



COUNTY OF
SAN MATEO

DEPARTMENT
OF HOUSING

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**NOTICE OF FUNDING
AVAILABILITY (NOFA)
July 1, 2026 - June 30, 2027**

**PROGRAM GUIDELINES
FOR FUNDING OF**

**FEDERAL CDBG AND ESG,
STATE PLHA AND CA ESG AND CITY OF
EAST PALO ALTO**

**GRANT-FUNDED COMMUNITY
DEVELOPMENT ACTIVITIES**

- **Public Services, Shelter Services,
Rapid Re-Housing**
- **Fair Housing**
- **Micro-Enterprise**
- **Home Repair Programs**

**Applications Due by 4:00 p.m. PST
Thursday, January 15, 2026**

Applications/Checklists to be submitted online through
City Data Services. Link: www.citydataservices.net
(Login for new users is SMC2026 for ID & Password)

For technical assistance with the online application,
contact City Data Services,
citydataservices@yahoo.com or (650) 533-5933

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I. PROGRAM OVERVIEW

Notice of Funding Availability (NOFA). The County of San Mateo (the “County”) invites applications for community development activities under its FY 2026-27 Federal Community Development Block Grant (CDBG), Federal/CA Emergency Solutions Grants (ESG) Programs, its State Permanent Local Housing Allocation (PLHA) Program and funding from the City of East Palo Alto for a Minor Home Repair Program.

Minimum award amount: \$50,000

Disclosures:

- **By submitting an application, the applicant acknowledges and agrees (i) the funds available under this NOFA are federally, or state or locally (City of East Palo Alto) funded and are subject to federal and/or state and/or City of East Palo Alto appropriations and availability; (ii) conditions applicable to such funding may be modified at any time by the federal, state and/or City of East Palo Alto government which may limit or result in the discontinuance of such funding; (iii) if the applicant is selected, reimbursement is contingent on the continued availability of such funding.**
- **The County reserves the right to add to the agreements funded under this NOFA such additional restrictions, limitations, or conditions imposed by the federal, state or City of East Palo Alto government in the future that may affect the terms and conditions of this NOFA and the subrecipient funding agreement.**
- **Please be advised that the total amount of funds available under this NOFA is subject to and will not be confirmed until Congress adopts a final budget for these programs; the U.S. Department of Housing and Urban Development (HUD), the California Department of Housing and Community Development (HCD) and the City of East Palo Alto make final allocations; and the County Department of Housing (DOH) has made adjustments based on any reprogrammed funds and/or loan repayments. Current estimates of funding availability are shown in the table below which amounts will be adjusted once final allocations are confirmed.**

Funding Categories.

Funding for Community Development Activities will be allocated based on the categories outlined in the table below with corresponding funding allocations provided based on FY 2025-26 levels. As noted, the amounts shown in the table below reflect current funding levels as of FY 2025-26; these amounts will be adjusted for FY 2026-27 for this NOFA once the final allocations from HUD/HCD/City of East Palo Alto are determined and any reprogrammed and/or repayments have been ascertained:

Funding Category	Estimated Amount Available (based on FY 2025-26 amounts)	Source
Public Services & Economic Development	\$434,697.97	CDBG
Minor Home Repair / Home Modifications	\$550,000.00	CDBG
Minor Home Repair	\$100,000.00	City of East Palo Alto
Shelter Services & Operations	\$510,535.15	Federal ESG, CA ESG, and PLHA
Homeless Rapid Re-Housing	\$143,479.50	Federal ESG and CA ESG

TOTAL (pending FY 2026-27 HUD allocations and HCD approvals)	\$1,738,712.62	
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Note: The San Mateo County Department of Housing (DOH) is the Administering Entity for the State of California ESG funding allocated to San Mateo County. Under State Regulation 8403(i) as an Administrative Entity (AE) of CA ESG funds, San Mateo County is required to award no less than 40% of available CA ESG funding for rapid re-housing activities. The remaining CA ESG funds will be available to support shelter operations as described in the Program Overview section of this NOFA.

The DOH will be administering a minor home repair program (EPA MHR Program) for the City of East Palo Alto to assist with preserving affordable housing in that City.

Two-Year Commitments: For awarded funds under this NOFA, County policy is to make two-year funding commitments for Federal CDBG funded minor home repair, public services and economic development activities, Federal ESG, CA ESG and PLHA, with the second-year of funding subject to availability of funds, satisfactory performance of subrecipient meeting performance goals, and subrecipient remaining in good standing with the County with no open monitoring findings. FY 2026-27 is the first year of a two-year commitment period for CDBG, Federal ESG, CA ESG, and PLHA Awards. In year two, applicants with community development activities will need to complete and submit a renewal application through City Data Services in order to receive their second year’s funding award. **Note:** The City of East Palo Alto’s Minor Home Repair Program is a one-year funding commitment and contract.

Applicants must satisfy all qualifying criteria outlined below to meet eligibility:

- Applicants must be an eligible City, County or other public agency, or a qualified 501(c) (3) or (c) (4) non-profit organization. Non-profit organizations must submit evidence of current nonprofit status and an up-to-date roster of their Board of Directors.
- All applicants must submit a certified financial audit of their organization, no more than one fiscal year old and prepared by a CPA, including any management letters.

Application Deadline. Please complete the application and submit all attachments on-line at www.citydataservices.net/ by not later than:

Thursday, January 15, 2026, at 4:00 PM PST¹

NOTE: Late or incomplete applications will not be considered for funding. No Exceptions.

Application Preparation Workshop. DOH will host an application preparation workshop to provide technical assistance to prospective applicants on Tuesday, December 16, 2025 through a virtual conference meeting. Meeting details will be posted on the DOH website, <https://www.smcgov.org/housing>. Attendance is not mandatory but is highly encouraged for all applicants. Instructions on federal funding requirements and use of the City Data Services application process will be provided. This workshop is tentatively scheduled for Tuesday, December 16, 2025 from 10:00-11:30 am.

Date of Funding Availability. July 1, 2026, is the earliest that FY 2026-27 Federal CDBG, Federal ESG funding CA ESG, PLHA funding will be made available. CA ESG funds are anticipated to be made available no earlier than September 1, 2026, which will be after the Standard Agreement between the HCD and the County has been approved and fully executed. Funding from all sources is subject to an executed funding agreement between your agency and the County after all HUD, State of California and/or PLHA requirements have been met.

¹ Unless otherwise indicated, all times listed in this NOFA are in Pacific Standard Time.

Application Review and Approval Process. Applications will be reviewed by County staff against priorities and criteria described in more detail in Section VI and Exhibit 1 of this NOFA. For Federal CDBG and ESG funded projects as well as PLHA- and the City of East Palo Alto-funded projects, staff will formulate preliminary recommendations to be presented to the Housing & Community Development Committee (HCDC), an advisory body to the County Board of Supervisors. For Federal/CA ESG applications, the County’s DOH and Health and Human Services staff will formulate recommendations to be presented directly to the County Board of Supervisors for final approval on or about April 21, 2026.

For Federal CDBG, State ESG/PLHA and the City of East Palo Alto funding, a public hearing will be held on or about **March 12, 2026**, by the HCDC. Applicants will present their application at this public hearing and answer any questions. After hearing from all the eligible applicants and members of the public that attend this meeting, the HCDC will formulate funding recommendations.

The HCDC, through the DOH, will then forward its recommendations for Federal CDBG/ESG, State PLHA and ESG, and the City of East Palo Alto-funded projects to the County Board of Supervisors for final approval on or about **April 21, 2026**.

II. FUNDING PRIORITIES

Successful applications will meet one of the funding priorities enumerated in the County’s FY 2026-27 NOFA Funding Priorities document, which can be found in Exhibit 1 and at www.smchousing.org. As noted, funding amounts for the categories are estimated, pending Federal and/or State appropriations. The FY 2026-27 allocations for San Mateo County are expected to be announced in the first part of 2026.

III. ELIGIBLE ACTIVITIES

Programs and projects considered for Federal CDBG/ESG funding and State ESG/PLHA funding must meet all of the following requirements: (1) meet an appropriate HUD national objective (for CDBG); (2) qualify for funding on the basis of principally benefiting low-income persons or extremely-low income individual’s for PLHA funding; and (3) meet one of the DOH FY 2026-27 NOFA funding priorities, which are specified in Exhibit 1 of this document and are also posted at www.smchousing.org

Listed below are specific types of eligible activities which may be carried out with the funds included in this NOFA. While this list is not exhaustive of all eligible activities, it provides a spectrum of the more typical activities funded under the CDBG, Federal ESG, CA ESG, State PLHA, and the City of East Palo Alto MHR program:

A. Housing Rehabilitation Programs (small-scale projects) – CDBG:

This Program serves lower income households and individuals across San Mateo County (excluding residences in the City of San Mateo, Daly City, Redwood City and South San Francisco) and covers items including:

1. Interior & exterior paint
2. Door & window replacement
3. Water heater/furnace repair or replacement
4. Removal of architectural barriers
5. Accessibility improvements such as grab bars or ADA ramp.
6. Weatherization improvements
7. Roof repair/replacement
8. Plumbing repairs/replacement

B. City of East Palo Alto Minor Home Repair Program:

This Program supports owner-occupied homes owned and resided by low-income seniors (62+) in the City of East Palo Alto and priority items covered include the following:

- Improvements to address code violations
- Improvements to address habitability, health and safety, including but not limited to ADA accessibility (e.g. ramps, shower bars, etc.)
- Electrical system repairs/replacement
- Roof repair/replacement;
- Plumbing repairs/replacement;
- Window repair/replacement;
- Water heater repair/replacement;
- Room additions (in situations of overcrowding);
- Lead-based paint remediation (lead testing required)
- Flood mitigation for floodplain households (e.g. ductwork repairs/replacement, asphalt repair/replacement, elevating structures);
- Hazardous landscaping repair, including hazardous trees/vegetation (excluding rain gardens)
- Heating, ventilation, and air conditioning (HVAC)

C. Public Service/Community Development Activities – CDBG, PLHA, Federal & CA ESG:

This Program supports the following activities including:

1. Operating cost support for eligible programs and entities such as homeless shelters, childcare centers and nutritional programs
2. Costs of programmatic staff working in eligible programs and entities such as
3. Rapid Re-housing activities, which include rental assistance and supportive services, to assist individuals or families who are homeless

D. Micro-Enterprise and Economic Development (Limited funding available) - CDBG:

This Program funds the support and development of micro-enterprises resulting in the retention or creation of permanent employment opportunities for lower-income persons

IV. PROGRAM-SPECIFIC QUALIFYING CRITERIA

A. CDBG Program

In order to qualify for CDBG funding, all eligible activities must principally benefit extremely low to low-income persons. Income verification is required to document client benefit unless the clients are in a category presumed by HUD to be principally low income (see below), in which case, their status in the relevant category must be verified. An activity will be considered to principally benefit very-low and low-income persons if it meets one or more of the following HUD National Objectives of the CDBG program:

- 51% Low-Income Benefit (Public Services): The activity has an income eligibility requirement that limits the benefits exclusively to very low and moderate-income persons. (See Exhibit 2 for Income Limits).
- Presumed Benefit Population Public Services and Capital Projects: The activity exclusively serves a group of persons in any one or a combination of the following categories that may be presumed to benefit persons, 51 percent of whom are low- and moderate-income: abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers. Removal of architectural barriers to assist seniors and adults with severe disabilities would fall under this category of Presumed Benefit.

- Job Creation/Retention for Low-Income Population (Microenterprise Assistance): The activity is designed to support micro-enterprises, which create or retain permanent jobs, a majority of which shall employ very low- and low-income persons.
- Slum/Blight Elimination: The activity is designed to eliminate slum and blight as part of a comprehensive plan or even on a spot basis, but the majority of the beneficiaries should be low income. Consult DOH staff for more information if your request falls under this category.

B. ESG Program

Federal ESG program: Homeless programs receiving Emergency Solutions Grant (formerly known as Emergency Shelter Grant) dollars are required to show at least a one-to-one match from other funding sources. These other sources may include other federal, non-federal, and private funds. Up to 60% of the County's ESG allocation may be used for emergency shelter services and 40% for rapid re-housing activities.

CA ESG program: CA Emergency Solutions Grant dollars are required to show at least one-to-one match from other funding sources. Listed below are specific eligible types of activities, aligned with State Regulations of Core Practices set forth in California Code of Regulations, 25 Section 8409, which may be carried out with CA ESG funds. While this list is not exhaustive of all eligible activities, it provides a spectrum of the more typical activities funded under the CA ESG program. The CA ESG program provides funding to (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help to operate these emergency shelters; (4) provide essential services to shelter residents; and (5) prevent families/individuals from becoming homeless.

For the purposes of this NOFA, the County will allocate CA ESG funding as follows:

- Rapid Rehousing activities (40% of CA ESG funding)
- Support for the operating costs of emergency shelters for homeless individuals and families
- Funding to improve the level and/or quality of services for homeless individuals and families living in emergency shelters or transitional facilities
- **NOTE:** The target population for this NOFA are homeless families with children and homeless individuals without children. Households must be San Mateo County residents or referred by the San Mateo County Coordinated Entry System (CES). The target population includes people who are disabled, have no income or low levels of income, who may have evictions, criminal convictions, substance use or abuse issues, mental and physical health challenges, and/or other barriers to housing. The identified provider(s) must accept referrals only from the County's Coordinated Entry System (CES).

DOH will select providers who are able to comply with the Core Practices and protocols as specified in California Code of Regulations, 25 Section 8409 including:

- Comprehensive and coordinated access throughout the Service Area
- Prioritized access to services for people with the most severe needs
- Low barrier access to services

C. PLHA Program

The PLHA program, signed into law through California's Building Homes and Jobs Act (SB 2), provides a permanent source of funding to all local governments in California to help cities and counties implement plans to increase their affordable housing stock and community development service programs. DOH awards of PLHA funds will support shelter operations and case management/services for persons who are experiencing or at risk of homelessness and earn equal to or less than 30% of San Mateo County's Area Median Income. PLHA funds will augment or replace CDBG funds for programs in the following Public Services sub-categories and with the following conditions:

1. Public Services – Shelter Operations and Services

- PLHA Activity (6): Assisting persons who are experiencing or at risk of homelessness: This includes, but is not limited to, providing supportive/case management services that allow people to obtain and retain housing, operating and capital costs for navigation centers and emergency shelters. Applicants must also show evidence that their program beneficiaries are experiencing homelessness or are at risk of homelessness. Self-certification is acceptable.
- 100% Extremely Low-Income Benefit: PLHA limits its funding to services exclusively serving extremely low-income persons (30% Area Median Income). Public service programs requesting PLHA funds to support program operating and services costs must demonstrate 100% benefit to extremely low-income persons even for CDBG presumed benefit populations. (See Exhibit 2 for Income Limits).

E. City of East Palo Alto – Minor Home Repair Program

This Minor Home Repair Program supports repairs of owner-occupied homes owned and resided by low-income seniors (62+). This Program is for East Palo Alto residents only.

Income Restrictions:

- The household income for the homeowner shall not exceed 80% of the area median income.

Eligible expenses for this program include:

- A priority for governmental fees paid for development, design or project construction (e.g., fees for testing and permits), and also allows for construction costs, all governmental fees (including fees for testing and permits) for development, design, or construction of eligible repairs, must be paid first; and
- Construction costs and construction materials costs incurred by the MHR Program operator or through construction contracts with a third-party general contractor(s) or subcontractor(s) that are reasonable and necessary for the construction of eligible repairs at the home or rental unit; and
- All governmental fees (including fees for testing and permits) paid for development, design, or construction of eligible repairs; and
- Reasonable administrative costs (not to exceed 15% of the MHR Program operator’s modified total direct costs) to cover the MHR Program operator’s overhead expenses; and
- Reasonable community outreach costs to ensure sufficient awareness and utilization of the MHR Program; and
- Reasonable transportation costs for MHR Program operator staff to travel to and inspect project locations; and
- Other reasonable repair-related costs as approved by the County in its reasonable discretion

Under this program, a minimum of five (5) and up to twelve (12) households will be served. The maximum repair costs for a single home are \$16,000.00.

V. FUNDING PROCEDURES AND REQUIREMENTS

- A. Religious Organizations. Funds provided under this NOFA cannot be used for inherently religious activities such as worship, religious instruction, or proselytizing, as a part of the program or services funded by HUD. However, HUD will allow faith-based organizations to access funds for eligible programs and capital projects meeting County funding priorities described above without having to form secular affiliates and to participate in any HUD program or activity for which they are otherwise eligible.

- B. Multiple CDBG Funding and Entitlement Cities. Applicants proposing a program which will serve a county-wide population or a population located in one or more of the entitlement cities (e.g., Daly City, South San Francisco, San Mateo, and/or Redwood City), are asked to also contact the affected entitlement city for funding. ***The County will fund only that portion of the program’s budget which affects the Urban County jurisdiction under 42 U.S.C. § 5302(a)(6). The County’s Urban County consists of the unincorporated areas of the County plus 16 small cities and towns.*** Excluded from the Urban County are the four largest cities – Daly City; San Mateo; Redwood City; and South San Francisco.

CDBG contacts in the entitlement cities in the County:		
Daly City	Ann Cooney hcd@dalycity.org	(650) 991-8255
South San Francisco	Alvina Condon cdbg@ssf.net	(650) 829-6621
San Mateo	Rachel Horst housing@cityofsanmateo.org	(650) 522-7223
Redwood City	Madiha Haque housingrwc@redwoodcity.org	(650) 780-7229

- C. Program Proposal with Location Outside Urban County Jurisdiction. Applicants requesting funding for a program that will be located outside the Urban County jurisdiction, must demonstrate that residents of the Urban County jurisdiction will receive the principal benefit from the Urban County funds requested.
- D. Program Schedule. When preparing the program schedule, please factor in sufficient time for various administrative procedures. These include County preparation of the HUD-required environmental review under the National Environmental Protection Act (NEPA), negotiation and full execution of the funding agreement between your organization and the County, and approval by the County. Funding agreements exceeding \$200,000 require review by County Attorney and Board of Supervisors approval. When planning your project schedule, please allow four (4) weeks to four (4) months for preparation and full execution and approval of the agreement by the County before your organization can access the funding.
- E. Program Administrative Costs and Indirect cost rate. Funding may be used for reasonable “Program Delivery Administrative Costs” and carrying charges related to the planning and execution of community development activities assisted in whole or in part with CDBG funds in accordance with 24 CFR § 570.206. Indirect costs may be charged at the 15% De Minimis Rate of Subrecipient’s modified total direct costs, or in accordance with an approved negotiated federal rate.
- F. Environmental Review Process. Federal regulations require local jurisdictions to prepare a NEPA (National Environmental Protection Act) environmental review (ER) for every activity funded with federal funds. If the ER is prepared by a DOH consultant, the costs will be taken out of the funding awarded to your organization. With the exception of the Home Repair Programs, the services funded via this NOFA will be determined to be Exempt in the NEPA process and the Exemption documentation will be prepared by County staff. Be advised that an organization cannot undertake any choice-limiting activities in relation to the project during the ER period. These activities include acquisition of real property, leasing property, rehabilitation, demolition, construction of buildings or structures, relocating buildings or structures, and/or conversion of land or buildings/structures. These actions could potentially have an adverse environmental impact, thereby limiting the choice of reasonable alternatives prior to

completion of the ER.

- G. Mandatory Acknowledgement of local, State, and HUD Funding. All programs receiving any type of DOH funding assistance and/or substantial technical assistance will be required to state and acknowledge such funding in any advertising, marketing, public presentations, press releases, written materials or project descriptions. Such acknowledgement should also identify the U.S. Department of Housing & Urban Development, State of California Housing and Community Development, ESG/PLHA and/or City of East Palo Alto MHR program, as applicable.
- H. Required Agreement between Funded Agency and County of San Mateo Before Obligating Awarded Funds. If you have been awarded County funds for your activity under this NOFA, such funds may not be committed or obligated in any way before an agreement between your organization and the County has been fully executed and approved by the County. If you commit or obligate the funds before the agreement is fully executed and approved by the County, the County will not reimburse you for the pre-agreement program costs.
- I. Public Service Programs. CDBG funds may be used to support delivery of public services if the public services serve low-income persons. CDBG regulations limit public service expenditures to 15% of a jurisdiction's annual CDBG allocation from HUD. The County funding agreement with the service provider will require program compliance and be administered as a performance-based agreement.
- J. Requirement to use the San Mateo County Clarity System and/or SAGE Reporting system. All services funded via CA and Federal ESG funds under this NOFA must be documented in the Clarity Human Services System (Clarity), administered by the San Mateo County Human Services Agency (HSA). Client data will be tracked in the Homeless Management Information System (HMIS) system within the Clarity Human Services System used by the County's Core Service Agencies and Homeless Service Providers and/or the SAGE Reporting system. For a provider that serves primarily survivors of domestic violence, a separate HMIS-compliant system may be used if approved by HSA. If awarded funds, applicant's program staff must enter complete and accurate information into Clarity in a timely manner for all program participants.
- K. Verification of Client Income/Presumed Benefit Status. The County requires service providers to verify the income of clients served, and to report such information to the County on a quarterly basis. Documentation may consist of employment verification and/or benefits income verification and/or tax returns. For presumed low-income groups, verification of presumed benefit status is required. PLHA and ESG do not allow for presumed benefit groups and therefore income of all beneficiaries must be verified and can be self-certified.
- L. Demographic Data on Project/ Program Beneficiaries. If your proposed project is funded, you will be required to provide DOH staff with various client/program beneficiary demographic data depending on the type of project. The required data may include: client household income, client background, housing status, and head of household information. The DOH Housing and Community Development Specialist assigned to monitor your project will discuss the extent of other demographic data required. The County will provide you with required reporting forms. Unless otherwise specified, most reporting will be submitted through CDS at <https://www.citydataservices.net/>.
- M. Funding on Reimbursement Basis. The County funds community development programs and projects subject to this NOFA on a reimbursement basis. Reimbursement is provided only upon submission of complete documentation of performance of program goals and supporting documentation showing that costs for implementing the program have been reasonably and necessarily incurred and paid, with proper proof of payment.
- N. Timely Use of Funds. If funds are awarded to your project, the funds must be obligated (i.e., under contract) by the sooner of September 30, 2026 or within three weeks of the HUD grant agreement being executed with the County. If the funds have not been obligated by that date, the Director of the DOH will review the project status and determine whether the funding award for your project should be extended. Please be advised that such extensions

are not automatic and must be justified by the project sponsor. If an extension is granted and the funds have still not been obligated by November 30, 2026, the DOH Director may withdraw the funding award. If funds are obligated, the funding recipient will need to meet the Minimum Aggregate Invoice Amount and Expenditure Deadlines outlined in the executed agreement for expenses incurred, any unexpended funds at the end of the invoice period and/or contract period may be forfeited to the County and reallocated for other, eligible purposes.

- O. Certified Financial Audit. Applicants are required to submit with their application a copy of the most recent certified financial audit prepared by an independent CPA firm, including any management letters. Annual submission of yearly financial audit reports will also be required during the term of the financing or funding agreement under this NOFA. Submitted certified financial audit should be no more than one (1) fiscal year old, which under this NOFA would be from FY 2024-25. If certified financial audit is in process or not complete, applicants will need submit statement of audit status.
- P. Single Audit: If your organization has expended \$1,000,000 or more of federal funds from any source in any one year, the audit should include a “single audit” and be in compliance with federal OMB Circular A-122 or A-133, depending on whether your entity is a nonprofit organization or public agency. If applicants have not expended \$1,000,000 or more of federal funds from any source in any one year, they must attach a certification attesting to this fact. See Exhibit 3 for an example certification letter.
- Q. Background of Nonprofit Organizations. All nonprofit organizations applying for funds must meet the following requirements:
1. Governing Body - Governing body of the organization should be vested in a responsible and active voluntary board which meets at least quarterly and establishes and enforces policy. The governing body should be large enough and so structured to be representative of the community it serves. Applicants under this NOFA will need to submit a full board roster that includes board member names, term lengths and years served on the board. See Exhibit 5 for an example governing body description and information to include in this description.
 2. Personnel - The organization must provide for adequate administration of the program to ensure sufficient capacity to deliver services. At minimum, one person should be designated the full-time director of the organization. Applicants under this NOFA will need to submit an organizational chart that outlines current roles, vacant and filled, for the entire organization/agency. See Exhibit 6 for a description of this information to include in the personnel overview.
 3. Staffing of Public Service Programs - Organizations requesting funds for public service programs should have staffing at all levels of responsibility that can serve the composition of the population served. It is highly desirable that the agency staff also possess appropriate bi-cultural and bi-lingual capabilities.
- R. Authorization for an Application for Funds and Designation of a Person to Execute Documents. Nonprofit applicants should submit a copy of their Board resolution authorizing the nonprofit to make an application for funds and a copy of their Board resolution designating a person responsible for executing all documents related to the funding. Applicants may combine the authorization of the application for funding and designation of a person to execute documents into a single resolution.
- S. Debarment. The Housing & Community Development Act of 1974, 24 CFR Part 5 provides that assistance shall not be used directly or indirectly to employ, award contracts to, or otherwise engage the services of, or fund any Contractor or sub-recipient during any period of debarment, suspension, or placement in ineligibility status under the provisions of 24 CFR part 24. This provision covers all Contractors and sub-recipients, as well as subcontractors of Contractor or sub-recipient, whose names are included in the “List of Parties Excluded from Federal Procurement and Non-procurement Programs” (the “List”). Inclusion in the List during the term of this agreement would

constitute grounds for contract termination for any funding received via this NOFA including Federal CDBG and ESG, CA ESG and PLHA. An account can be created in order to access the “List” here: www.sam.gov.

T. **Other Requirements:**

1. **Fingerprinting Requirements.** The County requires that all contractors, assignees, and volunteers of agencies doing business with the County and who during the course of performing services, may have contact with children ages 0-18 years old, be fingerprinted in order to determine whether they have a criminal history which would compromise the safety of children. Please confirm adherence with this requirement in the Personnel attachment.
2. **Equal Benefits Compliance.** Any party entering into contract with the County must offer equal benefits to their employees. The County’s Ordinance prohibits discrimination in the provision of employee benefits between an employee with a same-sex married spouse and an employee with an opposite-sex married spouse.
3. **Persons with Special Needs.** For programs and projects serving Persons with Special Needs/Limited Clientele the following definitions apply: Under CDBG and 24 CFR § 570.208(a)(2), this category includes: abused children; homeless veterans and veterans at risk of homelessness; survivors of domestic violence; seniors (62+); adults and families with children with serious disabilities; homeless persons; illiterate persons; persons living with AIDs; and migrant farm workers. For County purposes, this category shall also include, but not be limited to, individuals living with a mental illness; emancipated youth; seniors aging in place (for service-related programs); frail seniors (for housing); persons recovering from substance abuse; and persons recently released from jail or prison.
4. Grantees and subrecipients providing services or supportive housing to Persons with Special Needs as defined above will verify the eligibility of beneficiaries of County, CDBG, HOME, PLHA, and CA/Federal ESG funding.

VI. **EVALUATION CRITERIA**

Applications will be evaluated by County Staff and the public advisory body, the HCDC, and, for ESG funds, staff from the County’s HSA, based on the following criteria:

- A. Threshold Criteria.** The project application must meet and comply with the minimum criteria listed in order to meet the threshold requirement under this NOFA:
1. Be submitted by an eligible applicant
 2. Received by the 4PM PST deadline
 3. Be complete
 4. Meet the requirement that the activity be both eligible for and qualified under CDBG, PLHA, Federal/CA ESG, and/or City of East Palo Alto regulations
- B. Evaluation Criteria.** If an application is determined to meet the threshold criteria, the proposed project is then evaluated against the following additional criteria:
1. **Funding Priority:** Extent to which the proposed activity addresses one of the NOFA funding priorities listed in Exhibit 1 of this NOFA, which is also provided in a separate document, *County of San Mateo FY 2026-27 Notice of Funding Availability (NOFA) Funding Priorities*, available at www.smchousing.org.
 2. **Applicant Capacity/Capability:** Capacity of applicant (AKA, project sponsor) to carry out proposed activity/program, including demonstrated positive outcomes (i.e., housing homeless clients),

demonstrated ability to complete administrative requirements (i.e., performance reports, CDS and/or HMIS data entry, reimbursement requests), and satisfactory performance on any past and/or current contracts with the County. Applicant capacity/capability will also include financial solvency, please see Exhibit 7 for a sample attestation of financial compliance, which should be included with the organization’s agency budget.

3. Project Feasibility/Readiness: Reasonableness of proposed timeline for implementing and completing the activity. Requests for funding to support community or public service programs must be for programs to be implemented in the upcoming fiscal year. Review of any features of potential impediments or contribution to the activity’s success or impact.
4. Cost-Effectiveness: Extent to which the activity is cost effective in serving new or additional clients for Federal CDBG and federal/state ESG funding and the extent to which the activity is cost effective in serving all clients (not just new or additional) for CA ESG, PLHA and City of East Palo Alto funding. Additional review of methodology for costing and/or budgeting.
5. Leveraging: Extent to which other funding sources have been sought and committed to the activity or program. At the time of application submission, estimated leveraging amounts will need to be shared. At the end of the first year of the contract term, actual leveraging amounts will need to be reported.
6. Program Model (for shelter programs only): Extent to which activity is aligned with the County’s Strategic Plan to End Homelessness, including providing a low barrier to services and reasonable targets for permanent housing placements.

VII. APPLICATION SUBMISSION

A. Application Preparation Workshop: DOH will host an application preparation workshop on Tuesday, December 16, 2026, at 10:00 am PST through a virtual conference meeting. Zoom meeting link and time will be posted on the County’s NOFA webpage at www.smchousing.org. **Attendance by applicants – especially those new to CDS - is not mandatory** but is **highly encouraged**. Instructions on the use of the CDS application process will be provided.

B. Submission Requirements: Submit one application per program funding request through CDS. Applications can be accessed at www.citydataservices.net/ For new applicants, SMC2026 is both the User ID & password. No paper applications will be accepted.

C. Submission Deadline. Applications are due on:

Thursday, January 15, 2026, 4:00 PM PST

NOTE: Late or incomplete applications will not be considered for funding. No Exceptions.

D. Where to Submit. www.citydataservices.net/ No paper submissions accepted.

E. Information and Assistance. DOH and CDS staff are available to answer questions regarding the NOFA and preparation and submittal of the application. You may contact the following staff:

Name	Phone	E-Mail
City Data Services (online platform)	(650) 533-5933	citydataservices@yahoo.com

Eleazar Malabanan	(628)222-3105	emalabanan@smchousing.org
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Exhibit 1: Funding Priorities

Low Income Benefit. Successful applications will meet one of the funding priorities listed below. All programs and projects must benefit Extremely Low to Low-Income persons. Please note, PLHA requires all beneficiaries to earn equal to or less than thirty percent (30%) of San Mateo County’s Area Median Income (AMI).

Minimum Request and Contract Terms. The minimum funding request is \$50,000. Current County contracting policy is as follows:

- **Community Development Services (CDBG -Public Services, Micro-Enterprise and Minor Home Repair activities; State/federal ESG, and PLHA):** Two-year funding commitment, with the second-year contingent on funding being secured by the County and the submission and approval of a successful renewal application. FY 2026–27 represents the first year of the current two-year cycle.
- **Capital Development and Public Facilities Activities (CDBG-HOME):** One-time, one-year awards. Activities must demonstrate readiness to proceed, compliance with environmental review requirements, and site control at the time of award.

FUNDING PRIORITIES

Capital Development and Public Facility Activities (CDBG & HOME)

- Preserve and protect affordable housing: rehabilitation of existing rent-restricted, multi-family developments
- Development of new affordable housing - ready for construction within a year - acquisition, conversion of non-housing structures to create new housing, permanent supportive housing***, or transitional housing
- Development (acquisition/new construction) or rehabilitation of public facilities**** serving lower income individuals and households (e.g., senior centers, childcare facilities, emergency shelters).
- Priority will be given to projects that meet the following criteria:
 - support the County’s Continuum of Care’s Strategic Plan on Homelessness; and/or
 - contain units for larger families (2-and 3-bedroom); and/or
 - serve persons with special needs* or those with the greatest needs in the community**; and/or
 - development activities that integrate green building features, energy efficiency (e.g., solar and batteries to reduce gas usage), and/or seismic retrofits.

Minor Home Repair and Modification Programs (CDBG)

- Housing repair and modification programs operated by nonprofit agencies that provide cost-effective improvements focusing on health & safety, housing quality standards, and/or access modifications with a priority on:

- Homes located in areas with greatest risk of displacement for low-income residents, which are those located in Low Resource/ High Segregation & Poverty Areas, as defined by State HCD’s Opportunity Area Maps. ([Draft 2025 CTCAC/HCD Opportunity Map](#) or view Exhibit 4)
- Homes occupied by persons living with a disability and/or older adult (62+) households
- Encouraging homeowners to access energy assessments, programs and rebates

Community Development & Economic Development Programs (CDBG - including Shelter Operations, Fair Housing Enforcement, and Micro-Enterprise Assistance)

- Supportive services aimed at keeping people in their homes, including nutritional services, tenant-landlord mediation, and fair housing services.
- Activities which result in the creation or retention of permanent employment opportunities for lower income persons or support the creation of micro-enterprises – including childcare centers – serving lower income persons.
- Operational support for agencies that provide services for children, older adults and other segments of the population with the greatest needs****.
- Note: Support for the operations of CORE services is no longer a priority for this funding

California State and Federal ESG and State PLHA Funding

- ESG:
 - Align with the goals in San Mateo County’s Continuum of Care Strategic Plan on Homelessness (which is being updated) at [The Center on Homelessness | County of San Mateo, CA](#)
 - Support for rapid re-housing activities, including rental assistance and supportive services, to assist individuals or families who are homeless to move as quickly as possible into permanent housing.
- PLHA & ESG:
 - Operational support for emergency shelters and transitional facilities serving individuals and families.

City of East Palo Alto Funding – Minor Home Repair Program

- Minor home repairs for homes located in the City of East Palo Alto and owned and occupied by an older adult (62+).

Definitions

* Persons with Special Needs. Under CDBG, this category includes activities that exclusively serve a group of persons in any one or a combination of the following categories, 51 percent of whom are low- and moderate-income: abused children; veterans at risk of or experiencing homelessness; survivors of domestic violence; seniors (62+); adult persons with serious disabilities; homeless persons; illiterate persons; and migrant farm workers. For County purposes, this category shall also include, but not be limited to, mentally ill persons; emancipated youth; persons recovering from substance abuse; and persons recently released from jail or prison.

** Greatest Needs in the Community: through the Consolidated Planning Community engagement process, residents and stakeholders identified persons or families experiencing or at-risk of homelessness, persons living with a disability or mental illness, farmworkers, and the elderly as having the greatest needs in our County. Childcare was also cited as a great need in the community. A preference for housing for veterans was subsequently added as a significant need. Food insecurity is a

growing challenge in the County, which may be prioritized for funding depending on the portfolio of proposals received.

*** Supportive Housing Services. Under this NOFA, these are services that assist special needs persons to stabilize, maintain their housing, and live as independently as possible, and without which the special needs person might have difficulty maintaining their housing.

**** Definition of Public Facilities: "...all facilities and improvements that are publicly owned, or that are owned by a nonprofit and open to the general public." (source: Basically CDBG, Chapter 6: Public Facilities, Special Assessments and Privately-owned Utilities, <https://files.hudexchange.info/resources/documents/Basically-CDBG-Chapter-6-Public-Facilities.pdf>)

Exhibit 2

2025 San Mateo County Income Limits as determined by HUD, State of CA HCD and County of San Mateo Income Limits Effective April 1, 2025

For HUD-funded programs, use the Federal Income Schedule. For State or locally-funded programs, you may use the State Income Schedule. For programs funded with both federal and state funds, use the more stringent income levels.

Please verify the income and rent figures in use for specific programs.

San Mateo County (based on Federal Income Limits for SMC)

Prepared 4/30/2025 - HUD-established area median income **\$185,700** (based on household of 4).

Income Limits by Family Size (\$)								
Income Category	1	2	3	4	5	6	7	8
Extremely Low (30% AMI) *	40,600	46,400	52,200	58,000	62,650	67,300	71,950	76,600
Very Low (50% AMI) *	67,700	77,400	87,050	96,700	104,450	112,200	119,950	127,650
HOME Limit (60% AMI) *	81,240	92,880	104,460	116,040	125,340	134,640	143,940	153,180
Low (80% AMI) *	108,300	123,800	139,250	154,700	167,100	179,500	191,850	204,250

NOTES

* Income figures provided by HUD for following San Mateo County federal entitlement programs: CDBG, HOME, ESG.

California State Income Limits for SMC

Effective 4/23/2025 - Area median income **\$186,600** (based on household of 4)

Income Limits by Family Size (\$)								
Income Category	1	2	3	4	5	6	7	8
Extremely Low (30% AMI) *	41,150	47,000	52,900	58,750	63,450	68,150	72,850	77,550
Very Low (50% AMI) *	68,550	78,350	88,150	97,900	105,750	113,600	121,400	129,250
Low (80% AMI) *	109,700	125,350	141,000	156,650	169,200	181,750	194,250	206,800
Median (100% AMI)	130,600	149,300	167,950	186,600	201,550	216,450	231,400	246,300
Moderate (120% AMI)	156,750	179,100	201,500	223,900	241,800	259,700	277,650	295,550

NOTES

* 2025 State Income limits provided by State of California Department of Housing and Community Development

Note: 2026 Income Limits will be updated and posted on the County's website:
<https://www.smcgov.org/housing/income-limits> in the Spring of 2026.

EXHIBIT 3
Sample Certification for No Single Audit Requirement Needed

(Please insert sample language onto your agency letterhead stationery)

Department of Housing
County of San Mateo
264 Harbor Blvd, Building A
Belmont, CA 94002

Dear: _____:

This is to certify that as _____ (title) for _____
_____ (name of agency), that this organization did not expend more than
\$1,000,000 of federal funds from all federal sources during the fiscal year ending _____
_____. As such, our independent financial audit submitted with this application was not required to comply with
the single audit requirements set forth in [2 CFR part 200, Subpart F](#).

Name (signature)

Print Name

Title

Date

Note: OMB revised the Uniform Guidance and released the final updated version in April 2024. As part of this guidance, the Single Audit threshold increased from \$750,000 to \$1,000,000.

The effective date for the threshold change is for audits with periods ***beginning on or after October 1, 2024***. Audits for periods prior to October 1, 2024, will be subjected to the prior threshold limit for \$750,000

EXHIBIT 4

2025 HCD Opportunity Map

[Draft 2025 CTCAC/HCD Opportunity Map](#)

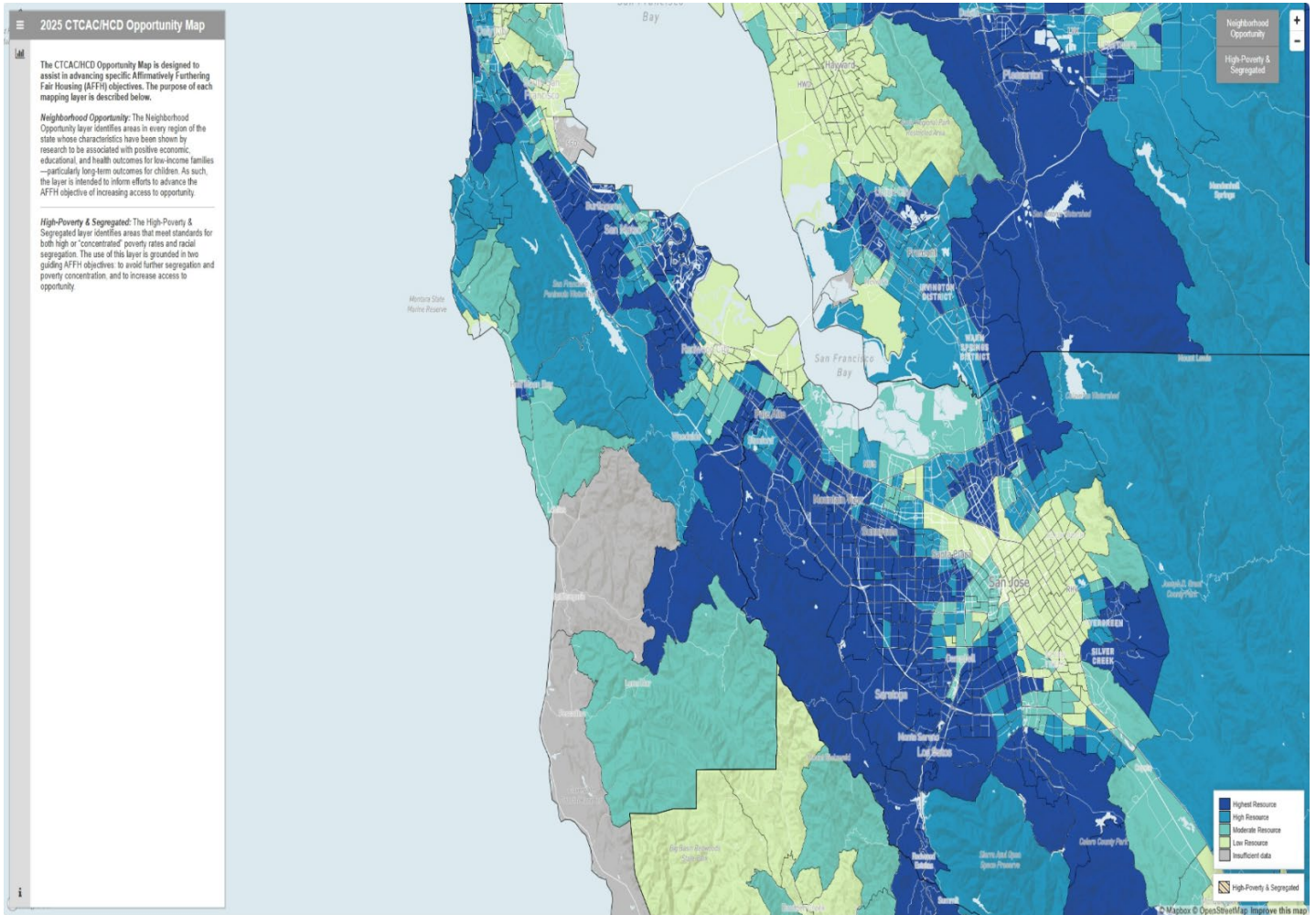


EXHIBIT 5

Governing Body Description

Requirement

The governing body of the organization should be vested in a responsible and active voluntary board which meets at least quarterly and establishes and enforces policy. The governing body should be large enough and structured to be representative of the community it serves. Applicants under this NOFA will need to submit a full board roster that includes board member names, term lengths and years served on the board.

Requested Information

Please provide an attachment on your agency's official letterhead stationery that outlines the following information related to the individuals that make up the board roster provided.

- 1) How does your agency ensure that individuals elected to your board are representatives of the community your agency serves?
- 2) Does your agency have any specific board member composition requirement? (i.e., three board seats are reserved for community members, two board seats are reserved for individuals with specific lived experience, etc.)
- 3) Explain how the background and career experience of your board members benefit the mission of your agency.
- 4) How often does your board, in coordination with your agency, conduct a community needs assessment?
- 5) How well is your board cultivating a deeper understanding of the community or communities that your agency serves, and bringing their perspectives, needs, feedback and priorities into strategic boardroom discussions?

EXHIBIT 6 Position Bios

Requirement

Organizations requesting funds for public service programs should have staffing at all levels of responsibility that can serve the composition of the population served. It is highly desirable that the agency staff also possess appropriate bi-cultural and bi-lingual capabilities.

The County also requires that all contractors, assignees, and volunteers of agencies doing business with the County and who during the course of performing services, may have contact with children ages 0-18 years old, be fingerprinted in order to determine whether they have a criminal history which would compromise the safety of children.

Requested Information

Please provide an attachment on your agency's official letterhead stationery outlining position/role specific bios that address and discuss how your organization ensures the positions/roles are filled with staff who can serve the composition of the population served. This should include bios for positions/roles identified in the organization chart submitted with your application. Please also note which individuals work with children and confirm that a fingerprinting criminal history check has been conducted and passed.

EXHIBIT 7
Sample Attestation of Financial Compliance

(Please insert sample language onto your agency letterhead stationery)

Department of Housing
County of San Mateo
264 Harbor Blvd, Building A
Belmont, CA 94002

Dear: _____ :

This is to certify that as _____ (title) for _____
_____ (name of agency), the organization (i) has internal control systems in compliance with accounting policies and procedures for cash, real and personal property, equipment, and other assets under (2 CFR Part 200; (ii) has sufficient management systems and ability to effectively implement statutory, regulatory, or other requirements; (iii) is not in default under or in violation of any indenture or agreement to which it is a party or by which it is bound, or any order, regulation, ruling, or requirement of a court or other public body or authority and no creditor has given a notice or threatened to give it any notice of default under any material agreement; (iv) has no pending action, suit or proceeding (and to its knowledge, no investigation) against it or its management before any court or administrative agency, the outcome of which, by itself or taken together with other such litigation, would be reasonably expected to have a material adverse effect on the organization's business, assets, operations, or financial condition, or capacity to carry out any programs funded under this NOFA; and (v) shall be financially responsible for the administration and oversight of this funding award. Additionally, I further certify that _____ (name of agency) has specific processes to identify, assess and prioritize emerging financial risks and will notify the County Department of Housing of any such risks and comply with all program closeout procedures and reporting requirements as part of the prospective grant funding award.

Name (signature)

Print Name

Title

Date