



THE CITY OF SAN DIEGO

FAQs – FY 2015 CDBG Applications

QUESTIONS & ANSWERS No. 3

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Contact: CDBG@sandiego.gov

General Questions: All project types

- 1. Where can I obtain a copy of the final scoring criteria that will be utilized to evaluate the FY 15 CDBG applications?** The Community Development Block Grant - Application Review & Scoring Criteria was presented to the Public Safety and Livable Neighborhoods City Council Committee (PN&LN) on October 30th, 2013 - [See staff report along with review and scoring criteria](#) – The Council Committee unanimously accepted the review and scoring criteria as presented by staff and directed staff to forward the item to the full Council as a consent item. The item was approved on consent by the City Council on 1/14.
- 2. Our organization is planning on including letter(s) with our CDBG application. To whom should the letter be addressed?** Letters should be addressed to the HUD Programs Office - City of San Diego, 1200 Third Avenue Suite 1400, San Diego CA 92101. Ensure letters are **enclosed** with the RFP submittal –not mailed.
- 3. Regarding letters of support, are you looking for letters from government or political leaders attesting to the quality of the organization or from community partners attesting to the quality of services provided? Or both?** It is up to each organization to determine the author(s) and/or content of the letters of support.
- 4. In regards to “secured funding,” what documentation is required to satisfy the “FISCAL DOCUMENTS” section of the checklist in order to demonstrate Agency funds will be allocated to the proposed project?** Acceptable documentation in order to demonstrate that such funds have been secured includes an approved agency budget and/or a Board action that is documented through a resolution or similar.
- 5. If nothing has changed in our certification forms since we turned in our RFQ, need we resubmit them again?** Yes. There are several certification forms that must be submitted with the RFP (requirements vary depending on the project type). See FY 2015 CDBG RFP Certification Forms([PDF](#), [DOC](#)) and use the FY 2015 CDBG RFP Submittal Checklist ([PDF](#), [DOC](#)) to ensure a complete submittal.
- 6. Are fixtures and furnishings relevant to a project allowable if they make the project more completely usable?** The purchase of equipment, fixtures, motor vehicles, furnishings, or other



property which do not constitute an integral structural fixture is generally not permitted with CDBG funds. Refer to p. 88 of HUD Basically CDBG Manual – [Chapter 2](#) for further details.

7. **On page 2 of the CDBG supplemental RFP form, section 3, there are two questions being asked that seem to be identical: (a) Describe the procedures your agency will use to track and monitor the progress of the project; and, (b) Describe your agency's record keeping procedures with regard to the proposed project]. Can you please clarify the difference between these two questions?** The first questions (3a) refers to tracking/monitoring tools (i.e. spreadsheets; database; report forms) that will be utilized to track and monitor the progress of the project from implementation to completion, as well as confirm the outcome accomplishments. The second refers to procedures related to how your agency would maintain all project records (client files; activity records; staff review documentation; reports), including where they will be maintained and for how long.
8. **What is the period covered in Q3b (1 – 7) of the RFP (pg. 4)?** One year.
9. **May Agency XX bring exhibits to show the CPAB members during the February meeting?** Yes, exhibits may be shown during the CPAB meeting but do note that no additional materials may be submitted to the CBAB members for their review and consideration as part of their review process.
10. **Is it possible to review previous applications that have been submitted and subsequently funded?** We provide this opportunity but limit reviews to no longer than an hour, and copies will not be made. If you would like to request this service refer to the list of [previously funded projects](#) and to the [Action Plans](#) for a description of said projects. Let us know which applications you would like to see 48 hours in advance.

Public Service and/or Community Economic Development Projects

11. **Our proposed project would serve one of the limited clientele categories identified in Public Services *supplemental* portion of the RFP (Q2a) but we may not be able to document that 100% of our clients fall within said category. Must we document that ALL of the clients are within that specific category? Also, our proposed project may address more than one of the Con Plan goals. How should we decide which one to pick?** The Con Plan Goal selected should be based on the primary focus of the CDBG activity and population targeted by the proposed services or project. Your agency should estimate the proportion of persons within the limited clientele category chosen that are intended to be served by the project (in relation to all clients), and, if funded, documenting the income of all participants will be required.

CIP Projects

12. **The certification regarding use of real property and the certification regarding property owner authorization to complete CDBG activities on property require property owner name and signature. If property is owned by the applicant agency, who signs? CFO? Chair of Board? Board Members? Or all? Only one signature is required –it may be signed by an executive of the applicant agency (COO, CFO) or the chair of the Board.**



- 13. If signed bids are required as part of the RFP and bid advertisements must be accepted and approved by CDBG Project Managers, should agencies have already submitted advertisements to CDBG staff?** Within this context, *signed construction bid from a California licensed contractor* are required. Review by the CDBG project manager and City staff approval are only required after the project has been funded and following execution of the contract between the City and the Agency.
- 14. For a CIP project, if the total cost of the project is \$100,000 and we have \$10,000 agency funds secured, does this take us below the \$100,000 requirement?** Correct. The minimum amount of CDBG funds that may be requested is \$100,000 in accordance with [Council Policy](#).