

RFP Frequently Asked Questions

A topic-by-topic guide to common questions about the Request for Proposals (RFP) phase. Click a topic below to jump straight to its questions.

Need more help?

Email the CDBG Program at CDBG@sandiego.gov. Program guides and attachments are posted at <https://www.sandiego.gov/cdbg/apps>. Answers are taken from the ED Grants FAQ page (<https://edgrants-int.my.site.com/ApplicantLogin4>, FAQs tab). Always check the current Handbook, because dates and requirements can change each year.

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1. Applying and Submitting Your Proposal

Number of proposals, forms, and submission steps.

Will applicants be allowed to submit more than one RFP response under the same or different categories?

Answer: Applicants (organizations) can submit only one RFP response per RFP category. The same RFP response cannot be submitted multiple times under different categories. An applicant can submit an RFP response under multiple categories, so long as they are not the same proposal and it does not propose more than its maximum funding threshold.

FAQ ID: KA-0061

Will an organization only be able to apply on a one-time basis for each category?

Answer: No. Organizations may submit multiple (distinct) project proposals under the same RFP category and may also submit an RFP response under the same category in subsequent fiscal years. For example, organizations funded in the current fiscal year under the Public Services category will be allowed to submit an RFP response for the same project in the following fiscal year, so long as there is a new service being provided or a quantifiable increase in the level of an existing service.

FAQ ID: KA-0062

Our organization is considering submitting multiple proposals, but the location of the projects would be in different areas. Would these proposals be eligible for consideration?

Answer: For the Public Services and Community & Economic Development RFP categories, if the proposed project is set up to offer the same services at multiple locations to achieve one outcome goal, one RFP response may be submitted with a reference to delivering services at multiple locations. However, if there are distinct differences with regard to the target population served, services provided, and outcome goals within each location, then they constitute distinct projects, and the applicant must decide which one to propose for funding. Applicants are allowed to submit only one RFP response per RFP category as the lead organization.

FAQ ID: KA-0079

Is the online RFP visible only to those that are registered?

Answer: The RFP application forms can be accessed only by organizations with approved registrations. PDF copies of the application, however, are available for viewing by anyone in the 'Resources' tab of ED Grants. The application forms are attached to the RFP Handbook.

FAQ ID: KA-0125

Where is the actual 'Submit' button to officially submit an application?

Answer: The Primary Representative for an organization (provided to the City during the ED Grants registration process) has the 'Submit' button. That person will need to log in to ED Grants to submit an organization's application.

FAQ ID: KA-0175

On the 'Agency Information' Section of the application, it asks for various project location specifics, but our organization's projects are located all over San Diego. How can we indicate the multiple locations?

Answer: Use your organization's address to fill in the one 'Project Location' line and put 'Various Locations TBD' in the 'Description' field.

FAQ ID: KA-0181

The 'Project Characteristics' portion of the RFP application asks that goals be identified. Does 'goals' refer to clients served, project implementation milestones, or benefits of the project post implementation?

Answer: Applicants are asked to provide statements of quantifiable and measurable benefits to City of San Diego low/moderate-income (LMI) individuals related to the completion of project activities. In other words, please provide how many LMI clients will be assisted by the improvements or service and how that goal will be met.

FAQ ID: KA-0166

Up to two pages of colored photos are requested. What should the photos showcase? Can text be included explaining the photos?

Answer: Applicants are asked to submit two pages of colored photos showing current conditions of areas in which proposed improvements are to be completed. A schematic drawing may be submitted as one page, but not both. Brief text may be included to explain what is being presented.

FAQ ID: KA-0171

In the Budget tab of the RFP application, there is a question on 'Demonstration of Sustainability.' Does the question refer to sustaining the benefits of the project after closeout or maintaining the project itself (if it is a facility improvement project) after closeout?

Answer: For Public Services and Community & Economic Development projects, the question refers to how the applicant organization will continue the services and programs funded by CDBG beyond the agreement period. A description of where future funds will be obtained, for example, would be included here. For facility improvement projects, the question refers to how the application organization will be ensuring that the improvements are maintained and the benefits offered for at least five years after the CDBG application closeout.

FAQ ID: KA-0186

If facility was improved in the past with non-CDBG money, does an organization need to provide anything specific?

Answer: In the Project Specifics section of the RFP application, applicants are asked to explain the outcome from all prior CDBG improvements completed and justification for requesting additional CDBG funds.

FAQ ID: KA-0139

Is it possible to view our organization's prior-year applications with feedback from the CPAB?

Answer: Yes. To view prior applications with CPAB feedback, please send a specific request with your organization's name, application year, and RFP category to CDBG@sandiego.gov.

FAQ ID: KA-0265

I cannot successfully upload my supporting documents because the Save or Upload button is not visible.

Answer: If you cannot see the Save or Upload button within the popup window when uploading a supporting document, use the Tab key on your keyboard to navigate to the Save button from the Description box. Once the Save button is selected, push the Enter key on your keyboard.

FAQ ID: KA-0296

I'm getting error messages or having issues entering data directly into EDG for the Practice Fair Housing RFP.

Answer: All responses to the RFP, including the budget, are designed to be uploaded as a PDF attachment in ED Grants. For ease of the responder, a Word document of the FH RFP Budget template is available for your use. <https://bit.ly/3HLSHr8>

FAQ ID: KA-0317

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2. Eligibility and Geographic Targeting

Who can be served and high-need areas.

Our corporate headquarters are located outside of the City of San Diego. If services are delivered by our organization in the City of San Diego, can we still apply for City of San Diego CDBG funds?

Answer: Your organization's headquarters are not required to be located in the City of San Diego in order to apply for City of San Diego CDBG funds. However, headquarters located in at least one of the Community Planning Areas identified as high-need (i.e., Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern San Diego, and City Heights) are awarded a point during proposal scoring. CDBG-eligible services that meet a National Objective must be provided to City of San Diego residents in order to receive CDBG funds.

FAQ ID: KA-0065

What are the six communities identified by the City of San Diego as high-need areas and populations?

Answer: The Community Development Division's Geographic Targeting initiative identified six Community Planning Areas as high-need areas and populations based on a number of indicators. These six Community Planning Areas are: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern San Diego, and City Heights. (An additional area is the San Diego Promise Zone.) Projects are not required to be located in these areas. However, additional points may be available to applicants successfully responding to Geographic Targeting questions in the RFP process. Applicants should be able to describe the ways in which the proposed project would benefit these geographically targeted areas. Organizations may cite collaborative efforts with local non-profits within those geographic boundaries, specific resources and/or services deployed within those boundaries, or targeted outreach and educational efforts to residents of those areas.

FAQ ID: KA-0066

How will the City factor in geographic targeting? Are projects outside these targeted geographic areas eligible to apply?

Answer: Points are awarded if the organization submitting the proposal has its main/administrative office or project facility/housing units located in at least one of the six targeted areas of the City (i.e., Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern San Diego, and City Heights) or the San Diego Promise Zone. Projects outside the targeted areas may still apply. Points are awarded to proposals that demonstrate their efforts and strategies for providing services to low- and moderate-income residents within those areas.

FAQ ID: KA-0111

Does the service or facility have to benefit only City of San Diego residents to get CDBG funding from the City of San Diego? What if the service or facility we are applying funding for benefits both City of San Diego and non-City of San Diego residents?

Answer: If the service or facility serves both City of San Diego and non-City of San Diego residents, then City of San Diego CDBG funds cannot cover the entire cost of the project but only a portion of the cost based on the anticipated percentage of residents to be served who live in the City of San Diego.

FAQ ID: KA-0292

Our proposed project will only serve low-to-moderate (LMI) income women and girls. Would this be an eligible project?

Answer: No. Title IX of the Education Amendments Act of 1972 "Prohibits discrimination on the basis of sex in education programs or activities that receive federal financial assistance". The target population must be expanded to all sexes in order to become eligible.

FAQ ID: KA-0306

If an organization has an ongoing project or program that was not funded last year by CBDG and the organization would like to apply for funding for that project or program, would it be considered a new service, an expansion of service, or neither?

Answer: An existing service is one that is offered to clients during the current fiscal year. (Note the City's fiscal year runs from July 1 through June 30). A new service is one that will be offered to clients for the first time next fiscal year. If the existing service is to be funded by CDBG next fiscal year, there must be a quantifiable expansion of the service offered by that project to qualify for CDBG funding. Nevertheless, an existing service currently funded by CDBG does not

have to demonstrate quantifiable expansion to be eligible for CDBG funding again next fiscal year because expansion would have already been demonstrated during the current fiscal year.

FAQ ID: KA-0103

Is there a preference for new service or for expansion of an existing service in order to receive the five points for that scoring criterion?

Answer: Scoring is determined by the Consolidated Plan Advisory Board. There are no designated preferences. As listed in the RFP, applicants must present a clear explanation of how the project will result in a new service, or expansion of an existing service must be provided. Reviewers will each independently assign up to five points, based on whether or not the explanations provided were clear and sufficient.

FAQ ID: KA-0124

If the City were to use funds under the National Objective of Urgent Need, what would the process be?

Answer: Use of the Urgent Need National Objective is rare. It is designed only for activities that alleviate emergency conditions. Qualified activities must meet the following criteria: the condition must pose a serious and immediate threat to the health and welfare of the community; the existing conditions are recent in origin or recently became urgent (generally within the past 18 months); other sources of funding are not available; and neither the municipality nor the county is able to finance the activity on its own. Natural disasters, such as earthquakes, floods, and tornadoes, are examples of urgent needs.

FAQ ID: KA-0076

For homeless services, how does an organization prove that they are City of San Diego individuals?

Answer: Such determination is accomplished during your organization's normal intake process when assisting homeless clients at which time clients provide information on where they resided last.

FAQ ID: KA-0110

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3. Income Eligibility (LMI) and Documentation

Proving low- and moderate-income status.

How does the City determine who falls into the low- and moderate-income (LMI) category?

Answer: Low- and moderate-income eligibility determinations are based on the most current CDBG Income Limits issued by HUD. Documentation of the size and annual income of the family are taken into consideration. Information on the most recent CDBG Income Limits are made available in the RFP Handbook.

FAQ ID: KA-0067

What proof of income will be required?

Answer: Depending on the type of project proposed in the RFP process and on how the project proposes to meet the CDBG program National Objective, organizations may be required to obtain documentation regarding the income of all persons over 18 years of age living in the home to be served. Documentation of income must be obtained for each client prior to providing services utilizing CDBG funds. Income includes: gross wages, Social Security payments, retirement, disability, alimony, child support, and unemployment. Income does not include food stamp assistance or lump sum payments, such as insurance settlements. Occasional overtime is excluded, but regular overtime is included. If applicable, documentation may be required showing that the project exclusively serves a segment of the population presumed by HUD to be LMI persons (abused children, battered spouses, elderly persons at least 62 years of age, adults meeting the definition of severely disabled, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers). Presumed benefit does not apply to Microenterprise Assistance activities or Housing activities. Please see the Operating Manual regarding options to self-certify income or address.

FAQ ID: KA-0068

What type of paperwork is needed to verify low/moderate income?

Answer: Documents that verify the income of beneficiaries according to household size will be needed. Income documents for each household member will be needed. Examples of income documents include, but are not necessarily limited to, payroll stubs, bank statements, etc.

FAQ ID: KA-0104

Are immigrants presumed LMI?

Answer: Immigrants are not presumed low/moderate-income by HUD.

Do individuals with proof of Medi-Cal participation automatically comply with HUD income requirements?

Answer: No. The only populations recognized by HUD as presumed low-income (abused children, battered spouses, elderly persons [62 years or older], severely disabled adults [as defined by the Bureau of Census], homeless persons, illiterate adults, persons living with HIV/AIDS, and migrant farm workers) would automatically comply with HUD income requirements. Medi-Cal participation may potentially be used as supporting documentation in terms of determining income eligibility if there is other accompanying documentation that translates Medi-Cal income thresholds to their equivalent HUD income thresholds.

FAQ ID: KA-0167

Due to the COVID-19 pandemic, several of our clients do not have access to the internet, cannot afford postage, and cannot venture outside of their homes due to being in a high-risk population. In order to collect income and demographic information from these clients, can we speak with them over the phone and fill out a Self-Certification Form on behalf of them during the phone conversation?

Answer: Yes. However, for monitoring and compliance purposes, please make sure that the conversation between organization staff and the client is recorded to ensure accuracy of the information provided.

FAQ ID: KA-0312

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4. Homelessness

How homelessness is defined and scored.

Does the City have a formal definition of 'homelessness' for CDBG purposes? For example, does a person need to be without shelter to qualify as 'homeless' or can the person simply have no permanent residence (e.g., a person staying temporarily with a cousin)?

Answer: The City currently does not define 'homelessness' for CDBG purposes. Generally speaking, HUD's homeless definition includes: those who are literally homeless; those who are at imminent risk of being homeless; those who are fleeing or attempting to flee domestic violence; and those who are defined as homeless by specific federal statutes.

FAQ ID: KA-0259

Will our organization's application be awarded the 'homelessness' bonus points if the project proposes to prevent homelessness (e.g., through housing rehabilitation)?

Answer: Since the City currently does not define 'homelessness' for CDBG purposes, it would be up to the applicant to demonstrate how its project proposal would positively impact homelessness in the City. The awarding of 'homelessness' bonus points would be at the discretion of the Consolidated Plan Advisory Board (CPAB).

FAQ ID: KA-0260

Is the provision of homeless services a requirement under the Public Services (PS) and Community & Economic Development (CED) RFP categories?

Answer: No, the provision of homeless services is not a requirement within the Public Services (PS) or Community & Economic Development (CED) RFP categories but rather is an aspect of consideration during CPAB's review and scoring. As such, your project will not be disqualified if it does not address homelessness.

FAQ ID: KA-0264

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5. Scoring and Funding Awards

How proposals are scored and funded.

Are there bonus points or are applications viewed more favorably if an organization has secured funding?

Answer: As described in the Scoring Criteria and RFP Handbook, up to five (5) points will be awarded during the scoring of a proposal based on the percentage of secured funding presented in the Budget section of the application.

FAQ ID: KA-0099

If a new service is being proposed, can CDBG funds make up 100% of the Total Project Budget as long as there is a long-term sustainability plan?

Answer: There are no restrictions on applicants proposing to request 100% of the Total Project Budget. However, as described in the Scoring Criteria and RFP Handbook, up to five (5) points will be awarded during the scoring of a proposal based on the percentage of secured funding presented in the Budget section of the application.

FAQ ID: KA-0137

Will the City partially fund projects? If so, when will partially funded projects be determined?

Answer: CDBG funding will be awarded to projects based on: the total amount of CDBG funding requested; the resulting CPAB score confirmed; and the amount available to budget by category. There will be no partial awards allocated to projects.

FAQ ID: KA-0106

If the City's CDBG allocation is higher than estimated, would more projects be recommended for funding?

Answer: Potentially, yes. The City Council approves a ranked list of projects for CDBG funding. How far to go down the list will be determined by the available funding. Only project proposals fully funded will move forward.

FAQ ID: KA-0120

If a proposal has a budget of 81% to 100% secured funding, can the organization still apply with that proposal?

Answer: Yes, up to 99% secured funding is permitted as long as the amount being applied for meets the minimum CDBG request amounts (\$100,000 for construction projects and \$50,000 for other projects).

FAQ ID: KA-0121

Is there an audit conducted by the City if funding is granted?

Answer: Monitoring of CDBG funding subrecipients will be conducted, which may include audits.

FAQ ID: KA-0122

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6. Secured and Leveraged Funding

What counts as secured funding and how to document it.

Are there matching fund requirements?

Answer: No. The CDBG RFP does not include a match requirement. However, it should be noted that the Scoring Criteria includes a range of points awarded based on the leveraged/secured funding confirmed at RFP submittal. In general, leveraged/secured funding must represent a specific dollar amount committed and documented as available to complete

project activities (i.e., direct client services; completion of construction activities). Leveraged/secured funding does not include: lines of credit; funds expended prior to the agreement period; in-kind support/match; future pledges; or options to renew funding. Organizations should be prepared to provide supporting documentation of leveraged/secured funding as part of the RFP submittal.

FAQ ID: KA-0063

Can an organization leverage federal grant funds?

Answer: Other federal funds and/or internal organization funds may be considered leveraged funds, so long as the funding represents specific dollar amounts committed and available for expenditure by the proposed CDBG project to support completion of project activities during the applicable project implementation period.

FAQ ID: KA-0064

Are leveraged funds required? What if an organization does not have them?

Answer: No, leveraged funds are not required. However, scores are awarded based on leveraged funds.

FAQ ID: KA-0119

Can 'secured funding' be organization applicant match and/or funding from the organization's general operating budget?

Answer: Yes, as long as documentation of an official action by the organization's board of directors is provided specifically dedicating a portion of its general operating budget to the proposed project. Secured funding must be documented as amounts specifically earmarked/designated to be expended to directly support the completion of CDBG project activities.

FAQ ID: KA-0118

Can funds an organization sets aside for a project be used as leverage and secured funding covered by the certification form?

Answer: Yes, as long as there is written documentation on file that the secured funding has been earmarked/designated to be expended to directly support the completion of CDBG project activities.

FAQ ID: KA-0134

To document alternative committed funding sources, does an organization need to submit letters of award from funders, or is the certification signed by the organization's Executive Director/CEO sufficient?

Answer: The 'Certification Regarding Secured Funding' is sufficient at the time of proposal submittal to confirm to the City of San Diego the secured funding sources as represented in the 'Budget' section of your organization's proposal. The certification is a material representation of fact upon which reliance will be placed in the scoring of the RFP response and when entering into a contract agreement. If it is later determined that your organization rendered an erroneous certification, in addition to other remedies available, the City may terminate the contract for default. If awarded funding, expenditures of the secured funding will be monitored and reported as part of your organization's performance evaluation for consideration in future CDBG RFP processes. In addition, the City may at any time during the contract period request proof of the stated secured funding to verify the statements your organization made in its application.

FAQ ID: KA-0176

Does the applicant need to provide documentation on the leveraged funding included in the proposal's budget?

Answer: The applicant will not need to provide documentation of leveraged funding at the time of proposal submission. However, the applicant will need to certify in ED Grants prior to submission that the leveraged funding presented is true and correct. The City may choose to follow up later on documentation.

FAQ ID: KA-0291

If an organization has already paid engineering costs for a capital project prior to July 1 of the CDBG agreement period, is there a way to reflect this as leveraged funding (since it occurred prior to the grant period?)

Answer: No. Leveraged funding only includes funds to be spent within the CDBG agreement period.

FAQ ID: KA-0107

Can rent collected for a NCIP project be counted as match?

Answer: No. Rent is not considered secured funding since it may or may not come in. Secured funding must be documented as amounts specifically earmarked/designated to be expended to directly support the completion of CDBG project activities.

FAQ ID: KA-0114

Can rent charged for use on the proposed housing rehabilitation project be counted as secured funding for the project budget?

Answer: No. Rent is not considered secured funding since it may or may not come in. Secured funding must be documented as amounts specifically earmarked/designated to be expended to directly support the completion of CDBG project activities.

FAQ ID: KA-0168

Can staff time supporting construction projects count as secured funding?

Answer: Yes, staff time during the CDBG contract period may be counted as secured funding.

FAQ ID: KA-0156

Can a promise from a donor to cover project implementation budget shortfalls be counted as secured funding?

Answer: No. Only funds already earmarked for the proposed project (and for which documentation is available at the time of application submittal) may be counted as secured funding.

FAQ ID: KA-0161

The RFP Handbook state that secured funding must not include 'in-kind support.' Does this include donated materials for which a market value can be determined and which would otherwise have to be purchased to complete the project?

Answer: The CDBG RFP process does not recognize in-kind support. Secured funding represents specifically earmarked/designated funds to be expended to directly support the completion of CDBG project activities.

FAQ ID: KA-0180

Can rebates an organization receives and invests back into the project/program count as secured funding?

Answer: Secured funding represents specifically earmarked/designated funds to be expended to directly support the completion of CDBG project activities and does not include: lines of credit; funds expended prior to the agreement period; in-kind support/match; rebates; future pledges; and/or other options to renew funding.

FAQ ID: KA-0194

Can an amount pledged by a donor but not yet received count as secured funding for the project/program an organization is applying CDBG funding for?

Answer: Secured funding must represent cash committed and designated to the proposed CDBG project and to be expended during the relevant CDBG agreement period. Secured funds do not include: lines of credit; funds expended prior to July 1 of the agreement period; in-kind support/match; future pledges; and/or options to renew funding. Dollar amounts that have not been formally committed and earmarked for the proposed CDBG project by the RFP submittal deadline should be listed as unsecured funding.

FAQ ID: KA-0195

Are notifications of estate gifts to our organization, which will be received once the estate accounts are settled, sufficient documentation to count the gifts as secured funding?

Answer: Estates gifts based on unscheduled events (e.g., death of donor) do not qualify as secured funding since they are not committed and designated specifically to the proposed CDBG project, and their expenditure during the CDBG agreement period is not guaranteed.

FAQ ID: KA-0196

Are executed grant agreements with other funding sources sufficient documentation to count those funds as secured funding under the City's CDBG program?

Answer: Yes, it would be appropriate to consider funds from other sources as secured if there is an executed agreement in place guaranteeing those funds and designating their use for the proposed CDBG project during the CDBG agreement period.

FAQ ID: KA-0197

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7. Budget and Eligible Costs

Staff, supplies, services, and other allowable expenses.

Is an applicant organization able to request funding for project management staff?

Answer: Yes. CDBG funding for staff time used to provide direct services to clients may be requested. However, the City does not permit personnel expenses for nonprofit facility improvement projects. Only non-personnel expenses may be budgeted for reimbursement with CDBG funds for those types of projects.

Are salaries an eligible CDBG expenditure if they go to fund staff to enable the applicant organization to expand its service?

Answer: Yes. Public Services and Community Economic Development projects may include staff salaries to be reimbursed by CDBG funds.

Can a Public Services project cover a full-time staff person's salary who will be in charge of the expansion of our organization's program?

Answer: For projects under the Public Services RFP category, personnel expenses are eligible for CDBG funding. However, the personnel expenses must be associated with providing direct services to low/moderate-income clients (i.e., the staff person's hours to be charged to CDBG must involve working directly with the targeted clientele and not just providing administrative oversight or paperwork signoffs, for example). All personnel expenses must be fully justified as essential to the successful implementation of the proposal.

Which of the following items can we include in the personnel line of the budget: payroll taxes paid by the employer; worker's compensation insurance; and payroll processing fees?

Answer: Payroll taxes and workers' compensation insurance are allowable personnel expenses under CDBG so long as they are tied directly to staff providing direct services to low/moderate-income clients per your organization's proposal. Payroll processing fees are allowable as an indirect cost if your organization has a valid Federally Approved Indirect Cost (FAIC) rate agreement for the CDBG agreement period. If the organization does not have a FAIC rate agreement, then payroll processing fees may be budgeted under the 'Direct Program Delivery Expenses' line item if such costs can be justified as directly supporting the proposed CDBG project and are proportionate to the personnel costs identified in the RFP response.

Our organization provides rental assistance. Is this eligible? If so, under what category should we submit an RFP response?

Answer: The provision of income payments (i.e., rent) is an ineligible CDBG activity if these payments are provided as a grant to an individual or family. However, one-time or short-term (no more than three months) emergency payments on behalf of individuals or families,

generally for the purpose of preventing homelessness, are eligible under the Public Services category.

FAQ ID: KA-0074

Can CDBG funds be used for rent costs to expand space in the organization's current facility? If yes, can a lease agreement copy be included if it is a new space and not yet leased?

Answer: CDBG funds may be used to reimburse rent of facilities used to provide direct services to low- and moderate-income clientele. The lease agreement may be used as the source for determining the amount of rent in the proposal's budget. If submittal of an executed lease agreement copy is not feasible, a written explanation of why it is not feasible and a letter from the owner (confirming rental rates during the relevant implementation period for the expanded space) must be submitted.

FAQ ID: KA-0116

The guidelines state that CDBG funds cannot purchase equipment but can be used to purchase materials. Would musical instruments purchased for a school and used in this program count as materials or equipment? What is the difference between the two?

Answer: The purchase of equipment may be deemed eligible under the Public Services and Challenge Grant categories. Determination of eligibility will be based on the proposed uses by and benefits to LMI clients served. Materials are usually items that are consumed, while equipment is acquired, used and maintained. Equipment refers to tangible personal property (including information technology systems) having a useful life of more than one year and the costs are equal to or less than \$5,000, as per 2 CFR Subpart A Section 200.33.

FAQ ID: KA-0142

Can expenses related to partnering and contracting with another nonprofit be covered by CDBG funds?

Answer: Yes. If CDBG funds will be utilized for subcontractor agreements, applicants must ensure compliance with federal procurement requirements.

FAQ ID: KA-0145

Under the Public Services RFP category, what types of senior services are eligible for funding?

Answer: Examples of senior services include provision of meals, therapeutic services, and access to a center for daycare and respite. Any service to seniors that can be documented as a direct benefit will more than likely be eligible for CDBG funding.

FAQ ID: KA-0149

Can CDBG be used to purchase vehicles for use by the proposed project?

Answer: No. Purchase of vehicles using CDBG funds is prohibited. Renting or leasing of vehicles is eligible.

FAQ ID: KA-0159

Can CDBG be used to purchase food for LMI clients benefiting from and participating in all-day workshops?

Answer: Yes. The organization must be able to demonstrate that the food is directly benefitting targeted LMI clients.

FAQ ID: KA-0160

For a job training and case management program under the Public Services RFP category, would the cost of transit passes for participants, professional attire for job placement interviews, and DMV fees for driver's licenses (to increase employability) be eligible expenses? Can an organization provide personal items like toiletries and blankets to individuals who are homeless or at risk of homelessness?

Answer: Under the Public Services RFP category, the expenses listed (transit passes, professional attire, DMV fees for driver's licenses, toiletries, and blankets) may be deemed eligible as long as there is documentation of direct client benefit provided and reasonable costs are confirmed. Justification of these expenses will be dependent on the stated project goals and services to be provided to meet those goals.

FAQ ID: KA-0164

Is fuel an eligible expense under CDBG?

Answer: Fuel is not an allowable expense under the City's CDBG Program. However, documented mileage directly pertaining to the provision of project services to low/moderate-income clients may be covered by CDBG. Mileage reimbursement will be based on the prevailing federal rate during the CDBG agreement period, and adequate documentation will

need to be provided (if your organization is awarded funding) to ensure incurred mileage expenses are reasonable, allocable, and allowable.

FAQ ID: KA-0189

Can CDBG cover costs incurred by a non-paid volunteer in the course of providing mentoring services to low/moderate-income clients?

Answer: Yes, as long as the incurred expenses are justified and directly related to services benefiting low/moderate-income clients as stated in the RFP submittal. In addition, if the organization is funded, adequate supporting documentation will be required to ensure incurred expenses are reasonable, allocable, and allowable.

FAQ ID: KA-0190

Under which line item should advertising to promote an organization's program go in the 'Budget' tab?

Answer: Use the 'Non-Personnel Expenses: Publications/Printing' line. In the justification/details field, indicate advertisement costs.

FAQ ID: KA-0191

Can CDBG cover third-party certification costs (e.g., CPR) if the certification is part of our training program?

Answer: Yes. Third-party certification costs for low/moderate-income clients may be covered by CDBG so long as the certification is a necessary component for the successful implementation of your proposal. In addition, if the organization is funded, adequate and sufficient supporting documentation will be required to ensure incurred expenses are reasonable, allocable, and allowable.

FAQ ID: KA-0193

For small/emerging organizations submitting a proposal, is the cost of getting audited financial statements set by the City or by the applicant? If by the applicant, how much should be budgeted?

Answer: It would be up to the applicant organization to budget for the cost of getting audited financial statements. The recommendation is to set aside \$10,000.

FAQ ID: KA-0290

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8. Indirect Costs

Indirect cost rates and reimbursement.

What is the procedure for the reimbursement of indirect costs?

Answer: Applicants must have a Administrative Indirect Overhead Calculation Form which provides calculation of the administrative indirect overhead being claimed for the reporting period. This form is applicable for Subrecipients that have Federally Approved Indirect Cost (FAIC) Rates, a Cost Allocation Plan, or choose to use the De Minimis allocation. All copies of the Administrative Indirect Overhead Calculation form submitted shall be subject to review, and acceptance of the documents shall be tentative pending verification by Community Development Division staff.

FAQ ID: KA-0148

Is there an indirect cost maximum percentage allowed using FAIC?

Answer: There is not a maximum percentage; however, if an organization will be budgeting for indirect costs, a Federally Approved Indirect Cost Rate agreement for the contract period is required.

FAQ ID: KA-0150

Our organization does not have a Federally Approved Indirect Cost (FAIC) rate agreement, but uses the 10% De Minimis Rate allowed on federal grant applications. Can our organization use the 10% De Minimis Rate?

Answer: Yes, the Administrative Indirect Overhead Calculation Form provides calculation of the administrative indirect overhead being claimed for the reporting period. This form is applicable for Subrecipients that have Federally Approved Indirect Cost (FAIC) Rates, a Cost Allocation Plan, or choose to use the De Minimis allocation. All copies of the Administrative Indirect Overhead Calculation form submitted shall be subject to review, and acceptance of the documents shall be tentative pending verification by Community Development Division staff.

FAQ ID: KA-0178

Can an organization submit its current Federally Approved Indirect Cost (FAIC) rate as part of its CDBG proposal with the understanding that a FAIC rate valid for the CDBG agreement period will be submitted at agreement execution?

Answer: Yes, your organization's existing Federally Approved Indirect Cost (FAIC) rate agreement can be uploaded as an attachment to the CDBG RFP response and will be sufficient to allow your organization to include indirect costs in the proposed budget. However, if your

organization is funded, an updated FAIC rate agreement valid for the contract period will need to be provided to the City.

FAQ ID: KA-0192

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9. Partnerships and Procurement

Working with partners and contractors.

What does the City mean by "collaboration"? Does the collaboration need to be formalized with an agreement? Does the collaboration need to be specific to the proposed project or can it be the general collaboration the organization is engaged in with others?

Answer: "Collaboration" covers both: (1) what the applicant organization does with other entities as a whole and in general in order to achieve its goals and objectives in line with its mission; and (2) what the applicant organization intends to do with other entities to accomplish the goals and objectives of the specific project it is proposing for CDGB funding. The collaboration does not have to be formalized with an agreement. However, if CDBG funds will be utilized for subcontractor agreements ("formal collaboration"), applicants must ensure compliance with federal procurement requirements prior to entering into those agreements. When responding to the Organizational Capacity section of the RFP application, applicants should confirm whether they currently collaborate with other service entities, including organizations that provide similar services and resources. They should describe how they collaborate with other service entities and with whom. Applicants may also provide details on how existing collaboration will impact the proposed CDBG project.

FAQ ID: KA-0133

For Public Services projects, can an applicant organization expand its existing service by subcontracting work to its key nonprofit partner organization?

Answer: Yes. The applicant must comply with partnership requirements and ensure the proposed partner subrecipient has been deemed "qualified" by City staff to serve in that capacity. Partner subrecipients, to be qualified as such, must engage in activities that implement the proposed program (e.g., client eligibility determinations and programmatic decision making), ensure compliance with applicable federal requirements, and do not provide goods or services for the benefit or use of the City, its staff, or its subrecipients. Partner subrecipients are not subject to selection through a competitive procurement process. Organizations that do not meet the definition of a "partner subrecipient" are considered

"contractors" or "consultants" and are subject to selection through a competitive procurement process per federal regulations after agreement execution; therefore, contractors or consultants cannot be pre-identified by name in the program proposal. NOTE: Whether an organization is considered a "partner subrecipient" or a "contractor/consultant" depends on the nature and purpose of the activities of the organization in relation to the proposed program.

FAQ ID: KA-0158

Regarding the procurement process for contractors, what are some things to keep in mind?

Answer: 1. Federal regulations apply for procurement. 2. There is a \$3,001 benchmark for goods purchased. 3. If there are variations in the Federal and City policies regarding procurement, the most stringent of the two will apply.

FAQ ID: KA-0305

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10. Nonprofit Capital Improvement Projects (NCIP)

Facility improvements, construction, and accessibility.

For NCIP projects, do all facility needs require enhancement, or can the nonprofit organization request support for only a portion of the facility needs?

Answer: Proposals should describe a complete stand-alone project that may or not be a phase of a larger effort to improve the facility.

FAQ ID: KA-0140

Can an organization applying for funding under the Nonprofit Capital Improvements and Sustainability RFP categories have an existing mortgage in place on the facility proposed to be improved?

Answer: There is a requirement to document proof of site control by providing a copy of the Deed of Trust (ownership) or Lease (expiring no less than 5 years from the scheduled project completion date).

FAQ ID: KA-0080

An organization owns Section 8 apartments through tax credit agreements. Is the property eligible for CBDG funding?

Answer: Yes, as long as your organization can demonstrate site control for at least five years after project completion.

Can CDBG funds be used to purchase property? If yes, what if the property is now City-owned?

Answer: No. CDBG funds may not be used for property acquisition. This is not an allowable activity under the City of San Diego's CDBG Program covered by the current NOFA process.

FAQ ID: KA-0117

If an organization is doing capital improvements to a housing building that provides services to non-residents, should the organization include in the proposal those individuals in the total that will be served by this project (including the residents)?

Answer: No. Only residents who will be benefiting from the housing rehabilitation improvements should be included. In addition, only housing units occupied by City of San Diego low/moderate-income households may be improved with CDBG funds. For facilities that provide housing/shelter programs (i.e., transitional housing), determining proper allocation of costs (based on percentage of CDBG-eligible clients served) should be considered in the identification of CDBG funds needed to complete the improvement. Justification of CDBG budget is required to be detailed and explained in the Project Specifics section of the RFP.

FAQ ID: KA-0109

Can the City clarify the 24-month timeline? Start date? End date? Can an organization, if funded, be doing NCIP work in July 2024?

Answer: The 24-month timeline begins July 1, 2024, and runs through June 30, 2026. That is the period designated to complete the NCIP project, including documentation that a National Objective has been met. Expenditures incurred after June 30, 2026, will not be reimbursed by the CDBG Program. If organization has their Bid advertisement and Request for Proposal(RFP) ready, they can begin the process once City agreement is executed. Request for Proposal time frame is 30 days minimum, then CDBG documentation is collected from GC and all subcontractors (if any), then a mandatory Pre-Construction meeting takes place. Ideally, construction could start by Sept/Oct.

FAQ ID: KA-0123

If an organization wants to submit a proposal to the City for a software overhaul to its infrastructure, would that proposal fall under the Nonprofit Capital Improvement Project category or the “other” category?

Answer: Software purchases are not allowable in a Nonprofit Capital Improvement Project scope of work. However, the required electrical/cabling/wiring installations as permanent fixtures can be included in such a scope of work. The client-benefit determination would also have to be considered for eligibility, as well as appropriate cost allocation to CDBG.

FAQ ID: KA-0077

Under the Nonprofit Capital Improvement Projects category, can organizations include improvements to sidewalks surrounding their property?

Answer: No, since sidewalks are considered public right-of-way property owned by the City. Applicants may only apply for improvements to property they own or lease and have site control over. City-owned infrastructure improvements are not eligible through the City's competitive Annual NOFA process (RFQ/RFP). The City has a separate funding process for City-owned infrastructure improvements.

FAQ ID: KA-0078

What fees can an organization charge to CDBG for rehabilitating/rebuilding its facility?

Answer: Details regarding the specific type and purpose of the fees will determine eligible charges. Generally speaking, if the fees (i.e., permits) are required to complete project activities, the costs may be included in the CDBG budget if they will be incurred and paid after the effective date listed in the relevant CDBG agreement.

FAQ ID: KA-0081

Can the Executive Director who will be doing a great deal of the construction management overseeing the building construction to be funded by CDBG get paid?

Answer: No. The City of San Diego does not permit personnel expenses for nonprofit facility improvement projects. Only the following non-personnel expenses may be budgeted for reimbursement with CDBG funds: construction/renovation costs and construction management costs.

FAQ ID: KA-0082

Will CDBG reimburse the relocation/rent of existing facility materials and office space during construction?

Answer: No, only low/moderate-income households or low/moderate-income businesses requiring relocation to complete housing or facility improvements may be considered. Planned relocation of households or businesses will require additional documentation and client notifications.

FAQ ID: KA-0083

Will CDBG funding cover architectural fees (e.g., schematic drawings) and cost estimate preparation already spent to establish the viability of the proposed project as part of the organization's CDBG RFP response?

Answer: No. The cost to develop original designs and plans are not eligible to be budgeted with CDBG funds. However, the costs to obtain permits or complete mechanical revisions to existing designs and plans may be eligible if the costs are incurred and paid after the effective date listed in the relevant CDBG agreement.

FAQ ID: KA-0084

Up to what percentage will CDBG cover construction management fees and supervision?

Answer: The percentage cap for the construction management budget line item is 6 percent of the total CDBG project budget (i.e., what is entered into the construction/renovation budget line item).

FAQ ID: KA-0085

Can CDBG cover the pre-development costs of construction projects?

Answer: Pre-development costs for construction projects (NCIP) may not be covered by CDBG.

FAQ ID: KA-0289

Under which budget line item should our organization list the following expenses: permits, City fees, architect fees (prior to construction), and bid advertisement? Could you clarify which ones should be listed under the CDBG or Non-City columns? Are personnel expenses eligible under the NCIP category?

Answer: The items mentioned should be listed under the Construction/Renovation line item. Architect fees incurred BEFORE execution of the CDBG agreement with your organization covering the drafting of the original plans are not allowed and should be budgeted in the 'Non-City' column. However, architect fees incurred to complete required revisions (identified during permit review and AFTER execution of the CDBG agreement) may be covered by CDBG and

should be budgeted under the Construction/Renovation line item in the 'City' column. Personnel expenses are not allowed for the NCIP category. However, these expenses (to be incurred within the CDBG agreement period) may be included in the overall project budget but paid with other funding sources and listed in the 'Non-City' column.

FAQ ID: KA-0183

Can contingency funds be an eligible cost in the NCIP category?

Answer: No. Contingency funds are not an eligible cost under CDBG.

FAQ ID: KA-0184

Would a construction bid that an organization has already obtained be sufficient as justification for having accurate cost estimates?

Answer: Yes, if that is the source for the organization's determination of Total Project Budget. However, as listed in the CDBG RFP Handbook, consideration of state and federal prevailing wage requirements, the length of time between the RFP submittal and the bid award, and potential increases in labor and material costs should be factored into the amount requested (if the bid received did not include these factors).

FAQ ID: KA-0170

Can an NCIP project include the new construction of a small storage or supply room?

Answer: Generally speaking, storage or supply rooms are not allowable under the City's CDBG Program because they are commonly considered areas limited to employee/staff/non-client access and are not used directly by low/moderate-income clients to receive services and benefits.

FAQ ID: KA-0172

Can CDBG cover solar operating leases (with or without an option to purchase at lease end) as part of a housing or public facility rehabilitation project?

Answer: No. A solar operating lease is essentially equivalent to a solar panel rental agreement, which is considered an operating and maintenance expense. Such expenses are not allowable as part of NCIP project activities.

FAQ ID: KA-0262

My organization is in the process of vacating a street in an affordable housing community, due to ongoing crime and safety issues. Would street modifications, such as constructing a new gate or narrowing or widening the street, be eligible for CDBG funding?

Answer: No. Street improvements and modifications would not be eligible for CDBG funding under the NCIP-F category since those are not considered facilities or improvements to facilities.

FAQ ID: KA-0294

Our organization would like to submit an application to install solar panels on one of our facilities. The solar panels go on the roof and are therefore not accessible by clients, but they enable our facility to achieve greater energy efficiency. Is the project eligible to be submitted under the Sustainability RFP category?

Answer: CDBG eligibility determination will be based on whether an organization's facility serves the City of San Diego residents annually, of which a minimum of 51% must be documented as low/moderate income. With regard to the Sustainability Rehabilitation (SUS) RFP category eligibility, the purchase and installation of solar panels are considered to be eligible activities for this category. However, if other facility improvements are needed to install the panels, then the proposal should be submitted under the regular NCIP category. Please note that the SUS category may only be an active program for some fiscal years' NOFA.

FAQ ID: KA-0143

We are proposing to make improvements to a facility that is not ADA compliant. Will we be able to make the improvements we are seeking funding for, in addition to making the building ADA compliant?

Answer: Before general improvements can be made, the building must first become ADA compliant. After the building is ADA compliant, any remaining funds can then be deployed to make the general improvements.

FAQ ID: KA-0307

We are looking to apply for CDBG funding under the NCIP-Facilities project category. We are thinking of proposing upgrades to existing elevators to make them ADA compliant, and are also looking to make a single unit on the ground floor of our housing facility ADA accessible. Are we then required to make the entire facility ADA compliant?

Answer: NCIP (Facility Improvements) will be required to comply with State of California Accessibility (Title 24) and Federal Accessibility (Section 504) Regulations. If you have a question concerning the application of the State of California accessibility standards to a specific built environment, space, a building or just simply want to know how the City will interpret an accessibility provision of the California Building Code, ask a Certified Access Specialist (CASP) City official for an answer by submitting your question(s) to <https://www.sandiego.gov/development-services/ask-a-casp> This service is being provided as a public service free of charge. Please be advised, this free service is not intended to be a comprehensive plan review, nor is it intended to replace the services provided by design professionals, including private CASp consultants, architects, engineers, land-use attorneys and code consultants among others. CASp inspectors have been examined and certified by the State of California as having a specialized knowledge to apply state and federal construction-related accessibility standards. These professionals will know which standards apply to your property based on the age of your facility and its history of improvements.

FAQ ID: KA-0309

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11. Housing Rehabilitation

Single-family and housing rehab projects.

For the single-family housing rehabilitation program category, does the applicant organization need to identify homes (addresses) for project activities at the time of RFP response submission?

Answer: No. Single-family housing rehabilitation activities utilizing an application process with income verification to select the LMI households to be assisted does not require advance identification of addresses at the time of the RFP response submittal. However, the City anticipates a list will be submitted by the applicant prior to agreement execution.

FAQ ID: KA-0075

Can a house previously rehabilitated within the past five years using CDBG funds from the City of San Diego be rehabilitated again using CDBG funds from the City if the work will involve a difference aspect of the house (e.g., roof vs. foundation)?

Answer: No.

FAQ ID: KA-0261

Notwithstanding what is stated in the RFP Handbook, can CDBG cover the salaries of subrecipient staff providing client intake services to determine who is eligible to participate in CDBG-funded single-family housing rehabilitation programs?

Answer: Yes, such intake services may be covered as essential to the implementation of single-family housing rehabilitation programs.

FAQ ID: KA-0263

Can CDBG cover lead testing and abatement work as part of a larger housing rehabilitation project?

Answer: Yes. Lead testing and abatement work may be part of, and included in the budget of, a larger housing rehabilitation project. However, the following factors must be kept in mind: testing and abatement work must be factored into the total project timeline (maximum of 24 months); the level of required lead-based paint evaluation and reduction activities is determined by looking at the level of federal rehabilitation assistance per unit received and the rehabilitation hard costs per unit (more information may be accessed at <https://www.hudexchange.info/resources/documents/Basically-CDBG-Chapter-17-Lead.pdf>); tenant relocation may be required; and paint testing must be done by a certified paint inspector (EPA or state-accredited training program).

FAQ ID: KA-0267

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