



THE CITY OF SAN DIEGO

FY 2016 CDBG REQUEST FOR PROPOSALS (RFP) Frequently Asked Questions (FAQ) #2

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

- 1. If we have a letter from our CEO stating financial commitment toward our project (i.e. secured funding), will this be sufficient to demonstrate that portion of our secured funding, or do we need a board resolution stating the exact amount that they are authorizing the organization to commit toward the project? Is there a specific way that the Board resolution needs to read regarding leveraged or secured funding to match any CDBG allocation we receive?**

The action your Board takes should follow the regular procedures your Board takes to authorize the commitment and expenditure of a specific dollar amount for a specific project and the timeframe associated with that commitment. If your CEO is empowered by your Board with the authority to commit and expend a specific dollar amount for a specific project, then a letter signed by your CEO on Agency letterhead will be acceptable. The letter should list the designated amount of agency funds that will be set aside toward the completion of the proposed project (list name) and include a copy of the Board's action regarding the authority given to your CEO to commit and extend funds on behalf of your agency.

- 2. Which person at the City of San Diego should the support letters be addressed to? Can the same person write a support letter for two different agencies?**

There is no requirement for how the support letters are to be addressed. The letters can be addressed to the Consolidated Plan Advisory Board Members or with the "To Whom It May Concern:" address. There are not requirements regarding providing letters of support for multiple projects. As a reminder, these documents must be included as part of your RFP submittal, and not sent to our office as a separate submittal.

- 3. Do we need to re-submit documentation that was submitted in the first packet (the initial application), specifically the Organization Charts?**

We do not require a re-submission of any of the documents included in your agency's FY 2016 RFQ submittals. On the RFP Submittal Checklist, under the Administrative Documents section, there is a request for your Agency to submit an updated organization charts for any revisions completed after the FY 2016 RFP submittals. If there were no revisions, then your agency can enter "N/A" for these documents.



4. Is this PowerPoint presentation available online?

Yes the PowerPoint presentations from the workshops are available on the FY 2016 CDBG Request for Proposals (RFP) webpage under Reference Materials:

<http://www.sandiego.gov/cdbg/apps/index.shtml>

5. I've looked up the census tracts/block groups, but cannot find the numbers on the CDBG tables. Does this mean that although the addresses are listed as San Diego, they are not in city limits?

If the Census Tract and Block Group is not listed on the CDBG HUD Tables referenced at the FY 2016 CDBG RFP Workshop, then those addresses/Census Tracts are not designated Low and Moderate Income (LMI) areas. It does not mean that addresses are not in San Diego or the City limits. LMI areas are Census Tracts and Block Groups in which at least 51% of those residents are low and moderate income (incomes at or below 80% of AMI).

6. Can we use US Census Bureau data by census tracts income level? I ask this because our service area includes multiple addresses and census tract data seem more relevant than block group data.

The data we receive from HUD is detailed by Census Tract and Block Group. A Census Tract may be comprised of multiple Block Groups and not all may qualified as LMI eligible. Responses to *1. Project Characteristics, e. i.* must list Census Tract and Block groups.

7. Is scoring only based on the application?

Yes scoring is based on the RFP application submittal which is based on the approved scoring criteria.

8. Will geography be considered, i.e. distribution of projects in council districts?

No recommendations for funding will be based on Consolidated Plan Advisory Board (CPAB) scoring.

9. Will council offices be voting on applications?

Funding recommendations will be based on CPAB scoring. CPAB will meet on March 11, 2015 to ratify scoring and funding recommendations. The FY 2016 CDBG funding recommendations will be forwarded to City Council for approval.

10. Under Section 4., it is stated that all sources of information included should be cited. Are abbreviated citations acceptable?

Yes. An abbreviated citation for sources is fine. The intent is for the reviewer to have an understanding for the source and the date of any information you cite.

11. Inserting tables

Please be advised that tables may be inserted into the RFP document however they do not retain formatting when pasted.

FY 2016 CDBG RFP: Budget Questions (All Categories)

1. Will we get points awarded for secured funding only?

Yes. Section 3. Budget, iii. of the Scoring Criteria (for all categories of CDBG projects) outlines the number of points associated with the percent of funds leveraged by other secured sources.



- 2. The leveraged funding at the top of my sheet says 100% regardless of what I put in, and it is definitely not 100% of my program budget.**

The calculation for the Leverage of Secured Funding Percentage (Section 3.iii.) is automatically completed (by formula) after all of the applicable funding amount entries are entered under the Amount Secured and Amount Unsecured columns listed in the table for Section 3.ii.

- 3. Can you please restate whether or not documentation for secured dollar amounts is required at the time of grant submission.**

Yes, documentation of secured sources is required at the time of RFP submission to be considered as secured.

- 4. Regarding the document from our Board, are we confirming the unrestricted dollars that will be set aside/earmarked for the program that will supplement CDBG and other restricted funds? Or, are we confirming anticipated dollars for both restricted and unrestricted funds?**

The Total Project Budget listed in Section 3.ii. (Total Project Budget Information: Funding Sources) should represent the total budget needed to complete the activities described in Section 1.a. (Project Summary) of the FY 2016 CDBG RFP. Within that budget, the funding sources should be identified as Secured Funding or Unsecured Funding. The requirement is that the Secured Funding listed is documented to be available to complete the CDBG project activities.

- 5. Do we illustrate the entire program CIP budget serving all SD County locations or just a program budget for our cost to serve within the city?**

The required budget information in Section 3. (FY 2016 RFP Budget Information) is to be completed based on your agency's proposed CDBG project, and not based on your agency's overall agency operating budget.

- 6. Don't you only get a Federally Approved Indirect Rate if you do business with or have a grant with the government? What if you don't have a federal grant or never had, doesn't seem fair. What about indirect rate from audited financial statements**

Yes, that is correct. You have to receive a certain amount of federal funds to be able to submit a request for approval on an indirect cost rate. If approved, there is a document you get that confirms the indirect cost rate approved. A copy of this document is required to be submitted, if there is a budget listed for the Federally Approved Indirect Cost Rate line item in Section 3.iv. NOTE: This line item is limited to Public Services projects and Community/Economic Development projects only.

FY 2016 CDBG RFP: Public Services Questions

- 1. Is it correct to say all Public Service applicants will be competing for the total CDBG amount of \$246,353?**

Yes that is accurate.

- 2. If clients hit limited clientele criteria (i.e. elderly, homeless, etc.), do they also have to hit low/mod income criteria?**

There are HUD designated presumed low income clientele, which includes homeless persons and elderly persons 62 years or older. Please refer to the 2016 CDBG RFP Handbook for further description. The limited clientele populations are a subset to the LMI criteria.



FY 2016 CDBG RFP: Community/Economic Development Questions

1. Does Community/Economic Development include job readiness training?

No. If you are planning on job-readiness training we strongly encourage setting up a one-on-one Technical Assistance Meeting. In most instances job-readiness training will fall under Public Services.

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. Do applicants need to submit environmental assessments, accessibility surveys, inspection reports, historic resources and or hazardous material surveys conducted on proposed project sites prior to submittal of the RFP or prior to contract execution?

No. Submittal of these documents are not required for the FY 2016 CDBG RFP process. However, if assessments, surveys, and/or inspections of the site are required to complete environmental reviews or for approval of required permits, this information should be described in Section 5.a.ii. (Environmental Review of Project) and Section 5.a.iii. (Applicable Project Permits) appropriately.

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

1. What should be considered regarding compliance with Section 504 for multifamily units?

Rehabilitation activities to a multifamily rental housing project that do not meet the regulatory definition of “substantial alterations” are required to demonstrate that, to the maximum extent feasible, the project will make the dwelling units accessible to and usable by individuals with disabilities, until a minimum of 5 percent of the dwelling units (but not less than one unit) are accessible to people with mobility impairments. Alterations to common spaces must, to the maximum extent feasible, make those areas accessible. A recipient is not required to make a dwelling unit, common area, facility or element accessible, if doing so would impose undue financial and administrative burdens on the operation of the multifamily housing project (24 CFR 8.23(b)). HPA staff would need to review and approve a subrecipient’s justification for determining both undue financial and administrative burdens before contract execution with HPA. Examples of materials to review would include project specifications, site plans, and/or total project and operating budgets. Substantial alterations are defined as rehabilitation activities undertaken to a housing project that has 15 or more units, and the rehabilitation costs will be 75 percent or more of the replacement cost of the completed facility, then such developments are considered to have undergone "substantial alterations" (24 CFR 8.23 (a)).



2. For a multi-family housing rehab, can CDBG money be used for relocating cost during the project rehab?

In some cases, relocation costs may be eligible. However, it is not a common cost associated with housing rehabilitation projects we typically fund. We strongly encourage that your agency submit a request to schedule a Technical Assistance meeting, if you anticipate including relocation expenses in your CDBG budget. Also, please note there is a required General Information Notice (Notice of Nondisplacement or Notice of Eligibility for Relocation Assistance) that agencies must distribute to impacted tenants prior to submitting the FY 2016 CDBG RFP.

3. What documentation should be included in the funding proposal itself for the General Information Notice (GIN) requirement. We can include the rent roll showing the names of the residents that received the GIN.

Your agency will only need to submit a blank copy of the GIN that was issued to the tenants. Information on the residents is not required to be submitted for the FY 2016 CDBG RFP process. Please note that if your agency's project is approved for funding, our office will require confirmation of the GIN issuance to the residents prior to execution of the FY 2016 CDBG Agreement.