

**CITY OF FRESNO  
FY 2022 – 2023 FAIR HOUSING NOFA**

**NOFA Application Part A: Organizational Information**

*General Information*

*Legal Name of the Organization:*

Resources for Independence Central Valley

*Fictitious Name (if applicable):*

*DUNS Number of Organization:*

037872751

*Federal Tax ID Number:*

94-2328156

*Date of Incorporation:*

January 23, 1976

*Date of 501(c)(3) Determination:*

May 26, 1976

*Mailing Address of Organization:*

3636 N. First Street, Suite 101, Fresno CA 93726

*Organization Website Address:*

www.ricv.org

*Name of President (or Chair of the Board):*

Selina Escobar

*E-mail Address:*

*Name of the Secretary:*

Kristopher Bland

*E-mail Address:*

*Name of Treasurer (or Chief Financial Officer):*

Marisol Vega

*E-mail Address:*

*Principal Contact*

*Person :*

Suzanna Gamez

*Principal Contact's Title:*

Executive Director

*Principal Contact's Physical  
Address (Street Address, Suite,  
City, State, ZIP):*

3636 N. First Street, Suite 101,  
Fresno CA 93726

*Primary Phone #:*

559.269.0995

*Alternative Phone #:*

559.221.2330

*E-mail Address:*

sgamez@ricv.com

*Name of Authorized Signatory :*

Suzanna Gamez

*Title of Authorized Signatory:*

Executive Director

*Signature of Authorized Official:*

*Suzanna Gamez*

*Date of Signature:*

July 28, 2022

**Mission Statement**

Please provide the organization's mission statement within the below space:

Resources for Independence. Empowering Independence. Improving Lives.

Established in 1976, RICV is a trusted and well-know community benefit organization sought out by local and state entities and organizations to represent and give perspective regarding persons with disabilities.

Covering Fresno, Tulare, Kings, Madera, and Merced counties, RICV is viewed as the go-to organization for referring persons with disabilities due to its ability to consistently provide vital programs and services.

RICV's programs and services offer expanded choice, opportunities and options empowering persons with disabilities to live independently and be in control of their lives.

Programs and services include independent living skills training, youth empowerment services, assistive technology services, work readiness training, peer support and mentoring, outreach and education, individual and systems advocacy, diversion and transition services, and information and referrals.

**Organizational Capacity and Management**

Please provide the information requested below:

Staff Name	Title	Years of Experience
1) Suzanna Gamez	Executive Director	21 years
2) Sarah Harris	Director of Programs	6 years
3) Tanesha Morris	Program Manager	7 years
4) Susan Manuel	Development Coordinator	40 years
5) Tracy Beckham	Operations Manager	40 years

**Board of Directors**

How often does your Board of Directors regularly meet? Monthly

List current Board of Directors below:

- |                    |                        |
|--------------------|------------------------|
| 1) Selina Escobar  | 6) Kristopher Bland    |
| 2) Sherrill Poland | 7) Tracie Fleck        |
| 3) Maribel Vega    | 8) Christopher Johnson |
| 4) Lee Ky          | 9)                     |
| 5) John Sears      | 10)                    |

☒ Board Resolution providing for the signature authority of person to sign on behalf of the entity is attached (required before a subrecipient agreement will be executed).

**Financial Management**

- 1) Has an audit been performed on the proposing organization's accounting procedures within the last two years?  
☒ Yes      ☐ No      If yes, name of auditor: Hudson & Henderson Company
- 2) Is the agency audited every year?      ☒ Yes      ☐ No
- 3) Were any management letters issued as a result of the last audit? If yes, explain.      No.
- 4) Provide the name of staff responsible for your agency's accounting system  
 Name: Tracy Beckham  
 Title: Operations Manager  
 Phone/Email: 559.221.2330      tbeckham@ricv.org

**Summary of Attached Applications:**

Provide number and total dollar amount of applications by Application Type

➤ **Fair Housing**

<i>Number of Applications</i>	<i>Total Dollar Amount Requested</i>
1	\$ \$85,000

**Please select the activity for which you are applying:**

- ☒ Administrative activities – Table 27 in the 2022-2023 Annual Action Plan
- ☒ Public Service activities – Table 28 in the 2022-2023 Annual Action Plan

**Required Attachments to Part A**

Select all attachments included.

- ☒ **Part A, Exhibit 1** – Organization’s U.S. Internal Revenue Service 501(c)(3) Determination of Exemption Letter (Required)
- ☒ **Part A, Exhibit 2** – Organization’s Articles of Incorporation (Required)
- ☒ **Part A, Exhibit 3** – Bylaws of the Organization (Required)
- ☐ **Part A, Exhibit 4** – Statement and Designation by Foreign Corporation (when location of incorporation was outside of California) (Required of Out-of-State Corporations only)
- ☒ **Part A, Exhibit 5** – List of Directors and Officers by Corporate Title and Name (Required)
- ☒ **Part A, Exhibit 6** – Most Recent Audited Financial Statement (an IRS 990, *Return of Organization Exempt from Income Tax*, may be submitted in lieu of an audit whenever the organization lacks an audit due it not exceeding California and Federal audit thresholds).
- ☐ **Part A, Exhibit 7** – Cost Allocation Plan (Only required whenever applicant seeks to charge an indirect cost rate greater than 10 percent of modified total direct costs)
- ☒ **Part A, Exhibit 8** – Resolution of the Board of the Directors Authorizing the Application and Naming the Person or Person’s Authorized to Sign the Application (Required; the Resolution must be submitted to the City by 4:00 PM, Monday, September 20, 2022)

## NOFA Application Part B: Fair Housing

### Application Summary

The City of Fresno (City) invites eligible organizations to submit applications for Fair Housing Administrative Services through the Community Development Block Grant (CDBG) Program. The 2020-2024 Consolidated Plan prioritizes the provision of services to residents and housing providers to advance fair housing. As such, the City is interested in receiving applications for one or more of the following program activities:

Activity	Potential Funding
Fair Housing Complaint and Referral Services	<b>Not to Exceed \$85,000 (CDBG)</b>
Public Fair Housing Education and Outreach	
Fair Housing Education and Outreach to Housing Industry Professionals	

### *Activity Definitions*

The Council of the City of Fresno adopted the 2020 Analysis of Impediments to Fair Housing (AI) Choice on May 21, 2020. The AI includes an assessment of socioeconomic conditions, segregation and integration, access to opportunity, housing profile including publicly supported housing, housing for persons with disabilities, and fair housing activities. The AI also identifies barriers to fair housing choice within the City, and provides recommended activities to address those barriers. The City has prepared a list of AI recommended activities it wishes to address through this NOFA, which are presented in this section. The activities fall into three main categories: fair housing complaint and referral services, public fair housing education and outreach, and fair housing education and outreach to housing industry professionals. It is not required that every applicant address all activities, however the City will score points based on 1) the number of activities the applicant proposes to address and 2) the previous experience that the applicant has demonstrated in its application in providing substantially similar services. The City may choose to allocate its fair housing funding to one or more applicants in order to address as many activities as possible.

### **Fair Housing Complaint and Referral Services**

- Accept fair housing calls and investigate complaints in multiple languages.
- Provide accessible means of contact for members of the public with fair housing complaints or concerns, to include at minimum telephone, email, and TTY.
- Investigate complaints and refer complainants to appropriate services and organizations.
- Provide for support in multiple languages, to include Spanish and Hmong.
- Track number of complaints by zip code, gender, and race/ethnicity.
- Track complaint outcomes to include cases referred to legal services, code enforcement, DFEH, HUD, or other outcome types.

- Provide quarterly and annual report to the City of tracked metrics.

### **Public Fair Housing Education and Outreach**

The City is requesting applications that provide for a comprehensive City wide fair housing education and outreach program. The strongest applications will include:

- **Public Fair Housing Education Program:** Prepare a program plan to include actions and timeframes for educating the Public regarding their fair housing rights and means by which they may report cases of housing discrimination or seek advice pertaining to fair housing rights.
- **Create and distribute materials to promote fair housing rights to the public:** Materials should include both print and digital communications to potentially include a web page hosted by the organization, recommended updates to the City's Fair Housing web page, printed flyers or brochures to be distributed in City facilities and other public locations, social media posts, and email distributions. The City is interested in applications that demonstrate in-depth knowledge of the best means of reaching low and moderate-income residents, especially persons of color and other populations potentially vulnerable to housing discrimination.
- **Distribute fair housing resources through local agencies:** Distribution of fair housing resources through social service agencies, community organizations, local congregations, and other channels that most effectively reach populations.
- **Collaborate with local agencies serving immigrants, refugees, and populations with limited English proficiency on fair housing education:** Conduct outreach to local agencies serving immigrants, refugees, and other populations with limited English proficiency to collaborate on approaches to provide fair housing education and enforcement for these groups.
- **Publicize new state requirements regarding accepting Section 8 vouchers to public and voucher holders:** Communicate new state requirements regarding acceptance of Section 8 vouchers to members of the Public, to include collaboration with the Fresno Housing Authority to raise awareness among voucher holders and the public.
- **Increase awareness of subsidies and resources in low-income neighborhoods:** Target neighborhoods with high proportions of low-earning workers as priorities for interventions that increase awareness of available subsidies and resources.
- **Annual update to Public Fair Housing Education and Outreach Program:** Provide a summary of actions and outcomes following the implementation of the Public Fair Housing Education Program, to include recommendations for improvement in subsequent years based on emerging best practices and implementation experience.

### **Fair Housing Education and Outreach to Housing Industry Professionals**

The City is requesting applications to provide education and outreach to landlords, property owners, property managers, and lenders. The strongest applications will include:

- **Provide resources communicating stakeholder responsibilities:** Digital and print materials that communicate fair housing responsibilities of landlords, property owners, property managers, and lenders.
- **Publicize new state requirements regarding accepting Section 8 vouchers to landlords and property owners:** Publicize new state requirements regarding accepting Section 8 vouchers to landlords and property managers, with a focus on independent landlords not affiliated with larger property management companies. Publicity to potentially include partnership with media outlets and housing agencies. Connect landlords with questions regarding the new law to appropriate resources.
- **Create and lead workshops with local lenders to improve mortgage lending outcomes for applicants of color:** Convene a working group of local bankers to identify collaborative steps the City, lenders, and other local housing agencies could take to both increase the completion rate of loan applications and reduce the denial rates. Summarize and distribute key issues and recommendations made to attendees and the City.
- **Annually convene housing industry professionals to learn about fair housing rights and responsibilities:** Conduct community-wide event or partner with existing event such as a Fair Housing Conference, either in-person or virtually, that convenes housing industry professionals to learn about fair housing rights and responsibilities and updated fair housing laws. Event should be publicized broadly to industry professionals including lenders, housing agencies, landlords, property owners, and property managers.



*Application Submission*

**Application Deadline**

**July 28, 2022 by 4:00 p.m.**

**Resolution Authorizing Application Submission Deadline**

**August 13, 2022 by 4:00 p.m.**

*Application Delivery*

- Please submit an electronic version of your application by:

Email [HCDD@fresno.gov](mailto:HCDD@fresno.gov), or

If your file is over 40 MB, use the City's FTP tool to create a link to the file and email the link to [HCDD@fresno.gov](mailto:HCDD@fresno.gov) (instructions in the Fair Housing NOFA Handbook appendix)

Hard copies of applications and authorizing resolutions are not requested or accepted. If assistance is required for digital submission, please reach out to the contact listed below.


We will email you within one business day of receipt to confirm application submission – if you do not receive a confirmation, please contact the relevant person.

*Contact Person*

- Brandon Sisk, Senior Management Analyst  
559-621-8512  
[brandon.sisk@fresno.gov](mailto:brandon.sisk@fresno.gov)
- General Inquiries  
Housing & Community Development Division | 559-621-8300 |  
[HCDD@fresno.gov](mailto:HCDD@fresno.gov)

### *Application Overview and Instructions*

The City of Fresno (City) Housing and Community Development division is accepting proposals from eligible organizations providing services to residents and housing providers to advance fair housing within the City of Fresno.

Funds to be used for this NOFA are from the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program.  Under this Fair Housing NOFA, the following Fair Housing activities have been prioritized. Please see the 'Activity Definitions' section for specific actions recommended for each activity.

- Fair Housing Complaint and Referral Services
- Public Fair Housing Education and Outreach
- Fair Housing Education and Outreach to Housing Industry Professionals

### *Instructions*

Applications have been designed to support a standardized method of evaluation for eligibility and consideration. Applicants are encouraged to carefully review their applications prior to submission to ensure all questions are complete and narrative attachments are included. Once the application is submitted, additional information will not be accepted. In the event additional clarification is needed, City staff will contact the agency. In most instances, applicants will have 24 hours to provide the additional clarifying information in order to be considered responsive.

Prior to completing their applications, applicants should review the 2022 – 2023 Fair Housing NOFA Handbook. The Handbook provides additional information regarding funding priorities, threshold eligibility requirements, applicant support options, and information on the timeline and process for application review and funding.

An organization's completed application includes one Part A (Subrecipient organizational information), and one Part B Application including all relevant exhibits and attachments for each NOFA project activity for which funding is being sought. Both parts are included in this document.

- Submit one (1) electronic copy by email to [HCDD@fresno.gov](mailto:HCDD@fresno.gov).
- Applicants may provide as attachment a maximum of two, single-page letters of support. Additional pages beyond the maximum will not be reproduced. For this reason, applicants should select the two "best" support letters.

**Evaluation Process**

Applications will be scored and ranked according to the below criteria.

Category	Points
<p><b>Qualified / Disqualified:</b></p> <ul style="list-style-type: none"> <li>• Does the applicant demonstrate how the proposal aligns with one or more priorities outlined in the City of Fresno 2020-2024 Consolidated Plan and one or more of the projects outlined in the 2022 – 2023 Annual Action Plan? (If no, the application is disqualified.)</li> <li>• Are the proposed activities eligible under the applicable funding source? (If no in part or full, the application is disqualified in part or full.)</li> <li>• Are the proposed costs eligible under the applicable funding source? (if no in part or full, the application is disqualified in part or full.)</li> <li>• Is the applicant an established public benefit corporation in good standing with the State of California and recognized as exempt under 501(c)(3) of the internal revenue code ? (if no, the application is disqualified)</li> <li>• Does the applicant have established financial and management systems? (if no, the application is disqualified)</li> <li>• Are the proposed activities and the beneficiaries of services located within the City of Fresno?</li> <li>• Has the applicant failed to meet any other threshold eligibility requirements in the accompanying 2022 – 2023 Fair Housing NOFA Handbook? (If yes, the application is disqualified.)</li> </ul>	Qualified or Disqualified
<p><b>Organizational Capacity:</b></p> <ul style="list-style-type: none"> <li>• Does the organization have experience with federally funded programs? (5 points)</li> <li>• Does the organization have specific experience with programs funded by the Community Development Block Grant? (5 points)</li> <li>• Does the organization have financial resources to support six months of operating expenses? (5 points)</li> <li>• Does the organization demonstrate that its staff has the experience and skills to deliver the activities indicated in the application? (5 points)</li> </ul>	20

Category	Points
<b>Priority Need Addressed:</b> <ul style="list-style-type: none"> <li>How many recommended actions from the Analysis of Impediments to Fair Housing Choice are included in the application? (17 points)</li> <li>For how many of the selected actions does the organization indicate it possesses at least one year of administering a similar activity? (17 points)</li> </ul>	34
<b>Impact and Outcome:</b> <ul style="list-style-type: none"> <li>Does the program/activity description clearly articulate how the applicant will deliver the recommended actions from the Analysis of Impediments to Fair Housing Choice? (up to 5 points)</li> <li>Does the organization describe how their prior activities have resulted in meaningful impact - i.e., successful outcomes for tenants or a change to the way a bank does business, etc. (6 points)</li> <li>Does the proposal demonstrate that the activity will be completed in a timely manner? (No activities completed by June 30, 2023: 0 points; Some activities completed by June 30, 2023: up to 5 points; all activities completed by June 30, 2023: 10 points)</li> <li>Will the organization be able to sustain the project in the future without additional CDBG funding provided by the City? (5 points)</li> </ul>	26
<b>Cost Effectiveness / Leveraging:</b> <ul style="list-style-type: none"> <li>Is the cost per persons served reasonable for the benefit provided? (5 points)</li> <li>Will the proposed activity leverage additional funds from other sources? (5 points)</li> </ul>	10
<b>Coordination / Collaboration</b> <ul style="list-style-type: none"> <li>Will the proposed activity be integrated or coordinated with other services to serve the overall needs of its clientele? (10 points.)</li> </ul>	10
<b>Total Possible Points</b>	100

Application: Fair Housing

**1. Program/Activity Summary Information** – please complete the below summary information for the project/program.

Program/Activity Name (10 words or less): RICV Fair Housing Outreach & Education Project

Amount Requested: \$ .00 \$85,000

This is a:

☐ New Project/Program

☒ Existing Project/Program

Years the applicant has administered this program/activity: 21 years

Provide a short description of the proposed program/activity. (1 to 3 sentences and must fit in the provided space).

RICV will continue comprehensive Fair Housing outreach and education to vulnerable and underserved populations with the City of Fresno and Fresno County with the specific intent to provide easy-to-understand and culturally relevant information on housing rights, the Fair

## 2. Organizational Capacity

- a. Describe the organization's experience with administering programs of this nature.

RICV has over 20 years experience providing Fair Housing information and education. RICV's dedicated team understand Fair Housing information covering a broad range of topics. RICV effectively tackles housing issues as they pertain to the disability community, low-to-moderate income populations, and diverse populations and communities.

- b. For how many years has the organization administered activities of the type described in this application? 20+ years.

- c. Does the organization have experience with:

- ☒ Administering federally-funded programs
- ☒ Administering programs funded by the Community Development Block Grant

- d. Provide the below information for direct service staff:

Name	Title	Brief description of services supported	Years of experience providing services described
Susan Manuel	Development Coordinator	Public relations, social media materials, social media design and messaging	40 years
Chloe Hagen	Special Projects Coordinator	webinar and training coordination, partnerships	3 years
Rebecca Donabed	Community Organizer	advocacy and rights oversight & coordination	10 years
Sean Good	Outreach Support	Outreach and education	2 years
Dillon Cole	Outreach Support	Outreach and education	2 years

- e. Financial Capacity:

- ☒ Organization has financial resources to support six months of operating expenses (financial statement attachment should clearly show current assets and operating expenses).

- f. Does the organization have the following in place (check box if 'yes')?
- ☒ Written policies and procedures for the proposed project or program (i.e. intake, eligibility)
  - ☒ Written Financial Management Policies and Procedures
  - ☒ Non-Discrimination / Equal Opportunity Policy
  - ☒ Conflict of Interest Policies and Procedures
  - ☒ Procurement Policies and Procedures

**3. Program / Activity Location (s)**

- a. The proposed activity will... (select all that apply):

- ☒ ...provide services to residents within the City of Fresno
- ☒ ...provide services to residents outside of the City of Fresno
- ☐ ...limit services to one or more neighborhoods

- b. Describe the service area:

Note: Strong applications will include specifically defined services areas such as 'residents within ½ mile radius of [facility address]' or 'residents within the boundaries defined on the attached map.'

RICV will provide services on underserved areas within the City of Fresno, with some overlap into areas within the County of Fresno.

Specific focus will be put of the areas of Downtown Fresno, Chinatown, Tower District, the Mayfair District, Blackstone Corridor, Pinedale, West Fresno, Southwest Fresno, Highway City, Calwa, and Malaga.

Special attention will be given to Hmong and Asian American communities, urban-based Native American communities, and Spanish-speaking communities within the City of Fresno.

- ☐ Service area map attached as exhibit

#### 4. Proposed Scope of Work

- a. Indicate which actions recommended in the Analysis of Impediments to Fair Housing Choice are included in the application and the years of experience administering each activity. Activity descriptions are provided in the 2022 - 2023 Fair Housing NOFA Handbook.

Fair Housing Complaint and Referral Services		Years of Experience
<input checked="" type="checkbox"/>	Provide accessible means of contact for members of the public with fair housing complaints or concerns, to include at minimum telephone, email, and TTY.	20+ years.
<input checked="" type="checkbox"/>	Investigate complaints and refer complainants to appropriate services and organizations.	20+ years.
<input checked="" type="checkbox"/>	Provide for support in multiple languages, to include Spanish and Hmong.	3+ years
<input type="checkbox"/>	Track number of complaints by zip code, gender, and race/ethnicity.	
<input type="checkbox"/>	Track complaint outcomes to include cases referred to legal services, code enforcement, DFEH, HUD, or other outcome types.	
<input type="checkbox"/>	Provide quarterly and annual reports of tracked metrics.	



Public Fair Housing Education and Outreach Activities		Years of Experience
<input checked="" type="checkbox"/>	Public Fair Housing Education Program	20+ years.
<input checked="" type="checkbox"/>	Create and distribute materials to promote fair housing rights to the public	20+ years.
RICV proposes to continue its comprehensive Fair Housing Outreach and Education Project to vulnerable, underserved, and low-to-moderate income individuals in the City of Fresno and areas within Fresno County.		
<input checked="" type="checkbox"/>	Distribute fair housing resources through local agencies	20+ years.
RICV's specific intent is to provide easy-to-understand and culturally engaging information and education on housing rights, the Fair Housing Act, housing discrimination, housing resources and sources, and Fair Housing advocacy efforts		4+ years
<input checked="" type="checkbox"/>	Collaborate with local agencies serving immigrants, refugees, and populations with limited English proficiency on fair housing education	20+ years.
The major components of the project include, but are not limited to, Fair Housing Training for RICV staff, Fair Housing training of general public, educational and promotional materials development, and Fair Housing outreach and education		
<input checked="" type="checkbox"/>	Publicize new state requirements regarding accepting Section 8 vouchers to public and voucher holders	2 years
GOAL-RICV staff will receive up-to-date information and training on Fair Housing to include an overview with details on regulations, requirements, discrimination, resources, Section 8, sources and services.		
<input checked="" type="checkbox"/>	Increase awareness of subsidies and resources in low-income neighborhoods	2 years
GOAL-RICV will distribute specifically developed education and outreach materials specifically targeted populations in the City of Fresno and Fresno County.		
<input checked="" type="checkbox"/>	Annual Update to Public Fair Housing Education and Outreach Packets	2 years
Packets will include easy-to-understand new Fair Housing topics and issues, including housing housing resources and contact information. Packets will be in an easy-to-understand overview of Fair Housing topics and issues, housing requirements, and be available in Spanish and Hmong.		

GOAL-RICV will conduct a minimum of four (4) Fair Housing trainings for the community either virtual or in-person (or both), and conduct Fair Housing trainings as requested by community-benefit organizations and other community partners

Fair Housing Education and Outreach to Housing Industry Professionals		Years of Experience
<input checked="" type="checkbox"/>	Provide resources communicating stakeholder responsibilities	
GOAL-RICV will conduct an aggressive Fair Housing Outreach and Education Project which includes developing weekly social media posts promoting Fair Housing, developing a Fair Housing page on the RICV website, and an		
<input type="checkbox"/>	Publicize new state requirements regarding accepting Section 8 vouchers to landlords and property owners	
<input type="checkbox"/>	Create and lead workshops with local lenders to improve mortgage lending outcomes for applicants of color	
<input type="checkbox"/>	Annually convene housing industry professionals to learn about fair housing rights and responsibilities	

- b. Estimate the number of unduplicated persons expected to benefit from the project:

12,000 unduplicated persons will receive a direct benefit from this project.

- c. Are direct services limited to specific populations? If so, please explain.

Because RICV's Fair Outreach and Education Project is outreach-based, no person shall be turned away from receiving Fair Housing education, information and materials. Although RICV is an organization which serve the disability community, outreach and education efforts are inclusive of all people, communities, and cultures.

- d. Timeliness

- ☒ The activities described in this application will be completed by June 30, 2023
- ☐ The activities described in this application will be completed after June 30, 2023
- ☐ Some of the activities described in this application will be completed by June 30, 2023, while others will require longer (please explain below)

- e. How will the organization sustain the project after the CDBG funding terminates?

CDBG funding has allowed and will allow RICV to build the necessary materials and tools for Fair Housing information and education dissemination after funding terminates. Fair Housing is an integral piece of RICV's overall outreach and education component, as Fair Housing is crucial to the disability community.

RICV proposed to continue its comprehensive Fair Housing Outreach and Education Project to vulnerable, underserved, and low-to-moderate income individuals in the City of Fresno and areas within Fresno County.

**Detailed Narrative Description of Project/Program**

**Describe the project/**

**the space provided on this and the next page.**

RICV's specific intent is to provide easy-to-understand information and education on housing rights, the Fair Housing Act, housing discrimination, housing resources and subsidies, and Fair Housing advocacy efforts.

RICV proposes to continue its comprehensive Fair Housing Outreach and Education Project to vulnerable, underserved, and low-to-moderate income individuals in the City of Fresno and areas within Fresno County.

RICV's specific intent is to provide easy-to-understand and culturally engaging information and education on housing rights, the Fair Housing Act, housing discrimination, housing resources and sources, and Fair Housing advocacy efforts.

The major components of the Project include, but are not limited to: Fair Housing Training for RICV staff, Fair Housing training of general public, educational and promotional materials development, and Fair Housing outreach and education.

GOAL-RICV staff will receive up-to-date information and training on Fair Housing to include an overview with details on regulations, requirements, discrimination, resources, Section 8, sources and services.

GOAL-RICV will distribute specifically developed education and outreach materials specifically targeted populations in the City of Fresno and Fresno County.

Packets will include easy-to-understand overview of Fair Housing topics and issues, including housing resources and contact information. Packets will be in an easy-to-understand overview of Fair Housing topics and issues, housing requirements, and be available in Spanish and Hmong.

GOAL-RICV will conduct a minimum of four (4) Fair Housing trainings for the community either virtual or in-person (or both), and conduct Fair Housing trainings as requested by community-benefit organizations and other community partners.

GOAL-RICV will conduct an aggressive Fair Housing Outreach and Education Project which includes developing weekly social media posts promoting Fair Housing, developing a Fair Housing page on the RICV website,

Detailed Narrative Description of Project/Program (Continued from previous page)

RICV will participate and attend community events throughout the City of Fresno by having a table or booth, and distribute Fair Housing information and education to the public, attending a minimum of two (2) such event per month.

RICV will distribute bi-monthly Fair Housing information and updates through the organization's e-marketing platform.

RICV will include informative article on Fair Housing in each of its quarterly newsletters which are distributed through e-marketing, social media, and print/mail.

RICV will collaborate with government entities and community organizations to promote Fair Housing information and education to diverse communities throughout the City of Fresno.

RICV will actively participate in the City of Fresno's Commission Subcommittee on Housing, and the City of Fresno's Immigrant Affairs Committee.

g. Collaboration

Briefly describe any collaboration efforts with other organizations for this project/program or related initiatives.

Collaborating Organization	Description of Collaboration
Centro la Familia	Collaboration and Education
Fresno Interdenominational	Collaboration and Education
The Fresno Center	Collaboration and Education
Fair Housing Council	Establish alliance
Disability Rights California	Establish alliance
Exceptional Parents Unlimited	Collaboration and Education
Fresno American Indian Health Project	Collaboration and Education
Central Valley Indian Health	Collaboration and Education

**5. Project/Program Budget**a. List of Funding Sources

Provide all planned funding anticipated/ committed for this activity for FY 2022 – 2023. If the organization has received funding commitment letters, please attach as an exhibit to this application.

Funding Source (Name of Funder)	Name of Funding Program (if applicable)	Dollar Amount	Commitment Status (Committed or Pending)	If Pending, Expected Commitment Date
---------------------------------	---	---------------	--	--------------------------------------

b. Activity Budget Summary and Narrative

Please complete Exhibit A – Operating Budget Summary and the Budget Narrative.

RICV proposed to continue its comprehensive Fair Housing Outreach and Education Project to vulnerable populations. The project will provide information and resources to individuals in the City of Fresno and areas within Fresno County. RICV's specific intent is to provide easy-to-understand information and education regarding housing rights, the Fair Housing Act, housing discrimination, housing resources and The Budget Narrative should include a description of all costs included in each line item listed in the Operating Budget Summary.

Please note the following costs are not allowable for CDBG: bad debts; contingencies; contributions and donations; entertainment costs (including meals for social events and awards/graduation banquets); gifts or incentive awards to individuals; fines and penalties resulting from violations of or non-compliance with Federal, State, and Local laws; interest on borrowed capital; fundraising; investment management.

c. Prior-Year Financial Statement

For existing programs, please attach a financial statement labeled as Exhibit B for the proposed program for the last full operating year. Failure to provide the financial statement will result in disqualification.

**Required Attachments to Part B Application:**

- ☒ EXHIBIT A – OPERATING BUDGET SUMMARY; AND
- ☒ EXHIBIT – PRIOR YEAR AUDITED FINANCIAL STATEMENT INCLUDING STATEMENT OF ACTIVITIES, STATEMENT OF FINANCIAL POSITION AND STATEMENT OF CASH FLOWS (REQUIRED WHEN TOTAL FEDERAL GRANT AWARDS EQUALED OR EXCEEDED \$750,000 DURING THE ANNUAL AUDIT PERIOD ); OR
- ☒ EXHIBIT – PRIOR-YEAR UNAUDITED FINANCIAL STATEMENT WHEN TOTAL FEDERAL GRANT AWARDS FOR THE ANNUAL AUDIT PERIOD WAS LESS THAN \$750,000

**Optional Attachments to Part B Application:**

- ☐ EXHIBIT – FUNDING COMMITMENT LETTERS (IF AVAILABLE)
- ☐ EXHIBIT – LETTERS OF SUPPORT (OPTIONAL-MAXIMUM 2)
- ☐ EXHIBIT – SERVICE AREA MAP (REQUIRED IF NOT DESCRIBED IN 3.b)

***Exhibit A: Operating Project Budget Summary (or, submit via Excel)***

Budgeted Position (Personnel) or Category (Operations)	City of Fresno HUD Funds			Other Funds for Project					Project Totals (All Funds)	
	Salaries & Wages	Fringe Benefits	Totals (City of Fresno HUD Funds)	Other Federal Funds	State Funds	Local Govm't Funds	Private / Donor Funds	Other Funds (specify)		
<b>Salaries/Wages (Specify each position)</b>										
<b>Direct Service Personnel (enter position titles):</b>										
FHA Grant Lead Staff	26325.00									
Outreach Support Staffx2	10296.00									
Development Coordinator	3159.00									
Community Organizer	5304.00									
Fringe Benefits		12623.52								
<b>Administrative Personnel (enter position titles):</b>										
Director of Programs	5265.00									
Executive Director	3510.00									
Fringe Benefits		2457.00								
<b>Independent Contractors / Consultants (enter position titles):</b>										
<b>TOTAL PERSONNEL BUDGET</b>	<b>\$ 53859.00</b>	<b>\$ 15080.52</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b>Other Direct Costs (include only costs that are direct; indirect costs are covered under the Indirect Cost Rate)</b>										
Printing & Postage			2000.00							
Program Supplies/Materials			263.00							
Translation & Interpretation			2500.00							
Outreach & Marketing			2570.00							
Travel			1000.00							
<b>TOTAL OTHER DIRECT COSTS</b>			<b>\$8333.00</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b>INDIRECT COSTS* (Select 1 indirect rate Only)</b>										
Approved Indirect Cost Rate										
De minimus 10 % Rate			7727.25							
<b>TOTAL INDIRECTCOST BUDGET</b>			<b>\$ 7727.25</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b>TOTAL PROJECT BUDGET</b>	<b>\$ 53274.00</b>	<b>\$ 14916.72</b>	<b>\$ 84999.77</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$ 84999.77</b>	

**Please review this form and annotate budget items as needed**

**All applicants re required to submit a copy of their organization's operating budget.**

\*An approved indirect cost rate must be applied to the base identified in the agreement with the federal cognizant agency.

Per 2 CFR 200.414, any non-federal entity that does not have a current negotiated rate may elect to charge a de minimis rate of 10% of Modified Total Direct Costs (defined in 2 CFR 200.68).

**Budget Narrative**