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**SPECIAL BOARD OF COMMISSIONERS' MEETING**

NOVEMBER 9, 2023

AGENDA

LOCATION: 680 N. DOUTY STREET  
HANFORD, CALIFORNIA  
9:00 A.M.

THIS MEETING IS CONDUCTED IN ACCORDANCE WITH THE  
REQUIREMENTS OF THE GOVERNOR'S EXECUTIVE ORDER N-33-20  
NO PUBLIC MEMEBERS WILL BE ALLOWED IN THE MEETING  
THE MEETING WILL BE HELD BY TELECONFERENCE AT THE ABOVE LOCATION.  
MEMBERS OF THE PUBLIC MAY DIAL IN.

United States: 1 (408) 650-3123

**Access Code:** 914-267-773

1) Roll Call

2) Unscheduled Appearances

Any person may address this Board at this time on any item on the agenda, or on any other item of interest to the public, that is within the subject matter jurisdiction of the Board. Three (3) minutes are allowed for each item.

3) Review and Approval of October 24, 2023 Regular Board Meeting Minutes

Pages 1-2

4) Unfinished Business:

A. NONE

5) New Business:

A. Review and Approval of write-offs for 53-1 Sunnyside Village.

Page 3

B. Review and Approval by Resolution Section Eight Management Assessment

Program (SEMP) for fiscal year ending September 30, 2023. **Resolution #23-11**

Pages 4-10

6) Correspondence:

A. Review and discuss request for Kings County Housing Authority to Collaborate with Habitat for Humanity regarding submitting an RFP for the development of a Permanent affordable housing project.

Pages 11-16

7) Management

A. Current Status of Program Operations

Page 17

8) Close Session

A. Regarding Litigation (NONE)

B. Regarding Employee Relations (NONE)

9) Open Session

10) Commissioners' Items

11) Adjournment

Any Late Documents relating to an agenda item that are distributed to the Commissioners less than 72 hours prior to the scheduled meeting are available for public inspection, at the time they are distributed to the Commissioners, at the Administrative Office as addressed below.

THE 742TH MEETING OF THE BOARD OF COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE COUNTY OF KINGS CALIFORNIA

The Regular Meeting of the Board of Commissioners of the Housing Authority of the County of Kings was called to order October 24, 2023, at 1:30 p.m. by Vice Chairman Verboon

The Meeting was conducted via Teleconference.

1) ROLL CALL

Secretary Sandra Jackson-Bobo called the roll:

PRESENT: Richard Valle arrived at 1:32pm  
Doug Verboon  
Joe Neves  
Rusty Robinson  
Richard Fagundez

Also present were the following:

|                      |   |                               |
|----------------------|---|-------------------------------|
| Sandra Jackson-Bobo  | - | HAKC Executive Director       |
| Michele Rodrigues    | - | HAKC Finance Manager          |
| Jennifer Molina      | - | HAKC Administrative Assistant |
| Christina Di Filippo | - | HAKC Attorney                 |
| Pamela Adams         | - | Cameron Commons tenant        |

2) UNSCHEDULED APPEARANCES

NONE

3) REVIEW AND APPROVAL OF SEPTEMBER 26, 2023 REGULAR BOARD MEETING MINUTES

A motion was presented by Commissioner Neves to approve the minutes for the Regular Board Meeting for September 26, 2023. Commissioner Robinson seconded the motion, and the Board approved the minutes by the following votes: AYES- Robinson, Neves, Verboon, and Fagundes. NOES-None. ABSTAIN- None. ABSENT-Valle.

4) REVIEW AND APPROVAL OF RECEIPTS AND EXPENDITURES FOR SEPTEMBER 2023

A motion was presented by Commissioner Fagundes to approve the Receipts and Expenditures for September 2023. Commissioner Neves seconded the motion, and the Receipts and Expenditures were approved by the following votes: AYES- Robinson, Neves, Verboon, and Fagundes. NOES-None. ABSTAIN- None. ABSENT-Valle.

5) UNFINISHED BUSINESS

A. NONE

6) NEW BUSINESS:

A. Review and Approval by Resolution in the matter of an Amendment to Section III.1 of the Bylaws.  
**Resolution #23-09.**

A motion was presented by Commissioner Fagundes approve **Resolution #23-09** in the matter of an Amendment to Section III.1 of the Bylaws. Commissioner Robinson seconded the motion and **Resolution #23-09** was approved by the following votes: AYES- Robinson, Neves, Verboon, Fagundes and Valle. NOES-None. ABSTAIN-None ABSENT- None.

B. Review and Approval by Resolution in the matter of an Amendment to Section III.2 Establishing date and time for Regular Meeting of the Board of Commissioners. **Resolution #23-10**

A motion was presented by Commissioner Robinson to approve **Resolution #23-10** as amended in the matter of an Amendment to section III.2 Establishing date and time for Regular Meeting of the Board of Commissioners. Commissioner Neves seconded the motion and **Resolution #23-10** was adopted by the following votes: AYES- Robinson, Neves, Verboon, Fagundes and Valle. NOES-None. ABSTAIN- None. ABSENT-None..

C. Review and Approval to observe Veterans Day Friday November 10<sup>th</sup>, 2023, in lieu of added additional 8 hours.

A motion was presented by Commissioner Fagundes to approve the observance of Veterans Day on Friday November 10<sup>th</sup>, 2023, in lieu of additional 8 hours. Commissioner Valle seconded the motion, and it was approved by the following votes: AYES- Robinson, Neves, Verboon, Fagundes and Valle. NOES-None. ABSTAIN-None. ABSENT- None.

D. Review and Approval of write-offs for 53-1 Sunnyside Village, 53-2 Valley View Village, Cameron Commons and Kettleman City for the quarter ending September 30, 2023.

A motion was presented by Commissioner Neves to approver write-offs as amended for 53-2 Valley View Village, Cameron Commons, Kettleman City and to pull 53-1 Sunnyside Village for future discussion at the next Board Meeting. Commissioner Robinson seconded the motion to approve as amended and the write-offs were approved by the following votes: AYES- Robinson, Neves, Verboon, Fagundes and Valle. NOES-None. ABSTAIN-None. ABSENT- None.

7) CORRESPONDENCE

A. NONE

8) MANAGEMENT

A. Current Status of Program Operations

9) CLOSED SESSION

A. Regarding Litigation (NONE)

B. Regarding Employee Relations (NONE)

10) OPEN SESSION

A. NONE

11) COMMISSIONER'S ITEMS

NONE

12) ADJOURNMENT

There being no further business, the meeting was adjourned at 1:47 p.m.

---

Secretary



# UNCOLLECTABLE ACCOUNTS TO BE CHARGED TO COLLECTION LOSS

Project Name: Conventional 531 (Hanford)

Quarter Ending: September 30, 2023

| UNIT         | NAME | SOCIAL SECURITY NUMBER | RENT        | MAINT. CHARGES | LEGAL COSTS | CLOSING COSTS | TOTAL CHARGES      | DATE UNIT VACATED |
|--------------|------|------------------------|-------------|----------------|-------------|---------------|--------------------|-------------------|
| 531-550      |      |                        |             |                |             | \$4,563.47    | \$4,563.47         |                   |
| 531-45B      |      |                        |             |                |             | \$529.43      | \$529.43           |                   |
| 531-48C      |      |                        |             |                |             | \$855.96      | \$855.96           |                   |
| 531-50B      |      |                        |             |                |             | \$2,011.14    | \$2,011.14         |                   |
| 531-10B      |      |                        |             |                |             | \$767.14      | \$767.14           |                   |
| 531-67B      |      |                        |             |                |             | \$518.28      | \$518.28           |                   |
| 531-31A      |      |                        |             |                |             | \$4,483.20    | \$4,483.20         |                   |
| 531-08A      |      |                        |             |                |             | \$457.52      | \$457.52           |                   |
| 531-26A      |      |                        |             |                |             | \$2,004.61    | \$2,004.61         |                   |
| 531-020      |      |                        | \$25,801.91 | \$ 4,736.32    | \$ 2,500.00 |               | \$33,038.23        |                   |
| 531-08C      |      |                        |             |                |             | \$1,193.69    | \$1,193.69         |                   |
| 531-28C      |      |                        |             |                |             | \$18.23       | \$18.23            |                   |
| <b>Total</b> |      |                        | \$25,801.91 | \$4,736.32     | \$2,500.00  | \$17,402.67   | <b>\$50,440.90</b> |                   |

**Total Charges to Tenants for Period**      July 1, 2023      **Through**      September 30, 2023      **\$172,507.95**

|                             |                    |   |          |                  |
|-----------------------------|--------------------|---|----------|------------------|
| Total Loss of Rent          | \$25,801.91        | = | 14.9569% | of Total Charges |
| Total Loss of Maintenance   | \$4,736.32         | = | 2.7456%  | of Total Charges |
| Total Loss of Legal         | \$2,500.00         | = | 1.4492%  | of Total Charges |
| Total Loss of Closing Costs | \$17,402.67        | = | 10.0880% | of Total Charges |
| <b>Total</b>                | <b>\$50,440.90</b> |   |          |                  |

Lori Hatfield, Area Manager

Sandra Jackson-Bobo, Executive Director

BEFORE THE BOARD OF COMMISSIONERS  
OF THE  
HOUSING AUTHORITY OF THE COUNTY OF KINGS  
STATE OF CALIFORNIA

-oOo-

|                                  |                          |
|----------------------------------|--------------------------|
| IN THE MATTER OF APPROVING THE ) |                          |
| SECTION EIGHT MANAGEMENT )       | <b>RESOLUTION NUMBER</b> |
| ASSESSMENT PROGRAM (SEMAP) )     | <b>23-11</b>             |
| FOR FISCAL YEAR ENDED )          |                          |
| SEPTEMBER 30, 2023 )             |                          |

-oOo-

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Kings has reviewed the Section Eight Management Assessment Program (SEMAP) Certification for the Fiscal Year ending September 30, 2023, and

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Kings certifies that, after discussion with staff, said Certification is accurate,

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Kings that the SEMAP Certification for Fiscal Year ended September 30, 2023 is true and accurate.

The foregoing Resolution was adopted upon a motion presented by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_ at its Special Meeting held on the 9th day of November 2023, and carried by the following vote:

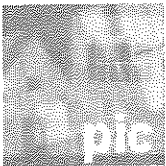
AYES:

NAYS:

ABSTAIN:

ABSENT:

HUD requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP certification within 60 days after the end of its fiscal year. The information from the PHA provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and assign an overall performance rating the PHA.



Zenia Verdugo (MADF1.5) PIC Main

ASSESSMENT Profile

Reports

List

Summary

Certification

Profile

Comments

Field Office: 9APH SAN FRANCISCO HUB OFFICE

Housing Agency: CA053 KINGS COUNTY HOUSING AUTH

PHA Fiscal Year End: 9/30/2023

SEMAP

Logoff

OMB Approval No. 2577-0215

SEMAP CERTIFICATION (Page 1)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Check here if the PHA expends less than \$300,000 a year in federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1 Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))

a. The HA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response  Yes  No

b. The PHA's quality control samples of applicants reaching the top of the waiting list and admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response  Yes  No

2 Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

a. The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response  Yes  No

b. The PHA's quality control sample of tenant files for which a determination of reasonable rent was required to show that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

- PHA Response**      **At least 98% of units sampled**      **80 to 97% of units sampled**  
 **Less than 80% of units sampled**

**3 Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)**

The PHA's quality control sample of tenant files show that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

- PHA Response**      **At least 90% of files sampled**      **80 to 89% of files sampled**  
 **Less than 80% of files sampled**

**4 Utility Allowance Schedule (24 CFR 982.517)**

The PHA maintains an up-to-date utility schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

- PHA Response**      **Yes**      **No**

**5 HQS Quality Control (24 CFR 982.405(b))**

The PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of cross section of inspectors.

- PHA Response**      **Yes**      **No**

**6 HQS Enforcement (24 CFR 982.404)**

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

- PHA Response**      **At least 98% of cases sampled**      **Less than 98% of cases sampled**

**7 Expanding Housing Opportunities.**

**(24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12))**

Applies only to PHAs with jurisdiction in metropolitan FMR areas

Check here if not applicable

a. The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

- PHA Response**      **Yes**      **No**

b. The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

- PHA Response**      **Yes**      **No**



c. The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

**PHA Response**      **Yes**    **No**

d. The PHA's information packet for certificate and voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

**PHA Response**      **Yes**    **No**

e. The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

**PHA Response**      **Yes**    **No**

f. The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

**PHA Response**      **Yes**    **No**

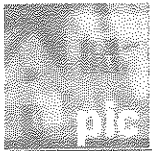
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Save

Reset



Zenia Verdugo  
(MADF15)  
PIC Main

Assessment Profile **Reports**

|                      |  |               |         |          |
|----------------------|--|---------------|---------|----------|
| List                 | Summary                                | Certification | Profile | Comments |
| Field Office:        | <b>9APH SAN FRANCISCO HUB OFFICE</b>   |               |         |          |
| Housing Agency:      | <b>CA053 KINGS COUNTY HOUSING AUTH</b> |               |         |          |
| PHA Fiscal Year End: | <b>9/30/2023</b>                       |               |         |          |

SEMAP

**SEMAP CERTIFICATION (Page 2)**

Logoff

Performance Indicators

**8 Payment Standards(24 CFR 982.503)**

The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response  Yes  No

FMR Area Name:

FMR 1 of 1

Enter current FMRs and payment standards (PS)

|          |                                   |          |                                   |          |                                   |          |                                   |          |                                   |
|----------|-----------------------------------|----------|-----------------------------------|----------|-----------------------------------|----------|-----------------------------------|----------|-----------------------------------|
| 0-BR FMR | <input type="text" value="1080"/> | 1-BR FMR | <input type="text" value="1087"/> | 2-BR FMR | <input type="text" value="1371"/> | 3-BR FMR | <input type="text" value="1932"/> | 4-BR FMR | <input type="text" value="2310"/> |
| PS       | <input type="text" value="1296"/> | PS       | <input type="text" value="1304"/> | PS       | <input type="text" value="1645"/> | PS       | <input type="text" value="2318"/> | PS       | <input type="text" value="2772"/> |

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, add similar FMR and payment standard comparisons for each FMR area and designated area.

**9 Timely Annual Reexaminations(24 CFR 5.617)**

The PHA completes a reexamination for each participating family at least every 12 months.(24 CFR 5.617)

PHA Response  Yes  No

**10 Correct Tenant Rent Calculations(24 CFR 982, Subpart K)**

The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program (24 CFR 982,Subpart K)

PHA Response  Yes  No

**11 Pre-Contract HQS Inspections(24 CFR 982.305)**

Each newly leased unit passes HQS inspection before the beginning date of the assisted lease and HAP contract.(24 CFR 982.305)

PHA Response  Yes  No

**12 Continuing HQS Inspections(24 CFR 982.405(a))**

The PHA inspects each unit under contract as required (24 CFR 982.405(a))

PHA Response  Yes  No

**13 Lease-Up**

The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year

PHA Response  Yes  No

**14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)**

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. Applies only to PHAs required to administer an FSS program.

Check here if not applicable

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

Or, Number of mandatory FSS slots under HUD-approved exception (If not applicable, leave blank)

Three empty rectangular input boxes stacked vertically.

b. Number of FSS families currently enrolled

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b+c divided by a) (This is a nonenterable field. The system will calculate the percent when the user saves the page)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program

Check here if not applicable

PHA Response  Yes  No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

One empty rectangular input box.

**15 Deconcentration Bonus**

The PHA is submitting with this certification data which show that :

(1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;

(2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is atleast two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY; or

(3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response  Yes  No

Deconcentration Addendum

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# COMMUNITY PROGRESS MAKERS

## Request for Proposals

### Summary and Frequently Asked Questions

*Last Updated: October 13, 2023*

#### BACKGROUND

Community Progress Makers is a Citi Foundation initiative aimed at supporting local community organizations connecting low-income communities to greater social and economic opportunity. The Foundation first launched the Community Progress Makers initiative in 2015 with a vision of empowering local community organizations to grow their transformative impact through unrestricted, trust-based funding. The Foundation is committing an additional \$50 million to support a fourth cohort of Community Progress Makers. Through an open request for proposals (RFP) process, the Foundation will select 50 community organizations to receive the following over three years:

- \$1 million in unrestricted grant support
- Access to technical assistance from national experts and leading researchers
- Opportunities to connect and share learnings through webinars and local and national gatherings

#### ELIGIBILITY CRITERIA

- Applicants must be tax-exempt public charities as per Section 501(c)(3) of the U.S. Internal Revenue Code.
- Applicants must submit their most recent externally audited financial statements, including auditor’s notes, covering some part calendar year 2021 or a subsequent year.
- Applicants must have a mission and track record of serving low-income communities.
- Applicants must be located and working in one of the eligible geographies noted below:

| Markets                  | Counties   |
|--------------------------|--|
| Greater Chicago          | Cook, DuPage, Kane, Lake, McHenry, Will  |
| Greater Washington, D.C. | <i>Maryland</i> - Montgomery, Prince George’s<br><i>Virginia</i> - Alexandria City, Arlington, Fairfax, Fairfax City, Falls Church City<br><i>Washington, D.C.</i> - District of Columbia  |
| New York Tri-State       | <i>Connecticut</i> - Fairfield<br><i>New Jersey</i> - Bergen, Essex, Hudson, Passaic<br><i>New York</i> - Bronx, Kings, Nassau, New York, Queens, Richmond, Rockland, Suffolk, Westchester |
| Northern California      | Alameda, Contra Costa, Fresno, Marin, Merced, Sacramento, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Stanislaus   |
| Southern California      | Kern, Kings, Los Angeles, Orange, Riverside, San Bernardino, San Diego, Ventura  |
| South Florida            | Broward, Miami-Dade, Palm Beach  |

## SELECTION PRIORITIES

For this funding opportunity, the Citi Foundation will prioritize organizations that demonstrate:

- Deep connections to the communities served
- Track record of partnering with other community organizations and stakeholders to achieve positive change
- Utilization of data to inform planning and the capacity to collect, analyze, and share data, results, and learnings
- Track record and innovative vision in one of the following areas of work:
  - **Affordable Housing and Access**, such as efforts to promote housing affordability; home ownership; and resident support services to help people more easily access employment, education, health, and childcare.
  - **Economic Development**, including the provision of technical assistance to small businesses; commercial corridor revitalization efforts; and green economy strategies that promote job creation.
  - **Financial Health**, such as efforts in delivering financial coaching; integrated financial capability services; and savings and asset building strategies.
  - **Workforce Readiness**, including organizations preparing young people and/or adults for careers and entrepreneurship.

## APPLICATION PROCESS

**Registration Deadline:** Interested organizations must first register and confirm they meet the eligibility requirements to gain access to the Citi Foundation’s grantmaking platform and online application. The deadline to register to apply is 4 PM ET on Wednesday, October 25, 2023. To register [click here](#).

**Application Deadline:** Applicant organizations must submit their completed applications through the Citi Foundation’s online grant portal. The deadline to submit a completed application is 4 PM ET on Wednesday, November 8, 2023.

## SELECTION PROCESS:

**Round One:** All complete applications submitted by the deadline will be reviewed. We may reach out by email for clarifying information during this first round.

**Round Two:** A shortlist of organizations will be invited to the second round. In this round, we will be requesting, via email, additional information or documentation to assist us with our due diligence. This round may also include a site visit so we can learn more about your organization’s mission and track record. Site visits will take place in Q1 2024. Applicant organizations not selected to move forward to this second round will be notified no later than March 2024.

**Finalists:** From the list of shortlisted organizations, 50 organizations will ultimately be selected as awardees of the Community Progress Makers RFP. Notification will be provided no later than May 2024.

Please note that submission of a proposal does not constitute an offer, promise, or guarantee of funding from the Citi Foundation, or Citigroup Inc. or any of its subsidiaries.

**FREQUENTLY ASKED QUESTIONS**

**1) What is Community Progress Makers?**

Community Progress Makers is a Citi Foundation initiative aimed at supporting local community organizations breaking down silos and connecting low-income communities to greater social and economic opportunity. Through Community Progress Makers, the Citi Foundation seeks to invest in visionary organizations with a proven track record of transformational community impact.

**2) What will Community Progress Maker grantees receive?**

Over three years, selected organizations will receive:

- \$1 million in unrestricted grant support
- Access to technical assistance from national experts and leading researchers
- Opportunities to connect and share learnings through webinars and local and national gatherings

**3) What is the size and structure of the grant award?**

Community Progress Makers grantees will each receive a three-year, unrestricted grant of \$1 million. The anticipated disbursement schedule, subject to change, is as follows: \$400,000 of the grant funds in Year 1 (2024), \$300,000 in Year 2 (2025), and \$300,000 in Year 3 (2026).

**4) What are the key deadlines and program milestones for this funding opportunity?**

| <b>Activity</b>                           |                               |
|---|-------------------------------|
| <b>Registration Opens</b>                 | <b>October 4, 2023</b>        |
| <b>Registration Deadline</b>              | <b>October 25, 2023</b>       |
| <b>Application Deadline</b>               | <b>November 8, 2023</b>       |
| <b>Round One Review</b>                   | <b>November-December 2023</b> |
| <b>Round Two Review and Site Visits</b>   | <b>Q1 2024</b>                |
| <b>Awards Announcement</b>                | <b>Q2 2024</b>                |
| <b>Inaugural Convening (Location TBD)</b> | <b>Q3 2024</b>                |

**5) Will the grant funds be unrestricted (general operating support) or restricted for a particular programmatic purpose?**

Grant funds will be unrestricted.

**6) Can any portion of the funds be used for political or lobbying purposes?**

No portion of the funds may be used, directly or indirectly, for political or lobbying purposes, including, without limitation: participating or intervening in any political campaign on behalf of, or in opposition to, any candidate for elective public office; voter registration or get-out-the-vote activities (unless conducted in a non-partisan manner); making independent expenditures in support of, or in opposition to, any political party or candidate for elective public office; or attempting to influence legislation or any act of a legislative body at the federal, state, or local levels.

**7) What type of organizations will not be considered?**

- Private foundations
- Religious or fraternal organizations (unless they are engaged in projects that benefit the entire community)
- Organizations that discriminate on the basis of race, sex, gender identity or expression, color, religion, national origin, age, disability, sexual orientation, veteran's status or other legally protected personal characteristic or status
- Individuals
- Lobbying, political causes, campaigns, or candidates
- Organizations that require the use of a fiscal sponsor or agent
- Organizations that do not meet the eligibility criteria noted in this document

**8) Can my organization apply through a fiscal sponsor?**

No. For this specific grant program, organizations working with fiscal sponsors are not eligible to apply.

**9) Is there a minimum or maximum budget size that is required for an organization to apply?**

No. There is no budget size requirement associated with this funding opportunity. However, please make sure that you consider how a grant of \$1 million payable over three years would impact your organization's public support calculation before applying.

**10) If my organization is an affiliate of a national organization, can we apply as a standalone applicant?**

Yes, if your local organization is a separate legal entity (i.e., with its own unique Employer Identification Number) then you should submit an application on your local organization's behalf. Otherwise, the national organization should apply. Please note that the national organization must meet all eligibility criteria.

**11) Can my organization apply if we are working in more than one of the eligible geographies?**

Yes. Your organization's primary location in the eligible geographies should be designated as the primary community where you are located and working. You may highlight additional communities where your organization has impact in your application.

**12) Can my organization apply if we are working in at least one of the eligible geographies but not located in one of the eligible geographies?**

No. This RFP is aimed at empowering local, place-based community organizations to grow their transformative impact through unrestricted funding.

**13) If my organization has an active grant with the Citi Foundation, is my organization eligible to apply for the Community Progress Makers RFP?**

Yes. Any organization that meets the criteria for the Community Progress Makers RFP can apply.

**14) What documents will need to be submitted with the application?**

Applicants will be required to submit the following documents alongside their applications by the deadline:

- Copy of a blank voided check or an official bank letter
- 2023 organizational budget
- Most recent externally audited financial statements, including auditor's notes, that cover some part of calendar year 2021 or a subsequent year

**15) We do not have an externally audited financial statements. Can we still apply?**

No. The Citi Foundation requires externally audited financial statements from all applicants to help us better understand and assess the organizations' financial positions and internal financial controls through third-party evaluation. As part of the eligibility requirements for this funding opportunity, applicants must submit their most recent externally audited financial statements with their application by the deadline, and those statements must cover some part of the 2021 calendar year or a subsequent year.

**16) Will I need to submit a program budget with my application?**

No. Each of the 50 organizations selected will receive an unrestricted grant of \$1 million over three years. These grants are unrestricted; thus, no program budget is required. As part of the application, organizations will be asked to describe their vision and expectations for how a \$1 million grant could be transformational to the communities they serve and the organizations they lead.

**17) Will applicants be contacted after submitting their applications?**

Upon submission of your application, you will receive an automated email confirmation. Your organization may be contacted via email for additional



information or documentation. Ultimately, we intend to notify all organizations that apply of the outcome by May 2024. Please refer to page 2 of this document for further information on the selection phases.

**18) What are the reporting requirements?**

Selected organizations will be required to submit interim and final reports via the Citi Foundation's online grant portal.

**19) If my organization isn't selected, will the Foundation provide us with individual feedback upon request?**

Given the high volume of applications likely to be submitted, the Citi Foundation will not be in the position to provide feedback to individual applicants.

**20) How can we get further information about this funding opportunity?**

The Citi Foundation has pre-recorded an informational overview about this funding opportunity, which can be found on our [website](#).

**21) Who do I contact for more information?**

Please visit Citi Foundation's [website](#) for more information about this funding opportunity. Please contact [citifoundationRFP@citi.com](mailto:citifoundationRFP@citi.com) if you have any questions.

**22) Can I provide feedback to the Foundation on this RFP?**

Of course, and we welcome your thoughts. Please submit your feedback directly to [citifoundationRFP@citi.com](mailto:citifoundationRFP@citi.com). The Foundation team hopes to learn from applicants and stakeholders and use those lessons to continue to iterate and improve our approach for the future.

**MANAGEMENT REPORT**

Prepared for the Board of Commissioners Special Meeting

November 3, 2023

1) The Occupancy Rates are as follows:

|                           |                                     |
|---------------------------|-------------------------------------|
| Section 8 .....           | 492                                 |
| 53-1 Hanford .....        | 4 Vacancies                         |
| 53-2 Corcoran .....       | 10 Vacancies – 5 Scheduled Move-Ins |
| 53-4 Armona .....         | 100% Occupied                       |
| KC1 Armona .....          | 100% Occupied                       |
| KC2 Hanford .....         | 100% Occupied                       |
| Kettleman City .....      | 2 Vacancies – Scheduled Move-In     |
| Admin .....               | 100% Occupied                       |
| Cameron Commons .....     | 100% Occupied                       |
| Corcoran Station .....    | 5 Vacancies – 5 Scheduled Move In   |
| Anchors .....             | 3 Vacancies                         |
| Lem / 198 .....           | 1 Vacancy                           |
| Basil Home .....          | 100% Occupied                       |
| Lemoore Meyers Home ..... | 4 Vacancies                         |

2) Progress Report – Capital Fund Program