
- Senior services
- Mental health services (non-duplicative of ([Be Well](#)))
- Resources to address immediate needs (food, shelter, clothing, other) – (rental payments will be made directly to the landlord)
- Transportation assistance
- Legal assistance
- Childcare scholarships (childcare payments will be made directly to the service provider)

For programs offering rental assistance, the maximum amount of IRP assistance that may be provided to an individual household is \$15,000 and the number of month(s) assistance is limited to 12 months. Additionally, individual households must certify: 1) They have not received more than 18 months of rental assistance from any public or private source since March of 2020; and 2) They are not currently receiving assistance from any source for the same rents to be paid with IRP funds.

Vulnerable Populations Grants applicants must provide justification as to why the proposed program is needed in addition to existing local, state and federal COVID-19 recovery assistance programs.

### **Allowable Expenses**

- Programs
  - Program-related personnel and benefits
  - Program-related supplies
- Direct assistance of tangible benefits
  - Examples include food, clothing, and essential household supplies provided to program participants
- Direct childcare assistance/scholarships
  - Household must be income-qualified

- Direct rent or utilities assistance
  - Household must be income-qualified
  - With justification as to why the proposed program is needed in addition to or in lieu of the State of California COVID-19 Rent Relief program or other government assistance programs
  - With a description of how the proposer will consider previous rental assistance to applicant households

**Participant Income Qualification**

Programs that provide direct assistance of tangible benefits (e.g., direct aid) must income-qualify participating households to verify that household income is equal to or below 80% Area Median Income (AMI) as defined by the United States Department of Housing and Urban Development (HUD).

2022 Household Income Limits			
Household Size	Maximum Household Gross Income 80% of Area Median	Household Size	Maximum Household Gross Income 80% of Area Median
1	\$75,900	5	\$117,100
2	\$86,750	6	\$125,750
3	\$97,600	7	\$134,450
4	\$108,400	8	\$143,100

Source: <https://www.huduser.gov/portal/datasets/il/il2022/2022summary.odn>

**Small Business Assistance Grants**

**Grant Ranges**

- A minimum of \$100,000 up to a maximum of \$300,000 over two years for nonprofit organizations providing programmatic services to the small business community, such as job training, resource navigation, or technical assistance.
- A minimum of \$100,000 up to a maximum of \$2,200,000 over two years for nonprofit organizations or nonprofit collaborations providing direct financial assistance (grants) to Irvine’s small businesses.

**Eligible Activities:**

The City will accept applications from nonprofit organizations to operate programs that offer one or more of the following activities for small businesses:

- Resource navigation (e.g., information, referrals)
- Technical assistance for small businesses (e.g., accounting, human resource management, marketing, information technology, capitalization, networking)
- Direct financial support to small businesses (for profit and nonprofit) in the form of grants, including but not limited to rental assistance, payroll, personal protective equipment, and grants for childcare businesses

To qualify for funding, nonprofit applicants must propose programs that serve small businesses:

- Employing 25 or fewer full-time equivalent employees, including business

owner

- Operating within the City of Irvine since March 13, 2020 or earlier
- Physically located in the City of Irvine, including home-based businesses
- Holding a valid City of Irvine Business License
- That are not imminently at risk of closure or bankruptcy (based on review of Profit and Loss Statements and Balance Sheets)

Small Business Assistance Grants applicants must provide justification as to why the proposed program is needed in addition to existing local, state and federal COVID-19 recovery assistance programs.

### **Allowable Expenses**

- Small Business Assistance Programs
  - Program-related personnel and benefits
  - Program-related supplies
- Direct Assistance
  - Grants to small businesses for income loss during COVID-19
  - Grants to small businesses for job and resource navigation assistance
  - Grants to small businesses for rental assistance
  - Grants to small businesses for general operating assistance
  - With justification as to why the program is needed in addition to or in lieu of other COVID-19 governmental assistance programs
  - With a description of how the proposer will consider previous COVID-19 governmental assistance to applicant businesses

### **Emerging Nonprofits Serving Diverse Communities Grants**

#### **Grant Range**

A minimum of \$60,000 up to a maximum of \$100,000 over two years for nonprofit organizations with ten or fewer employees, and an operating budget of no more than \$300,000.

#### **Eligible Activities**

The City will accept applications from emerging nonprofit organizations serving diverse communities. Grants will be for a combination of building operational capacity and providing services to the Irvine community.

Nonprofit organizations applying in this grant category must apply for a minimum of \$15,000 annually to develop organizational capacity and must provide services that comply with eligible activities listed in the Vulnerable Populations Grants and Supporting Businesses Assistance Grants. Services can be provided during both years of the grant term or only the second year of the grant term as a “next step” in organizational capacity building.

#### **Capacity Building**

The minimum of \$15,000 annually to develop organizational capacity can be used as follows:

- Foundational Support (e.g., Administrative and financial systems, human

resources systems, grants and contracts management, registration and taxation compliance)

- Organizational Development (e.g., communications, marketing, budgeting, fundraising, strategic planning, program design)
- Building the Team (e.g., Board of Directors, staff, and volunteer development and training)
- Increasing Impact (e.g., additional program staff and supplies)

### **Allowable Expenses**

- Capacity Building
  - Administrative and financial systems, human resources, contracts management, registration and taxation compliance
  - Developing plans for communications, marketing, budgeting, fundraising, strategic planning, program design (costs of consultants or vendors)
  - Board, staff, and volunteer development and training (costs of trainers, consultants, materials, vendors)
  - Additional program staff and supplies
- Services
  - Allowable expenses as listed in the Vulnerable Populations Grants and Small Businesses Assistance Grants (see above)



## Evaluation Criteria for IRP Vulnerable Populations Grants

The Grants Review subcommittee will use the evaluation criteria listed below to inform funding recommendations to the City Council for consideration.

### General Requirements

**Max Points: 10**

Evaluation Criteria	Points
<p>The application meets all requirements of the NOFA, including but not limited to:</p> <ul style="list-style-type: none"> <li>• All questions are answered</li> <li>• The application is signed by an authorized official</li> <li>• All required attachments are submitted with the application</li> <li>• A cover letter is included with the application from the Executive Director or Board President describing the program to be implemented and how it will address the needs of the City.</li> </ul>	10 points

### Application Part 3: Program Description and Level of Need

**Max Points: 55**

Evaluation Criteria	Points
<p>a. The program is clearly defined, including the:</p> <ul style="list-style-type: none"> <li>• Services to be provided</li> <li>• Specific vulnerable population(s) to be served</li> <li>• Implementation schedule</li> <li>• Start and end dates</li> <li>• Proposed use of IRP Grants Program funds</li> <li>• Start and end dates</li> </ul>	10 points
<p>b. The extent to which the application clearly defines the level of need for the proposed program and cites specific data to support the need.</p>	15 points
<p>c. The applicant describes a level of service to be provided that has a relatively high level of benefit relative to the request for IRP Grants Program funds. For programs providing tangible direct assistance, provide the benefit in terms of the number of low- and moderate-income people that will be served. The application includes information concerning:</p> <ul style="list-style-type: none"> <li>• The number of unduplicated Irvine residents to be served during the two-year grant period.</li> <li>• The rationale for how the level of service was determined</li> </ul>	10 points
<p>d. The proposed marketing/outreach efforts described in the application include sufficient detail concerning how Irvine residents in need of service may learn of the availability of the program, including residents who do not read or speak English</p>	5 points

Evaluation Criteria	Points
e. The program objectives and outcomes are specific, measurable, achievable, relevant and time-bound (“SMART goals”). The application describes: <ul style="list-style-type: none"> <li>• The proposed objectives and outcomes are specific for Irvine residents receiving service from the program</li> <li>• The proposal identifies how the objectives and outcomes will be measured</li> <li>• The proposed objectives and outcomes are achievable, relevant and time-bound</li> </ul>	10 points
f. The application describes: <ul style="list-style-type: none"> <li>• How the proposed program will prevent, prepare, or respond to the impacts of the COVID-19 Pandemic.</li> </ul>	5 points

**Application Part 4: Activity Operating Budget**

**Max Points: 15**

Evaluation Criteria	Points
The program budget is complete and provides sufficient information to conclude that: <ul style="list-style-type: none"> <li>• The amount of IRP Grants Program funds requested is reasonable</li> <li>• The amount of IRP Grants Program funds requested is appropriate relative to the type of service to be provided and the number of people expected to receive services</li> <li>• IRP Grants Program funds represent a reasonable portion of the total program budget</li> </ul>	15 points

**Application Part 5: Organization Experience and Capacity**

**Max Points: 20**

Evaluation Criteria	Points
The application includes a clear plan of action and demonstrates sufficient organizational capacity to implement the program over the two-year period. The following factors will be considered: <ul style="list-style-type: none"> <li>• If previously funded with other City grant funds, the applicant has a successful record of performance with respect to attainment of goals and objectives, effective and timely program implementation, administration, management capacity and responsiveness</li> <li>• The applicant has no audit findings</li> <li>• The applicant demonstrates a successful track record of providing similar or related services</li> <li>• The applicant has qualified and appropriate staff to implement the program</li> <li>• The applicant has sound procedures in place to verify and document the eligibility of clients to receive services</li> </ul>	20 points

**Total Points Possible: 100**

## Evaluation Criteria for IRP Small Business Assistance Grants

The Grants Review Subcommittee will use the evaluation criteria listed below to inform funding recommendations to the City Council for consideration.

### General Requirements

**Max Points: 10**

Evaluation Criteria	Points
<p>The application meets all requirements of the NOFA, including but not limited to:</p> <ul style="list-style-type: none"> <li>• All questions are answered</li> <li>• The application is signed by an authorized official</li> <li>• All required attachments are submitted with the application</li> <li>• A cover letter is included with the application from the Executive Director or Board President describing the program to be implemented and how it will address the needs of the City.</li> </ul>	10 points

### Application Part 3: Program Description and Level of Need

**Max Points: 60**

Evaluation Criteria	Points
<p>a. The program is clearly defined, including the:</p> <ul style="list-style-type: none"> <li>• Services to be provided</li> <li>• Population(s) to be served</li> <li>• Implementation schedule</li> <li>• Use of IRP Grants Program funds</li> <li>• Start and end dates</li> </ul>	10 points
<p>b. The extent to which the application clearly defines the level of need for the proposed small business assistance program and cites specific data to support the need.</p>	15 points
<p>c. The applicant describes a level of service to be provided that has a relatively high level of benefit in terms of the number small businesses served relative to the request for IRP Grants Program funds. The application includes information concerning:</p> <ul style="list-style-type: none"> <li>• The number of unduplicated Irvine small businesses to be served during the two-year grant period.</li> <li>• The rationale for how the level of service was determined</li> </ul>	10 points
<p>d. The proposed marketing/outreach efforts described in the application include sufficient detail concerning how Irvine small businesses in need of service may learn of the availability of the program, including residents who do not read or speak English. The marketing/outreach plan is achievable given the organization's resources and proposed grant.</p>	5 points

Evaluation Criteria	Points
<p>g. The program objectives and outcomes are specific, measurable, achievable, relevant and time-bound (“SMART goals”). The application describes:</p> <ul style="list-style-type: none"> <li>• The proposed objectives and outcomes are specific for Irvine residents receiving service from the program</li> <li>• The proposal identifies how the objectives and outcomes will be measured</li> <li>• The proposed objectives and outcomes are achievable, relevant and time-bound</li> </ul>	10 points
<p>e. The application describes:</p> <ul style="list-style-type: none"> <li>• How the proposed program will prevent, prepare, or respond to the COVID-19 Pandemic.</li> </ul>	5 points
<p>f. The application describes:</p> <ul style="list-style-type: none"> <li>• How will the program will include MBE/WBE businesses as service recipients?</li> </ul>	5 points

**Application Part 4: Activity Operating Budget**

**Max Points: 15**

Evaluation Criteria	Points
<p>The program budget is complete and provides sufficient information to conclude that:</p> <ul style="list-style-type: none"> <li>• The amount of IRP Grants Program funds requested is reasonable</li> <li>• The amount of IRP Grants Program funds requested is appropriate relative to the type of assistance or service to be provided and the number of small businesses expected to receive services</li> <li>• IRP Grants Program funds represent a reasonable portion of the total program budget</li> </ul>	15 points

**Application Part 5: Organization Experience and Capacity****Max Points: 15**

<b>Evaluation Criteria</b>	<b>Points</b>
<p>The application includes a clear plan of action and demonstrates sufficient organizational capacity to implement the program. The following factors will be considered:</p> <ul style="list-style-type: none"><li>• If previously funded with other City grant funds, the applicant has a successful record of performance with respect to attainment of goals and objectives, effective and timely program implementation, administration, management capacity and responsiveness</li><li>• The applicant has no audit or monitoring review findings</li><li>• The applicant demonstrates a successful track record of providing similar or related services</li><li>• The applicant has qualified and appropriate staff to implement the program</li><li>• The applicant has sound procedures in place to verify and document the eligibility of clients to receive services</li></ul>	15 points

**Total Points Possible: 100**

## Evaluation Criteria for IRP Emerging Nonprofits Grants

The Grants Review Subcommittee will use the evaluation criteria listed below to inform funding recommendations to the City Council for consideration.

### General Requirements

**Max Points: 20**

Evaluation Criteria	Points
<p>The application meets all requirements of the NOFA, including but not limited to:</p> <ul style="list-style-type: none"> <li>• All questions are answered</li> <li>• The application is signed by an authorized official</li> <li>• All required attachments are submitted with the application</li> <li>• A cover letter is included with the application from the Executive Director or Board President describing the proposed program and how it will address the needs of the City.</li> </ul>	20 points

### Application Part 3: Organization Description and Level of Need

**Max Points: 60**

Evaluation Criteria	Points
<p>a. The organization is clearly defined, including the:</p> <ul style="list-style-type: none"> <li>• How the grant will be utilized in developing organizational capacity</li> <li>• Number of current employees</li> <li>• Current annual operating budget</li> <li>• Use of IRP Grants Program funds</li> </ul>	25 points
<p>b. The extent to which the organization provides assistance or services that comply with the eligible activities listed in the Vulnerable Populations Grant or Supporting Business Assistance Grants, including if services will be provided for one or two years</p>	25 points
<p>c. The application describes:</p> <ul style="list-style-type: none"> <li>• How your proposed program will prevent, prepare, or respond to the COVID-19 Pandemic.</li> </ul>	5 points
<p>d. The application describes:</p> <ul style="list-style-type: none"> <li>• How will your program meaningfully include MBE/WBE businesses in the implementation of your program?</li> </ul>	5 points

### Application Part 4: Activity Operating Budget

**Max Points: 20**

Evaluation Criteria	Points
<p>The program budget is complete and provides sufficient information to conclude that:</p> <ul style="list-style-type: none"> <li>• The amount of IRP Grants Program funds requested is reasonable</li> <li>• The amount of IRP Grants Program funds requested is appropriate relative to the proposed organizational capacity being developed</li> </ul>	20 points

**Total Points Possible: 100**

## IRP Grants Frequently Asked Questions

1. *Will we be held to the budget, timeline, and goals in the application?*

Yes. All will be part of your agreement with the City.

2. *What if something happens and we need to change our budget, timeline, or goals?*

An amendment to the agreement can be executed if there are legitimate reasons for doing so. However, you should not count on this, particularly if your organization wants an amendment because it did not begin the project on time or has changed its mind about the project scope or budget.

3. *Will we get the full amount of funding requested?*

Projects may receive full or partial funding depending on the nature of the project, amount requested, funds available and NOFA evaluation criteria results. If your project is not viable without full funding, make sure to indicate this fact on your application.

4. *Are leveraged/matching funds required?*

Leveraged funds from other federal, state, local, or private sources are not required but strongly encouraged.

5. *When will we know whether we will be funded? When can we spend the money?*

The City anticipates making preliminary award notification on or about October 26, 2022, with funds available for reimbursement beginning on or about November 1, 2022. Receipt of an award letter is not a final guarantee of funding. Agencies must receive a written Notice to Proceed.

6. *Can we spend our money now and be reimbursed by IRP Grants Program funds later?*

No. If you commit or expend funds before receiving Notice to Proceed, you will not be eligible for reimbursement at any time.

7. *Will we hear from you even if our application does not receive funding?*

Yes. All agencies will be notified in writing whether their application will be fully or partially funded or not funded at all.

8. *Is it acceptable to submit the original application late as long as it is faxed, or mailed by the submission deadline?*

No. The City of Irvine Housing Division must receive the complete application package via email to [IRP@cityofirvine.org](mailto:IRP@cityofirvine.org) no later than the submission deadline. Faxed or mailed applications will not be accepted. Applications received by the Housing Division after the deadline has passed will not be accepted. Please plan accordingly.



# Irvine Recovery Plan

## Grant Review Subcommittee Training

Presented by

Lisa Varon, Housing Manager

Keri Bullock, Neighborhood Services Administrator

Frank Perez, Senior Associate, MDG Associates, Inc.

August 30, 2022

CITY OF IRVINE

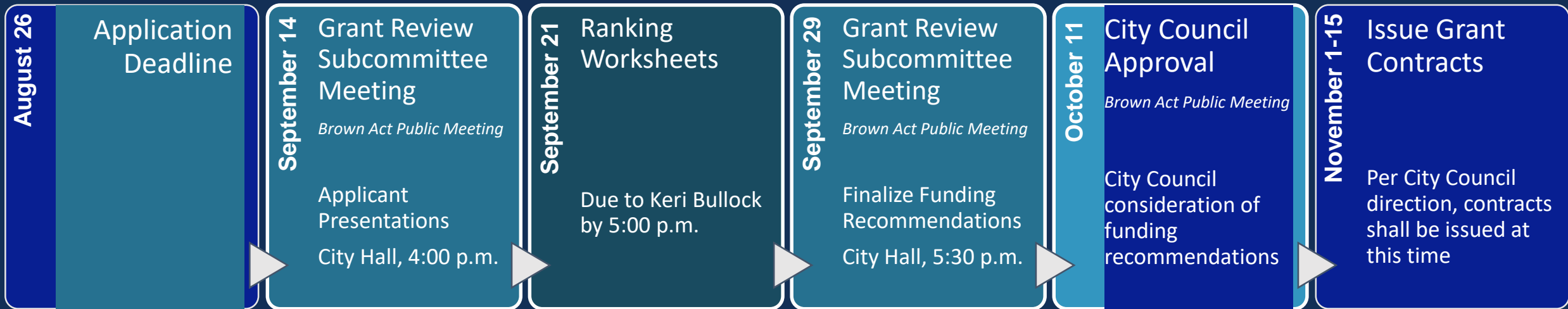


# Training Agenda

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- Grantmaking Process Overview
- Detailed Schedule
- Grant Review Subcommittee roles
- Grant program background
- Grantmaking process milestones
- About the application forms
- Application ranking workbooks

# Grantmaking Process Overview



# Detailed Schedule

Date / Time *	Event / Deadline
August 4, 2:00 p.m.	Application Technical Workshop & NOFA materials posted to website
August 11, 5:00 p.m.	Deadline for applicants to submit questions at <a href="mailto:IRP@cityofirvine.org">IRP@cityofirvine.org</a>
August 17, 5:00 p.m.	Responses to FAQs issued by City
August 17-23	1:1 meetings with applicants (at applicant request)
August 26, 12:00 p.m.	Applications Due electronically to <a href="mailto:IRP@cityofirvine.org">IRP@cityofirvine.org</a>
August 29 – September 2	Staff review of applications for completeness/Subcommittee Training
September 6	Grant review materials disseminated to Grant Review Subcommittee
September 14, 4:00 p.m.	Grant Review Subcommittee Meeting: Applicant Presentations
September 21, 5:00 p.m.	Application Ranking Worksheets due to staff
September 29, 5:30 p.m.	Grant Review Subcommittee Meeting: Finalize Recommendations
October 11, 2022	City Council Consideration of Funding Recommendations
November 1-15	Issue Grant Contracts

# Grant Review Subcommittee Roles

- Applications will be provided to you on September 6
- Public meeting to hear applicant presentations on September 14 at 4:00 p.m.
- Individually read and review each application received
  - Score each application based on the criteria established in the NOFA
  - Determine applications recommended for funding
  - Recommend the amount of funding
- Submit Ranking Worksheets to staff by September 21
- Public meeting to finalize funding recommendations on September 29 at 5:30 p.m.

# Background

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City of Irvine received \$5M in American Rescue Plan Act of 2021 (ARPA) grant funds

- Grant funds administered by the City of Irvine Housing Division, Community Development Department
- City Council approved the Irvine Recovery Plan (IRP) program design on June 28, 2022
- Program will fund non-profits to assist vulnerable populations and small businesses impacted by the ongoing COVID-19 pandemic

# Background

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Under the Irvine Recovery Plan, the City Council allocated grant funds under three programs as follows:

- Vulnerable Populations Grants \$2.2M
- Small Business Grants \$2.2M
- Emerging Nonprofits Grants \$300,000

# Vulnerable Populations Grants

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## \$2,200,000 in IRP funds for Vulnerable Populations

- Eligible Applicants: Nonprofits - 501(c)(3)
  - Organizations proposing programs that provide services / direct financial assistance to Irvine community
  - Organizations with capacity to provide services and direct financial assistance to the Irvine Community
- Grant will be provided over a two-year period
- Grant range
  - Min. \$100,000 to max. \$300,000
- Must demonstrate need
  - Support “need” for proposed activity in addition to existing COVID-19 recovery assistance programs, with verifiable data



# Vulnerable Populations Grants

All program beneficiaries must be Irvine residents.

- Programs that provide direct assistance of tangible benefits (e.g., direct aid) must income-qualify beneficiaries (individuals or households residing in Irvine) to verify that household income is equal to or below 80% Area Median Income (AMI)

Household Size	Gross Income Limit*
1	\$ 75,900
2	\$ 86,750
3	\$ 97,600
4	\$ 108,400
5	\$ 117,100
6	\$ 125,750

\* Represents 2022 Income Limits

# Vulnerable Populations Grants

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## Vulnerable Populations Grant Eligible Activities\*

- Information and referral service (i.e., community resource navigation)
- Job training and job transition
- Financial coaching and literacy
- Senior services
- Mental health services (non-duplicative of Be Well)
- Resources to address immediate needs (food, shelter, clothing, other) – (rental payments made directly to landlord)
- Transportation assistance
- Legal assistance
- Childcare scholarships (payments made directly to service provider)

\*Eligible activities established by the City Council

# Vulnerable Populations Grants

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Allowable expenses include:

- For Programs
  - Program related personnel and benefits
  - Program related supplies
- For Direct Assistance of Tangible Benefits
  - Program food, clothing and essential household supplies provided to applicants
- For Direct Childcare Assistance/Scholarships
  - Childcare assistance to income qualified households
- Direct Childcare Assistance/Scholarships
  - Assistance to income qualified households
- Direct Rent or Utility Assistance
  - Rent or utility assistance to income qualified households

# Small Business Assistance Grants

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\$2,200,000 in IRP funds for Small Business Assistance

- Eligible Applicants: Nonprofits - 501(c)(3) or 501(c)(6)
  - Organizations proposing programs serving small businesses
  - Organizations with capacity to provide services or financial assistance to Irvine's small businesses community
- Grant provided over a two-year period
- Grant range
  - Min. \$100,000 to max. \$300,000 Provide programmatic services
  - Min. \$100,000 to max. \$2,200,000 Provide direct financial assistance (grants)
- Must demonstrate need
  - Support "need" for proposed activity in addition to existing COVID-19 recovery assistance programs, with verifiable data

# Small Business Assistance Grants

Eligible Small Business Assistance activities include:

- Resource navigation (e.g., information, referrals)
- Technical Assistance (e.g., accounting, information tech., capitalization, marketing)
- Direct financial support in the form of grants (e.g., rental assist., payroll, personal protective equipment, grant for childcare business)

# Small Business Assistance Grants

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To qualify for assistance, small businesses receiving assistance from the nonprofit(s) must meet the following requirements:

- Employ 25 or fewer full-time equivalent employees, including business owner
- Operate within the City of Irvine since March 13, 2020 or earlier
- Must be physically located in the City of Irvine, including home-based businesses
- Hold a valid City of Irvine Business License
- That are not imminently at risk of closure or bankruptcy (based on review of Profit and Loss Statements and Balance Sheets)

# Small Business Assistance Grants

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Allowable expenses include:

- Small Business Assistance Programs
  - Program-related personnel and benefits
  - Program-related supplies
- Direct Assistance
  - Grants to small businesses for income loss during COVID-19
  - Grants to small businesses for job & resource navigation assistance
  - Grants to small businesses for rental assistance
  - Grants to small businesses for general operating assistance

# Emerging Nonprofits Grants

## \$300,000 in IRP funds for Emerging Nonprofits Serving Diverse Communities Grants

- Eligible Applicants: Nonprofits - 501(c)(3) or 501(c)(6)
  - Organizations with ten or fewer employees
  - Operating Budget of no more than \$300,000
- Grant provided over a two-year period
- Grant Range is: Min. \$60,000 to max. \$100,000
  - A minimum of \$15,000 per year must be budgeted to develop organizational capacity (discussed shortly under allowable expenses)



# Emerging Nonprofits Grants

## Eligible Activities Under Emerging Nonprofits Serving Diverse Communities Grants Include:

- Building operational capacity
- Scholarships
- Must provide services to the Irvine community for:
  - Activities listed under the Vulnerable Populations Grants; or
  - Activities listed under the Small Business Assistance Grants
- Required services may be provided during the second year of the grant as a “next step” in capacity building process

# Emerging Nonprofits Grants

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## Allowable Expenses include:

- The same allowable expenses as listed in Vulnerable Populations Grants or Small Businesses Assistance Grants
- A minimum of \$15,000 annually must be budgeted and used to develop organizational capacity, including one or more of the following capacity building activities:
  - Foundational Support (e.g., Administrative and financial systems, human resources systems, grants and contracts management, registration and taxation compliance)
  - Organizational Development (e.g., communications, marketing, budgeting, fundraising, strategic planning, program design)
  - Building the Team (e.g., Board of Directors, staff, and volunteer development and training)
  - Increasing Impact (e.g., additional program staff and supplies)

# About the Application Forms

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- Applicants completed one of three (3) applications:
  - Vulnerable Populations
  - Small Business
  - Emerging Nonprofit
- For Emerging Nonprofit applicants, their application package will also include either a Vulnerable Populations application or a Small Business application
  - The submitted Vulnerable Populations or Small Business application should be considered when scoring Part 3(b) – Extent of Assistance to Vulnerable Populations or Small Businesses

# Ranking and Funding Recommendations

*Example application questions*

## Part 3. Program Description & Level of Need

a. Please describe the program services to be provided and how IRP funds will be used to benefit specific vulnerable populations residing in the City of Irvine.

*(Be concise in stating the services to be provided, population served, reasonable start and end dates, program costs, positions and operating expenses to be funded. Do not exceed the space provided for each question.)*

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b. Please describe the level of need for the proposed program and how the program will assist vulnerable populations (Vulnerable Populations Grants Program). Cite specific data to explain and document need.

Page 5

c. Please describe the target population and number of unduplicated Irvine residents to be served from November 1, 2022 through October 31, 2024. Describe how the expected number of clients was determined.

Page 6

d. Describe the program marketing/outreach and service delivery method.

*(Please describe how you will reach the target population and how the program will be carried out, what service(s) will be provided and who will deliver those services. How will the program address residents who do not read or speak English?)*

# Ranking and Funding Recommendations

*Corresponding scoring criteria from the NOFA and Application Instructions*

Application Part 3: Program Description and Level of Need		Max Points: 50
Evaluation Criteria	Points	
a. The program is clearly defined, including the: <ul style="list-style-type: none"> <li>• Services to be provided</li> <li>• Population(s) to be served</li> <li>• Implementation schedule</li> <li>• Use of IRP funds</li> <li>• Start and end dates</li> </ul>	10 points	
b. The extent to which the program addresses vulnerable populations.	15 points	
c. The applicant describes a level of service to be provided that has a relatively high level of benefit in terms of the number of low- and moderate-income people served relative to the request for IRP funds. The application includes information concerning: <ul style="list-style-type: none"> <li>• The number of unduplicated Irvine residents to be served during the two-year grant period.</li> <li>• The rationale for how the level of service was determined</li> </ul>	10 points	
d. The proposed marketing/outreach efforts described in the application include sufficient detail concerning how Irvine residents in need of service may learn of the availability of the program, including residents who do not speak English	5 points	
e. The program outcomes and objectives are clearly stated, specific, measurable and realistic. The application describes: <ul style="list-style-type: none"> <li>• The possible outcomes for Irvine residents receiving service from the program and how outcomes will be measured</li> <li>• The level of impact expected as a result of the anticipated outcomes for the number of people to be served relative to the level of need for the service in Irvine</li> </ul>	10 points	



# Ranking and Funding Recommendations

Use Microsoft Excel ranking workbook to score applications

Irvine Recovery Plan (IRP) Grant Review Committee APPLICATION RANKING WORKSHEET															
Committee Member Name: _____															
Date: _____															
VULNERABLE POPULATIONS GRANTS APPLICATIONS															
Applicant	Request	1 & 2 General Requirements (10 Max)	3. Program Description and Level of Need (55 Max Combined)						4. Activity Operating Budget (15 Max)	5. Organization Experience and Capacity (20 Max)	Total Score (100 Max)	Conflict of Interest with Organization (Y/N)	Fund or Do Not Fund		If Fund, Recommended Funding Level
			a. Prog. Clearly Defined (10 Max)	b. Defines level of need for program (15 Max)	c. Level of Service (10 Max)	d. Marketing & Outreach Efforts (5 Max)	e. Outcomes & Objectives (10 Max)	f. Response to COVID-19 (5 Max)					Fund	Do Not Fund	
1										0					
2										0					
3										0					
4										0					
5										0					
6										0					
7										0					
8										0					
9										0					
10										0					
Total Requests:		\$0	Available Funds:						\$2,200,000	Total Recommended:		\$0			



# Ranking and Funding Recommendations

*Step 1: Determine if you have a Conflict of Interest, defined as:*

A situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.

IRP Grants Review Subcommittee members with one or more of the relationships to the applicant organization that are described on the next slide are prohibited from rating the application and must recuse themselves from the Subcommittee discussions of that specific application.

To recuse yourself, mark “Y” in the “Conflict of Interest with Organization” column on the Application Ranking Worksheet.

Total Score (100 Max)	Conflict of Interest with Organization (Y/N)	Fund of	
		Do Not F	
0		Fund	

# Ranking and Funding Recommendations

A Conflict of Interest that may impact your grant review activities is further defined as a Subcommittee member who is currently:

- Serving on the Board of Directors of the applicant organization;
- A paid staff member of the applicant organization;
- A vendor or contractor for the applicant organization;
- A volunteer for the applicant organization;
- Married to or in a domestic partnership with a Board member, staff member, volunteer, vendor or contractor of the applicant organization;
- Associated, in the ways described above, with a named proposal partner of the applicant organization; and/or
- Associated with the applicant organization or its proposed partners in any way that would present a Conflict of Interest when reviewing an IRP Grants Program application.



# Ranking and Funding Recommendations

*Step 2:  
Read the applications*

*Step 3:  
Score each section for each application and enter your scores in the spreadsheet*

Irvine Recovery Plan (IRP) Grant Review Committee APPLICATION RANKING WORKSHEET												
Committee Member Name: _____												
Date: _____												
VULNERABLE POPULATIONS GRANTS APPLICATIONS												
Applicant	Request	1 & 2 General Requirements (10 Max)	3. Program Description and Level of Need (55 Max Combined)						4. Activity Operating Budget (15 Max)	5. Organization Experience and Capacity (20 Max)	Total Score (100 Max)	
			a. Prog. Clearly Defined (10 Max)	b. Defines level of need for program (15 Max)	c. Level of Service (10 Max)	d. Marketing & Outreach Efforts (5 Max)	e. Outcomes & Objectives (10 Max)	f. Response to COVID-19 (5 Max)				
1											0	
2											0	
3											0	
4											0	
5											0	
6											0	
7											0	
8											0	
9											0	
10											0	
Total Requests:		\$0	Available Funds:						\$2,200,000			



# Ranking and Funding Recommendations

## Step 4:

Indicate the application(s) you wish to recommend for funding by placing an “X” in the Fund column. For those you do not wish to recommend for funding, place an “X” in the Do Not Fund column.

## Step 5:

For each application you recommend to “Fund”, enter the dollar amount you recommend. The sum total of all your funding recommendations should equal the amount of funding available in that grant category.

Total Score (100 Max)	Conflict of Interest with Organization (Y/N)	Fund or Do Not Fund		If Fund, Recommended Funding Level
		Fund	Do Not Fund	
0				
0				
0				
0				
0				
0				
0				
0				
0				
0				
0				
Total Recommended:				\$0



# Application Ranking Workbook

*Step 6:*

*Return your Ranking Workbook containing funding recommendations for Vulnerable Populations, Small Business, and Emerging Nonprofits.*

*Due Date: September 21*

*Due via email to:* Keri Bullock, Neighborhood Services Administrator  
(949) 724-6430  
[kbullock@cityofirvine.org](mailto:kbullock@cityofirvine.org)

# Questions?



# Irvine Recovery Plan

## Grant Review Subcommittee Training

Presented by

Lisa Varon, Housing Manager

Keri Bullock, Neighborhood Services Administrator

Frank Perez, Senior Associate, MDG Associates, Inc.

August 30, 2022

CITY OF IRVINE



## Summary of IRP Grant Program Applications

### Vulnerable Populations

	Agency	Program	Amount Requested
1	2-1-1 Orange County	GetHelpOC™: a Community Information Exchange (CIE)	\$300,000
2	Community Action Partnership of Orange County	Irvine Community Needs Assessment and Case Management	\$300,000
3	Easterseals Southern California	Expanding Autism Services	\$200,000
4	Families Forward	Housing Program for Families	\$300,000
5	Hecht Trauma Institute	"Cultivating Resilience and Post-Traumatic Growth" in Irvine's First Responders	\$132,840
6	Human Options	Emergency Shelter Program	\$220,478
7	Hope Center for the Arts	Hope Center for the Arts	\$140,000
8	Irvine Adult Day Health Services	IADHS Bridge to Recovery for Older Adults	\$300,000
9	Irvine Childrens Fund	ICF School Age Child Care Scholarship Program	\$234,000
10	Mental Health Association of Orange County	Veteran Outreach & Rehabilitation Program	\$225,804
11	MOMS Orange County	Healthy Beginnings	\$105,111
12	NAACP Orange County	Recruit, Retrain, and Ready	\$300,000
13	Orange County Asian and Pacific Islander Community Alliance	OCAPICA Rise	\$300,000
14	Orange County United Way	Irvine Eviction Diversion Program	\$300,000
15	Public Law Center	Irvine Civil Legal Aid	\$300,000
16	South County Outreach	Tackling COVID-19 Shadow Debt	\$300,000
17	StandUp for Kids	Journey to Self-Sufficiency for Youth	\$130,653
18	Team Kids	Team Kids Challenge	\$150,200
19	Working Wardrobes for a New Start	Rebuilding Careers	\$300,000

**Total Requested: \$4,539,086**

**Total Available: \$2,200,000**

**Small Business**

	<b>Agency</b>	<b>Program</b>	<b>Amount Requested</b>
1	Charitable Ventures	IRP Child Care Provider Relief Grant	\$2,200,000
2	CSU Fullerton Auxiliary Services Corporation	CSUF SBDC	\$300,000
3	Filipino American Chamber of Commerce of Orange County	Filipino American Chamber of Commerce	\$184,400
4	SCORE Orange County	Small Business Resilience Training	\$100,000
5	COR Community Development Corporation	Banking on Your Success Irvine	\$300,000
6	Orange County Hispanic Chamber of Commerce Education Foundation	New Start Business Grants	\$300,000
7	Orange County Iranian American Chamber of Commerce	Small Business Assistance Program	\$300,000

**Total Requested: \$3,684,400**

**Total Available: \$2,200,000**

**Emerging Nonprofits**

	<b>Agency</b>	<b>Program</b>	<b>Amount Requested</b>
1	Ektaa Center	South Asian Seniors Association (SASA)	\$60,000
2	Filipino Influential Leaders and Mentors	Making Your Mark - Starting a Business	\$100,000
3	Kingdom Business Group	Casa De MHTRA	\$100,000
4	Orange County Justice Fund	Irvine Just Recovery Plan	\$90,900
5	Small Business Diversity Network	Small Business Diversity Network	\$98,550
6	To Stop Abuse Proactively	To Stop Abuse Proactively	\$100,000

**Total Requested: \$549,450**

**Total Available: \$300,000**