



Subcommittee Members

Amil Aaron
Subcommittee Chairman

Soha Vazirnia
Subcommittee Vice Chair

Andrew Douglass
Subcommittee Member

Jing Sun
Subcommittee Member

Betty Martinez-Franco
Subcommittee Member

AGENDA

IRVINE RECOVERY PLAN GRANTS REVIEW SUBCOMMITTEE MEETING

**January 26, 2023
1 PM**

City Council Chamber
1 Civic Center Plaza
Irvine, CA 92606

and via ZOOM

PARTICIPATION AT IRVINE RECOVERY PLAN GRANTS REVIEW SUBCOMMITTEE MEETINGS

MEETINGS ARE AVAILABLE TO BE 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.

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 1 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 – NOVEMBER 17, 2022

RECOMMENDED ACTION:

Approve the minutes of the Irvine Recovery Plan Grant Review Subcommittee meeting held on November 17, 2022.

2. REVIEW AND DISCUSSION OF CITY COUNCIL IRVINE RECOVERY PROGRAM GRANT AWARDS AND NEW NOTICE OF FUNDING AVAILABILITY FOR REMAINING IRP FUNDS

RECOMMENDED ACTION:

1. Discuss list of City Council-awarded IRP grants.
2. Approve second NOFA for remaining IRP funds.

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 member. The Irvine Recovery Plan Grant Review Subcommittee is scheduled as needed until the Subcommittee is dissolved. Meetings are held 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 2:30 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 3 p.m. and will continue all other items for which additional time is required until a future Subcommittee meeting. This meeting is scheduled to terminate at 3 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 January 19, 2023 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

November 17, 2022
Via ZOOM

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: SOHA VAZIRNIA *
 SUBCOMMITTEE MEMBER: JING SUN
 SUBCOMMITTEE MEMBER: REBEKAH THOMAS
Absent: SUBCOMMITTEE MEMBER: ANDREW DOUGLASS

* Arrived at 10:47 a.m.

Staff Present: Tim Gehrich, Director of Community Development; Lisa Varon, Housing Manager; Keri Bullock, Neighborhood Services Administrator; Frank Perez, MDG Consultant; Rudy Munoz, MDG Consultant; Rudy Vargas, MDG Consultant; and Rudy Munoz, MDG Consultant (via teleconference)

INTRODUCTIONS

None.

ADDITIONS AND DELETIONS

None.

SUBCOMMITTEE BUSINESS

1. MINUTES – SEPTEMBER 29, 2022

ACTION: It was moved by Subcommittee Member Thomas, seconded by Subcommittee Member Sun, and approved 3-0 to:

Approve the minutes of the September 29, 2022 Irvine Recovery Plan Subcommittee meeting minutes.

Subcommittee Members Vazirina and Douglass absent.

PUBLIC COMMENTS - AGENDIZED ITEMS

None.

PUBLIC COMMENTS - NON-AGENDIZED ITEMS

None.

SUBCOMMITTEE BUSINESS

2. DISCUSSION OF IRP STAFF REPORT ALTERNATIVES

Housing Manager Lisa Varon presented the alternatives in the IRP staff report being presented to the City Council at its November 22 meeting.

Subcommittee members discussed the proposed alternatives.

ACTION: by consensus Subcommittee Members present unanimously approved to:

Receive and file the staff report.

ADJOURNMENT

Chairperson Aaron adjourned the meeting at 11:19 a.m. to the Irvine Recovery Plan Grants Review Subcommittee Meeting.

Irvine Recovery Plan Grants Review Subcommittee Minutes
November 17, 2022

Date Approved: _____

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

HOUSING MANAGER

AGENDA ITEM NO. 2



REQUEST FOR IRVINE RECOVERY PLAN GRANT REVIEW SUBCOMMITTEE ACTION

MEETING DATE: JANUARY 26, 2023

TITLE: IRVINE RECOVERY PLAN GRANT PROGRAM ROUND 1 AWARDS
AND ROUND 2 NOTICE OF FUNDING AVAILABILITY FOR REMAINING
FUNDS



Director of Community Development

RECOMMENDED ACTIONS

1. Review and discuss the City Council awards for Round 1 Irvine Recovery Plan Grants Program (IRP Grants Program).
2. Review and approve IRP Grants Program Round 2 Notice of Funding Availability (NOFA) and schedule.

EXECUTIVE SUMMARY

The IRP Grants Program is a \$5 million City initiative offering grants to nonprofits that assist vulnerable populations, small businesses, and emerging nonprofits. The City Council finalized IRP Grant Program funding recommendations at its November 22, 2022, meeting and directed that the unspent funds be distributed through a Round 2 NOFA for Emerging Nonprofits. For the IRP Grants Program Subcommittee (Subcommittee) consideration, this staff report provides the final Round 1 grant awards, describes the Round 2 NOFA program, and outlines the Round 2 NOFA schedule.

BOARD/COMMITTEE RECOMMENDATION

Not applicable.

ANALYSIS

Background

The Irvine Recovery Plan (IRP) Grants Program is a \$5 million City initiative offering grants to nonprofits that assist vulnerable populations, small businesses, and emerging nonprofits that was approved by the City Council in June 2022. To employ these funds in the community, the City issued a Notice of Funding Availability (NOFA) in August 2022 and received 32 grant applications. The City Council-appointed Subcommittee heard presentations from the applicants, scored the grant applications, and recommended grant awards to the City Council. The City Council finalized funding recommendations on November 2022 and directed staff to utilize unspent funds by issuing a Round 2 NOFA for Emerging Nonprofits. The Round 1 grant awards are in the final stages of contracting.

Final Round 1 Funding Summary

After scoring, ranking, and discussing the applications received, the Subcommittee recommended redistribution of the IRP Grant Program budget as follows: \$2,376,443 to the Vulnerable Populations category instead of the original \$2,200,000 allocation; \$1,808,934 to the Small Business Assistance category instead of the original \$2,200,000 allocation; \$514,623 to Emerging Nonprofits instead of original \$300,000 allocation. The table below compares the Subcommittee allocation to the original framework allocation.

Table 1: IRP Grants Program Budget Reallocation

Category	Original Framework Allocation	Subcommittee Recommended Allocation	Difference
Vulnerable Populations	\$2,200,000	\$2,376,443	\$176,443
Small Business	\$2,200,000	\$1,808,934	(\$391,066)
Emerging Nonprofits	\$300,000	\$514,623	\$214,623
Total	\$4,700,000	\$4,700,000	\$0

At the November 22, 2022 City Council meeting, further discussion was requested regarding five applicants: 2-1-1 Orange County, Families Forward, Orange County United Way, South County Outreach and Charitable Ventures. The City Council formed a City Council Subcommittee to further discuss IRP funding for these applicants. On December 12, 2022, staff met with the City Council Subcommittee and finalized the funding recommendations. Ultimately, the City Council decided to approve the Subcommittee's full recommendations. In sum, the Round 1 IRP Grants Program awarded 26 grants for a total of \$4,331,557 (Attachment 1). The unallocated funds from Round 1 are now available for a Round 2 NOFA.

Round 2 NOFA Budget

A total of \$368,443 is available for the Round 2 NOFA. The total IRP Grants Program budget is \$5 million, The Round 1 IRP Grants Program awarded \$4,331,557 and the program administration contract totals \$300,000, leaving the balance of \$368,443 available for Round 2 grant making.

Table 2: IRP Grants Program Round 2 Funds

Category	Revised Program Budget*	Round 1 Grant Awards Totals	Round 2 Available Grant Funds
Vulnerable Populations	\$2,376,443	\$ 2,376,443	\$0
Small Business	\$1,808,934	\$1,808,934	\$0
Emerging Nonprofits	\$514,623	\$ 146,180	\$368,443
Total	\$4,700,000	\$4,331,557	\$368,443

*Total does not include Program Administration cost of \$300,000

Round 2 NOFA

The Round 2 NOFA contains several key changes from Round 1. Staff expects that the available funds will support six and 12 emerging nonprofits. Details of the NOFA changes are listed below:

- Removed the three-year requirement for business operations for 501(c)(3) or 501(c)(6) organizations
- Lowered the minimum grant from \$60,000 to \$30,000
- Lowered the maximum grant from \$100,000 to \$60,000
- Proposed schedule begins February 9, 2023 and ends May 9, 2023
- Revised the capacity-building minimum spending to \$5,000 per year (\$10,000 total)
- Streamlined the Program Overview and Evaluation Criteria to allow for the application form and a single evaluation criteria (rather than three in Round 1)
- Other minor adjustments to bring the document current

Program parameters, the application process, and the scoring scale are described in the NOFA (IRP Attachment 2).

Round 2 NOFA Schedule

Pursuant to City Council direction, staff proposes that the Round 2 NOFA process commence in February 2023 and conclude with City Council consideration of the Subcommittee funding recommendations in May 2023. As with the Round 1 NOFA, the Subcommittee is responsible for reviewing, scoring, and ranking Round 2 NOFA grant applications, and for providing grant recommendations to the City Council.

Staff proposes the Round 2 NOFA application timeline below:

- February 9: Application Technical Workshop and Round 2 NOFA materials released
- February 28: Deadline for applicants to submit questions to staff
- March 6: Applications due
- March 9: Responses to questions issued by City
- March 10-17: City staff reviews applications to verify threshold eligibility
- Week of March 27: IRP Grants Review Subcommittee public meeting for applicant presentations
- Week of April 10: IRP Grants Review Subcommittee public meeting to finalize funding recommendations to City Council
- May: City Council public hearing/meeting to finalize funding recommendations
- June 1: Round 2 IRP programs begin
- May 31, 2025: Round 2 IRP programs end

IRP Grants Review Subcommittee and City Council meeting dates are tentative. Notices of all public meetings will be placed in the local newspapers of general circulation and online at www.cityofirvine.org/IRP. Posted notices will confirm meeting dates, times, and locations.

ALTERNATIVES

The Subcommittee has the discretion to modify the Round 2 NOFA within the program framework approved by the City Council.

FINANCIAL IMPACT

None.

REPORT PREPARED BY Keri Bullock, Neighborhood Services Administrator

IRP ATTACHMENTS

1. IRP Grants Program Round 1 Final Grant Recipients and Funding Levels
2. IRP Emerging Nonprofits Serving Vulnerable Populations or Small Business Grants Notice of Funding Availability (NOFA)

**Irvine Recovery Plan Grants
Final Recipients and Funding Levels**

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	
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	100,000
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	100,000
19 Working Wardrobes for a New Start	300,000	133,750
TOTAL FUNDING	4,539,086	2,376,443
BUDGET		2,376,443
BALANCE		-

IRP Attachment 1

Small Business	REQUESTED FUNDING	RECOMMENDED FUNDING
1 Charitable Ventures	2,200,000	600,000
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	100,000
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	1,808,934
BUDGET		1,808,934
BALANCE		-

Emerging Nonprofits	REQUESTED FUNDING	RECOMMENDED FUNDING
1 Ektaa Center	60,000	60,000
2 Filipino Influential Leaders and Mentors	100,000	
3 Orange County Justice Fund	90,900	86,180
4 Small Business Diversity Network	98,550	
5 To Stop Abuse Proactively	100,000	
TOTAL FUNDING	449,450	146,180
BUDGET		514,623
BALANCE		368,443

\$368,443 balance remaining in Emerging Nonprofits to be re-issued in a new Emerging Nonprofits NOFA that removes the three years in business as a 501(c)(3) or 501(c)(6) organization and reduces the grant minimum from \$60,000 to \$30,000.



**NOTICE OF FUNDING AVAILABILITY
AND APPLICATION INSTRUCTIONS**

**IRVINE RECOVERY PLAN (IRP)
EMERGING NONPROFITS SERVING
VULNERABLE POPULATIONS OR SMALL BUSINESS GRANTS**

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

IRP@cityofirvine.org

**APPLICATIONS DUE:
MARCH 9, 2023 AT 12:00 P.M. PACIFIC STANDARD TIME**

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 June 1, 2023, and will run through May 31, 2025. IRP funds are available as follows:

Funding Category	Funds Available
Emerging Nonprofits Serving Vulnerable Populations or Small Business Grants	\$ 368,443

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 two separate applications for funding, one for each grant category as follows:

1. Emerging Nonprofit Organizations Serving Vulnerable Populations
2. Emerging Nonprofit Organizations Serving Small Businesses

Beginning February 9, 2023, the electronic fillable application form 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 will be held on February 9, 2023, 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 attended the workshop or have watched the workshop presentation video (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 12:00 p.m. on Thursday, March 9, 2023. **Late applications will 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, 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-March, will include up to three-minute presentations from each applicant organization. At the second meeting, in April, the Grant Review Subcommittee

will consider all eligible applications and prepare its final funding recommendation 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.

Application Timeline

- February 9, 2023, 2:00 p.m.: **Application Technical Workshop/NOFA** materials posted to cityofirvine.org/IRP
- February 28, 2023, 5:00 p.m.: Deadline for applicants to submit questions at IRP@cityofirvine.org
- March 6, 2023, 5:00 p.m.: Responses to FAQs issued by City
- March 9, 2023, 12:00 p.m.: **Applications Due** to IRP@cityofirvine.org
- March 10 – March 17, 2023: City Staff reviews applications to verify threshold eligibility
- Week of March 27, 2023: Grant Review Subcommittee public meeting for Applicant Presentations*
- Week of April 10, 2023: Grant Review Subcommittee public meeting to finalize funding recommendations*
- May 9, 2023: City Council approval*
- June 1, 2023: Programs begin
- May 31, 2025: Programs end

* 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 Tracey Curioso, Administrative Secretary, at 949-724-7444, 711 Relay at 949-724-6607, or via email at TCurioso@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, 949-724-7444 의 Tracey Curioso (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 Tracey Curioso tại 949-724-7444.

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 Tracey Curioso 的 949-724-7444.

Si necesita más información sobre este aviso o la traducción de documentos en español, comuníquese con Tracey Curioso al 949-724-7444.

از Tracey Curioso رصورتی از به لاطال عاتیتبتر در ریلطبه لین اعالی ه وی لترجم هاسن انهبفمارسی، لطفب ا طریق راهتوباطی 949-724-7444 تبمت ماس شوی د

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 Tracey Curioso に連絡してください。

إذا كنت ترغب في الحصول على أي معلومات إضافية عن هذا الإشعار أو لترجم قملن نندات بلغة للوعیة، فيرجی Tracey Curioso ال لتصل اب. 949-724-7444 علی

*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. 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).

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. Applicants should outline the organization's expected capacity building outcomes.

General Requirements

Leverage/Match Funds: While not required, application budgets may 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 submitted to City a quarterly report of progress toward achieving the Program Performance Measurement Plan; and
- 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.

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 January 2023, 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 May 10, 2023, 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 through assistance to Irvine residents or Irvine small businesses.

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

- Nonprofit organizations must submit a copy of their 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 their most recent financial statements.
- 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

Grant Range: A minimum of \$30,000 up to a maximum of \$60,000 over two years for nonprofit organizations with ten or fewer employees, and a current annual operating budget of no more than \$300,000.

Applicants shall specify the focus of their application on either Vulnerable Populations or Small Business.

Eligible Vulnerable Populations 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 Vulnerable Populations Activity 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>

Eligible Small Business 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 meeting the following criteria:

- 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 Small Business Activity 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 Nonprofit Capacity Building

All grants made pursuant to this NOFA will be for a combination of building operational capacity and providing services to the Irvine community. Within the Vulnerable Populations or Small Business program grant application budget, applicants must include a minimum of \$5,000 annually (\$10,000 total) to develop their own organizational capacity to 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 \$5,000 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

Evaluation Criteria for IRP Grants

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

Application Parts 1 and 2: General Requirements

Max Points: 10

Evaluation Criteria	Points
The application meets all requirements of the NOFA, including but not limited to: <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 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. Vulnerable Populations: 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 <p>Small Business: 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 residents who are members of vulnerable populations or Irvine small businesses in need of service may learn of the availability of the program, including residents who do not read or speak English</p>	5 points
<p>e. 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 or small businesses 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

Evaluation Criteria	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: Capacity Building

Max Points: 20

Evaluation Criteria	Points
The application includes: <ul style="list-style-type: none"> • The applicant's assessment of current organizational capacity including the number of current employees, the current annual operating budget, and opportunities for growth over the next 1-2 years • A description of how a minimum of \$10,000 (\$5,000 per year) will be invested to develop organizational capacity to provide services to Irvine residents or small businesses 	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 May 10, 2023, with funds available for reimbursement beginning on or about June 1, 2023. 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.