

CITY OF SANTA MARIA FISCAL YEAR 2022-2023

NOTICE OF FUNDING AVAILABILITY (NOFA) COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

Published: August 23, 2021

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DEADLINE FOR CAPITAL PROJECT PROPOSAL

Wednesday, September 8, 2021, by midnight

ZoomGrants automatically closes at midnight (Pacific) at the end of the deadline date.

MANDATORY PRE-APPLICATION WORKSHOP

Thursday, October 14, 2021, 10:30 a.m.

Via Microsoft Teams – RSVP via email: avela@cityofsantamaria.org

APPLICATION DEADLINE

(CDBG Public Service & Capital Projects):

Wednesday, December 8, 2021, by midnight

ZoomGrants automatically closes at midnight (Pacific) at the end of the deadline date.

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INTRODUCTION

The City of Santa Maria is requesting proposals for the use of Fiscal Year 2022-2023 Community Development Block Grant (CDBG) Program funding for public service activities and capital projects. This federal grant program is administered by the U.S. Department of Housing and Urban Development (HUD).

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

The CDBG Entitlement Program, established in 1974 and administered by HUD, provides metropolitan cities and urban counties with funds to assist in achieving their goals of neighborhood revitalization, improved community facilities, prevention and elimination of slums and blight, and assistance to low and moderate-income persons. An appropriation amount is determined by a statutory formula which uses measurements of need. The City of Santa Maria has participated as an entitlement city under this program since its inception and receives a yearly grant.

To qualify for CDBG funding, the applicant must meet one of the three national objectives:

- ✓ Benefit to low- and moderate-income persons as defined HUD; or
- ✓ Aid in the prevention or elimination of slums or blight; or
- ✓ Meet a community development need having a particular urgency where existing conditions pose a serious and immediate threat to the health or welfare of the community, and no other funding sources are available.

ELIGIBLE ACTIVITIES UNDER CDBG

- ✓ Acquisition or disposition of real property
- ✓ Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements
- ✓ Site improvements
- ✓ Privately-owned utilities
- ✓ Clearance, demolition, removal of buildings and improvements, and/or movement of structures to other sites
- ✓ Interim assistance in areas exhibiting physical deterioration where immediate action is necessary to arrest deterioration and permanent improvements will be carried out as soon as practicable
- ✓ Relocation of individuals, families, businesses, non-profit organizations and/or farms
- ✓ Removal of architectural barriers, ADA improvements
- ✓ Housing rehabilitation
- ✓ Code enforcement
- ✓ Historic preservation
- ✓ Commercial or industrial rehabilitation
- ✓ Special activities by subrecipients
- ✓ Public services
- ✓ General program administration

NOTE: For public services eligibility (ONLY if not previously funded):

Must be a new service -OR- Must be an increase in the level of an existing service above that provided in the previous twelve months.

BLOCK GRANTS ADVISORY COMMITTEE (BGAC)

Duties: Assesses the community's needs, conducts public workshops and hearings, reviews applications for funding, and makes recommendations to the City Council for the allocation of funds under the Community Development Block Grant (CDBG) Program and other grant programs as required.

Membership: Fifteen members nominated by individual Council members, appointed by the Mayor, and confirmed by the City Council serve a three-year term. Members should understand housing and community development needs and a knowledge of or background in providing human services to the community.

Meeting Schedule: Meets monthly (first Monday of the month) or as deemed necessary by the Committee chairperson.

BGAC VISION STATEMENT

The BGAC has adopted the following vision statement to guide the use of CDBG funding:

“To provide for the development and support of programs, facilities, services and opportunities that best build a stable economic environment, maintain suitable living conditions, expand the supply of decent, affordable housing and enhance the overall quality of life for all Santa Marians, particularly families in need, at-risk youth, homeless, disadvantaged, elderly, and disabled in the community.”

CITY OF SANTA MARIA PRIORITIES FOR FISCAL YEAR 2022-23

ADOPTED: 08/17/21

1. Prevent homelessness, address critical needs, and at-risk youth, elderly and underserved populations

- Assist low to moderate income persons in need of food, shelter, clothing, health care and/or safety.
- Prevent juvenile delinquency and divert at-risk youth from gang involvement, crime, substance abuse, family violence, school problems, and out-of-control behavior.
- Address the housing, health care, accessibility and service needs of underserved populations such as, but not limited to: elderly and persons with mental, physical, emotional and developmental disabilities and/or diseases.

2. Expand educational and development opportunities

- Support and develop social services and facilities and provide opportunities for youth development that will provide positive experiences needed by youth to achieve success.
- Encourage programs to improve the academic performance and educational outcomes for youngsters aged preschool through post K-12.
- Support and encourage programs to provide adult literacy training and encourage life-long learning.

3. Provide affordable housing

- Develop and support programs and projects to increase the supply of affordable housing for low to moderate income persons.
- Maintain and upgrade existing low to moderate income neighborhoods and preserve the affordable housing stock.
- Provide services that will assist low to moderate income homeowners and renters to continue living in their homes safely.

4. Revitalize existing neighborhoods

- Revitalize existing neighborhoods in low to moderate income areas by increasing services such as supportive social services, and upgrading public infrastructure, such as street lighting, improved sidewalks, parks, and recreational public facilities.

The priorities are not listed in order of importance. They are numbered for referencing purposes only. PRIORITIES #1 AND #2 WILL ONLY BE CONSIDERED FOR CDBG PUBLIC SERVICES FUNDING. The priorities listed above are the results of ongoing community outreach.

ADDITIONAL CITY CRITERIA FOR CDBG FUNDING

In addition to the Federal guidelines for eligibility, the City of Santa Maria has established the following local criteria for allocating CDBG funds to agencies that provide public services:

- **Priority will be given to public service agencies that provide food, shelter, clothing, or safety on an emergency basis to Santa Maria City residents. The safety provision, as defined by the City Council, means an immediate threat to an individual's physical well-being.**
- **Priority will be given to those programs that prevent juvenile delinquency and divert at-risk youth from gang involvement, crime, substance abuse, family violence, school problems, and out-of-control behavior.**
- **Services provided by an agency are targeted at Santa Maria City residents.** *The intent is to ensure that funding is provided to those agencies that provide direct services to City residents.*
- **The agency does not provide a duplicative service, i.e. one that is already provided by another agency or organization.** *This is to avoid funding new agencies that propose to offer services that are already being effectively provided by existing community agencies or organizations.*
- **The agency demonstrates it has sought funding from a variety of sources.** *This is to provide higher priority to agencies that attempt to obtain funding from other sources, rather than just the City of Santa Maria.*
- **The agency demonstrates a high level of cooperation and coordination with existing related programs and other community resources.** *This is to ensure that funding is provided to those agencies which effectively coordinate the services they offer with other agencies and organizations within the City.*
- **Past performance and history of the agency or organization are considered in order to assess the agency's prospects for achieving its goals and objectives. Priority will be given to those agencies that have been in existence and have effectively provided services for at least three years.** *With the limited amount of funding that is available for public services and the tremendous need in the community, it is not possible to provide seed money to agencies for new services. It is important that agencies demonstrate an effective, efficient, and proven level of service in order to favorably compete for funding.*
- **The agency's program provides a service to or for a City department or reduces City costs or other government costs elsewhere.** *It has been demonstrated that, in many cases, private, non-profit agencies can provide a less costly and more efficient level of service than government. Priority should be given to those agencies that provide a needed service to a City department or reduce costs to a City department or other governmental agency.*
- **The agency provides an efficient level of service at the least cost possible.** *Higher priority will be given to those agencies that provide the most cost-effective level of service. Typically, this will include agencies that maximize the use of funding for direct services rather than indirect or overhead costs and utilize volunteers whenever possible.*

ADDITIONAL CRITERIA CONSIDERED BY THE BGAC

The criteria below are in regard to Capital projects.

- ❖ **Project Readiness** – How quickly can the project commence work and expend the funding awarded?
- ❖ **Financial Feasibility** – How realistic is the budget, and is the project or program able to operate sufficiently based on the budget?
Cost Efficiency – Is the budget efficient and are the costs reasonable to develop a capital or housing project or deliver program services? Does the budget effectively accomplish the goals of the project or program without using more funding than necessary to accomplish those goals?
- ❖ **Administrative Capacity** – Is the project team able to deliver project results in compliance with complex program regulations and other federal requirements, including applicants experience with similar projects, Federal grant programs, finance, and past performance under City projects and/or programs?

NOTE: See two major federal funding requirements that may impact the cost and administration of your agency's project ([page 13 of the NOFA packet](#)).

EXPECTED CDBG FUNDING FOR FISCAL YEAR 2022-2023

UPDATED DECEMBER 20, 2021

Anticipated Entitlement Amount

2022-23 Entitlement Amount	\$ 1,631,180
Anticipated Program Income (PI) (2021-2022) ¹	\$ 25,000
Reprogrammed CDBG funding	\$ 37,822
Total CDBG Resources	\$ 1,694,002

Total Estimated CDBG Allocations

Allocation for Public Services (15% cap)	\$ 244,675
Allocation for Capital Projects (65% + reprogramming) ²	\$ 1,098,093
Allocation for General Administration (20 percent, plus PI) ³	\$ 316,234
Fair Housing	\$ 10,000

¹ Program income (PI) that may be generated from existing revolving loan fund programs, such as Residential Rehabilitation Loan Program. It may fluctuate and for that reason it is not included in "Total CDBG Allocations."

² This includes 15,000 for TBRA administration, leaving \$1,045,271 for subrecipients.

³ 20% is \$326,234; however, \$10,000 is for mandated Fair Housing testing as required by HUD.

APPLICATION PROCESS

All agencies interested in applying for funding are **REQUIRED** to attend a **MANDATORY** pre-application workshop which will be held on **Thursday, October 14, 2021, at 10:30 a.m. via Microsoft Teams**. At least one representative from each applicant must attend the workshop to be considered for funding. **In order to receive a Microsoft Teams invite, please RSVP via email: avela@cityofsantamaria.org.**

IMPORTANT CAPITAL PROJECTS: Any agency wishing to apply for 2022-2023 CDBG capital funds must complete a proposal. This pre-application will need to be submitted through ZoomGrants. The deadline for submittal of the required proposals for CDBG Capital projects is **Wednesday, September 8, 2021, by midnight (ZoomGrants default time)**. This preliminary proposal will give City Council, City staff and the BGAC the opportunity to evaluate the project before an agency goes through the extensive application and bid process. The proposals are expected to go to City Council for review on Tuesday, October 5, 2021.

Electronic Application Grant Submission Process

Applicants can access the City of Santa Maria's CDBG application through ZoomGrants, all applications must be completed using the online application. Any application not following the prescribed format will not be considered for funding.

Create a **ZoomGrants** account or log in to your existing account by clicking the image below:



Zoom Grants Resources for Applicants

Video: [Applicants – Getting Started](#)
Presentation: [How to Apply for Funding Via Zoom Grants](#)
Resource: [Zoom Grants Applicant Tip Sheet](#)
ZoomGrants University: [Additional Resources](#)

A separate application must be submitted for each proposed program, project, or activity. Please note, public service programs and capital projects will have the same grant application. Please be sure to answer each question thoroughly. If a question is not applicable, please write "N/A" and a brief explanation, as the system will not allow you to submit your application if any question is left blank. Copies of the Federal Guidelines for Eligibility, the current HUD Income Limit Schedule, the City's criteria, and the current priorities are included in this NOFA packet to assist the applicant in determining if a particular project or activity is eligible for funding. After receiving the applications, the BGAC will evaluate the applications, rank the project proposals, and make recommendations for funding.

Technical Assistance

ZoomGrants Technical Support staff can assist with **technical questions or general inquiries about the system**. Please email Questions@ZoomGrants.com or call (866) 323-5404 extension 2.

Applicants are encouraged to contact City staff for all **content-related** questions. City of Santa Maria Special Projects Division at (805) 925-0951 extension 2118.

Deadlines

- The deadline for submittal of the required proposals for **CDBG Capital projects** is **Wednesday, September 8, 2021, by 11:59 p.m. (ZoomGrants default time)**.
- The deadline for submittal of completed applications for **CDBG Public Service & Capital Projects** is **Wednesday, December 8, 2021, by 11:59 p.m. (ZoomGrants default time)**.

LATE AND/OR INCOMPLETE APPLICATIONS **WILL NOT BE ACCEPTED.**

UPDATED JANUARY 7, 2022

Site Visits and Deliberations Process

The BGAC will review all applications and conduct site visits of all the proposed projects and programs January 17, 2022, through January 26, 2022. The committee will then conduct its deliberations process on Tuesday, February 15, 2022, and Thursday, February 17, 2022. Both meetings will take place via Zoom. On Tuesday, February 15, 2022, agencies will have an opportunity to speak before the entire Block Grants Advisory Committee. On Thursday, February 17, 2022, agencies will not have the opportunity to speak, and the committee will adopt a recommendation for funding allocations. This recommendation will be distributed to all applicants and considered by the City Council at a public hearing to be held on Tuesday, April 5, 2022, at 5:30 p.m. in the Council Chambers at City Hall, 110 East Cook Street in Santa Maria.

Zoom Meeting Links

CDBG Deliberations Session 1 of 2 ([Link](#))
Tuesday, February 15, 2022 at 5:30 p.m.
Meeting ID: 857 9686 8600
Passcode: CDBG2022

CDBG Deliberations Session 2 of 2 ([Link](#))
Thursday, February 17, 2022 at 5:30 p.m.
Meeting ID: 847 1146 5140
Passcode: CDBG2022

INSURANCE REQUIREMENTS

If your agency is approved for funding for fiscal year 2022-2023, per the contract agreement the agency must comply with the City's insurance requirements.

Share the insurance language below with your agency's insurance agent BEFORE applying for CDBG funding to ensure that any additional insurance costs do not negatively impact the agency's budget. Additional insurance costs may be billed to the grant, if needed.

INSURANCE REQUIREMENTS

SUBRECIPIENT shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the SUBRECIPIENT, his/her agents, representatives, or employees. If the SUBRECIPIENT maintains broader coverage and/or higher limits than the minimums shown above, the CITY requires and shall be entitled to the broader coverage and/or higher limits maintained by the SUBRECIPIENT.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001), including products and completed operations, property damage, bodily injury, and personal & advertising injury.
2. Insurance Services Office Business Auto Coverage Form Number CA 00 01 covering any auto (Code 1), or if SUBRECIPIENT has no owned autos, covering hired (Code 8) and non-owned autos (Code 9).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Errors and Omissions liability insurance appropriate to the SUBRECIPIENT's profession. Architects' and engineers' coverage is to be endorsed to include contractual liability.

B. Minimum Limits of Insurance

SUBRECIPIENT shall maintain limits no less than:

1. General Liability - \$2,000,000 per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability - \$1,000,000 per accident for bodily injury and property damage.
3. Workers' Compensation: Statutory limits.

4. Employer's Liability - \$1,000,000 per accident for bodily injury or disease.
5. Errors and Omissions Liability - \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

C. Self-insured Retentions

Self-insured retentions must be declared to and approved by the CITY. The CITY may require the SUBRECIPIENT to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration and defense expenses within the retention.

D. Other Insurance Provisions

The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The CITY, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the SUBRECIPIENT including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form or an endorsement to the SUBRECIPIENT's insurance (at least as broad as ISO Form CG 20 10 11 85 or **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38 **and** CG 20 37 forms if later revisions are used).
2. For any claims related to this project, the SUBRECIPIENT's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the CITY, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the CITY, its officers, officials, employees, or volunteers shall be excess of the SUBRECIPIENT's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled or reduced, except with notice **stating the title of this contract** to the CITY. **All notices provided pursuant to this Agreement shall be given to the City representative listed for notice in this agreement and shall specify the title of this Agreement.** Notice may be given by overnight mail, facsimile with confirmation of receipt, or certified mail with return-receipt requested.
4. SUBRECIPIENT hereby grants to CITY a waiver of any right to subrogation which any insurer of said SUBRECIPIENT may acquire against the CITY by virtue of the payment of any loss under such insurance. SUBRECIPIENT agrees to obtain any endorsement that may be necessary to affect this waiver of

subrogation, but this provision applies regardless of whether or not the CITY has received a waiver of subrogation endorsement from the insurer.

5. If any of the required policies provide claims-made coverage:
 - a. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
 - b. Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
 - c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the SUBRECIPIENT must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

- E. **Acceptability of Insurers**
Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the CITY.
- F. **Verification of Coverage**
SUBRECIPIENT shall furnish the CITY with original certificates and amendatory endorsements of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the CITY before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the SUBRECIPIENT's obligation to provide them. The CITY reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.
- G. **Special Risks or Circumstances**
The CITY reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

CONTRACT REQUIREMENTS

UPDATED AUGUST 31, 2021

ATTENTION POTENTIAL CAPITAL PROJECT APPLICANTS

Davis-Bacon Prevailing Wage Requirement

When obtaining three bids and ultimately hiring a prime contractor for this CDBG-funded Capital project, the City of Santa Maria will ensure that a Contractor tied to this project is eligible to receive federal funds and is not on a federal debarred list. The City will also expect the subrecipient (in this case the agency that receives CDBG funding) to ensure that the Contractor hired for the project is complying with Federal Labor Standards Provisions and Davis-Bacon prevailing wages as determined to be applicable. In the event of discrepancies between the minimum wage determinations made by the California Director of Industrial Relations and by the U.S. Department of Labor, the higher value shall apply. Any subcontract/agreement resulting from the prime contract must contain the same language pertaining to Federal labor standards and applicable wage rates.

Section 3 Requirement

Per CDBG, the Contractor and Subcontractor(s) must also abide by CDBG's Section 3 requirements. Section 3 requires that economic opportunities generated by the use of Federal funds be made available to low- and very low-income persons, particularly those who receive Federal financial assistance for housing and those residing in communities where the financial assistance is expended. This applies to CDBG funded projects that are over \$200,000, whether the project is fully or partially funded with CDBG.

A Section 3 worker is any worker who currently fits, or when hired within the last five years, fits at least one of the following categories, as documented:

- The worker's household income for the previous or annualized calendar year is below 80 percent of the Santa Barbara County Area Median Income (AMI) limit established by HUD. The current income limits can be found on the City's website; or
- The worker is employed by a Section 3 business; or
- The worker is a YouthBuild participant.

(Section 3 requirement continued)

In accordance with Section 3 benchmark requirements, the following are required to be met for every Section 3 Project:

- (a) 25 percent of total labor hours worked by Section 3 workers, and
- (b) five (5) percent of total labor hours worked by Targeted Section 3 workers.

Failure to meet the benchmarks does not automatically trigger sanctions against the Contractor and Subcontractor(s). However, if Section 3 benchmarks are not met, the Contractor and Subcontractor(s) must demonstrate and document actions that were taken to direct employment opportunities to Section 3 Workers and Targeted Section 3 Workers and/or contract with Section 3 Businesses, and what impediments were encountered.

There may be exceptions to the above-mentioned Capital project requirements. For example, a minor home repair program whose overall project is made up of assisting individual single-family homes or apartments may be exempt from triggering Davis-Bacon prevailing wage requirements. Please contact the Special Projects Division if you have any questions regarding these requirements.

It is important to know what will be expected of you as a Capital project subrecipient as it may financially and administratively impact the funding and management of the project.

GENERAL CONTRACT REQUIREMENTS (PUBLIC SERVICE AND CAPITAL)

For overall general information as to what to expect, view the Subrecipient Training Workshop & Orientation video on the City's CDBG webpage (click image below).



The first 28 minutes of the video focuses on ZoomGrants and how to work through this online system; however, the rest of the presentation focuses on what to expect if an agency receives CDBG funding.

This includes:

- Request for Payments with Supporting Documentation
- Client Intake Forms
- Quarterly Reporting
- Annual “Final” Report
- Site Monitoring
- Record Keeping & Record Retention

It is imperative that the agency applying for funding understands the post-award requirements set in place in regard to the management and administration of this grant.

IMPORTANT DATES

UPDATED JANUARY 7, 2022



CITY OF SANTA MARIA SAVE THESE DATES FOR FY 2022-23 CDBG FUNDING PROCESS



Community Needs Workshop via Microsoft Teams Meeting @ 5:30 p.m.	Monday, July 26, 2021
City Council / Community Needs Public Hearing for Proposed Priorities	Tuesday, August 17, 2021
Notice of Funding Availability (NOFA) for 2022-23 Funding Request for Applications Issued & Available on ZoomGrants	Monday, August 23, 2021
Deadline for Capital Project Proposals (by 11:59 p.m.) via ZoomGrants	Wednesday, September 8, 2021
Pre-Application Workshop - MANDATORY for FY 2022-23 Applicants via Microsoft Teams Meeting @ 10:30 a.m. - including ZoomGrants Training	Thursday, October 14, 2021
Deadline for CDBG Public Service & Capital Applications (by 11:59 p.m.) via ZoomGrants	Wednesday, December 8, 2021
Site Visits (Special Projects staff will contact to schedule specific date & time)	Monday, January 17, 2022— Wednesday, January 26, 2022
BGAC Deliberations 1 of 2 via Zoom Meeting @ 5:30 p.m.	Tuesday, February 15, 2022
BGAC Deliberations 2 of 2 via Zoom Meeting @ 5:30 p.m.	Thursday, February 17, 2022
30-Day Public Review Period of Draft Action Plan	Saturday, April 2, 2022 — Monday, May 2, 2022
City Council / Public Hearing on Draft Action Plan City Hall, Council Chambers @ 5:30 p.m.	Tuesday, April 5, 2022
City Council / Con Plan / Action Plan Final Approval City Hall, Council Chambers @ 5:30 p.m.	Tuesday, May 3, 2022

*Our Mission: To provide the highest quality service in the most efficient, cost-effective, and courteous manner possible.
 For more information, contact the Special Projects Division at specialprojects@cityofsantamaria.org or 805-925-0951 ext. 2118.
 The information above is as of January 6, 2022. Dates may change slightly and staff will do its best to notify interested parties.*

The CDBG Funding Process Timeline can also be found in the ZoomGrants library.

Due to COVID-19 and uncertain circumstances, the event locations are subject to change.

For updated NOFA information, visit the [City's Special Projects webpage](#).