



Subcommittee Members

Amil Aaron
Subcommittee Chairman

Soha Vazirnia
Subcommittee Vice Chair

Andrew Douglass
Subcommittee Member

Jing Sun
Subcommittee Member

Rebekah Thomas
Subcommittee Member

AGENDA

IRVINE RECOVERY PLAN GRANTS REVIEW SUBCOMMITTEE MEETING

**September 29, 2022
5:30 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. 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.

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

PUBLIC COMMENTS – AGENDIZED ITEMS

Public comments on agendized items (excluding Public Hearing items) will be heard no sooner than 5:30 p.m. Public comments on Public Hearing items shall occur during the public hearing. If 20 or fewer requests to provide public comments are submitted, each speaker shall be limited to three minutes per item. If between 21 and 30 speakers submit public comments, each speaker shall be limited to two minutes per item. If more than 30 speakers submit public comments, each speaker shall be limited to 90 seconds per item. The time limit per speaker shall be established based on the number of requests to speak submitted to the Recording Secretary before the first speaker is called. Requests to speak submitted after the first speaker is called shall receive 90 seconds. These time limits may be shortened or extended, or a cumulative limit on the time for all public speakers may be imposed, at the discretion of the Chair or by a majority vote of the Subcommittee.

PUBLIC COMMENTS – NON-AGENDIZED ITEMS

Any member of the public may address the Subcommittee on items within the Subcommittee's subject matter jurisdiction, but which are not listed on this agenda. If 20 or fewer requests to provide public comments are submitted, each speaker shall be limited to three minutes. If between 21 and 30 speakers submit public comments, each speaker shall be limited to two minutes. If more than 30 speakers submit public comments, each speaker shall be limited to 90 seconds. The time limit per speaker shall be established based on the number of requests to speak submitted to the Recording Secretary before the first speaker is called. Requests to speak submitted after the first speaker is called shall receive 90 seconds. These time limits may be shortened or extended, or a cumulative limit on the time for all public speakers may be imposed, at the discretion of the Chair or by a majority vote of the Subcommittee.

INTRODUCTIONS

STAFF REPORTS

ADDITIONS AND DELETIONS

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.

SUBCOMMITTEE BUSINESS

1. MINUTES – SEPTEMBER 9, 2022

RECOMMENDED ACTION:

Adopt the minutes of the Irvine Recovery Plan Grant Review Subcommittee meeting held on September 14, 2022.

2. IRVINE RECOVERY PLAN GRANTS MEETING #2 - FUNDING RECOMMENDATIONS

RECOMMENDED ACTION:

1. Approve Irvine Recovery Plan Grants Program funding recommendations to the City Council.
2. Approve Irvine Recovery Plan Grants Program implementation recommendations to City Council.

ADJOURNMENT

NOTICE TO THE PUBLIC

The Irvine Recovery Plan Grant Review Subcommittee consists of two members each from the Community Services Commission and Diversity, Equity & Inclusionary Committee, and one City staff. The Irvine Recovery Plan Grant Review Subcommittee is scheduled to meet twice. The first meeting was held 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.

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 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 26, 2022 by 5 p.m. as well as on the City's web page.



Subcommittee Liaison

AGENDA ITEM NO. 1



MINUTES

IRVINE RECOVERY PLAN GRANTS REVIEW SUBCOMMITTEE MEETING

**September 14, 2022
City Council Chamber
(Also via ZOOM)**

One Civic Center Plaza
Irvine, CA 92606

CALL TO ORDER

Housing Manager Varon called the Irvine Recovery Plan Grants Review Subcommittee Meeting to order at 4:20p.m.

ROLL CALL

Present: SUBCOMMITTEE MEMBER: AMIL AARON
 SUBCOMMITTEE MEMBER: ANDREW DOUGLASS
 SUBCOMMITTEE MEMBER: JING SUN
 SUBCOMMITTEE MEMBER: REBEKAH THOMAS
 SUBCOMMITTEE MEMBER: SOHA VAZIRNIA*

* Attended via ZOOM

Staff Present: Lisa Varon, Housing Manager; Corey Lakin, Deputy Director of Community Services; Keri Bullock, Neighborhood Services Analyst; Valeria Ramos, Housing Analyst; Frank Perez, MDG Consultant; Rudy Munoz, MDG Consultant; Rudy Vargas, MDG Consultant; Debra Langford, Recording Secretary; Kelli Allman, Housing Secretary; and Rudy Munoz, MDG Consultant (via teleconference)

INTRODUCTIONS

Housing Manager Varon began the meeting by thanking subcommittee members for their service and proceeded to introduce staff present.

ADDITIONS AND DELETIONS

Housing Manager Varon announced a change of agenda order. Business item one to be heard before Public Comments.

SUBCOMMITTEE BUSINESS

1. SELECTION OF CHAIRPERSON AND VICE CHAIRPERSON

Housing Manager Varon opened nominations from the Subcommittee for Chairperson and a motion.

ACTION: It was moved by Subcommittee Member Thomas, seconded by Subcommittee Member Vazirnia, and approved unanimously to:

Name Subcommittee Member Aaron as Chairperson.

Chair Aaron opened up nominations to elect a Vice Chairperson.

ACTION: It was moved by Chairperson Aaron, seconded by Subcommittee Member Sun, and approved unanimously to:

Name Subcommittee Member Vazirnia as Vice Chairperson.

PUBLIC COMMENTS - AGENDIZED ITEMS

None.

PUBLIC COMMENTS - NON-AGENDIZED ITEMS

None.

SUBCOMMITTEE BUSINESS

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

Housing Manager Varon and Neighborhood Services Administrator Bullock presented the IRP Grants Program Update.

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

Irvine Recovery Plan Grants Review Subcommittee Minutes
September 14, 2022

presentation, which is attached to the Minutes, includes an overview of the program, outreach activities, and the number and categories of applications received.

Subcommittee members discussed the current grant program reimbursement funding structure (described in the NOFA) versus the benefits of a traditional grant model of advance funding.

ACTION: It was moved by Chairperson Aaron, seconded by Vice Chair Vazirnia, and approved unanimously to:

Remove the reimbursement requirement from the NOFA, but add a quarterly disbursement requirement.

Applicant presentations followed.

2-1-1 Orange County
Community Action Partnership of Orange County
Easterseals Southern California
OC Iranian American Chamber of Commerce (OCIACC)
Families Forward
Hecht Trauma Institute
Human Options
Hope Center for the Arts
Irvine Adult Day Health
Irvine Children's Fund
Mental Health Association of Orange County

At 6:50 p.m. Chairperson Aaron called a recess.

At 7:10 p.m. Chairperson Aaron reconvened the meeting and presentations resumed.

MOMS of Orange County
NAACP Orange County
Orange County Asian and Pacific Islander Community Association (OCAPICA)
Orange County United Way
Public Law Center
South County Outreach
StandUp for Kids
Team Kids
Working Wardrobes
Asian Business Association of Orange County (ABAOC)
Charitable Ventures

Irvine Recovery Plan Grants Review Subcommittee Minutes
September 14, 2022

Ektaa
CSUF Auxiliary Services
Filipino American Chamber of Commerce
SCORE Orange County
COR CDC (No PPT)
OC Hispanic Chamber of Commerce
Filipino Influential Leaders & Mentors
Orange County Justice Fund (*Sabrina*)
Small Business Diversity Network
To Stop Abuse Proactively

ACTION: It was moved by Chairperson Aaron, seconded by Subcommittee Member Douglass, and approved unanimously to:

Receive and file the staff report and presentations.

ADJOURNMENT

Chairperson Aaron adjourned the meeting at 9:57 p.m. to the Irvine Recovery Plan Grants Review Subcommittee Meeting September 29, 2022, at 5:30 p.m., Irvine Civic Center, City Council Chamber, One Civic Center Plaza, Irvine, California.

Date Approved: _____

CHAIR OF THE IRVINE RECOVERY PLAN GRANTS
REVIEW SUBCOMMITTEE FOR THE CITY OF IRVINE

HOUSING MANAGER

AGENDA ITEM NO. 2



REQUEST FOR COMMUNITY SERVICES SUBCOMMITTEE ACTION

MEETING DATE: SEPTEMBER 29, 2022

TITLE: IRVINE RECOVERY PLAN GRANTS PROGRAM MEETING #2 -
FUNDING RECOMMENDATIONS

Director of Community Development

RECOMMENDED ACTIONS

1. Approve Irvine Recovery Plan Grants Program funding recommendations to the City Council.
2. Approve Irvine Recovery Plan Grants Program implementation recommendations to the City Council.

EXECUTIVE SUMMARY

The Irvine Recovery Plan (IRP) Grants Review Subcommittee (Subcommittee) is being requested to finalize the IRP Grants Program funding recommendations to the City Council as well as any implementation recommendations. The IRP Grants Program is a \$5 million City initiative offering grants to nonprofits that assist vulnerable populations, grants to nonprofits that assist small businesses, and grants to emerging nonprofits. To employ these funds in the community, the City issued a Notice of Funding Availability (NOFA) and received 32 grant applications in August 2022. At its September 14, 2022 meeting, the Subcommittee heard presentations from the applicants. Subsequently, Subcommittee members evaluated the grant applications and made individual funding recommendations. This report provides the preliminary funding recommendations, representing the average of the five Subcommittee members' individual evaluations for Subcommittee consideration. The City Council will consider the Subcommittee IRP Grant Program recommendations at its October 25, 2022 meeting.

BOARD/COMMITTEE RECOMMENDATION

Not applicable.

ANALYSIS

Background

Approved by City Council in June 2022, the IRP Grants Program is a one-time \$5 million City 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 nonprofits. The grant making process commenced in August and will conclude in November 2022. The Subcommittee is responsible for reviewing, scoring, and ranking grant applications. The applicants, cumulatively, requested approximately \$8.7 million. On September 14, the Subcommittee reviewed 32 grant applications for the IRP Grants Program, heard presentations from applicants summarizing the requests, and evaluated the applications.

Available Funds

The IRP Grants Program categories and grant ranges were approved by City Council at its June 28, 2022 meeting and are provided 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 |
| Total IRP Grants Allocation | | | \$4,700,000 |
| Program Administration Consultant | | | \$300,000 |
| Total | | | \$5,000,000 |

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 NOFA (refer to IRP Attachment 1).

Grants Funding Recommendations

Staff requests that the Subcommittee consider and approve recommendations to City Council for funding IRP Grants Program applications in the following categories: Vulnerable Populations, Small Business Assistance, and Emerging Nonprofits.

The Subcommittee scoring process involved each Subcommittee member reviewing the grant applications and completing the scoring worksheet (IRP Attachment 2). Each Subcommittee member evaluated the grant applications, indicating “fund” or “do not fund”, and recommended funding levels. Staff and the program consultant averaged the funding recommendations for each application rated as “fund” by at least three Subcommittee members. Three Subcommittee members out of five total Subcommittee members equals a majority of members. This methodology is the same as that employed by the Community Services Commission for its annual HUD Program allocations. IRP Attachment 3 lists the applications that the Subcommittee recommends and the average recommended funding levels.

In sum, the Subcommittee recommends 28 out of 32 grant applications for funding. The table below summarizes the number of recommended and not recommended applications by grant category:

| IRP Grants Program | Number of Applications | Applications Recommended | Applications Not Recommended |
|-------------------------------|------------------------|--------------------------|------------------------------|
| Vulnerable Populations Grants | 19 | 17 | 2 |
| Small Business Grants | 8 | 8 | 0 |
| Emerging Nonprofits Grants | 5 | 3 | 2 |
| Total | 32 | 28 | 4 |

The total grant amount associated with the 28 recommended applications totals \$4,751,419. This amount exceeds the total allocation for IRP grants of \$4,700,000 by \$51,419. The table below summarizes the recommended funding by grant category and the amounts exceeding available funds:

| IRP Grants Program | Number Preliminarily Recommended | Total Funding Preliminarily Recommended | Total Funding Available | Difference between Recommendation and Funding Available |
|-------------------------------|----------------------------------|---|-------------------------|---|
| Vulnerable Populations Grants | 17 | \$2,442,806 | \$2,200,000 | \$242,806 |
| Small Business Grants | 8 | \$2,116,433 | \$2,200,000 | -\$83,567 |
| Emerging Nonprofits Grants | 3 | \$192,180 | \$300,000 | -\$107,820 |
| Total | 28 | \$4,751,419 | \$4,700,000 | \$51,419 |

Vulnerable Populations Grants: The Subcommittee preliminarily recommended funding 17 out of the 19 applications for a total of \$2,442,806. The Subcommittee did not recommend two organizations for funding: Easterseals Southern California and Hope Center for the Arts. The sum of the 17 recommended grants exceeds the program budget of \$2,200,000, resulting in the need for the Subcommittee to reduce the total Vulnerable Populations grants awards by \$242,806.

Small Business Assistance Grants: The Subcommittee preliminarily recommended funding eight out of the eight applications for a total of \$2,116,433. The sum of the eight recommended grants falls short of the estimated program budget of \$2,200,000, resulting in the need for the Subcommittee to increase the total Small Business Assistance awards by \$83,567.

Emerging Nonprofits Grants: The Subcommittee preliminarily recommended funding three out of the five applications for a total of \$192,180. The Subcommittee did not recommend two organizations for funding: Filipino Influential Leaders and Mentors and To Stop Abuse Proactively. The sum of the three recommended grants falls short of the estimated program budget of \$300,000, resulting in the need for the Subcommittee to increase the total Emerging Nonprofits Grants awards by \$107,820.

After the September 14 meeting, staff identified five applicants that have not been operating nonprofit organizations for a minimum of three years, as required by the NOFA or were unable to produce the required nonprofit documentation. The five organizations include three applicants to the Emerging Nonprofits category, one applicant to the Vulnerable Populations category, and one applicant to the Small Business category that

became nonprofits within the last three years or were unable to produce 501(c)(3) or 501(c)(6) documentation.

The following organizations became nonprofits within the last three years:

- Filipino Influential Leaders & Mentors (IRS nonprofit determination letter May 2020)
- Small Business Diversity Network (IRS nonprofit determination letter April 2022)
- To Stop Abuse Proactively (IRS nonprofit determination letter August 2021)
- Hecht Trauma Institute (IRS nonprofit determination letter July 2020)

The Filipino Chamber of Commerce did not submit an IRS nonprofit determination letter. If the Subcommittee wishes to recommend funding for any of these organizations, the Subcommittee will want to consider an exception and make a motion recommending that the City Council grant that exception to the NOFA.

Selection Process

To address the preliminary funding recommendations that are above or below the available funding in all categories, the Subcommittee will want to determine how to allocate the limited funding so that each grant category is fully allocated to applicants, while observing the minimum and maximum grant amounts for that category.

Options are as follows:

1. Adjust recommended grant award amounts up or down, either equally or proportionally for all applicants in a given category. The resultant funding recommendations for each applicant recommended for funding should observe the minimum and maximum funding amounts published in the NOFA.
2. Adjust recommended grant award amounts up or down, individually for each applicant recommended for funding in IRP Attachment 1, discussing grant application merits and determining recommendations on a case-by-case basis. The resultant funding recommendations for each applicant recommended for funding should observe the minimum and maximum funding amounts published in the NOFA.

Other Recommendations

At its September 14 meeting, Subcommittee members heard staff present on implementation questions. The Subcommittee moved that the IRP Grants Program disbursements be provided to grantees on a quarterly advanced basis rather than a reimbursement basis. To follow up, the Subcommittee will want to restate this motion as a formal recommendation to City Council. If the Subcommittee would like to recommend any other program implementation recommendations to City Council, then the Subcommittee will want to pass any associated motions at this meeting.

ALTERNATIVES

The Subcommittee has discretion to modify any or all of the funding recommendations outlined in this report. The Subcommittee could recommend a sum of grant awards that total less than the total grant funding available, which would result in excess funds. Excess funds would need to be awarded in a future NOFA or returned to the Irvine Recovery Plan Fund to be utilized for other City needs. If the Subcommittee recommends a second NOFA is recommended to Council, the process would take approximately five months.

FINANCIAL IMPACT

None.

REPORT PREPARED BY

Lisa Varon, Housing Manager

IRP ATTACHMENTS

1. IRP Grants Program Notice of Funding Availability (NOFA), revised August 23, 2022
2. IRP Grants Program Scoring Sheet
3. IRP Grants Program Subcommittee Preliminary Funding Recommendations



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

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:

| Funding Categories | Program Budget |
|-------------------------------|-----------------------|
| 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. 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. 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 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

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
- August 11, 2022, 5:00 p.m.: Deadline for applicants to submit questions at 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
- 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. 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. 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

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"> • All questions are answered • The application is signed by an authorized official • All required attachments are submitted with the application • 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. | 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"> • Services to be provided • Specific vulnerable population(s) to be served • Implementation schedule • Start and end dates • Proposed use of IRP Grants Program funds • Start and end dates | 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"> • The number of unduplicated Irvine residents to be served during the two-year grant period. • The rationale for how the level of service was determined | 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"> • The proposed objectives and outcomes are specific for Irvine residents receiving service from the program • The proposal identifies how the objectives and outcomes will be measured • The proposed objectives and outcomes are achievable, relevant and time-bound | 10 points |
| f. The application describes: <ul style="list-style-type: none"> • How the proposed program will prevent, prepare, or respond to the impacts of the COVID-19 Pandemic. | 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"> • The amount of IRP Grants Program funds requested is reasonable • 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 • IRP Grants Program funds represent a reasonable portion of the total program budget | 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"> • 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 • The applicant has no audit findings • The applicant demonstrates a successful track record of providing similar or related services • The applicant has qualified and appropriate staff to implement the program • The applicant has sound procedures in place to verify and document the eligibility of clients to receive services | 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"> • All questions are answered • The application is signed by an authorized official • All required attachments are submitted with the application • 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. | 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"> • Services to be provided • Population(s) to be served • Implementation schedule • Use of IRP Grants Program funds • Start and end dates | 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"> • The number of unduplicated Irvine small businesses to be served during the two-year grant period. • The rationale for how the level of service was determined | 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"> • The proposed objectives and outcomes are specific for Irvine residents receiving service from the program • The proposal identifies how the objectives and outcomes will be measured • The proposed objectives and outcomes are achievable, relevant and time-bound | 10 points |
| <p>e. The application describes:</p> <ul style="list-style-type: none"> • How the proposed program will prevent, prepare, or respond to the COVID-19 Pandemic. | 5 points |
| <p>f. The application describes:</p> <ul style="list-style-type: none"> • How will the program will include MBE/WBE businesses as service recipients? | 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"> • The amount of IRP Grants Program funds requested is reasonable • 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 • IRP Grants Program funds represent a reasonable portion of the total program budget | 15 points |

Application Part 5: Organization Experience and Capacity

Max Points: 15

| Evaluation Criteria | Points |
|---|------------------|
| <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">• 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• The applicant has no audit or monitoring review findings• The applicant demonstrates a successful track record of providing similar or related services• The applicant has qualified and appropriate staff to implement the program• The applicant has sound procedures in place to verify and document the eligibility of clients to receive services | <p>15 points</p> |

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"> • All questions are answered • The application is signed by an authorized official • All required attachments are submitted with the application • 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. | 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"> • How the grant will be utilized in developing organizational capacity • Number of current employees • Current annual operating budget • Use of IRP Grants Program funds | 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"> • How your proposed program will prevent, prepare, or respond to the COVID-19 Pandemic. | 5 points |
| <p>d. The application describes:</p> <ul style="list-style-type: none"> • How will your program meaningfully include MBE/WBE businesses in the implementation of your program? | 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"> • The amount of IRP Grants Program funds requested is reasonable • The amount of IRP Grants Program funds requested is appropriate relative to the proposed organizational capacity being developed | 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 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 (IRP) Grant Review Committee
APPLICATION RANKING WORKSHEET**

Committee Member Name: _____
Date: _____

VULNERABLE POPULATIONS GRANTS APPLICATIONS

| | Applicant | Request | 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 |
|------------------------|--|--------------------|---|---|---|---------------------------------------|--|--|--|--|--------------------------|---|--|------|---------------------------------------|
| | | | 1 & 2 General Requirements (10 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) | Fund | |
| 1 | 2-1-1 Orange County | \$300,000 | | | | | | | | 0 | | | | | |
| 2 | Community Action Partnership of Orange County | \$300,000 | | | | | | | | 0 | | | | | |
| 3 | Easterseals Southern California | \$200,000 | | | | | | | | 0 | | | | | |
| 4 | Families Forward | \$300,000 | | | | | | | | 0 | | | | | |
| 5 | Hecht Trauma Institute | \$132,840 | | | | | | | | 0 | | | | | |
| 6 | Human Options | \$220,478 | | | | | | | | 0 | | | | | |
| 7 | Hope Center for the Arts | \$140,000 | | | | | | | | 0 | | | | | |
| 8 | Irvine Adult Day Health Services | \$300,000 | | | | | | | | 0 | | | | | |
| 9 | Irvine Childrens Fund | \$234,000 | | | | | | | | 0 | | | | | |
| 10 | Mental Health Association of Orange County | \$225,804 | | | | | | | | 0 | | | | | |
| 11 | MOMS Orange County | \$105,111 | | | | | | | | 0 | | | | | |
| 12 | NAACP Orange County | \$300,000 | | | | | | | | 0 | | | | | |
| 13 | Orange County Asian and Pacific Islander Community Alliance | \$300,000 | | | | | | | | 0 | | | | | |
| 14 | Orange County United Way | \$300,000 | | | | | | | | 0 | | | | | |
| 15 | Public Law Center | \$300,000 | | | | | | | | 0 | | | | | |
| 16 | South County Outreach | \$300,000 | | | | | | | | 0 | | | | | |
| 17 | StandUp for Kids | \$130,653 | | | | | | | | 0 | | | | | |
| 18 | Team Kids | \$150,200 | | | | | | | | 0 | | | | | |
| 19 | Working Wardrobes for a New Start | \$300,000 | | | | | | | | 0 | | | | | |
| Total Requests: | | \$4,539,086 | Available Funds: | | | | | | \$2,200,000 | Total Recommended: | | \$0 | \$2,200,000 | | |

Note: The "Total Recommended" cell must equal available funds.

- * A Conflict of Interest is defined as situation in which a person is in a position to derive personal benefit from actions or decisions made in his or her official capacity. For IRP Grants Review Subcommittee members, 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.

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

**Irvine Recovery Plan (IRP) Grant Review Committee
APPLICATION RANKING WORKSHEET**

Committee Member Name: _____
Date: _____

SMALL BUSINESSES GRANTS APPLICATIONS

| | Applicant | Request | 3. Program Description and Level of Need (60 Max Combined) | | | | | | | | | 4. Activity Operating Budget (15 Max) | 5. Organization Experience and Capacity (15 Max) | Total Score (100 Max) | Conflict of Interest with Organization* (Y/N) | Fund or Do Not Fund | | If Fund, Recommended Funding Level |
|------------------------|---|--------------------|---|-----------------------------------|---|------------------------------|---|-----------------------------------|---------------------------------|--|------|---------------------------------------|--|-----------------------|---|---------------------|--|------------------------------------|
| | | | 1 & 2 General Requirements (10 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) | g. Meaningful Inclusion of MBE/WBE (5 Max) | Fund | | | | | Do Not Fund | | |
| 1 | Charitable Ventures | \$2,200,000 | | | | | | | | | | | 0 | | | | | |
| 2 | CSU Fullerton Auxiliary Services Corporation | \$300,000 | | | | | | | | | | | 0 | | | | | |
| 3 | Filipino American Chamber of Commerce Orange County | \$184,400 | | | | | | | | | | | 0 | | | | | |
| 4 | SCORE Orange County | \$100,000 | | | | | | | | | | | 0 | | | | | |
| 5 | COR Community Development Corporation | \$300,000 | | | | | | | | | | | 0 | | | | | |
| 6 | Orange County Hispanic Chamber of Commerce Education Foundation | \$300,000 | | | | | | | | | | | 0 | | | | | |
| 7 | Orange County Iranian American Chamber of Commerce | \$300,000 | | | | | | | | | | | 0 | | | | | |
| 8 | Asian Business Association of Orange County | \$292,800 | | | | | | | | | | | 0 | | | | | |
| 9 | | | | | | | | | | | | | 0 | | | | | |
| 10 | | | | | | | | | | | | | 0 | | | | | |
| 11 | | | | | | | | | | | | | 0 | | | | | |
| 12 | | | | | | | | | | | | | 0 | | | | | |
| 13 | | | | | | | | | | | | | 0 | | | | | |
| 14 | | | | | | | | | | | | | 0 | | | | | |
| 15 | | | | | | | | | | | | | 0 | | | | | |
| 16 | | | | | | | | | | | | | 0 | | | | | |
| 17 | | | | | | | | | | | | | 0 | | | | | |
| 18 | | | | | | | | | | | | | 0 | | | | | |
| Total Requests: | | \$3,977,200 | | | | | | | | | | Available Funds: | \$2,200,000 | | Total Recommended: | | | \$0 |

\$2,200,000

Note: The "Total Recommended" cell must equal available funds.

* A Conflict of Interest is defined as situation in which a person is in a position to derive personal benefit from actions or decisions made in his or her official capacity. For IRP Grants Review Subcommittee members, 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.

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

**Irvine Recovery Plan (IRP) Grant Review Committee
APPLICATION RANKING WORKSHEET**

Commissioner Name: _____
Date: _____

EMERGING NON-PROFITS GRANTS

| | Applicant | Request | General Requirements (20 Max) | 3. Organization Description and Level of Need (35 Max Combined) | | | | 4. Activity Operating Budget (20 Max) | Total Score (100 Max) | Conflict of Interest with Organization* (Y/N) | Fund or Do Not Fund | | If Fund, Recommended Funding Level |
|------------------------|--|------------------|-------------------------------|---|---|---------------------------------|--|---------------------------------------|---------------------------|---|---------------------|-------------|------------------------------------|
| | | | | a. Organization Description (25 Max) | b. Extent of Assist. to Vulnerable Populations or Small Businesses (25 Max) | c. Response to COVID-19 (5 Max) | d. Meaningful Inclusion of MBE/WBE (5 Max) | | | | Fund | Do Not Fund | |
| 1 | Ektaa Center | \$60,000 | | | | | | 0 | | | | | |
| 2 | Filipino Influential Leaders and Mentors | \$100,000 | | | | | | 0 | | | | | |
| 3 | Orange County Justice Fund | \$90,900 | | | | | | 0 | | | | | |
| 4 | Small Business Diversity Network | \$98,550 | | | | | | 0 | | | | | |
| 5 | To Stop Abuse Proactively | \$100,000 | | | | | | 0 | | | | | |
| 6 | | | | | | | | 0 | | | | | |
| 7 | | | | | | | | 0 | | | | | |
| 8 | | | | | | | | 0 | | | | | |
| 9 | | | | | | | | 0 | | | | | |
| 10 | | | | | | | | 0 | | | | | |
| 11 | | | | | | | | 0 | | | | | |
| 12 | | | | | | | | 0 | | | | | |
| 13 | | | | | | | | 0 | | | | | |
| 14 | | | | | | | | 0 | | | | | |
| 15 | | | | | | | | 0 | | | | | |
| 16 | | | | | | | | 0 | | | | | |
| Total Requests: | | \$449,450 | Available Funds: | | | | | \$300,000 | Total Recommended: | | \$0 | | |

**Irvine Recovery Plan Grant Review Subcommittee
Preliminary Funding Recommendations**

| Vulnerable Populations | REQUESTED FUNDING | RECOMMENDED FUNDING |
|--|--------------------------|----------------------------|
| 1 2-1-1 Orange County | 300,000 | 160,000 |
| 2 Community Action Partnership of Orange County | 300,000 | 137,500 |
| 3 Easterseals Southern California | 200,000 | - |
| 4 Families Forward | 300,000 | 156,667 |
| 5 Hecht Trauma Institute | 132,840 | 97,613 |
| 6 Human Options | 220,478 | 154,096 |
| 7 Hope Center for the Arts | 140,000 | - |
| 8 Irvine Adult Day Health Services | 300,000 | 180,000 |
| 9 Irvine Childrens Fund | 234,000 | 163,500 |
| 10 Mental Health Association of Orange County | 225,804 | 120,000 |
| 11 MOMS Orange County | 105,111 | 80,000 |
| 12 NAACP Orange County | 300,000 | 172,000 |
| 13 Orange County Asian and Pacific Islander Community Alliance | 300,000 | 148,000 |
| 14 Orange County United Way | 300,000 | 175,000 |
| 15 Public Law Center | 300,000 | 180,000 |
| 16 South County Outreach | 300,000 | 182,669 |
| 17 StandUp for Kids | 130,653 | 113,261 |
| 18 Team Kids | 150,200 | 88,750 |
| 19 Working Wardrobes for a New Start | 300,000 | 133,750 |
| TOTAL FUNDING | 4,539,086 | 2,442,806 |
| BUDGET | | 2,200,000 |
| BALANCE | | (242,806) |

IRP ATTACHMENT 1
Irvine Recovery Plan Grant Review Subcommittee
Preliminary Funding Recommendations

| Small Business | REQUESTED FUNDING | RECOMMENDED FUNDING |
|---|--------------------------|----------------------------|
| 1 Charitable Ventures | 2,200,000 | 912,500 |
| 2 CSU Fullerton Auxiliary Services Corporation | 300,000 | 225,000 |
| 3 Filipino American Chamber of Commerce Orange County | 184,400 | 114,667 |
| 4 SCORE Orange County | 100,000 | 95,000 |
| 5 COR Community Development Corporation | 300,000 | 255,000 |
| 6 Orange County Hispanic Chamber of Commerce Education Foundation | 300,000 | 125,000 |
| 7 Orange County Iranian American Chamber of Commerce | 300,000 | 175,000 |
| 8 Asian Business Association of Orange County | 292,800 | 214,267 |
| TOTAL FUNDING | 3,977,200 | 2,116,433 |
| BUDGET | | 2,200,000 |
| BALANCE | | 83,567 |

| Emerging Nonprofits | REQUESTED FUNDING | RECOMMENDED FUNDING |
|--|--------------------------|----------------------------|
| 1 Ektaa Center | 60,000 | 56,000 |
| 2 Filipino Influential Leaders and Mentors | 100,000 | - |
| 3 Orange County Justice Fund | 90,900 | 86,180 |
| 4 Small Business Diversity Network | 98,550 | 50,000 |
| 5 To Stop Abuse Proactively | 100,000 | - |
| TOTAL FUNDING | 449,450 | 192,180 |
| BUDGET | | 300,000 |
| BALANCE | | 107,820 |