



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

**APPLICATIONS DUE:  
MARCH 16, 2023 AT 12:00 P.M. PACIFIC STANDARD TIME**

Issued: February 9, 2023

## 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 as soon as July 1, 2023, and will run through June 30, 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](http://www.cityofirvine.org/IRP). Please note that any modifications and/or changes made to the format of the application will result in the rejection of your application. The application must be **typed** (not handwritten).

The application technical workshop will be held on February 16, 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](http://www.cityofirvine.org/IRP). All applications for eligible activities submitted by eligible applicants are welcome.

### **Submission Deadline**

Applications must be submitted in Microsoft Excel or PDF electronic format and transmitted to [IRP@cityofirvine.org](mailto:IRP@cityofirvine.org) by 12:00 p.m. on March 16, 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](mailto:IRP@cityofirvine.org)

### **Appeals**

Staff determination of application ineligibility prior to or during the Grant Review Subcommittee review process may be appealed in writing to [KBullock@cityofirvine.org](mailto:KBullock@cityofirvine.org) within five (5) calendar days of notification that an application is not eligible. The decision of the Housing Manager of the Community Development Department shall be final.

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

### **2023 Application Timeline**

- February 9, 2023: NOFA materials posted to [cityofirvine.org/IRP](http://cityofirvine.org/IRP)
- February 16, 2:00 p.m.: **Application Technical Workshop**
- March 7, 5:00 p.m.: Deadline for applicants to submit questions at [IRP@cityofirvine.org](mailto:IRP@cityofirvine.org)
- March 10 or soon thereafter,: Responses to FAQs issued by City
- March 16, 12:00 p.m.: **Applications Due** to [IRP@cityofirvine.org](mailto:IRP@cityofirvine.org)
- March 17–April 11: City Staff reviews applications to verify threshold eligibility
- Week of April 17: Grant Review Subcommittee public meeting for Applicant Presentations\*
- Week of May 8: Grant Review Subcommittee public meeting to finalize funding recommendations\*
- June 13: City Council approval\*
- July 1: Programs begin
- June 30, 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](http://www.cityofirvine.org/IRP). Please watch for these notices to confirm public meeting dates and times.

It is the intention of the City of Irvine to comply with the Americans with Disabilities Act (ADA). To request special assistance at a City meeting, please contact Tracey Curioso, Administrative Secretary, at 949-724-7444, 711 Relay at 949-724-6607, or via email at [TCurioso@cityofirvine.org](mailto: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, 949-724-7430 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.

طریق 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

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. 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 of funding determinations subsequent to City Council approval. Receipt of an award letter does guarantee funding. Funds may not be obligated until a written agreement is signed by all parties and a notice to proceed is issued.

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

- **Age Discrimination Act of 1975 (42 U.S.C. 6101)** – The regulations that prohibit discrimination on the basis of age.
- **2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards** – These regulations include requirements for procurement, contracting, cost principles and audit requirements including the Single Audit required for organizations expending \$750,000 or more derived from federal awards during the organization's fiscal year. The IRP Grants Program has adopted 2 CFR Part 200 as the administrative and financial management rules for this funding opportunity.

- **Executive Order 13170** – The regulations on increasing opportunities and access for Disadvantaged Businesses.
- **Administrative Procedures** – The rules issued by the City of Irvine in relation to contracts, process and procedures.
- **Clean Air Act (42 U.S.C. 7401) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.)** – The regulations that require compliance with all applicable standards, orders or regulations issued following the rule.

The Executive Orders may be found at:

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

### **Program Overview**

The IRP Grants Program will invest in the Irvine community by funding grants for nonprofit-run programs that provide relief and recovery from the COVID-19 pandemic 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 10 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. Capacity building costs may not exceed 50 percent of the grant budget. 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**

Eligible capacity building expenses include:

- 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"><li>• All questions are answered</li><li>• The application is signed by an authorized official</li><li>• All required attachments are submitted with the application</li><li>• A cover letter is included with the application from the Executive Director or Board President describing the program to be implemented and how it will address the needs of the City.</li></ul>	10 points

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

**Max Points: 55**

Evaluation Criteria	Points
<p>a. The program is clearly defined, it is clear that the Organization will serve either 1) Vulnerable Populations or 2) Small Businesses, and the description covers each of the following:</p> <ul style="list-style-type: none"> <li>• Services to be provided</li> <li>• Specific vulnerable population(s) or Business types to be served</li> <li>• Implementation schedule</li> <li>• Start and end dates</li> <li>• Proposed use of IRP Grants Program funds IRP Grants Program funds</li> </ul>	10 points
<p>b. The extent to which the application clearly defines the level of need for the proposed program and cites specific data to support the need.</p>	10 points
<p>c. <b>Vulnerable Populations:</b> 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. The applicant clearly indicates the direct assistance of tangible benefits to be provided (if any) and describes the number of low- and moderate-income people that will be served. The application includes information concerning:</p> <ul style="list-style-type: none"> <li>• The number of unduplicated Irvine residents to be served during the two-year grant period</li> <li>• The rationale for how the level of service was determined</li> </ul> <p><b>Small Business:</b> 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 applicant clearly indicates and describes if direct assistance of tangible benefits will be provided (grants to small businesses) and describes the number of businesses that will be served. The application includes information concerning:</p> <ul style="list-style-type: none"> <li>• The number of unduplicated Irvine small businesses to be served during the two-year grant period</li> <li>• The rationale for how the level of service was determined</li> </ul>	15 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 may learn of the availability of the program, including residents who do not read or speak English; or how Irvine Small Businesses that are Minority Business Enterprises and Women’s Business Enterprises (MBE/WBE) businesses will be meaningfully included in the program.</p>	10 points

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

**Application Part 4: Activity Operating Budget**

**Max Points: 15**

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

**Application Part 5: Emerging Nonprofit Capacity/Capacity Building**

**Max Points: 20**

Evaluation Criteria	Points
The applicant certifies they are free of any audit findings, liens, investigations, or probation by any oversight agency in the past five (5) years. The applicant certifies they are free of any lawsuits, claims, or settlements in the past five (5) years.	5 points
The application includes an 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	5 points
The application includes a description of how a minimum of \$10,000 or 50 percent of the IRP funds awarded (whichever is less) will be invested to develop organizational capacity to provide services to Irvine residents or small businesses	10 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 June 15, 2023, with funds becoming available on July 1, 2023 at the earliest. Receipt of an award letter is not a final guarantee of funding. Agencies must complete the contracting process, execute an agreement, submit valid insurance, submit a copy of their business license, submit a W-9, and receive a written Notice to Proceed before funds will be disbursed.

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

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

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

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

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

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