

FY 2027 NCIP RFP Checklist – City of San Diego

Project Name: _____

Applicant Organization: _____

Contact Person: _____

Date: _____

1. Site Control

- ☐ Demonstrate site control from RFP submission through 5 years after project closeout
- ☐ Deed of Trust (if owned)
- ☐ Long-term Lease Agreement (if leased)
- ☐ Written approval from property owner for proposed improvements (if leased)

2. Location & Service Area

- ☐ Project is located in a low/mod-income (LMI) residential service area
- ☐ Service area is clearly identified/defined
- ☐ At least 51% of residents in the service area are LMI
- ☐ Project does NOT serve as a regional facility (must primarily benefit 51% or more City of San Diego residents)

3. Technical Assistance

- ☐ Applicant must attend at least one RFP Technical Assistance Meeting to discuss proposed project scope

4. Scope of Improvements

- ☐ Project represents a comprehensive scope of needed improvements (no phased projects)
- ☐ Facility Needs Assessment completed and submitted (highly recommended)
- ☐ Construction Documents

5. Preliminary Review

- ☐ Preliminary Review process completed through City of San Diego Development Services Department

6. Beneficiary Confirmation

- ☐ Demonstrate Project will be completed with LMI beneficiaries confirmed by June 30, 2028 (within 24 months). Submit detailed contractor procurement and construction schedule

7. ADA & Code Compliance

- ☐ ADA and code compliance improvements addressed first
- ☐ Facility Needs Assessment will assist in identifying all ADA/code compliance needs

8. Ineligible Costs & Leveraged Funding and Project Budget:

CDBG funds will NOT be used for:

- ☐ Facility maintenance
- ☐ Equipment
- ☐ Improvements to non-client areas
- ☐ Landscaping
- ☐ Personnel expenses
- ☐ Administration expenses
- ☐ General Contractor and Subcontractor bonds and insurance

Leveraged Funding and Project Budget:

- ☐ Demonstrate Leveraged (non-CDBG) Funding will be at least 10% of total project budget or \$50,000 minimum
- ☐ Project scope of work and budget will be prepared by professional estimator or similar professions. This is highly recommended to ensure current construction labor and materials costs are considered. Federal Davis Bacon prevailing wage rates apply and should be a Project Budget consideration

9. Lead Abatement

- ☐ If building is older than 1978, Lead Abatement requirements must be included in Project scope

10. Solar Panel Installation

- ☐ If solar panels are included, work will be completed by a certified Solar company

11. Project Management

- ☐ Dedicated Subrecipient Facility Manager (not paid by CDBG) or
- ☐ Professional Construction Manager hired (CDBG-eligible expense, included in budget)
- ☐ All federal/state reporting and documentation requirements will be met (e.g., prevailing wages, Section 3, Minority Business Enterprises)