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COUNTY OF MENDOCINO ♦ REQUEST FOR PROPOSAL ADDENDUM No. 2

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM USE OF PROGRAM INCOME FUNDS & 2025 NOFA APPLICATION PROJECTS

RFP No.	011-25
Addendum Issue Date:	March 21, 2025
RFP Issue Date:	March 3, 2025
RFP Submission Deadline:	April 3, 2025 - 2:00 pm

VENDOR INQUIRIES/MENDOCINO COUNTY RESPONSES

1. **Vendor Inquiry:** I was unable to locate on the County website the CDBG RFP that was posted.

County of Mendocino Response/Clarification: The County of Mendocino's RFP # 011-25 is available on the County's website at this link: <https://www.mendocinocounty.gov/Home/Components/RFP/RFP/2355/181>. If you experience difficulties accessing the RFP from the website, please contact the Grants Division via email at grantsdivision@mendocinocounty.gov to request a copy to be sent to you.

2. **Vendor Inquiry:** What does RFP stand for?

County of Mendocino Response/Clarification: A government Request for Proposal (RFP) is a formal solicitation by a government agency to businesses or organizations, inviting the public to submit proposals for specific projects or services. It outlines the requirements and evaluation criteria for the project or service to ensure fair and transparent procurement.

3. **Vendor Inquiry:** I am interested in CDBG funding and would like to know if my project would qualify for a grant.

County of Mendocino Response/Clarification: Applicants must meet specific eligibility criteria to determine whether a project or organization qualifies for a CDBG grant. These criteria may include the type of project, the target population served, and the project's geographic location. The County encourages potential applicants to review the complete RFP guidelines for detailed information on eligibility requirements. Additionally, the California Department of Housing and Community Development (HCD) provides further details on the

activities that may be supported with CDBG funding in Chapter 2 of CDBG Grants Management Manual, which can be found on HCD's website at <https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/cdbg/chap-02-national-objective.pdf>.

4. **Vendor Inquiry:** We are contemplating submission of a proposal and would like your honest assessment as to whether it would be competitive for this pot of funds.

County of Mendocino Response/Clarification: Please see response to question #3.

Every project, program, or activity, including Program Income projects, that receives CDBG funds must meet two criteria: the project must meet a national objective, and it must also be an eligible activity. Without exception, all CDBG program activities must meet at least one of the National Objectives listed below¹:

a. National Objective:

- i. National Objective 1: Principally benefits low and moderate-income persons.
 1. Area Benefit (LMA): A primary objective of the CDBG program is to benefit low and moderate-income persons² who earn at or below 80% of the median income and reside in census tracts with at least 51% of the population at low and moderate-income levels³.
 2. Limited Clientele (LMC): benefits are provided to a specific group of eligible persons (abused children, elderly persons, survivors of domestic violence, persons experiencing houselessness, adults who meet the Bureau of Census' definition of severely disabled adults, adults with functional illiteracy, persons living with AIDS, migrant farm workers) rather than every person in a defined service area.
 3. Housing (LMH): the activity must result in housing that will be occupied by Low/Mod households upon completion. The housing can be either owner- or renter-occupied and can be either single-family or multi-family structures.
 4. Jobs (LMJ): A Low/Mod jobs activity is one that creates or retains permanent jobs, on a full-time equivalent (FTE) basis, are either held by Low/Mod persons or considered to be available to Low/Mod persons.
- ii. National Objective 2: Aids in the prevention or elimination of slums or blight.
- iii. National Objective 3: Provide funding for projects that have a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community. Not available under this RFP.

b. Eligible Activities:

- i. Acquisition of Real Property
- ii. Public Facilities and Improvements and Privately-Owned Utilities
- iii. Code Enforcement

¹ HCD Grants Management Manual. Ch. 2 National Objective & Eligible Activities.

<https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/cdbg/chap-02-national-objective.pdf>

² HUD FY 2024 Income Limits. Mendocino County.

https://www.huduser.gov/portal/datasets/il/il2024/2024summary.odn?STATES=6.0&INPUTNAME=NCNTY06045N06045*0604599999%2BMendocino+County&statelist=&stname=California&wherefrom=&statefp=06&year=2024&ne_flag=&selection_type=county&inpath=&data=2024&SubmitButton=View+County+Calculations

³ HUD Low/Mod Income Area Data Map. <https://experience.arcgis.com/experience/279eca0222754f8a954bbf8cf995a1a3>

- iv. Clearance, Rehabilitation, Reconstruction, and Construction of Buildings (including Housing)
- v. Architectural Barrier Removal
- vi. Loss of Rental Income Public Services (*not eligible for Program Income funding*)
- vii. Payment of Non-Federal Share
- viii. Relocation
- ix. Planning and Capacity Building (*not eligible for Program Income funding*)
- x. Planning Related to Another Activity (*not eligible for Program Income funding*)
- xi. Program Administration
- xii. Assistance to For Profit-Businesses
- xiii. Housing Services
- xiv. Microenterprise Assistance
- xv. Homeownership Assistance
- xvi. Lead Based Paint Hazard Evaluation and Reduction
- xvii. Disposition of Real Property

5. **Vendor Inquiry:** Is this for urban development only? I am in a rural area.

County of Mendocino Response/Clarification: The CDBG program provides funding to eligible cities with populations under 50,000 and counties with populations under 200,000 in California to improve communities by providing decent housing, a suitable living environment, and expanding economic opportunities, primarily for low and moderate-income individuals. While HCD states that the objective of the CDBG program is the development of viable urban communities by providing decent housing and a suitable living environment and through expanding economic opportunities, principally, for persons of low- and moderate-income, Mendocino County and other rural counties and cities are eligible to apply for these grants.

6. **Vendor Inquiry:** Are projects funded as loans/grants (i.e. do funds need to be repaid)?

County of Mendocino Response/Clarification: Community Development Block Grant (CDBG) funding is provided by the California Department of Housing and Community Development (HCD) as grant funds.

In the CDBG program, grant funds may need to be returned to the State under certain circumstances.

- a. Planning Grants⁴: Applicants seeking funding for engineering, architectural, and design costs related to a specific construction project will be classified as Planning Related to Another Activity and coded under the relevant National Objective (e.g., bid-ready plans for a senior center). The project won't meet the National Objective (Senior Center) until it is fully constructed. Before application submission, applicants must show activity feasibility and obtain HCD approval beforehand. Award recipients must commit to meeting the National Objective within 6 years of the first drawdown and provide semi-annual reports until compliance is achieved. Jurisdictions cannot engage in choice-limiting actions under NEPA (e.g., selecting

⁴ HCD CDBG Grants Management Manual. Ch2. National Objectives & Eligible Activities.

<https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/cdbg/chap-02-national-objective.pdf>

bidders, signing contracts) before the project is funded, as this may void the award and require returning all funds. Receiving a planning grant does not guarantee future CDBG funds for implementation. Jurisdictions may be required to pay back all expended funds if the National Objective is not met within 6 years.

- b. Disposal of Property Before the End of the Regulatory Period⁵: If a property acquired, constructed, rehabilitated, or improved using CDBG funds is sold or disposed of before the end of the required use or regulatory period (typically 5-20 years), the grant recipient may be required to return funds.
- c. Failure to Use Property for Eligible Purposes: If the property is no longer being used for its intended CDBG-eligible purpose, such as affordable housing or a public facility, and the sale or transfer does not comply with program requirements, repayment may be necessary.
- d. Program Income Requirements: If the sale of an asset generates program income, those funds may need to be returned to the State or used for eligible CDBG activities as specified by the grant agreement.
- e. Noncompliance with National Objectives: If the sale or disposal of the property results in the failure to meet a required CDBG national objective (such as benefiting low- and moderate-income persons), the State may demand repayment.
- f. Unauthorized Sale or Transfer: If the property is sold, transferred, or encumbered without prior approval from the State or HCD, this may trigger repayment.

7. **Vendor Inquiry:** How many projects are expected to be awarded?

County of Mendocino Response/Clarification: The number of projects awarded will be based on the quantity and quality of the applications received. The County will review all applications and allocate funding according to the proposals' strength and alignment with the program's goals and objectives, see RFP 011-25 scoring guidelines. Therefore, the County cannot determine the number of awards in advance.

8. **Vendor Inquiry:** Can you please clarify if consultants or for-profit businesses are eligible to be a subrecipient?

County of Mendocino Response/Clarification: Eligible subrecipients for funding on this project include local governmental entities (including federally & non-federally recognized Tribes)⁶, institutions of higher education, or an incorporated non-profit organization having 501(c) (3) status. For-profit organizations (i.e. businesses) and individuals are not eligible subrecipients of CDBG funds and thus not eligible applicants for this RFP. Businesses and private individuals can be eligible beneficiaries of a program designed by eligible subrecipients⁷.

9. **Vendor Inquiry:** Would a government/VA certified SDVOSB or other similar Veteran Small Business qualification for a business meet the application eligibility requirements?

⁵ 24 CFR 570 CDBG. <https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-570>

⁶ HCD CDBG 2024 NOFA. <https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/cdbg/2024-cdbg-nofa.pdf>

⁷ HCD CDBG Tool 5-5: CDBG – Subrecipient Selection. <https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/cdbg/tool-5-5-subrecipient-selection.pdf>

County of Mendocino Response/Clarification: Please see the answer to question #8.

10. **Vendor Inquiry:** Our organization is planning to apply on behalf of other entities. Are there limitations to applicants applying on behalf of one or more subrecipients?

County of Mendocino Response/Clarification: While there are no specific regulations limiting the number of CDBG subrecipients that can be included in an application, it is important to consider the implications of projects with multiple subrecipients.

All subrecipients proposed in project applications must be eligible CDBG subrecipients. Eligible subrecipients include local government entities, institutions of higher education, and incorporated nonprofit organizations with 501(c)(3) status.

The total amount of CDBG funds allocated for General Administration (GA) in the project budget cannot exceed HCD's 7% GA cost cap for the entire project. General Administration costs encompass program oversight, management reporting, monitoring, and other indirect administrative expenses. This can be a limiting factor for partnership projects.

Collaborating on projects with multiple partners can add complexity to communication and execution. It is essential for CDBG grantees to complete their projects within the two-year nine month grant performance period and to stay within budget, as extensions are rarely approved.

11. **Vendor Inquiry:** If an organization administers the contract (project management and administration), can they bill an 8% administration costs to the grant or include that as in-kind contribution?

County of Mendocino Response/Clarification: Proposed CDBG projects will be subject to HCD's 7% General Administration⁸ (GA) cost cap. General Administration⁹ costs include program oversight/management, reporting, monitoring, and other indirect administrative expenses. Administrative costs that exceed the General Agreement (GA) cost cap may be included as in-kind contributions. However, it is important to note that in-kind contributions are not a mandatory component of an application.

12. **Vendor Inquiry:** What is the definition of "vendor"? The grant applicant has 501(c)(3) status and many years of experience, which is the focus of this application. However, a consultant would need to perform the actual planning document and all studies. As described, please confirm that the 501(c)(3) entity would be the "vendor" on the grant application and all related "organizational" information would pertain to them.

County of Mendocino Response/Clarification: Eligible subrecipients for funding on this project include local governmental entities, institutions of higher education, or an incorporated non-profit organization having 501(c) (3) status.

⁸ HCD Grants Management Manual. Ch.6 Financial Management. <https://www.hcd.ca.gov/sites/default/files/docs/grants-andfunding/cdbg/chapter-06-financial-management.pdf>

⁹ HCD Cost Categories. General Administration Costs & Activity Delivery Costs.

<https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/cdbg/appendix-6-2-cost-categories-for-gacs-and-adcs.pdf>

The eligible subrecipient, adhering to all federal procurement guidelines specified in 2 CFR 200 317-327¹⁰ and HCD guidelines¹¹, may enter into contracts with necessary contractors or consultants to execute the project's scope of work. The goal of these procurement procedures is to promote maximum openness and fair competition. It is the subrecipient's obligation to enter into, manage, and supervise these contracts effectively to meet project objectives and milestones.

According to 2 CFR 200.319¹², in order to ensure objective contractor performance and eliminate unfair competitive advantages, contractors who develop or draft specifications, requirements, statements of work (including grant applications), or invitations for bids for subrecipients must be excluded from competing for later procurements for contractor services if the application is awarded or funded.

13. **Vendor Inquiry:** It is assumed that the planning consultant would need to be selected via the competitive consultant contract method. Please confirm.

County of Mendocino Response/Clarification: Please see answer to question #12.

14. **Vendor Inquiry:** If successful, will the County be responsible for selecting the planning consultant or will the applicant (vendor) be responsible to oversee the contract?

County of Mendocino Response/Clarification: Please see answer to question #12.

15. **Vendor Inquiry:** Could an Animal Welfare group or a county shelter be a possible recipient?

County of Mendocino Response/Clarification: Eligible subrecipients for funding on this project include local governmental entities, institutions of higher education, and incorporated non-profit organizations with 501(c)(3) status. An animal welfare group that is an incorporated non-profit organization with 501(c)(3) status is eligible to apply under this RFP. Additionally, a project proposed by Mendocino County Animal Care Services would also be eligible, as they are associated with a local government unit.

16. **Vendor Inquiry:** As we are applying on behalf of at least one subrecipient, do we need to provide Certificates of Insurance, Certificates of Non-Collusion, and Letters of Reference/Support for the subrecipient(s) as well?

County of Mendocino Response/Clarification: All subrecipients involved in a proposed project must provide the necessary documentation requested in RFP 011-25. However, entities participating solely as project supporters or contractors are not required to submit this information as part of an RFP response.

¹⁰ 2 CFR 200 317-327 <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR45ddd4419ad436d>

¹¹ HCD CDBG Grants Management Manual. Ch. 5. Procurement. <https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/cdbg/cdbg-gmm-chapter-5-procurement.pdf> & Tool 5-6: Procurement & Cross Cutting Requirements. <https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/cdbg/tool-5-6-procurement-and-crosscutting-requirements.pdf>

¹² 2 CFR 200. 319 <https://www.ecfr.gov/current/title-2/section-200.319>

Per RFP 011-25, respondents should submit with their proposal:

- a. Attachment A – Proposal Summary and Statement of Responsibility (Signature Page)
- b. Attachment B – Proposal Checklist/Table of Contents
- c. Executive summary of proposal
- d. Scope of services
- e. Company background and experience
- f. Proposal cost plan and narrative (as identified in Section XIII)
- g. Attachment C – Exceptions to RFP
- h. Attachment D – Letters of Support/Reference
- i. Attachment E – Certificate of Non-collusion
- j. Insurance coverage/certificate of insurance
- k. Acknowledgement of receipt of addenda, if applicable.
- l. Attachment H - CDBG Program Form

17. **Vendor Inquiry:** Can you demolish existing structures in order to build new housing?

County of Mendocino Response/Clarification: Per HCD guidelines¹³, CDBG funds may be used for clearance, demolition, and removal of buildings and improvements; relocation of buildings and other structures to new locations; remediation of known or suspected environmental contamination, including project-specific environmental assessment costs not otherwise eligible; and demolition of HUD-assisted or HUD-owned housing units with prior approval of HUD. Where activities under this category are integral to the construction of a building or improvement on the cleared property, and where such construction is also to be assisted with CDBG funds, the clearance activities may be treated as a part of the construction costs and need not be qualified separately under the program.

¹³ Grants Management Manual Chapter 2.5.4. Clearance, Rehabilitation, Reconstruction, and Construction of Buildings - <https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/cdbg/chap-02-national-objective.pdf>

National Objectives – Clearance		
National Objective	Qualifies If...	Example
Low/Mod Area	The cleared property will be used for a purpose the benefits of which are available to ALL the residents in a particular area, and at least 51% of those residents are LMI persons.	Demolishing a vacant structure and removing debris to develop a community park and playground that benefit all residents of a designated eligible residential area
Low/Mod Limited Clientele	The cleared property will be used for an activity that benefits a specific population group 51% of whom are presumed or verified as Low/Mod.	Demolishing a seriously dilapidated structure from the site on which a new senior center will be built.
Low/Mod Housing	The cleared property will be used for providing affordable housing for Low/Mod households.	Demolishing seriously dilapidated buildings being used as temporary housing for migrant farm workers to make room for new migrant farm worker housing.
Low/Mod Jobs	The clearance supports or facilitates an activity that will create or retain permanent jobs, 51% of which are for Low/Mod persons.	Clearance of an environmentally contaminated site on which a new business will locate and agrees that at least 51% of the jobs to be created will be for LMI persons.

18. **Vendor Inquiry:** Does the prohibition of planning projects include the fire hydrant project in Covelo?

County of Mendocino Response/Clarification: According to HCD policy¹⁴ planning only and public service activities are currently ineligible to be funded with Program Income. Planning only and public service activity projects are eligible for consideration for the competitive 2025 CDBG NOFA and subject to notification of 2025 NOFA program eligibility requirements by HCD.

19. **Vendor Inquiry:** Please confirm that a Planning Grant, as defined on Pg 9 “Planning: up to max \$300K” of the RFP, is eligible under this CDBG Grant RFP? There is a reference on top of page 13 that (i) Planning and Capacity Building and (ii) Planning related to Another Activity is “not eligible for Program Income funding”.

¹⁴ HCD CDBG Program Income Policy 2024. <https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/cdbg/appendix-6-6-cdbg-program-income-policy.pdf>

County of Mendocino Response/Clarification: According to HCD policy¹⁵, planning-only and public service activities are ineligible for Program Income funding. Proposed planning projects cannot be awarded funding from the County's available \$600,000 in Program Income. However, these projects may be eligible for consideration under the 2025 CDBG NOFA. Planning-only and public service projects can be considered for funding through the competitive 2025 CDBG NOFA, provided they meet the eligibility requirements set by HCD, which have yet to be announced. The County of Mendocino's RFP uses the 2024 CDBG NOFA maximum allowable funding limit of \$300,000 for planning grants, which has remained relatively consistent from year to year¹⁶.

20. **Vendor Inquiry:** Can portions of the planning study or administration be done by volunteer and be considered contribution towards the grant funding?

County of Mendocino Response/Clarification: Utilizing volunteers for a CDBG-funded project presents challenges due to the federal requirements associated with these funds. Although volunteer contributions can sometimes enhance project efforts, all work conducted as part of a CDBG-funded project must adhere to federal labor standards, procurement regulations, and reporting requirements¹⁷.

Some key considerations:

- a. Davis-Bacon Act Compliance: If the project involves construction or public works, federal prevailing wage requirements may apply, complicating the integration of volunteer labor.
- b. Procurement and Contracting Rules¹⁸ : All work funded fully or partially by CDBG must follow federal procurement standards, which require competitive bidding and formal contracts that typically do not accommodate volunteer labor.
- c. Cost Documentation and Reimbursement: The County and any subrecipients must accurately document all project costs and labor contributions. Volunteer work may not fit within these frameworks, potentially leading to compliance issues.
- d. Liability and Insurance Considerations: Federal regulations may impose liability, insurance, and worker protection requirements, further complicating the use of volunteers.

Given these constraints, it is highly recommended that properly procured contractors or employees conduct any work performed under a CDBG project to ensure compliance with federal regulations.

21. **Vendor Inquiry:** We have a rough estimate of costs, but we will not be able to have a formal bid by the RFP deadline. How do we approach this situation?

County of Mendocino Response/Clarification: Applicants may submit a rough estimate of costs along with their proposals to the County. CDBG procurement rules must be followed, and a finalized cost estimate must be ready by the time of application to HCD.

¹⁵ HCD CDBG Program Income Policy 2024. <https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/cdbg/appendix-6-6-cdbg-program-income-policy.pdf>

¹⁶ HCD 2024 CDBG NOFA. <https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/cdbg/2024-cdbg-nofa.pdf>

¹⁷ 24 CFR 70.1 <https://www.ecfr.gov/current/title-24/section-70.1>

¹⁸ HCD CDBG Grants Management Manual. Ch.5 Procurement. <https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/cdbg/cdbg-gmm-chapter-5-procurement.pdf>

As outlined in RFP 011-25, respondents must provide a detailed proposal cost plan and narrative with their submission. Whenever possible, applicants should include the unit of issue and the cost per unit, ensuring that all costs—including per-hour rates—are itemized in the cost proposal.

Since projects will be funded entirely or partially with CDBG funds, all project procurement must comply with the relevant federal requirements under 2 CFR Part 200 (2 CFR 200.317 – 200.327¹⁹). For guidance on procurement best practices, please refer to HCD's resources²⁰.

22. Vendor Inquiry: What about helping get use permit for a commercial kitchen which is shovel ready?

County of Mendocino Response/Clarification: Projects that are not shovel-ready at the time of RFP submission can be considered for selection, provided they are expected to achieve shovel-ready status by the time the 2025 NOFA is released.

Per HCD application standards²¹, all construction projects applying for funding under this NOFA must demonstrate readiness at the time of application to HCD, including but not limited to, the submission of the following items:

- a. Independent Cost Estimate
- b. Completed NEPA Environmental Review Record for the project.
- c. Bid-ready Plans and Specs
- d. Certification from Engineer that Plans and Specs are bid-ready.
- e. Certification from City/County that bid docs are ready.
- f. Construction timeline (Gantt Chart preferred)
- g. Demonstration and Certification that jurisdiction has the capacity and knowledge to manage the project.
- h. Demonstration and Certification that developer is experienced.
- i. List of required permits including anticipated date of obtaining the permit and any prerequisites needed to obtain the permit. Specifics regarding permit acquisition should be detailed in the application Narrative and Milestones.
- j. Written commitments for any and all third-party funding that is needed to complete the project.

If a project meets these criteria, then it can be considered shovel ready and meets guidelines for submission as a project to HCD.

23. Vendor Inquiry: If we are not shovel ready at the time of RFP submission, can we be considered for selection if we are able to be shovel ready by the time the NOFA is released in the fall?

County of Mendocino Response/Clarification: Please see the answers to questions #21 and #22.

¹⁹ 2 CFR 200. 317-327. Code of Federal Regulations. Procurement Standards. <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR45ddd4419ad436d>

²⁰ HCD CDBG Grants Management Manual Ch. 5 Procurement. <https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/cdbg/cdbg-gmm-chapter-5-procurement.pdf>

²¹ 2024 CDBG NOFA <https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/cdbg/2024-cdbg-nofa.pdf>

24. **Vendor Inquiry:** Are there different scoring criteria for projects within the city vs. in the county?

County of Mendocino Response/Clarification: All projects submitted in response to RFP 011-25 will be evaluated based on the criteria outlined in Attachment F. Please also see CDBG project proposal requirements listed in XI. Scope of Work²².

25. **Vendor Inquiry:** When applying for funding, is it possible to create a tiered application where we tier our project based on the funding we receive. For example, if we received \$50,000 we could complete A but if we only receive \$25,000 we can complete B?

County of Mendocino Response/Clarification: Applicants are responsible for identifying how they can be most competitive based on the criteria outlined in RFP # 011-25. If they choose to submit a tiered or phased project, it will be evaluated according to the requirements specified in Attachment F of RFP # 011-25. Additionally, if there are multiple components to the project, applicants can choose to submit them as separate projects with stand-alone budgets with their RFP response.

26. **Vendor Inquiry:** Would you consider a tiered project system if given X amount Y is possible and if given U amount Z is possible?

County of Mendocino Response/Clarification: Please see answer to question #25.

27. **Vendor Inquiry:** If we apply on behalf of multiple entities/subrecipients, can we be awarded funding for multiple projects for separate entities and locations?

County of Mendocino Response/Clarification: Please see answer to question #25.

28. **Vendor Inquiry:** Because we are a subrecipient, is it possible to apply for multiple projects in a single application? If so, can they be approved in part, or must all projects be accepted in order to receive funds?

County of Mendocino Response/Clarification: As a subrecipient, applying for multiple projects within a single application is possible. However, the applicant must determine how to structure projects and budgets to maximize competitiveness. Applicants should consider whether to present their projects as stand-alone components or an integrated package. Specific projects could be approved if submitted as stand-alone projects, while others may not receive funding. If projects are submitted as an interconnected package, the feasibility of partial funding will depend on the proposed structure and overall impact as presented in the

²² RFP# 011-25. <https://www.mendocinocounty.gov/home/showpublisheddocument/70009/638766008727930000>

application. Applicants are encouraged to review the evaluation criteria and program priorities in RFP 011-25 to make informed decisions regarding their application strategy.

29. **Vendor Inquiry:** Do you foresee these CDBG grants to continue in the future as well?

County of Mendocino Response/Clarification: The County of Mendocino will continue to receive program income from its previous CDBG programs for the foreseeable future. HCD is expected to release its competitive NOFA annually. The County intends to seek community project proposals and feedback regarding activities moving forward, subject to forthcoming HCD requirements and notifications.

30. **Vendor Inquiry:** I am not finding detailed information on what or who is required for the Letters of Support. I may be missing it; however, I would be grateful for any direction you could provide.

County of Mendocino Response/Clarification: RFP 011-25 requests the submission of two letters of support or reference from organizations with which the applicant will partner or has previously collaborated on service delivery. The County seeks these letters to confirm community endorsement for the proposed project. Effective letters of support are typically written by individuals or organizations with a direct interest in the project. These letters should provide credible endorsements and specific examples highlighting the applicant's strengths. Potential supporters may include partner organizations, board members, elected officials, and former service beneficiaries.

31. **Vendor Inquiry:** Is the "Letters of Reference" (Section XII.G) and "Letters of Support" noted on Checklist the same?

County of Mendocino Response/Clarification: Please see the answer to question #30.

32. **Vendor Inquiry:** For the minimum requirement of 2 letters, would letters from partner agencies recommending our organization to receive this funding satisfy this requirement.

County of Mendocino Response/Clarification: Please see the answer to question #30. Letters of support or recommendation from partner agencies in grant applications showcase collaboration, community involvement, and the project's feasibility. By highlighting the support of other organizations, these letters demonstrate a cooperative approach. Furthermore, letters of support indicate that relevant stakeholders and community members endorse the initiative, which validates its feasibility and potential impact. They can also emphasize the broader benefits the project brings to the community.

33. **Vendor Inquiry:** Alternatively, are you specifically seeking letters from contractors or vendors that our agency has previously worked with.

County of Mendocino Response/Clarification: Please see the answer to question #30. Letters of support or recommendation from past or potential contractors or vendors can be valuable for grant applications. They can enhance credibility, demonstrate feasibility, and illustrate collaboration by showcasing the project's backing from key stakeholders. These letters provide third-party validation of the applicant's claims. When contractors or other stakeholders endorse a project, it signifies that experts in the relevant field support the initiative. This endorsement can increase the confidence in the project's viability and potential for success.

34. **Vendor Inquiry:** Are there specific elements or information these letters should contain to meet your evaluation criteria?

County of Mendocino Response/Clarification: Per RPF 011-25, respondents must include two letters of support or recommendation. Each letter should include the supporter's name, phone number, and address of the supporting organization or individual.

A strong letter of support or recommendation for a grant application should clearly express support for both the applicant and their project. It should highlight the applicant's qualifications and the project's potential community impact while aligning with CDBG program goals. The letter should explain the writer's relationship with the applicant, emphasizing their familiarity with the applicant's work.

Providing specific examples of the applicant's accomplishments will strengthen their case as a strong candidate for the grant. Additionally, it is essential to demonstrate how the applicant's experience aligns with the project's objectives. The letter should explain how the project addresses a specific need or problem. If the applicant has a history of successful projects, including specific examples will showcase their ability to deliver results.

35. **Vendor Inquiry:** Do you have a specific format or grant 'template' to work from with this grant process?

County of Mendocino Response/Clarification: Please utilize the CDBG Program Form, Attachment H, in responding to the RFP 011-25²³. Applicants are encouraged to incorporate additional information as they deem necessary to comprehensively address all questions and requirements outlined in the RFP. Please see XII. Proposal Format & Content RFP # 011-25.

36. **Vendor Inquiry:** Section XVIII. refers to Attachment H - CDBG Program Form. We do not see this form attached. Can you please provide us with this form as it is a deliverable in the proposal checklist?

²³ RFP #001-25 Addendum #1.

<https://www.mendocinocounty.gov/home/showpublisheddocument/70265/638774771501530000>

County of Mendocino Response/Clarification: Please utilize the CDBG Program Form, Attachment H, in responding to the RFP 011-25.²⁴ Attachment H was released in Addendum #1 on March 13, 2025.

37. **Vendor Inquiry:** Pursuant to Section XI. B., eligible activities include acquisition of real property. Is real property considered land only, or can modular classroom buildings be purchased under this criteria?

County of Mendocino Response/Clarification: Per HCD²⁵, CDBG funds may be used by subrecipients to acquire real property in whole or in part by purchase, long-term lease, donation, or otherwise. In order to be considered acquisition, a permanent interest in the property must be obtained. Long-term leases can be considered to constitute a permanent interest for this purpose. HCD has established that an initial lease period of 15 years or more gives sufficient control to the acquiring party to constitute a permanent interest. Real property to be acquired could include:

- a. Land
- b. Easements,
- c. Rights-of-way,
- d. Buildings and other real property improvements, or
- e. Other interests in the real property.

Activities that may be assisted with CDBG funds under this category include the cost of surveys to identify the property to be acquired, appraisals, the preparation of legal documents, recordation fees, and other costs that are necessary to accomplish effect the acquisition.

²⁴ RFP #001-25 Addendum #1.

<https://www.mendocinocounty.gov/home/showpublisheddocument/70265/638774771501530000>

²⁵ HCD CDBG Grants Management Manual. Chapter 2 national Objectives & Eligible Activities.

<https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/cdbg/chap-02-national-objective.pdf>

National Objectives – Acquisition of Real Property		
National Objective	Qualifies If...	Example
Low/Mod Area Benefit	The acquired property will be used for an activity that benefits all the residents in a particular area that is primarily residential, and in which at least 51% of residents are Low/Mod.	Purchase of land for use as a park serving a primarily residential neighborhood that is predominantly Low/Mod
Low/Mod Limited Clientele	The property will be used for an activity the benefits of which will be limited to a specific group of people; at least 51 percent of who are Low/Mod.	Acquisition of a building to be converted into a sheltered workshop for developmentally disabled adults.
Low/Mod Housing	The property will be used for housing to be occupied by Low/Mod households.	Assisting in the development of a multi-family housing structure that will provide at least 51% of the units at affordable rents to Low/Mod tenants.
Low/Mod Jobs	The property acquired is to be used for an activity that will create or retain permanent jobs at least 51% of which will benefit Low/Mod income persons.	Acquisition of vacant land for commercial development that will provide permanent new jobs, 51% of which will be pledged and reserved for occupancy by Low/Mod persons.
Blight Area	The acquired property is in an area designated by the Grantee as a blighted area, and the property will be used in a manner that addresses one or more of the conditions that contributed to the deterioration of the area.	Acquisition of deteriorated buildings located in a blighted area for rehabilitation or demolition.

38. **Vendor Inquiry:** If funding is awarded and used for the acquisition of real property and/or modular buildings, what is the ownership requirement? Will there be any contractual obligations or deed restrictions that limit the reselling of the property within a specific timeframe?

County of Mendocino Response/Clarification: Per HCD, CDBG funds may be used by subrecipients to acquire real property in whole or in part by purchase, long-term lease, donation, or otherwise. In order to be considered acquisition, a permanent interest in the property must be obtained. Long-term leases can be considered to constitute a permanent interest for this purpose. HCD has established that an initial lease period of 15 years or more gives sufficient control to the acquiring party to constitute a permanent interest.

HCD may require recorded restrictions on a property to ensure compliance with CDBG regulations. If the property is sold within a specific timeframe, program income regulations may apply, meaning that the proceeds from the sale might need to be returned to the CDBG

program or used for another eligible CDBG activity. Generally, the compliance period lasts between 5 to 20 years, depending on the type of project, such as public facilities, housing, or economic development. Furthermore, any sale, transfer, or change in use that occurs before the compliance period ends may require approval from HCD and could result in repayment obligations. If property acquired with CDBG funds, or any interest therein, is subsequently transferred to another entity, the property or interest must be sold to the entity at the current fair market value unless the property will be used for an activity which meets a CDBG national objective. Sale proceeds could be considered program income²⁶.

The County recommends that potential applicants review HCD CDBG Grants Management Manual Chapter 6: Acquisition
https://files.hudexchange.info/resources/documents/CDBG_Guide_National_Objectives_Eligible_Activities.pdf.

ALL OTHER SPECIFICATIONS REMAIN IN FULL FORCE AND EFFECT.

Acknowledgment of receipt of this addendum is required to be included in your proposal. You may indicate such inclusion in narrative form within your proposal or by attaching a copy this addendum to your proposal.

Any questions or concerns regarding this matter should be directed to Kelly Hansen, Executive Office, at the phone numbers or email addresses below:

707-463-4441,
GrantsDivision@mendocinocounty.gov

²⁶ HUD Guide to National Objectives & Eligible Activities.

https://files.hudexchange.info/resources/documents/CDBG_Guide_National_Objectives_Eligible_Activities.pdf