



# City of San Mateo

## Community Funding Program

For Fiscal Year 2025-26



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### RFP Instructions

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#### **Application Process Schedule and General Information**

- **December 3, 2024** RFP opens
- **January 3, 2025** City of San Mateo's Application becomes available on City Data Services
- **January 8, 2025** Funding Application Workshop  
Online Via Zoom  
2-3:30pm  
Access link to be posted online at [housing.smcgov.org](https://housing.smcgov.org)  
Nonprofit organizations interested in applying for grants are strongly encouraged to attend this training. County staff will provide training on the use of the application process on their website. For questions on attending, contact Karen Coppock (kcoppock@smchousing.org). RSVP for workshop at: [Zoom Link](#)
- **January 21, 2025** RFP Applications due not later than 4:00 pm  
All applicants must upload proposals to The City Data Services (CDS) website.  
*See the bottom of page 4 for access instructions to the CDS website.*
- **February 19, 2025** Community Relations Commission (CRC) meets to review proposals and make funding recommendations. Applicant agencies are strongly encouraged to attend.  
  
**Wednesday, February 19, 2025**  
**7:00 pm**  
**San Mateo City Hall Conference Room C,**  
**330 West 20<sup>th</sup> Ave., San Mateo 94403**
- **March 19, 2025** CRC reviews and makes recommendation regarding Council approval of Annual Action Plan, which contains their Community Funding recommendations.
- **May 5, 2025** City Council Public Hearing for 2025-26 Annual Action Plan.

#### **Technical Assistance**

For any questions regarding the eligibility of a proposed program, technical questions regarding the forms, or any other clarifications needed, applicants may contact staff at any time prior to proposal submittal.

Jennifer Mora

[jemora@cityofsanmateo.org](mailto:jemora@cityofsanmateo.org) , 650-522-7230

For additional information and updates, be sure to check the City's website at:

<https://www.cityofsanmateo.org/501/Neighborhood-Improvement-Housing>

## **Community Development Block Grant (CDBG)**

Eligible applicants will be awarded federal funds for projects and programs that meet the following national objectives as determined by HUD:

- Serving a clientele of which at least 51% are low-income as defined by HUD; or,
- Serving a target low-income neighborhood as defined by the attached CDBG Priority Area Map; and,
- Works to achieve any combination of the following outcomes and objectives:
  - Objectives: Decent Housing, Suitable Living Environment, Economic Opportunity
  - Outcomes: Availability/Accessibility, Affordability, Sustainability

This Consolidated Community Funding Application, including budget allocation and supplemental scope of work input, will be necessary for all eligible applicants. Eligible applicants are public agencies, certified 501(c) 3 non-profit agencies, or organizations that are fiscally sponsored by a certified 501(c) 3 agency.

The San Mateo Community Funding Program operates on a two-year funding cycle with the second year of funding contingent upon available resources and contract compliance. **We are currently in the second year of the funding cycle in 2025-26, and applicants must be recipients from the previous year.** Applicants should develop their proposals and budgets to reflect a one-year program. The program year runs from June 30 to July 1.

The City of San Mateo has designed the Community Funding Program to address the needs that the Community Relations Committee (CRC) has prioritized through the outreach process for CDBG. The CRC, as it has done in previous years, will allocate 100% of available Community Funding for public services that meet the highest priority needs.

### **Community Funding Grants**

- Based on budgets from previous years, City of San Mateo staff estimates approximately \$110,000 will be available for program year 2025-2026
- Budgets may be revised based on economic conditions and the grant award from HUD to the City of San Mateo.
- The highest priority needs of the community, as discussed through the Community Needs Assessment and adopted by the CRC, are as follows:
  - Basic human needs
    - This can include, but is not limited to, access to food, shelter, clothing, legal services, workforce development, etc.
  - Senior services
  - Youth services
  - Affordable housing services

### **Minor Home Repair**

- There is a separate vendor grant available for minor home repair services to eligible residents of the City of San Mateo
- City staff estimates that approximately \$110,000 will be available
- Services should be limited to minor repairs or health and safety issues for low-income homeowners

### **HUD Certified Fair Housing**

- There is a separate vendor grant available for HUD-certified Fair Housing services that will be subject to the same application process and timelines
- This will be funded as CDBG administration and will be included in the competitive Public Services grants
- City staff estimates approximately \$25,000 to be available for this contract

**Public Facilities**

- There is a separate grant available Public Facilities: capital improvements of community/neighborhood facilities such as childcare centers, medical facilities, day labor centers, and drug and alcohol recovery facilities
- This is a competitive process that will be funded through CDBG but is evaluated separately from the Public Services pool of applications
- City staff estimates approximately \$150,000 to be available for this contract

**Permanent Local Housing Allocation (PLHA)**

The City anticipates receiving approximately \$213,420 in Permanent Local Housing Allocation (PLHA) funds for the 2025-26 program year (July 1-June 30). Eligible applicants will be awarded state funds for projects and programs that meet the following objectives as determined by HCD and the City's PLHA Five-Year Plan:

- Services assisting persons who are experiencing or at risk of homelessness, including, but not limited to, providing rapid rehousing, rental assistance, supportive/case management services that allow people to obtain and retain housing, and operating and/or capital costs for navigation centers and emergency shelters.

## **Proposal Evaluation**

The CRC will use the criteria included in this packet to evaluate all proposals. The review will follow the steps outlined below:

1. Staff will evaluate proposals for HUD and HCD eligibility, completeness, and past performance.
2. Staff proposal summary and notations will be provided with copies of proposals to CRC for evaluation and scoring.
3. CRC will hold a public hearing to allow for public comment and clarifying questions from the CRC.
4. CRC will make funding recommendations which will be included as part of the 2025-26 Annual Action Plan and the Five-Year Plan for PLHA, both of which are approved by the City Council.

Organizations are strongly encouraged to review this document carefully prior to preparing the proposal application; however, awards of grants are not considered strictly by evaluation scores. The CRC will be utilizing this document as one tool to help prioritize and inform their final recommendations.

## **Equal Opportunity & Access**

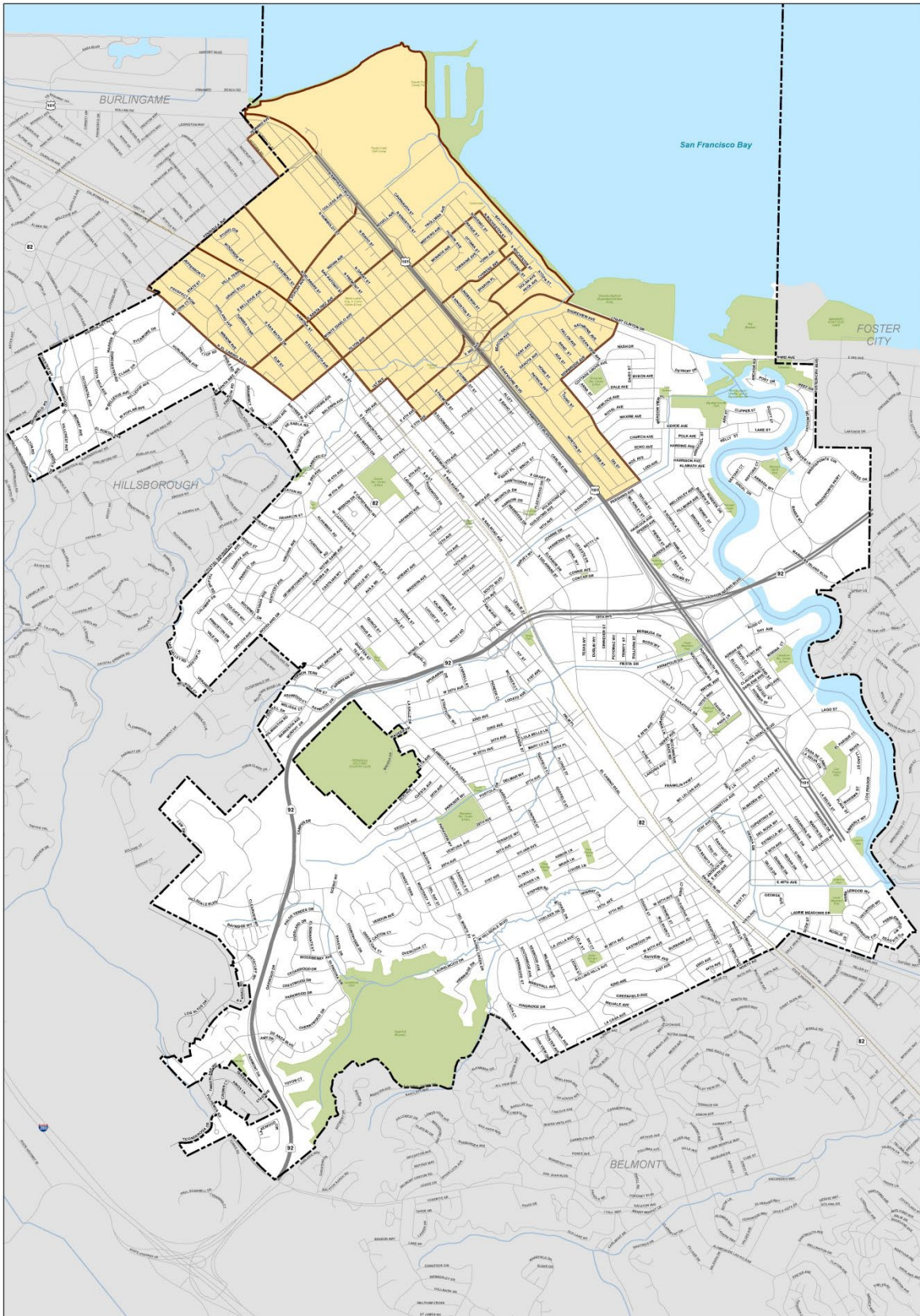
Equal opportunity and access is a priority for all City of San Mateo programs, services, and facilities. The City of San Mateo does not discriminate on the basis of physical disability, medical condition, race, color, ancestry, national origin, religion, sex, age or marital status. **Organizations will be requested to provide information about their affirmative marketing plan for their programs and outreach to populations not likely to apply without special outreach.**

## **Consolidated Community Funding Application City of San Mateo Application for Funding for FY 2025-26**

### **HOW TO APPLY:**

All applications for funding **must be submitted online** at: [www.citydataservices.net](http://www.citydataservices.net) .

1. **New Applicants:** Go to [www.citydataservices.net](http://www.citydataservices.net), log in with SMC2024 as both User ID and Password. Fill out a short form of program information and be issued a unique User ID and Password. Log out and then log back into [www.citydataservices.net](http://www.citydataservices.net) and use the new user ID and Password.
2. **Existing CDBG or PLHA Applicants:** Go to [www.citydataservices.net](http://www.citydataservices.net) and log in with your existing Agency User ID and Password. There will be a button on the top of the page to access the CDBG and/or PLHA applications.



**2015 CDBG  
PRIORITY NEIGHBORHOOD**

**LEGEND:**

- Existing CDBG Area
- City Limit



**City of San Mateo**

Dated April, 2015, created by DOT/IGIS

## City of San Mateo Community Funding Program

### Evaluation Criteria

Statements on this page are designed to offer a standard by which the Community Relations Commission may make a considered judgment about the quality of each community funding proposal. This evaluation is included with each community funding Request for Proposal packet for organizations to review prior to proposal submittal and assure requested information is addressed. Total possible score is 100.

**Name of Proposed Project:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

	Criteria	Max Score	Score
A. Project Definition			
1	Does the proposal address at least one of the Community Funding priorities?	30	
2	Is the need in the City of San Mateo well defined, supported and documented with current information?		
3	Does the proposed project actually address the defined need?		
4	Does the proposal reflect appropriate plans to confirm eligibility of clients?		
5	Does the project identify a significant percentage of San Mateo residents to be served?		
6	Has proposal identified other agencies providing similar service and/or delineate the uniqueness of proposed program?		
B. Objectives and Outcomes			
1	Do outcomes reflect the benefit to the participant’s life as a result of this program?	30	
2	Is scope of work clearly defined and are outcomes measurable?		
3	Does the proposal clearly identify annual benchmarks and numbers of persons served, yet considers the whole two years of the funding cycle?		
4	Are indicators and timeline realistic to achieve identified outcomes?		
5	Has the proposal sufficiently identified program evaluation methodology?		
6	Does proposed project reflect innovative ideas and creativity?		
C. Budget and Funding			
1	Is project budget clear and reasonable?	15	
2	Is there appropriate explanation and justification of all related program costs for the specific project?		
3	Has the proposal identified reasonable leveraged funding and funding commitments?		
4	Has the organization planned for project sustainability without this grant funding?		
D. Capacity			
1	Does proposal make clear the appropriate staff expertise for the program?	15	
2	Does the proposal reflect the cultural competency of program staff to address the needs of the target population?		
3	Does organization reflect the capacity to meet the City’s administrative requirements and proposed outcomes; and if applicable, has satisfactorily met them in the past?		
E. Outreach & Collaboration			
1	Does the proposal clearly indicate how it will outreach and market proposed program to identified target population and efforts to reach minority and underserved populations?	10	
2	Does the proposed project indicate collaboration with the City or other programs / groups / organizations?		
TOTAL		100	0

**Comments:**