



THE CITY OF SAN DIEGO

FY 2016 CDBG REQUEST FOR PROPOSALS (RFP) Frequently Asked Questions (FAQ)

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Contact: CDBG@sandiego.gov

FY 2016 CDBG RFP: Submittal and General Questions Related to Multiple RFP Categories

1. Is there a cap on the amount of CDBG funding that can be requested?

There are no maximum limits set for any of the RFP project categories.

2. Who are the mandatory attendees? If Grant Writers are staff (not independent contractors), can they attend the workshops?

There is no requirement as to which agency staff are required to attend the mandatory workshop session(s). In the FY 2016 CDBG RFP Handbook, it's highly recommended that the following attend: a) the applicant personnel who will be designated as the RFP contact; b) applicant personnel responsible for completing RFP program and budget information; and 3) applicant personnel responsible for implementation of proposed activities. The requirement for attendance at the Mandatory FY 2016 CDBG RFP Workshop will be considered as being met, if we have documentation of agency staff attendance (i.e. signatures listed on the workshop sign-in log). Attendance of staff who are Grant Writers, would fulfill the agency attendance requirement. However, attendance by Grant Writers hired as independent contractors does not fulfill this requirement.

3. Can we use the Technical Assistance session to get feedback on our application from last year? Or is there any other way?

No. Technical Assistance is limited to the FY 2016 CDBG RFP process. Your agency may submit a request to receive a copy of your scoring sheet from last year's RFP process by sending the request to our CDBG@sandiego.gov E-mail address. Although it was not a requirement, several reviewers did include comments.



4. Will the applicant's proposals be made public, or will only the ones approved be made public?

Our office does not distribute or post RFPs. Project descriptions are included in each year's Action Plan as well as Consolidated Annual Performance and Evaluation Report (CAPER).

5. Can you include letters of support?

Your agency may submit up to two letters of support as indicated on in the last section of the RFP Submittal Checklist as "Optional Documents". These documents must be included as part of your RFP submittal, and not sent to our office as a separate submittal.

6. Will the funds be distributed the same way again this year? Will every applicant receive funding no matter how large or small? Why can't the funding be spread among all the projects, rather than giving it all to just a few?

Each RFP application score will be averaged and ranked from highest to lowest for each category. For FY 2016, the categories and estimated budgets are: a) Public Services projects - \$246,353; b) Community/Economic Development projects - \$1,042,954; and c) Nonprofit Capital Improvement Projects (Public Facilities/ Improvements and Housing Rehabilitation) - \$2,294,498. Projects will be recommended for full funding, based on the ranked scores and the estimated available funding. Administratively, it is prudent to fully fund a project to ensure it will meet the goals and benefits that will be reported to the U.S. Department of Housing and Urban Development (HUD). Partially funding projects would not ensure all stated goals and benefits will be met.

7. How many goals need to be met for scoring?

There are no requirements for the number of goals agencies may list under Section 1.d. of the RFP. However, there should be a minimum of one goal listed.

8. In the FY 2016 CDBG RFP Handbook, Section IX. (Information Specific for the Agreement Execution Process), there is a list of presumed benefit clients. Are the categories of clients restricted to those listed?

As listed in the Handbook, the Presumed Low to Moderate-Income (LMI) Clients are: a) abused children; b) battered spouses; c) elderly persons (age 62 or older); d) adults meeting the Census Bureau's current Population Reports definition of "severely disabled"; e) homeless persons; f) illiterate adults; g) persons living with AIDS; and h) migrant farm workers. Clients that fall into any of these categories are presumed to be LMI persons. However, projects are not limited to serving these populations. Compliance with the Benefit to LMI Persons National Objective may also be met through documentation that at least 51% of the total clients served by the project are LMI persons. Income verification is required.

9. Under Section 2. (Organizational Capacity), is this question limited to City of San Diego residents served? Confirm the maximum length for this section.

No. However, your agency's experience in implementation of similar projects serving City of San Diego residents should be highlighted. As a confirmation, the Maximum Length 1 Page for this section.

10. If subcontractors will be used to provide direct services (Public Services; Community/Economic Development), are there additional requirements?

Regarding use of subcontractors, please note there are required CDBG procurement standards and requirements for the selection of subcontractors. Agencies are not allowed to self-select their contractors or subcontractors. For the Public Services category, the expectation is that the qualified agencies will be submitting funding for activities that will be carried out directly by the applicant agency. It is highly advised that your agency submit a request for a Technical Assistance before the designated deadline, if further clarifications are needed.



- 11. For CIP Projects, iv. of Section 5. (Project Specifics) does not appear on the RFP form. In the Scoring Criteria, 5.iv. states “The CDBG eligible Scope of Work and Budget demonstrates compliance with meeting National Objectives and other HUD requirements, as demonstrated by HUD Programs staff verification.**

At the top of Page 5 of the FY 2016 CDBG RFP form, the following is listed in bold: “An additional 2 Points will be recommended by HPA based on project eligibility review of the RFP.” Also, at the FY 2016 CDBG RFP Workshop, it was stated that Project Eligibility was not listed as a sub-section, since no additional information is being requested. Demonstrating compliance refers to an applicant’s ability to fully describe how their proposed project meets or intends to meet HUD and City CDBG requirements. The recommended scoring for this section will be based on HUD Program Administration staff review of the RFP submittal, including but not limited to: a) documentation of project site control; b) Section 1. Project Characteristics; Section 3. Budget; and Section 5. Project Specifics.

- 12. Please confirm that 4. of the Scoring Criteria pertains to all projects.**

Yes. As such, Section 4. (Project Benefits to High-Need Areas and/or Populations) is required to be completed by all FY 2106 RFP Applicants.

FY 2016 CDBG RFP: Budget Questions (All Categories)

- 1. Can you provide clarification on what will be required to document Secured Funding? Can agency funds be considered? Will a short-term money market reserve account count, if readily available to transfer to our operating checking account as needed?**

Acceptable documentation for Agency Funds listed as Secured Funding is a copy of the Board action (Minutes) taken to set aside a designated amount toward completion of the proposed project, or a letter written on Agency letterhead that provides this confirmation (referencing the Board approval date and the designated amount of agency funds set-aside toward completion of the proposed project. This documentation would also apply, if your agency will be obtaining a short-term money market reserve account. For Secured Funding from external funding sources, a copy of the funding award notification for your proposed project should be submitted and should identify the same project name and the total dollar amount awarded to the project. For private, individual awards, your agency should submit a letter from the individual that confirms the dollar amount being donated toward completion of the proposed project.

- 2. Will there be a red flag, if our “leverage of secured funding percentage” is too low? Can a project be 100% CDBG-funded, or do you require additional financing? Is there a preference for leverage for scoring?**

Section 3. Budget, iii. of the Scoring Criteria (for all categories of CDBG projects) outlines the number of points associated percent of funds leveraged by other secured sources. The overall project score will determine if a project receives funding. Additional funding is not required but again, is part of the Scoring Criteria.

- 3. If we purchase kitchen equipment with agency funds, can we include this as part of our agency match portion for Capital Improvement Projects?**

There is no match requirement for any RFP. For NCIP projects, the cost for the purchase and installation of permanent fixtures should be included as part of the Construction/Renovation line item. As a reminder, general equipment (one that is not a permanent fixture installed into the facility) are not eligible to be paid with CDBG funds.



- 4. For Capital Improvement Projects, would the cost to purchase and install permanent fixtures be listed under the “Construction/Renovation” line item or under the “Other Expenses” line item?**
That cost should be included as part of the Construction/Renovation line item.
- 5. What happens if your project is funded, but your unsecured funding (leverage) doesn’t come through?**
To be counted as leverage, funding must be secured with documentation. An agency will be expected to complete the proposed project and meet the goals of the projects, as described in the FY 2016 RFP.
- 6. What is the process for getting approval of “other” expenses?**
An agency will need to submit detailed information (specific type and purpose of expenses) to our CDBG@sandiego.gov E-mail address to request the approval, prior to including “Other Expenses” in the CDBG project budget (Section 3.iv. of the RFP – Excel document).
- 7. Is marketing and/or advertising eligible for economic development projects?**
Generally, yes, if it is limited to specifically providing information on the proposed CDBG economic development project as an outreach activity under Microenterprise Assistance project. This expense should be budgeted under the “Publications/Printing” line item. As a clarification, general marketing of overall agency programs is not eligible to be paid with CDBG funds.
- 8. If small equipment will be purchased to enhance direct services, is this a service grant or a capital grant?**
Projects that include the cost to purchase permanent fixtures installed into a facility must submit a Nonprofit Capital Improvement Projects RFP.
- 9. For Public Services projects, would it be acceptable to apply for funds without a Personnel budget?**
Yes. It would be acceptable to budget 100% of your funding request toward Non-Personnel Expenses. Please ensure that you address the explanation for this in Section 5.a.iv. of the FY 2016 RFP.
- 10. Our organization has a Federally Negotiated Indirect Cost Rate. For Public Services projects, would it be acceptable if we do not budget for indirect costs?**
Yes. That would be acceptable.

FY 2016 CDBG RFP: Public Services Questions

- 1. In Section 1.c. of the application, “a new service or the expansion/improvement of an existing service” is asked about. Our project is existing, but has not received CDBG funds. Do we consider it “new” or “existing” in this section?**
Yes. Your project would be considered a “new service” for the FY 2016 CDBG RFP process.



2. If you plan to provide services to about 150 unduplicated LMI Seniors, how would you fill out Section 5.b. (Project Schedule) for each month? Would we list 150 each month?

For the Project Schedule table, an agency should list the anticipated Cumulative Total Number of Unduplicated Clients that will be served for each month of the FY 2016 contract period based on agency’s project scope. The agency will need to determine how many unduplicated beneficiaries are anticipated to be served each month.

3. Regarding the table under Section 1.3., does the “Percentage of City of San Diego LMI individuals to be assisted by the project” represent the percentage of all LMI residents living in the City of San Diego that the project is serving? Or, does it mean percentage of LMI residents that are served by the project in comparison to Non-LMI residents served by the project?

Regarding the table under Section 1.e., the total number of LMI anticipated to be served at or below 80% of AMI should represent those served by the project, in relation the total number of unduplicated City of San Diego individuals to be assisted by the project (as listed on the first row). The percentage of City of San Diego LMI individuals to be assisted by the project would then be calculated between those two totals. The example provided at the workshop was as follows:

Total number of unduplicated City of San Diego individuals to be assisted by the project	250
a) Of the total number listed above, total number of LMI anticipated to be served at or below 80% of AMI	225
b) Percentage of City of San Diego LMI individuals to be assisted by the project	90%

FY 2016 CDBG RFP: Community/Economic Development Questions

1. Can Community/Economic Development funds be used for capital improvements to a building that a nonprofit plans to use as a business incubation facility?

Capital improvements to facilities are considered Nonprofit Capital Improvement Projects.

2. Can you provide clarification on what would be considered as eligible activities under Microenterprise Assistance?

The definition of a microenterprise is a business that has five (5) or fewer employees, one or more of whom owns the enterprise. All part-time and full-time employees on the business payroll must be counted. Eligible microenterprise assistance activities refers to technical assistance or general support services to owners and developers of microenterprise businesses. **Projects that provide workshops and/or on-the-job training as services to assist individual clients and refer them for job placements will not qualify as a microenterprise assistance project.** Funding requests for such activities must be submitted under the Public Services category. If your agency intends to submit a RFP for Microenterprise Assistance activities, it is highly advised that your agency submit a request for a Technical Assistance before the designated deadline.



FY 2016 CDBG RFP: Nonprofit Capital Improvement Projects – Public Facilities and Improvements

- 1. For Construction Management, is a competitive bid process required? Or, can internal staff be utilized?**

The use of internal staff would be considered as Administration expenses, which are not allowable for Nonprofit Capital Improvement Projects (Public Facilities and Improvements).

- 2. Can you provide clarification on Section 1.e.iii. (total number of distinct improvements to the facility/property that will be completed)? Would renovating one bathroom be considered as one distinct improvement?**

Examples include: a) type of improvements based on specific needs (i.e. ADA improvements; safety improvements; security improvements); and b) improvements made to specific facility areas (i.e. classroom spaces, including bathrooms; community meeting room; reception area).

- 3. For Section 5. (Project Specifics), there is a two page limit. Is Section v. (the timeline) part of the 2-page limit?**

Yes, there is 2 page limit as indicated by the header of that Section. The page limits are inclusive of the questions included in the RFPs.

FY 2016 CDBG RFP: Nonprofit Capital Improvement Projects – Housing Rehabilitation

- 1. Do all housing units to be improved have to be identified by July 1, 2015? If so, why is personnel expenses an eligible expense during the project to identify houses?**

Section 5.v. of the RFP requires confirmation of whether housing units have been identified. If not, an agency is asked to describe the strategies it will use to identify housing units and meet contract timelines.

- 2. Our understanding is that we need to list addresses the RFP application. Please confirm.**

For Housing Rehabilitation projects that have a selection process for identifying households to be assisted, your agency will not be required to list addresses in the RFP. However, Section 1.a. of the RFP requires your agency to describe the process for identifying units to be improved, and Section 5.v. of the RFP requires your agency to describe the strategies that will be used to identify housing units and confirm when all housing units will be identified.

- 3. For rehabilitation programs where each client is income-qualified, how important is it to demonstrate you are serving high need areas or neighborhoods?**

Section 4. (Project Benefits to High-Need Areas and/or Populations) is a required Section of the Housing Rehabilitation RFP with up to 10 points awarded.