



Subcommittee
Members

Amil Aaron
Subcommittee Chair

Soha Vazirnia
Subcommittee Vice Chair

Jing Sun
Subcommittee Member

Betty Martinez Franco
Subcommittee Member

Andrew Douglass
Subcommittee Member

AGENDA

IRVINE RECOVERY PLAN GRANTS REVIEW SUBCOMMITTEE MEETING

April 12, 2023
4:00 PM

City Council Chamber
1 Civic Center Plaza
Irvine, CA 92606

PARTICIPATION AT IRVINE RECOVERY PLAN GRANTS REVIEW SUBCOMMITTEE MEETINGS

MEETINGS ARE AVAILABLE TO ATTEND IN-PERSON IN THE CITY COUNCIL CHAMBER OR WATCHED LIVE THROUGH THE "ZOOM" APPLICATION. INFORMATION FOR "ZOOM" CAN BE FOUND ONLINE AT CITYOFIRVINE.ORG/IRP. 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

INTRODUCTION

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.

PUBLIC COMMENTS

SUBCOMMITTEE BUSINESS

1. IRVINE RECOVERY PLAN PROGRAM UPDATE AND APPLICANT PRESENTATIONS

RECOMMENDED ACTIONS:

1. Receive and file staff report.
2. Determine eligibility of applicants with fiscal sponsors.
3. Receive and file grant applicant presentations.

ADJOURNMENT

NOTICE TO THE PUBLIC

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

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 April 5, 2023 by 5 p.m. as well as on the City's web page.



Subcommittee Liaison

AGENDA ITEM NO. 1



REQUEST FOR IRVINE RECOVERY PLAN GRANT REVIEW SUBCOMMITTEE ACTION

MEETING DATE: APRIL 12, 2023

TITLE: IRVINE RECOVERY PLAN GRANTS PROGRAM UPDATE AND
APPLICANT PRESENTATIONS



Director of Community Development

RECOMMENDED ACTIONS

1. Receive and file staff report.
2. Determine eligibility of applicants with fiscal sponsors.
3. Receive and file grant applicant presentations.

EXECUTIVE SUMMARY

The Irvine Recovery Plan (IRP) Grants Program is a \$5 million initiative offering grants to nonprofits that assist vulnerable populations, nonprofits that assist small businesses, and to emerging non-profits. The program prioritizes grant applications addressing Covid-19 impacts. A first round of grant making concluded in December 2022 and a second round of grant making, focused solely on Emerging Nonprofits Grants, commenced in February 2023. For this second round, the IRP Grants Program Subcommittee (Subcommittee) will review, score, and rank up to 22 applications. The available program balance for grants is \$368,443. Staff is also requesting the Subcommittee consider the eligibility policy for two applications.

BOARD/COMMITTEE RECOMMENDATION

Not applicable.

ANALYSIS

Background

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

the application process, and the scoring scale are described in the Notice of Funding Availability (NOFA), provided as Attachment 1.

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

Program Update

The schedule for the Round 2 IRP Grants Program is as follows:

| Round 2 IRP Grants Program Applications and Awards Schedule | |
|----------------------------------------------------------------------------|-----------------------|
| NOFA Announced | February 9, 2023 |
| NOFA Workshop & Open Applications | February 16, 2023 |
| Application Deadline | March 16, 2023 |
| Applications Provided to Subcommittee | Week of April 5, 2023 |
| Subcommittee Meeting #1: Program Update and Applicant Presentations | April 12, 2023 |
| Evaluations Due from Subcommittee | April 28, 2023 |
| Subcommittee Meeting #2: Recommendations | May 22, 2023 |
| City Council Meeting: Present Subcommittee Recommendations for Approval | June 13, 2023 |

The Round 2 NOFA for the IRP Grant Program was published in the *Irvine World News* February 9 and 16, 2023. On February 9, the Round 2 NOFA was posted on the program website and a NOFA workshop was held. Twenty-seven organizations attended the workshop. The slides presented at the NOFA workshop are attached for reference (IRP Attachment 2). The workshop video was also posted on the program website. Staff and program consultants met with applicants that requested 1:1 technical assistance meetings, posted answers to questions regarding the NOFA, and responded to emails and phone calls.

Summary of Grant Applications Received

The City received a total of 22 Round 2 IRP Grants Program applications, cumulatively requesting \$1,082,445 (refer to IRP Attachment 3). Three applicants withdrew during the eligibility screening process, bringing the total requests to \$1,008,886.

Eligibility of Applicants with Fiscal Sponsors

During the eligibility pre-screening, staff has determined that two applicant organizations have fiscal sponsors. Educate to Empower applied with Charitable Ventures as fiscal sponsor, and Orange County Jewish Coalition for Refugees applied with OneOC as fiscal sponsor. The term 'fiscal sponsorship' describes an arrangement between a nonprofit with 501(c)(3) tax-exempt status and a project, often a new charitable effort, conducted by an organization, group, or an individual that does not have 501(c)(3) status. Fiscal sponsorship permits the exempt sponsor to accept funds restricted for the sponsored project on the project's behalf. The NOFA is silent on the eligibility of these applicants. Staff is recommending that the Subcommittee discuss and determine whether these applicants with a fiscal sponsor are eligible for the IRP grant program.

Grant Evaluation Process

Applications were screened for completeness and eligibility. Applications were distributed to the Subcommittee for scoring in either electronic or hard copy format. Each Subcommittee member is responsible for reviewing each application and providing a score. Collectively, over the course of two meetings, the Subcommittee will recommend which applications are funded and at what levels. At this meeting, the Subcommittee will hear three-minute oral presentations from each applicant and will have the opportunity to ask questions about the proposed programs. At the next meeting, the Subcommittee will determine funding recommendations to City Council.

Grant Review Process

In reviewing funding requests, the Subcommittee will use a Ranking Workbook adapted from the NOFA as a guiding tool for evaluating and ranking applications. If Subcommittee members have questions for applicants, they can send questions to City staff, who will forward the questions to applicants and then distribute the responses to all Subcommittee members. Similar to the process followed for CDBG applications, Subcommittee members are welcome to contact applicants independently to ask questions or arrange for a site visit. Staff requests that any information learned from those contacts be forwarded back to staff so that the information can be distributed to all Subcommittee members. All site visits must be completed prior to the evaluation forms deadline. Due to Brown Act requirements, no more than two Subcommittee members can attend a site visit to an applicant. Additionally, Subcommittee members must self-identify any organizations

with which they have conflicts of interest and may not contact those organizations during the review period.

Next Steps

The Subcommittee deadline to submit application evaluation forms to staff is Friday, April 28. At the next meeting, the Subcommittee will review cumulative scores from the Ranking Workbooks and determine recommended funding levels for the applicants. Staff anticipates that the City Council will consider the Subcommittee funding recommendations at its June 13, 2023 meeting.

ALTERNATIVES CONSIDERED

Not applicable.

FINANCIAL IMPACT

All necessary funds are available in the IRP Fund. The program and administration cost for Round 1 and Round 2 is \$5 million and the original source of funds is ARPA.

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

IRP ATTACHMENTS

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



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

Issued: February 9, 2023

ATTACHMENT 1

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. 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. 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 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

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 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
- 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
- March 10 or soon thereafter,: Responses to FAQs issued by City
- March 16, 12:00 p.m.: **Applications Due** to 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. 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, 949-724-7430 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. 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

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"> • 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, 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"> • Services to be provided • Specific vulnerable population(s) or Business types to be served • Implementation schedule • Start and end dates • Proposed use of IRP Grants Program funds IRP Grants Program funds | 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. 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. 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"> • 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 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"> • 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 | 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"> • 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 | 5 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: 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 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.

NOTICE OF FUNDING AVAILABILITY IRVINE RECOVERY PLAN

Presented by
Keri Bullock, Neighborhood Services Administrator
Frank Perez, IRP Consultant

February 16, 2023
2:00 p.m. to 3:00 p.m.

IRP ATTACHMENT 2

CITY OF IRVINE



Agenda

1. Eligible Applicants
2. Available Funding / Eligible Activities
3. Program Timeline
4. Submission Guidelines
5. Selection and Contracting
6. Questions and Answers
7. For More Information

Logistics

- All participants will be muted during the webinar
- Questions may be submitted using the “Q&A” function at the bottom of your screen
- Simple procedural questions may be addressed live during the recorded session
- More detailed policy questions will be considered after the webinar, with responses to those questions posted to cityofirvine.org/IRP with the FAQs

1. ELIGIBLE APPLICANTS



Eligible Applicants

- Nonprofit agencies, organized under section 501(c)(3) or 501(c)(6) of the IRS Code, able to implement the approved project within the boundaries of the City of Irvine
- The nonprofit applicant must have an annual operating budget of \$300,000 or less as demonstrated by an audited financial statement or IRS 990 Tax Form and 10 or fewer employees
- Applicants must demonstrate appropriate programmatic and financial capacity to design and implement the proposed project in accordance with City policies
- The best qualified Applicants will have a successful track record developing and implementing similar projects using grant funds and other leveraged sources

2. Available Funding / Eligible Activities

Available Funding / Eligible Activities

- \$368,443 of IRP funds are included in this NOFA
- The minimum award amount is \$30,000
- The maximum award amount is \$60,000
- The City anticipates making 7-12 grants as a result of this NOFA
- Applicants must specify which eligible activity to be implemented (Vulnerable Populations or Small Business - not both)
- At least \$10,000 of the awarded amount must be used to develop nonprofit's capacity to provide services to the Irvine community (not to exceed 50 percent of the grant award)

Vulnerable Populations Grants

Eligible activities under the Vulnerable Populations Grants prioritize programs assisting the Irvine community still impacted by the COVID-19 pandemic

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

Vulnerable Populations

Allowable expenses under Vulnerable Populations include:

- For Programs
 - Program related personnel and benefits
 - Program related supplies
- For Direct Assistance of Tangible Benefits
 - Program food, clothing and essential household supplies provided to applicants
 - Childcare scholarship assistance to income qualified households
 - Direct Rent or utility assistance to income qualified households
 - Household must be income-qualified
 - Justification: 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

Vulnerable Populations

- All program beneficiaries must be Irvine residents
- To qualify for programs that provide direct assistance of tangible benefits under the Vulnerable Populations Grant, participants will be required to have a household income that does not exceed 80% of the Area Median Income (AMI)

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

* Represents 2022 Income Limits



Small Business Assistance

Eligible Small Business Assistance activities include:

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

Must demonstrate need

- Support “need” for proposed activity in addition to existing COVID-19 recovery assistance programs, with verifiable data

Small Business Assistance

Allowable Expenses Under Small Business Assistance Include:

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

Small Business Assistance

To qualify, the assisted small businesses must meet the following requirements:

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

Capacity Building

Recognizing that Emerging Nonprofits are still building their organizations, this NOFA requires a portion of the grant budget to be dedicated to capacity building during the two-year term of the grant.

- \$5,000 annual minimum (\$10,000 total minimum)
- Maximum is 50% of the grant award
- The capacity building may take place first, with commencement of the required Vulnerable Populations or Small Business services during the second year of the grant as a “next step” in capacity building process

Capacity Building

The minimum \$10,000 annually to develop organizational capacity may 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)

3. PROGRAM TIMELINE



Program Timeline

| Date / Time * | Event / Deadline |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------|
| February 16, 2023, 2:00 p.m. | Application Technical Workshop |
| March 7, 5:00 p.m. | Deadline for applicants to submit questions at IRP@cityofirvine.org |
| March 10, or soon thereafter | Responses to FAQs issued by City |
| March 16, 12:00 p.m. (noon PT) | Applications Due electronically to IRP@cityofirvine.org . No exceptions. |
| 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 consideration of funding recommendations |
| June – July 2023 | Contracting process, programs begin |
| June 30, 2025 | Programs end |

*Dates subject to change

4. SUBMISSION GUIDELINES



Submission Guidelines

- Read the entire NOFA and Application Instructions document and obtain the application form at cityofirvine.org/IRP
- Complete all sections of the application
- Gather all required attachments
- Submit the application form and all required attachments as one or two PDF documents via email to: IRP@cityofirvine.org by 12:00 p.m. (noon PT) on March 16, 2023

Submission Guidelines

- Applications that are incomplete, exceed the prescribed response limits, have content errors or deficiencies, or are submitted after the deadline may be rejected
- Once submitted, applications 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 reserves the right to accept or reject any and/or all application proposals either in whole or in part

Submission Guidelines

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

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、949-724-7430 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

5. SELECTION AND CONTRACTING

Selection and Contracting

- Housing Division review for completeness, eligibility, regulatory compliance, and applicant capacity
- Consideration by the Grant Review Subcommittee comprised of two representatives each from the:
 - Community Services (CS) Commission
 - Diversity, Equity, and Inclusion (DEI) Committee
- One Grant Review Subcommittee meeting for Applicant Presentations and one to determine funding recommendations to the City Council
- Final funding decisions by the City Council
- Written notice to all applicants of funding decisions

Selection and Contracting

- Contracts to be issued June 2023
- Contract periods of performance:
 - July 1, 2023 through June 30, 2025
- All contracts will be monitored either in person or remotely
- All contracts will have quarterly reporting requirements
- All contracts will include a grant disbursement schedule and deadlines for submission of expenditure backup documentation

Selection and Contracting

- The City will receive questions at IRP@cityofirvine.org through March 7 at 5:00 pm
- The City will provide written responses to questions received on March 10 or soon thereafter

6. QUESTIONS AND ANSWERS



7. FOR MORE INFORMATION

Visit cityofirvine.org/IRP



NOTICE OF FUNDING AVAILABILITY IRVINE RECOVERY PLAN

Presented by
Keri Bullock, Neighborhood Services Administrator
Frank Perez, IRP Consultant

February 16, 2023
2:00 p.m. to 3:00 p.m.

CITY OF IRVINE



IRP EMERGING NONPROFITS 2ND NOFA APPLICATIONS

| # | Applicant | Project Title | Sub-Grant Type | Funding Request |
|----------------------------------|----------------------------------------------------------------------------|------------------------------------------------------------------------------------|----------------|---------------------|
| 1 | Budo Accelerator | N/A | VP | \$ 60,000 |
| 2 | Franklin Foundation | Social Recreation Center in Irvine | VP | \$ 30,000 |
| 3 | Irvine Evergreen Chinese Senior Association | IECSA Monthly Meetings | VP | \$ 30,000 |
| 4 | Orange County Asperger's Support Group | Irvine Autism Social Program | VP | \$ 60,000 |
| 5 | LOVE IRVINE, INC. | Supporting Youth Initiative | VP | \$ 60,000 |
| 6 | Charitable Ventures fbo Educate to Empower | Cultivating AA Belonging | VP | \$ 50,000 |
| 7 | OneOC - fiscal sponsor for the Orange County Jewish Coalition for Refugees | Heart to Home | VP | \$ 33,386 |
| 8 | Arise OC Inc. | Bless Irvine | VP | \$ 60,000 |
| 9 | Irvine Korean Adult League (IKAL) | Korean Adult Culture and Welfare Program | VP | \$ 60,000 |
| 10 | Oak Health Foundation | Fully Health Clinic | VP | \$ 60,000 |
| 11 | BOL, Inc. | HHS & WWS | VP | \$ 60,000 |
| 12 | Helping Hand Worldwide | Mobile Food Bank | VP | \$ 60,000 |
| 13 | Code the Spectrum | IT Job Training Services for Adults with Neurodevelopmental Disabilities in Irvine | VP | \$ 55,500 |
| 14 | Export Hope Inc. dba Foster Greatness | FYG Master Class | VP | \$ 60,000 |
| TOTAL VP FUNDS REQUESTED | | | | \$ 738,886 |
| 15 | NIPOC | Business Network | SB | \$ 30,000 |
| 16 | Small Business Diversity Network | IRP Grant - Emerging Nonprofit | SB | \$ 60,000 |
| 17 | Korean American Chamber of Commerce of Orange County | IRP Grant - Emerging Nonprofit | SB | \$ 60,000 |
| 18 | Filipino Influential Leaders and Mentors AKA FILAM 501C3 | Irvine Small Business Resources & Information | SB | \$ 60,000 |
| 19 | PeopleSpace Inc. | Startup School | SB | \$ 60,000 |
| TOTAL SB FUNDS REQUESTED | | | | \$ 270,000 |
| TOTAL ENP FUNDS REQUESTED | | | | \$ 1,008,886 |
| FUNDS AVAILABLE | | | | \$ 368,443 |
| NET AVAILABILITY | | | | \$ (640,443) |