THE CITY OF SAN DIEGO

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

FY 2015
REQUEST FOR PROPOSALS (RFP)
HANDBOOK

CITY OF SAN DIEGO
PLANNING, NEIGHBORHOODS & ECONOMIC DEVELOPMENT DEPARTMENT
HUD Programs Administration/CDBG Program

January 2014

IMPORTANT NOTICE FOR APPLICANTS

Every year, the demand for CDBG funds exceeds the amount available to the City of San Diego. The City is therefore committed to funding projects that are ready to proceed immediately after agreements with the City are executed and can be completed within a year or within an eighteen-month period. Unspent funds remaining at the end of the agreement term may be reprogrammed (allocated to other pertinent uses) by the City Council. Plan your proposed projects accordingly.

If approved for funding, agencies may not submit a request to revise the "project category" OR the "project description" listed in the application form. However, the CDBG Program office reserves the right to make revisions to the proposed scope of work/scope of services and/or budget line items during contract negotiations in order to improve/enhance the benefit to low to moderate-income City residents and/or communities to be served.

Finally, these funds, if awarded, are NOT an on-going source of support. If you receive funding this year, there is no guarantee that approved projects will receive funding in subsequent years.

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I. INTRODUCTION

The purpose of this handbook is to guide interested parties through the City of San Diego's Community Development Block Grant (CDBG) Request for Qualifications(RFQ)/Request for Proposals (RFP) process for FY 2015. This handbook provides a general overview of this process and applicable requirements and is for informational purposes only. It is not intended to be a full disclosure of all applicable federal, state and/or local rules, regulations, procedures and/or reporting requirements.

The CDBG Entitlement Communities Program provides federal assistance from the U.S. Department of Housing and Urban Development (HUD) to nearly 1,000 of the largest localities in the country. The statutory primary objective of the CDBG Program is the development of viable urban communities, principally for low to moderate income persons (LMI)[1], through:

1. Decent housing
2. Suitable living environment
3. Expanded economic opportunity

Since 1974, the CDBG Program has provided a flexible source of annual funding to communities nationwide. The program offers local governments, with citizen participation, the opportunity to fund certain projects, programs and/or public services provided that these meet one of three national objectives:

1. Benefit low/moderate-income (LMI) persons, OR
2. Prevent or eliminate slums and blight, OR
3. Meet an urgent need.

NOTE: The City of San Diego currently has no HUD designated slum or blighted areas nor recognized "urgent needs."

II. GENERAL INFORMATION

The City of San Diego receives annual CDBG entitlement funds. A total of $11,327,381 in CDBG funding was awarded to the City for FY 2014 and the FY 2015 estimates have not been released yet. The funds available to applicants annually exclude such requirements as 20% for administration. In addition, 15% is designated for Public Service projects.

Please note that the 15% of CDBG funds designated for Public Service projects may be reduced as outlined in Resolution No. 2013-129, adopted by the City Council on September 25, 2012. Per said action, paragraph 16 of City Council Policy 700-02 was waived for specific homeless services programs, which are anticipated to receive Public Services funding in an amount not to exceed $1,318,078.

The FY 2015 estimated remaining balance for Public Services projects is $296,073 and $6,994.657 for Capital Improvement Projects and Community/Economic Development projects.

[1] Please refer to Appendix A for the current City of San Diego Income Limits published by HUD.

For FY 2015, CDBG funding recommendations will be based on a two-phase application process: Request for Qualifications (RFQ) and Request for Proposals (RFP). All FY 2015 CDBG Applicants must successfully complete both phases, in order to be considered for FY 2015 CDBG funding. Applicants that do not successfully complete the RFQ process will not be allowed to participate in the RFP process. The RFQ process was completed in December 2013. Notifications were sent on to participating agencies that confirmed whether they were deemed **eligible** or **ineligible** to participate in this RFP process now being implemented.

Of the 68 agencies that submitted RFQ packets, a total of 64 were deemed to be eligible to participate in the City of San Diego's FY 2015 RFP process.

A RFP will be deemed **eligible** if each federal requirement is addressed and the RFP submittal packet is **complete** in accordance with the CDBG Program requirements.

Each proposed CDBG project **must**:

(1) Target one of the Goals approved for the City of San Diego FY 2015-FY 2019 Consolidated Plan (ConPlan) process currently underway. Please refer to the six (6) ConPlan Goals that may be supported with CDBG funds, as listed in the FY 2015 CDBG RFP form (Page 2). These goals were approved by City Council on December 16, 2013.

(2) Be an Eligible Activity consistent with the provisions of Title 24 - CFR 570 (Subpart C) and City Council Policy 700-02; and,

(3) Demonstrate compliance with the National Objective of providing Benefit to LMI persons.

The party authorized to do so on behalf of the applicant Agency must sign and date all of the certifications.

Mandatory FY 2015 CDBG RFP Workshops

All Qualified CDBG applicants are required to attend ONE session of the Mandatory FY 2015 CDBG RFP Workshops. There will be workshops specific to Public Service and Community/Economic Development projects and workshops specific to CIP projects. Applicants must attend the workshop that is specific to each proposed project type. **If an agency intends on submitting multiple RFPs for different CDBG project types, then attendance at each project type workshop is required.**

In order to accommodate all agencies, participation will be limited to **2 attendees per agency** for each RFP: Fiscal Lead and Program/RFP Lead. Applicant personnel who will be designated on the RFP in these positions are required to attend the workshops. One-on-one Technical Assistance sessions will be available, upon request, after the RFP is released.

All attendees must sign in and provide the proposed project name and agency affiliation as it will appear on the RFP. Confirmation of mandatory attendance will be based on the sign-in sheets. Workshops will

start promptly at the times listed. Please note late or early-departing attendees will be noted on CPAB's RFP review material.

All agencies must submit an RSVP confirmation to the CDBG Program's e-mail (CDBG@sandiego.gov) and provide the following information prior to the applicable workshop session:

a) Applicant Agency name and name and title of each attendee;
b) Name of the project (per the RFP); and,
c) Workshop date and select the morning session OR the afternoon session

The workshop information is as follow:

Public Services Projects AND Community/Economic Development Projects:

War Memorial Building Location	***Date***	***Sign- In***	***Workshop***
Room 3	Wednesday, January 15, 2014	8:30 AM – 9:00 AM	9:00 AM – 11:00 AM
Room 3	Wednesday, January 15, 2014	11:30 AM – 12:00 PM	12:00 PM – 2:00 PM

Capital Improvement Projects (CIPs):

War Memorial Building Location	***Date***	***Sign- In***	***Workshop***
Room 3	Wednesday, January 15, 2014	8:30 AM – 9:00 AM	9:00 AM – 11:00 AM
Room 3	Wednesday, January 15, 2014	11:30 AM – 12:00 PM	12:00 PM – 2:00 PM

Location:

All workshops will be held at: **War Memorial Auditorium** (Balboa Park); Room 3
3325 Zoo Drive
San Diego, CA 92101

FY 2015 CDBG RFP Submittals

A complete RFP submittal includes the following (single-sided):

- **One (1) complete original, signed RFP Submittal Checklist;**
- **One (1) complete original copy of the RFP; AND**
- **One (1) copy of required Fiscal Documents, Certifications, Agency Documents, and Project-Specific Requirements listed in the RFP Submittal Checklist, as applicable (those requiring signatures must include original signatures).**

As an option (not required of any applicant), your agency's RFP submittal may also include:

- **No more than two (2) 8.5" X 11" pages of Exhibits (single-sided) that support the application materials. These may be photographs, charts, pictures, conceptual drawings, etc. within the two-page limit (black & white). They should be captioned and referenced in the RFP or narrative, as appropriate.**
- **Up to three (3) letters of support for the project containing original signatures (single-sided).**

NOTE: FAXED, E-MAILED OR LATE RFP SUBMITTALS WILL NOT BE ACCEPTED

In order to expedite the new RFP process:

1. Do not use binders, folders or similar products to submit the RFQ and supporting documentation.
2. Do not 3-hole punch the RFP form and/or any of the RFP supporting documents.
3. Do not staple any RFP sections and/or supporting documentation.
4. Use paper clips and/or binder clips to separate RFP materials/documents from one another.
5. As needed, use a rubber band or such to keep all materials together and place the RFP Submittal Checklist on top, prior to enclosing into an envelope.
6. Use strictly 8.5" X 11" paper and print using the Portrait orientation setting, single-sided.
7. The font used must be Calibri size 11, and line spacing must be single. The RFP form is formatted to abide by these specifications – DO NOT CHANGE.

Place the complete RFP submittal package in one envelope and address it to:

Kimberly Vance, HPA Fiscal Analyst
ATTN: FY 2015 CDBG RFP Submittal
City of San Diego, CDBG Program
1200 Third Avenue, Suite 1400
San Diego, CA 92101

The RFP submittal packet may be hand-delivered or mailed to the listed address or sent via US Mail taking the deadline listed below into account.

The RFP submittal packet must be received by the CDBG Program Office <u>on or before 3:00 PM, January 27, 2014</u>. Late submittals will not be considered.

Please note that any premature commitment or expenditure of funds for proposed activities is prohibited. No project expenses will be eligible for CDBG reimbursement if they have been incurred or commissioned prior to environmental review and clearance. Project expenses will also not be eligible for CDBG reimbursement if they have been incurred or commissioned prior to the project start date identified in the executed FY 2015 CDBG Agreement with the City of San Diego

III. INFORMATION SPECIFIC TO PROJECT CATEGORIES FOR THE RFP PROCESS

There are four types of CDBG Project Categories, as described below, along with application information specific to each:

a) **Public Services Projects.** These generally refer to projects that provide social services and/or other direct assistance to individuals or households. Agencies shall consider the following with regard to the project activities described in the RFP:

1) Assistance provided with CDBG funds is limited to City of San Diego residents.
2) No allocation of CDBG funds less than $50,000 will be made to Public Service projects.
3) Direct cash payment to individual clients is not an eligible project activity.
4) All proposed services must be completed by June 30, 2015. It is anticipated that FY 2015 CDBG Agreements will be executed on or prior to July 1, 2014 and work must proceed immediately thereafter.
5) Unexpended funds will be subject to reprogramming (allocated to other uses) by the City Council.

b) **Community & Economic Development Projects.** These primarily include microenterprise assistance (technical assistance and general business support) and direct homeownership assistance programs. These may also include assistance provided to businesses and organizations. Agencies shall consider the following with regard to the project activities described in the RFP:

1) Assistance provided with CDBG funds is limited to City of San Diego residents and/or businesses located in the City of San Diego.
2) No allocation of CDBG funds will be made to Community and Economic Development projects of less than $50,000.
3) Direct cash payment to individual clients is not an eligible project activity.
4) Funding for code enforcement activities may only be requested by City Departments.
5) Note that the CDBG 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 at the time of loan application must be counted.
6) For Microenterprise Assistance, 100% of the clients assisted must be LMI persons.
7) For Direct Homeownership Assistance activities, projects will be required to document that 100% of the households assisted are LMI households (household income verification is required, since presumed LMI reporting does not apply for housing projects).
8) The proposed funding requested must represent the amount needed to complete the project on or before June 30, 2015. It is anticipated that FY 2015 CDBG Agreements will be executed on or prior to July 1, 2014, and work will proceed immediately thereafter.
9) Unexpended funds are subject to reprogramming (allocated to other uses) by the City Council.

c) **Capital Improvement Projects (CIP) – Public Facilities/Infrastructure:** These generally refer to projects that would result in improvements to public facilities/infrastructures. Agencies shall consider the following with regard to the project activities described in the RFP:

1) Project sites must be located in the City of San Diego and serve City of San Diego Residents.
2) CIP projects will be required to request for an amount that is not less than $100,000 in CDBG funds. The proposed funding requested will be required to represent the amount needed to complete the project on or before December 31, 2015.
3) Funding for improvements to City-operated facilities, water/sewer improvements, street improvements and other public-right-of-way improvements may only be requested by City Departments.
4) Facility improvements for areas not utilized by clients served are not allowable and may not be included in the description of project activities to be conducted.
5) Funding for design and plan development are not allowable and may not be included in the description of project activities to be conducted.
6) Agencies must have prior authorization from property owners to conduct improvement activities, if proposed improvements are to be completed on properties not owned the agency.
7) Applicants may be required to confirm project site control at the time of RFP submittal through a period of not less than 5 years from the date of proposed project completion.
8) Applicants will be required to confirm with the City's Development Services Department on whether City permits are required for the proposed scope of work to be completed with CDBG funds (or provide information regarding existing permits or their status as applicable).
9) Applicants will be required to provide environmental assessments, accessibility surveys, inspection reports, historic resources surveys and/or hazardous materials surveys conducted on proposed project sites (facilities/structures/housing units) prior to submittal of the RFP.
10) For City-owned facilities, applicants will be required to obtain approval for their proposed scope of work and a Real Property Certification from the City's Real Estate Assets Department. Applicants may also be required to obtain a Construction Bond prior to the execution of a FY 2015 CDBG Agreement.
11) Davis-Bacon and Related Acts requirements shall apply for the upcoming RFP process. Applicable prevailing federal wage rates and fringe benefits must be taken into consideration in the determination of the total project budget listed in the RFP.
12) A copy of one bid obtained from a licensed contractor (dated within 30 days of the RFP submittal date) that includes applicable prevailing federal wage rates and fringe benefits in the determination of the total project budget will be required to be submitted.
13) The proposed scope of work must be completed within 18 months of the start of FY 2015 (July 1, 2014).
14) **City Department applicants will be required to submit documentation of RFP submittal approval. Prior to the submission of a FY 2015 CDBG RFP from a City Department, the project must be approved by Capital Improvement Project Review and Advisory Committee (CIPRAC) and demonstrate the proposed project is 'shovel/construction ready'.**
15) HUD rules prohibit contractors involved in developing and drafting specifications, requirements statements of work, invitations to bid, or request for proposals from competing for such procurements. As such, **contractors assisting RFP Applicants in the development of the project descriptions/scope of work described in the FY 2015 CDBG RFP will be prohibited from submitting a bid to complete project activities should the project be approved for FY 2015 CDBG funding**.

16) Federal regulations require that all facilities and/or services assisted with CDBG funds be accessible to the disabled. Accessibility includes such things as: entrance ramps, parking with universal logo signage, grab bars around commodes and showers, top of toilet seats that meet required height from the floor, drain lines under lavatory sink either wrapped or insulated, space for wheelchair maneuverability, accessible water fountains, access between floors (elevators, ramps, lifts), and other improvements needed to assure full access to funded facilities/programs, including serving the blind and deaf. Applicants will need to confirm whether proposed project sites meets federal standards for accessibility by the disabled. **NOTE: The project site must first be fully ADA-compliant before other construction activities can be implemented with CDBG funding.**
17) Unexpended funds will be subject to reprogramming (allocated to other uses) by the City Council.

d) Capital Improvement Projects (CIP) – Housing Rehabilitation: These generally refer to projects that would result in completion of housing rehabilitation improvements to single housing units and/or multi-unit housing unit. References to "Housing Rehabilitation Projects" refer to projects that have housing units identified in their FY 2015 RFP submittal packet. These projects will typically result in completing improvements to multi-unit structures which are rented by households that qualify as LMI. References to "Housing Rehabilitation Programs" refer to projects that do not have housing units identified in their FY 2015 RFP submittal packet. These projects will typically complete an application process to determine the housing units/LMI households that will result from the project. These projects will have the targeted number of households that will be assisted with the proposed budget requested, but will not have any information on the housing units that the other CIP projects are able to provide. Agencies shall consider the following with regard to the project activities described in the RFP:

1) Project sites must be located in the City of San Diego and serve City of San Diego Residents.
2) CIP projects will be required to request for an amount that is not less than $100,000 in CDBG funds. The proposed funding requested will be required to represent the amount needed to complete the project on or before December 31, 2015.
3) Funding for improvements to City-operated facilities, water/sewer improvements, street improvements and other public-right-of-way improvements may only be requested by City Departments.
4) Facility improvements for areas not utilized by clients served are not allowable and may not be included in the description of project activities to be conducted.
5) Funding for design and plan development are not allowable and may not be included in the description of project activities to be conducted.
6) Agencies must have prior authorization from property owners to conduct improvement activities, if proposed improvements are to be completed on properties not owned the agency.
7) Applicants may be required to confirm project site control at the time of RFP submittal through a period of not less than 5 years from the date of proposed project completion.
8) Applicants will be required to confirm with the City's Development Services Department on whether City permits are required for the proposed scope of work to be completed with CDBG funds (or provide information regarding existing permits or their status as applicable).

9) Applicants will be required to provide environmental assessments, accessibility surveys, inspection reports, historic resources surveys and/or hazardous materials surveys conducted on proposed project sites (facilities/structures/housing units) prior to submittal of the RFP.
10) For City-owned facilities, applicants will be required to obtain approval for their proposed scope of work and a Real Property Certification from the City's Real Estate Assets Department. Applicants may also be required to obtain a Construction Bond prior to the execution of a FY 2015 CDBG Agreement.
11) Davis-Bacon and Related Acts requirements shall apply for the upcoming RFP process. Applicable prevailing federal wage rates and fringe benefits must be taken into consideration in the determination of the total project budget listed in the RFP.
12) A copy of one bid obtained from a licensed contractor (dated within 30 days of the RFP submittal date) that includes applicable prevailing federal wage rates and fringe benefits in the determination of the total project budget will be required to be submitted.
13) The proposed scope of work must be completed within 18 months of the start of FY 2015 (July 1, 2014).
14) **City Department applicants will be required to submit documentation of RFP submittal approval. Prior to the submission of a FY 2015 CDBG RFP from a City Department, the project must be approved by Capital Improvement Project Review and Advisory Committee (CIPRAC) and demonstrate the proposed project is 'shovel/construction ready'.**
15) HUD rules prohibit contractors involved in developing and drafting specifications, requirements statements of work, invitations to bid, or request for proposals from competing for such procurements. As such, **contractors assisting RFP Applicants in the development of the project descriptions/scope of work described in the FY 2015 CDBG RFP will be prohibited from submitting a bid to complete project activities should the project be approved for FY 2015 CDBG funding**.
16) Federal regulations require that all facilities and/or services assisted with CDBG funds be accessible to the disabled. Accessibility includes such things as: entrance ramps, parking with universal logo signage, grab bars around commodes and showers, top of toilet seats that meet required height from the floor, drain lines under lavatory sink either wrapped or insulated, space for wheelchair maneuverability, accessible water fountains, access between floors (elevators, ramps, lifts), and other improvements needed to assure full access to funded facilities/programs, including serving the blind and deaf. Applicants will need to confirm whether proposed project sites meets federal standards for accessibility by the disabled. **NOTE: The project site must first be fully ADA-compliant before other construction activities can be implemented with CDBG funding.**
17) Housing Rehabilitation activities, projects will be required to document that 100% of the households assisted are LMI households (household income verification is required, since presumed LMI reporting does not apply for housing projects); and
18) Unexpended funds will be subject to reprogramming (allocated to other uses) by the City Council.

IV. RFP CRITERIA FOR REVIEW

All RFPs deemed eligible for funding will be reviewed and scored by the Consolidated Plan Advisory Board (CPAB). The CPAB scoring will be the basis for the Board's recommendation to the City Council for funding. The criteria that follow will guide the CPAB's review of the applications. The subject criteria were developed during public CPAB meetings and presented to the City Council Committee on Public Safety and Neighborhood Services (PS&NS) on November 13, 2013. See Appendix C for approved RFP Criteria.

V. RFP PROCESS AND RELATED REQUIREMENTS

The City of San Diego's FY 2015 CDBG RFP is made available to the public on Friday, January 10, 2014. Four separate RFPs were issued as follows:

1) Public Services;
2) Community/Economic Development;
3) Capital Improvement Projects – Public Facilities/Infrastructure Improvement; and
4) Capital Improvement Projects – Housing Rehabilitation.

Complete RFP submittal packets must be received by the CDBG Program Office on or before 3:00 PM, January 27, 2014 in order to be considered. All RFP submittal packets will be time and date stamped. Late applications will not be considered.

TECHNICAL ASSISTANCE

All questions related to the RFP submittal packet need to be submitted in writing no later than January 24, 2014. All questions must be in writing in order to track and distribute common questions. Written questions may be e-mailed to CDBG@sandiego.gov. The CDBG Program Office will provide answers in writing and post Frequently Asked Questions and Answers on the CDBG Program website. No questions will be taken or answered by telephone.

A 30-minute, One-on-One Technical Assistance may be requested for this RFP process. The CDBG Program office will provide one-on-one technical assistance to any agency desiring further consultation in completing the RFP and/or ensuring all requirements are met. The technical assistance service will be available Monday through Friday from 01/13/14 through 01/24/13. Note the service **will not be offered** on 01/20/14 since City offices are closed in observance of the Martin Luther King Jr. holiday.

A 30-minute One-on-One Technical Assistance meeting may be requested by sending an e-mail to CDBG@sandiego.gov. The e-mail must provide the following information for staff to be able to schedule the One-on-One Technical Assistance:

a) Applicant Agency name;

b) Name and title of agency staff to attend the meeting; and

c) Identify whether the questions are regarding:

(1) specific RFP and submittal requirements;
(2) specific RFP Agency requirements;
(3) RFP fiscal requirements; and/or
(4) specific project activities information requested in the RFP

A representative of the CDBG Program Office will promptly respond with an appointment day and time. Meetings will be held at the CDBG Program Office located at 1200 Third Avenue, Suite 1400, San Diego, CA 92101.

CDBG PROGRAM RFP REVIEW

The CDBG Program staff will review all RFP submittal packets received by the designated deadline for completeness and eligibility. Applicants will automatically be deemed ineligible for FY 2015 CDBG funding consideration if the following is determined: 1) the RFP packet was received after the designated submittal deadline; 2) the applicant did not receive notification that confirmed they were deemed eligible to participate in this RFP process now being implemented; or 3) the applicant did not participate in the FY 2015 CDBG RFQ process. These RFP submittal packets will not be reviewed. Written notifications will immediately be sent to agencies regarding ineligibility determinations.

During the week of February 3, 2014, Agencies will receive written notification regarding one of the following determinations resulting from the RFP submittal reviews will be sent to the Head of Agency, the Head of Fiscal and the Agency's designated RFP Contact Person:

1. Eligible – Compliance with all submittal requirements verified; no issues identified. These RFPs will be forwarded to the City's Consolidated Plan Advisory Board for review and scoring.

2. Ineligible – Project eligibility and feasibility are unable to be determined based on the RFP submittal packet submitted.

Upon conclusion of this staff review process, CDBG Program staff will forward a copy of all FY 2015 CDBG RFPs determined to have met the RFP eligibility requirements to the Consolidated Plan Advisory Board (CPAB) for their review and scoring.

RFP REVIEW PROCESS: ***Consolidated Plan Advisory Board Review and Recommendation to City Council, City Council Approval, and Execution of Contracts***

Each Consolidated Plan Advisory Board (CPAB) member will review and score the eligible FY 2015 CDBG RFPs received. Two (2) Ad Hoc Committees will be convened for general discussion on the RFPs being reviewed.

A public hearing will be conducted at the regularly scheduled CPAB meeting on February 12, 2014 (time to be determined). Applicant agencies/supporters will have an opportunity to inform CPAB members of their respective agencies, interests and projects. Agencies are not required to attend or speak at the

hearing and only public comments will be received. No additional RFP application material will be accepted. Time allocated to each public speaker or each application may be limited.

Upon completion of their RFP reviews, each CPAB member will submit their resulting individual scores to the HUD Programs Office. Each application's score will be averaged and ranked from highest to lowest for two categories: Public Service projects and Capital Improvement and Community/Economic Development projects. Once compiled, these scores will be posted on the CDBG Program website (prior to the CPAB public meetings described below).

During CPAB's regularly scheduled meeting on March 12th, 2014, CPAB members will ratify rankings after discussion and public input. RFP scores and funding recommendations will be approved by the CPAB for submission to the City Council for their approval. **Public comments will be welcomed at these meetings. Note the time and locations of these meetings have yet to be determined. Pertinent information will be posted on the CDBG Program** website as soon as it is available.

The City of San Diego endeavors to be in compliance with the Americans with Disabilities Act. If you require assistance or auxiliary aids in order to participate at the community meetings or Public Hearings, please contact the City Clerk's Office at (619) 441-1763 as far in advance of the meeting as possible. Furthermore, if you require language translation, please contact the CDBG office at 619-533-6510 as far in advance of the meeting as possible.

Upon acceptance and confirmation of all final application scores and funding recommendations, the Board will present the funding recommendations to the City Council for their consideration and approval of FY 2015 CDBG funding allocations during a public hearing.

This Council Action will be followed by subsequent public hearings to complete the City's FY 2015-FY 2019 Consolidated Plan and FY 2015 Annual Action Plan. The Action Plan must include a description of how all CDBG resources will be allocated among all funding categories and, in fact, constitutes the application to HUD for receipt of the City's 2015 CDBG entitlement. The Consolidated Plan and Annual Action Plan must be submitted to HUD on or before May 15, 2014.

Concurrently to the Consolidated Plan and Annual Action Plan process, the HUD Programs Office will conduct a FY 2015 CDBG Contract Execution & Reporting Process Workshop for applicants awarded with FY 2015 CDBG funding.

VI. TENTATIVE SCHEDULE

Tentative Schedule – Subject to Change		***Steps & Related Tasks***
From	***To***	
01/10/14		FY 2015 CDBG RFP released
01/27/14		FY 2015 CDBG RFP due to HUD Programs Office on or before 3:00 PM
01/28/14-01/31/14		CDBG Program Staff RFP Review

Tentative Schedule – Subject to Change		***Steps & Related Tasks***
From	***To***	
WEEK OF 02/03/14		Applicable agencies are notified of final eligibility determination based on CDBG Program staff review of RFP materials
WEEK OF 02/03/14		FY 2015 CDBG RFP Binders distributed to each Consolidated Plan Advisory Board (CPAB) member for review and scoring
02/12/14		CPAB Meeting • FY 2015 CDBG RFP Applicant Public Testimony
WEEK OF 03/03/14		CPAB FY 2015 CDBG RFP scoring results submitted to HUD Programs Office
03/12/14		CPAB Meeting • FY 2015 CDBG RFP scores approved and funding recommendations approved to be forwarded to City Council for approval
03/24/14 OR 03/25/14		FY 2015 CDBG funding recommendations presented to City Council for approval
LATE MARCH 2014		Public Notice – Draft City of San Diego FY 2015-FY 2019 Consolidated Plan and FY 2015 Annual Action Plan available for review and public comment period • HUD Programs Office (website, E-mail, on-site) • CDBG Contact List • Survey Monkey
EARLY APRIL 2014		Draft City of San Diego FY 2015-FY 2019 Consolidated Plan and FY 2015 Annual Action Plan is completed and released for required 30-day public review period
EARLY APRIL 2014		Draft City of San Diego FY 2015-FY 2019 Consolidated Plan and FY 2015 Annual Action Plan presented at Consolidated Plan Advisory Board Meeting, as part of outreach during Public Review period
04/16/14		Draft City of San Diego FY 2015-FY 2019 Consolidated Plan and FY 2015 Annual Action Plan presented to Public Safety and Livable Neighborhoods (PS&LN) Committee, as part of outreach during Public Review period
04/28/14 or 04/29/14		Draft City of San Diego FY 2015-FY 2019 Consolidated Plan and FY 2015 Annual Action Plan presented to City Council for consideration and adoption

Tentative Schedule – Subject to Change		*Steps & Related Tasks*
From	***To***	
5/15/14		Deadline for submission of the City of San Diego FY 2015-FY 2019 Consolidated Plan and FY 2015 Annual Action Plan (hard copies) to HUD's office in LA

Note all of the dates outlined in this application are tentative and may be subject to change. Check the CDBG Program website (sandiego.gov/CDBG) for timely updates.

VII. RFP SECTIONS

The RFP form is formatted to allow applicants to add text and/or bullet points in text boxes that state "Type response here." Further, the font used must be Calibri size 11 and line spacing must be single. All text boxes have a line limit of 4-8 lines, depending on the question. The RFP form is formatted to abide by these specifications – DO NOT CHANGE.

A. APPLICANT AGENCY INFORMATION

1. General Agency Information

   Provide complete and accurate responses under this section. Ensure that the contact information listed for Head of Agency, Head of Fiscal, and RFP Contact is current and accurate. This information will be utilized for distribution of correspondence regarding the City's FY 2015 RFP process.

B. GENERAL PROJECT INFORMATION

1. RELATIONSHIP TO THE FY 2015-FY 2019 CONSOLIDATED PLAN GOALS
   The first section provides a listing of approved FY 2015-FY 2019 Consolidated Plan Goals. Applicants are required to make one selection that most appropriately reflects the goal toward which the proposed project will address. This section will also require applicants to describe the specific community need the project seeks to address and how the project meets the community need.

2. PROJECT TARGET POPULATION
   Provide the information requested. Select all populations that will be served by the proposed project.

3. PROJECT BENEFIT TO LOW AND MODERATE-INCOME INDIVIDUALS/HOUSEHOLDS
   Provide the information requested. This section will provide details regarding your project's proposed FY 2015 City of San Diego area/resident beneficiaries.

4. CDBG PROJECT PERFORMANCE OUTCOME MEASURES
   Outcome statements describe the benefits or positive changes experienced by the target population as a result of the proposed project (e.g., the project's results). Details are required to

quantify how many households or individuals (or applicable indicator) will realize each outcome, and how each outcome will be measured and documented. See example below.

Outcome Statement, CIP Project: A total of 250 LMI youth will have new access to a computer lab thus a new suitable living environment (objective) will be established through the proposed tenant improvements (project)

Outcome Measurement: Completion of construction, total number of youth using facilities

Data Sources: Before and after construction photos

Data Collection Methodology: Project manager will track and report project progress, client demographics will be collected and tracked, project case files will be maintained.

C. PROPOSED PROJECT CATEGORY INFORMATION

Provide the information requested. This section will provide the detailed description of the project activities proposed to be completed with FY 2015 CDBG funds. Applicants should provide a brief summary (3-5 sentences) that summarizes the proposed project. Applicants should then provide details of each specific activity to be completed. For Public Services projects and Community/Economic Development projects, this may include: a) outreach; b) case management; c) training/classroom instruction; or d) technical assistance. For Capital Improvement Projects, this would include the type of work that need to be completed. Examples of activities include: a) bidding process; b) site preparation; c) relocation; d) construction/renovation work; e) project status inspections; and f) final public access or occupancy.

Applicants must also describe their experience in completing similar projects and provide a highlight of past accomplishments.

Public Services and Community/Economic Development projects must also provide confirmation on whether the project will result in the provision of a new service and/or a quantifiable increase in the level of an existing service. The following should be noted:

New Service Definition
For Public Services Projects and Community/Economic Development Projects, a new service would be one that was not funded by the City of San Diego CDBG Program in FY 2014.

Existing Service Definition
For Public Services Projects and Community/Economic Development Projects, an existing service would be one that was funded by the City of San Diego CDBG Program in FY 2014. Examples of quantifiable increases include: a) an increase in the total number served, without an increase to the unit cost; b) an increase to what is being provided (i.e. adding distribution of milk or juice to meals); and c) a reduction to the cost per client for same level of service provided. For applicants that received FY 2014 CDBG funding for the same project that is being proposed for FY 2015, ensure that all clients/households to be served in FY 2015 are proportional to the level of service your are currently providing to document quantifiable increases. For example, if the FY 2014 was to serve 100 clients and the project is projected to served 200 clients by the end of FY 2014, the proposed FY 2015 total to be served should represent a quantifiable increase from the actual 200 clients served.

D. PROPOSED BUDGET INFORMATION

Provide the information requested.

Ensure that the totals listed are reviewed for accuracy. Ensure that designated "ineligible budget line items" (see Page XX of this Handbook) are not included in the Proposed FY 2015 CDBG Project Budget totals.

For Public Services and Community/Economic Development Projects, there is a cap of 15% of the total budget that can included for the Indirect Costs/Administrative Overhead line item.

For CIP Projects-Public Facilities/Infrastructure Improvement projects and CIP-Housing Rehabilitation projects (with the project site identified only), there is a maximum cap of 6% of the total CDBG budget amount that can be included for the CIP Construction Management Services.

For CIP Projects-Housing Rehabilitation projects with no sites identified, there is a maximum cap of 15% of the total CDBG budget amount that can be included for the combined personnel and non-personnel CIP Project Management Services line items.

VIII. COMPLIANCE WITH APPLICABLE LAWS, RULES AND REGULATIONS

CDBG programs are subject to numerous Federal and local requirements. These include, but are not limited to, those that are listed below. Additional requirements can be found in the CDBG regulations in HUD's website and the City's CDBG Program website. Applicants are encouraged to familiarize themselves with these requirements to ensure their organization has the adequate administrative systems in place.

- 24 CFR Part 570, as amended - The regulations governing the Community Development Block Grant Program.

- Fair Housing Act - Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and disability.

- 24 CFR Part 1 and 6, Public Law 90-284, Fair Housing Act - The regulations issued following Title VI of the 1964 Civil Rights Act (as amended by Executive Orders 11246, 11375, and 12086) and Section 109 of the 1975 Housing and Community Development Act that prohibits discrimination in HUD programs based on sex, race, color, national origin, and religion. Further, applicable programs and activities must be administered in such a manner as to affirmatively further the policies of the Fair Housing Act.

- 24 CFR Part 7 and 41, CFR Part 60 – The regulations on equal employment opportunity without regard to race, sex, color, religion, age, national origin, and disability in federally assisted construction projects.

- ADA Compliance – Americans with Disabilities Act (42 U.S.C. 12101-12213) and implementing regulations at 28 CFR Part 35.

- Section 504 of the Rehabilitation Act of 1973, 24 CFR Part 40 and 41 - The regulations that set forth policies and procedures for the enforcement of standards and requirements for accessibility to individuals with disabilities. The Architectural Barriers Act of 1968 and the American with Disabilities Act (ADA) provide additional laws on accessibility and civil rights to individuals with disabilities.

- Age Discrimination Act of 1975 (42 U.S.C. 6101) - The regulations that prohibit discrimination on the basis of age.

- 24 CFR Part 135 – Regulations outlining requirements of Section 3 of the Housing and Urban Development Act of 1968 providing for economic opportunities for low and very low income local residents. All projects funded with CDBG funds must comply with Section 3 of the Housing and Urban Development Act of 1968, revised, requiring that to the greatest extent feasible opportunities for training and employment be given to low and moderate-income persons residing within the City of San Diego, and that contracts or works in connection with the project be awarded to eligible business concerns which are located in or owned in substantial part by persons residing in the City of San Diego. Special documentation is required for project receiving CDBG funding over $100,000.

- 29 CFR Part 3 and 5 - The regulations on labor standard provisions that include the payment of prevailing wages on federally assisted projects as mandated by the Davis-Bacon Act and the Contract Work Hours and Safety Standards Act. CFR 24 Part 70 provides information on the use of volunteers.

- Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c) – The regulations on contracts for construction or repair awarded by sub-recipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act.

- 24 CFR Part 58 – The regulations prescribing the Environmental Review procedure under the National Environmental Policy Act of 1969.

- National Flood Insurance Act of 1968, 24 CFR Part 55 under Executive Order 11988 – The regulations for proposed projects and properties located in a floodplain.

- 36 CFR Part 800 – The regulations outlining the procedures for the protection of historic and cultural properties.

- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 – These policies provide for displacement, relocation assistance, and real property acquisition as defined by 42 U.S.C. 4601 (URA) (42 U.S.C. 4601), and implementing regulations issued by the Department of Transportation at 49 CFR Part 24 and Section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304d).

- Residential Lead Based Paint Hazard Reduction Act of 1992 - The regulations implemented by 24 CFR

Part 35, Subpart B imposes certain requirements on disclosure of lead base paint hazards.

- 24 CFR Part 24 – The regulations that prohibit use of debarred or suspended contractors on federally assisted projects and Drug Free Workplace requirements; issued according to Executive Order 12459.

- 24 CFR Part 84 and OMB Circular A-110 – Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Non-Profit Organizations. These regulations include the Conflict of Interest provision 24 CFR 84.42 and 570 as it applies to procurement.

- OMB Circular A-87 – Establishes principles and standards for determining allowable costs under Federal grants.

- OMB Circular A-110 – Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations.

- OMB Circular A-133 – Audits of States, Local Governments and Non-Profit Organizations federal awards. This includes the single audit requirement for agencies that expend $500,000 or more of federal awards during the fiscal year.

- HUD requirements - All other required reports, circulars, and procedures when applicable.

- Administrative Procedures – The rules issued by the City in relation to process and procedures.

- All applicable provision of the City of San Diego Municipal Code

- California Environmental Quality Act (CEQA) - Statutes, guidelines and other information from the State of California on the law governing environmental review.

Useful Resources:

- HUD – CDBG Portal
- Code of Federal Regulations (CFR)
- HUD – Economic Development Toolkit
- Community Development & Planning (CDP) Notices provide detailed guidance on a specific CPD subject. Notices relating to Community Development explain how the CDBG program regulations should be interpreted or applied.
- HUD Basically CDBG Manual
- CPD Outcome Performance Measurement System

IX. INFORMATION SPECIFIC FOR THE CONTRACT EXECUTION & REPORTING PROCESS

Applicants awarded FY 2015 CDBG funding will be required to attend the Contract Execution & Reporting Process Workshop. There are requirements and processes that will be discussed, which include the following:

HUD CDBG PROJECT PERFORMANCE OUTCOME MEASURES

The following will be incorporated into the Scope of Services/Scope of Work developed for approved FY 2015 CDBG projects, based on the FY 2015 CDBG RFP project details:

PROJECT OBJECTIVE

- Creating Suitable Living Environments relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. This objective relates to activities that are intended to address a wide range of issues faced by low to moderate income (LMI) persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services.

- Providing Decent Housing covers the wide range of housing activities that could be undertaken with CDBG funds. This objective focuses on housing activities where the purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

- Creating Economic Opportunities applies to activities related to economic development, commercial revitalization, or job creation.

PROJECT OUTCOME

- Availability/Accessibility applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to LMI people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to LMI people where they live.

- Affordability applies to activities that provide affordability in a variety of ways to LMI people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household.

- Sustainability applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of LMI or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

CDBG BENEFIT CATEGORIES

In accordance with the CDBG program statutory requirements, each project funded must meet one of three national objectives: (1) Benefit to low to moderate income (LMI) persons; (2) Aid in the prevention

or elimination of slums or blight; or, (3) Meet a need having a particular urgency (referred to as urgent need). The City of San Diego has no designated slums or blights nor any urgent needs in accordance with applicable HUD standards and regulations and, as such, projects funded with CDBG moneys within the City must benefit LMI persons. For the RFP process, applicants will be required to select one of the following to demonstrate that the project benefits LMI persons for each RFP submitted:

- Area Benefit Activities. An activity that benefits all residents in a particular area, where at least 51% of the residents are LMI persons. Such an area need not be coterminous with census tracts or other officially recognized boundaries, but the entire area must be served by the activity**. An activity that serves an area that is not primarily residential in character shall not qualify under this criterion.** CDBG regulations require documentation of area boundaries served.

- Limited Clientele Activities. An activity that benefits a limited clientele, at least 51% of whom are low- or moderate-income persons or benefit a client presumed to be low- or moderate-income persons. Presumed benefit clients are abused children, battered spouses, elderly persons (age 62 years or older), adults meeting the Census Bureau's current Population Reports definition of "severely disabled", homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers. CDBG regulations require the sub-recipient to document the demographics and income levels of clientele provided such activities.

- Housing Activities. An activity carried out for the purpose of providing or improving permanent residential structures which, upon completion, shall be occupied by 51% low- or moderate-income households. CDBG regulations require the sub-recipient to document number of households served, number of units completed and demographics and income level of the household occupying the unit.

- Job Creation or Retention Activities. An activity designed to create or retain permanent jobs, where at least 51% of the jobs, computed on a full time equivalent basis, involve the employment of low- or moderate-income persons. CDBG regulations require the sub-recipient to document one of the following: (1) for an activity that creates jobs, the recipient must document that at least 51% of the jobs will be held by, or will be available to, low- or moderate-income persons, and (2) for an activity that retains jobs, the recipient must document that the jobs would have been lost without CDBG assistance and that either both i) the job is known to be held by a low- or moderate-income person or the job can reasonably be expected to turn over within the following two years and ii) that steps will be taken to ensure that it will be filled by, or made available to, a low- or moderate-income person upon turnover.

INSURANCE REQUIREMENT

a. Commercial General Liability [CGL] Coverage Document Accompanied with Endorsement. The insurance must include coverage for liability arising from any and all personal injury, bodily injury, and property damage in the amount of $1,000,000 per occurrence, and subject to an annual aggregate of $2,000,000 with no endorsement or modification of the CGL limiting the scope of coverage for either the insured vs. insured claims or contractual liability. All defense costs shall be outside the limits of the policy. The policy providing coverage for CGL must be endorsed to include as an Insured, the City of San Diego and its respective elected officials, officers, employees, agents, and representatives. In addition, the policy must also be endorsed to expressly provide that the policy is primary and non-contributory to any insurance that may be carried by the City.

b. Commercial Automobile Liability [CAL] Coverage Document Accompanied with Endorsement. For all of Contractor's automobiles (including owned, hired, and non-owned automobiles), the insurance must provide coverage at least as broad for bodily injury and property damage, for a combined single limit of $1,000,000 per occurrence. The insurance certificate should reflect coverage for any automobile [any auto]. The policy providing coverage for CAL must be endorsed to include as an Insured, the City of San Diego and its respective elected officials, officers, employees, agents, and representatives.
c. Workers Compensation Insurance [WCI] Coverage Document Accompanied with Endorsement. For all of the Contractor's employees who are subject to the Agreement with the City of San Diego, Contractor must keep, in full force and effect, a Workers' Compensation policy to the extent required by the applicable federal or state law. The policy must provide a minimum of $1,000,000 of employers' liability coverage. The City must be provided with an endorsement that the insurer waives the right of subrogation against the City and its respective elected officials, officers, employees, agents, and representatives.

CIP SITE INSPECTION

A site inspection by designated CDBG Project Managers will be conducted on CIP Projects with sites identified, prior to the execution of a FY 2015 CDBG Agreement between the City and agencies awarded with FY 2015 CDBG funding.

CDBG BUDGET ITEMS

RFP applicants should note the following for the development of FY 2015 CDBG project budgets:

a. Eligible Expenditures

   Project expenditures must meet the following requirements to be eligible for reimbursement:

   1) They must be approved in detail as part of the executed agreement, budget justification forms and cost allocation plan.
   2) They must be essential to the proper and efficient performance of the service as required by the Agreement.
   3) The invoices, receipts and other supportive documents should be dated during the month requested for reimbursement.
   4) During fiscal monitoring and/or audits, original receipts/invoices must be reviewed for authenticity and funding sources that reimbursed the expense. All original, unmarked documents MUST be maintained at the local office address listed in the CDBG Agreement for immediate monitoring review and/or audits. CDBG staff will not travel to national offices for this purpose.
   5) They must be reasonable and comparable to the expenditures incurred by the Agency or other Agencies providing similar services.
   6) They must be expended against the authorized line items in each category contained in the Agreement project budget that has been approved by the City. **NOTE:** New expenditures are not allowed to be included in a one-time adjustment of the budget. Unsupported disbursements shall be disallowed upon review of the RFR for payment.
   7) They must be thoroughly documented, and the net expenditures must reflect all applicable credits to the Agency, such as purchase discounts, rebates, and allowances, receipts from

the sale of publications or materials, and any other types of income or credits. Unsupported disbursements shall be disallowed upon review of the RFR for payment.

8) They must comply with the written policies of the Agency, as approved by its governing body, in regard to the employment, salaries and wage rates, working hours, holidays, fringe benefits, vacation and sick leave privileges, military leave, jury duty, travel, and other personnel matters as stated in the detailed budget forms in the executed agreement. If a unique payment is made for an employee, document and explain clearly how it relates to the project, how the Agency policies support the payment and what funding source would normally pay this item. Example: Fringe Payment made to an Agency other than an insurance company or other fringe provider.
9) Agency is to keep in mind that the expenditure must be for direct services to the project or client. **TEST:** Is the expense paid as part of Agency operating expenditures, if CDBG funding was not available? If it is, then this would be considered too high a level for direct cost and would be ineligible.

b. Ineligible Expenditures

Anticipated expenditures that do not clearly meet the eligibility requirements stated above are ineligible for reimbursement. Any of these expenditures submitted for payment will be disallowed and cannot be resubmitted. Ineligible costs include, but are not limited to the following:

1) <u>Bad Debts</u>

   Loss resulting from uncollectible accounts or claims.
2) <u>Commingling of Funds</u>

   Expenditures related to services funded by sources other than the CDBG funds are ineligible if they are charged against the CDBG funds.
   - For Agencies who operate many programs, or have more than one funding source, the Agency shall allocate expenditures to the various programs or funding sources according to an approved Cost Allocation Plan as required in the application, Agreement and reimbursement packages.
   - The costs should be allocated on the basis most appropriate and feasible under the circumstances. Examples: include number of hours spent, number of employees, or square footage.
   - The Agency shall maintain proper documentation related to the allocation of expenses (i.e., time cards, time summaries, square footage measurements, etc.).
3) <u>Contingency Funds</u>

   The transfer or contribution of funds to a contingency reserve, or similar provisions for meeting future unforeseen expenses.
4) <u>Fund Raising</u>

   Costs of organized fund raising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions for the project and/or Agency, regardless of the purpose for which the funds shall be used. In

addition, expenditures to solicit contributions or donations for the project and/or Agency, including salary expenses.

5) Contributions and Donations
Cash or in-kind contributions or donations to any Agency or cause.

6) Entertainment/Agency Events
Expenditures for social activities, amusement, entertainment, and general Agency events (i.e., space rentals, flyers/brochures, staff time/salaries, lodging, meals, refreshments, beverages, and gratuities). Examples of such events include, but are not limited to, Agency fundraising events, groundbreaking events, open house events, Agency staff meetings or staff development meeting/retreats, and staff/client birthday or other parties.

7) Fines and Penalties
Expenditures to pay fines or penalties resulting from violations or noncompliance with Federal, State, or local laws, rules, or regulations.

8) Late Fees and Interest
Late fees and interest charged by vendors for invoices paid after the due date and/or fees associated with returned checks. Also credit card interest or fees cannot be paid using CDBG funds.

9) Interest and Professional Fees
Interest on any type of loan, bond discounts, financing and refinancing fees, and legal/professional fees related thereto.

10) Membership Fees/Subscriptions
Fees for membership in any organization that is substantially involved in advocacy, lobbying and other activities which are intended to influence legislation at the Federal, State, or local levels, as well as fees for membership for which the purpose does not support the scope of work/scope of services of the executed Agreement. Any memberships or subscriptions that is not directly associated with the clients in the project or project completion.

11) Meeting Attendance Fees
Fees and/or salaries claimed for attending meetings that are not open to attendees on a non-segregated basis.
    - In addition, fees and/or salaries for attending workshops and/or training sessions that do not support the scope of work/scope of services of the executed Agreement; or
    - Are attended by personnel not budgeted under the Agreement or are attended by project volunteers.

12) Training/Conference Expenses
Training/conference expenses and/or salaries that do not clearly support the scope of services/scope of work of the executed Agreement.

13) Out of Area Training
Expenditures for travel outside the San Diego metropolitan area for administrative and/or project staff to attend training activities or conferences.

14) Credit Card Purchases

Credit Cards, business or personal, cannot be used to purchase materials or services to be reimbursed by CDBG. Many credit cards have points, mileage, percent reductions on purchases or other bonuses for use of the card. All of these benefits are considered program income and would have to be returned to CDBG. To track this for all agencies is too difficult to measure and detail. Therefore, the use of the credit cards is ineligible.

15) Gift Certificates/Cash Awards

Gift Certificates and/or cash awards given to clients and/or staff, including cash payments to staff for compensatory time earned or bonus payments to employees, subcontractors or consultants.

16) Deposits

Deposits for rent, equipment, utilities or other Agency expenditures are not allowed. Expenditures to pay for a past deposit for rent, equipment, or any other items are not eligible.

17) General Expenses

General expenses incurred in carrying out the non-project-related functions of the Agency or expenses unrelated to the direct scope of work/scope of services.

18) Purchases Paid with Personal Accounts

Expenses paid by Agency personnel utilizing personal cash, personal checking accounts and/or personal credit cards.

19) Services for Other City Departments/Agencies

Expenses incurred in performing services for any other City department, or governmental, nonprofit, or private Agency during the current Agreement period or any previous Agreement period.

20) Costs for Goods or Services

Costs for goods or services not incurred within the Agreement period. (Incurred expenses are defined as those expenses that have actually occurred and may or may not have been paid.)

- Expenditures incurred prior to the start date and/or after the end date listed in the executed Agreement between the City and the Agency.
- In addition, costs for goods or services to be utilized in future fiscal years.

21) Mortgage Payments and Property Taxes

Mortgage payments and property taxes are not eligible expenditures. CDBG funds can only reimburse rent or lease payments to property owners.

22) Automobile Purchase

An automobile purchase is not an eligible expenditure.

23) Accrued Vacation and Sick Leave

If applicable, Agencies must track accrued vacation and sick leave during the Agreement period for each CDBG-funded staff. This record must be included with the reimbursement request, when utilized and claimed to CDBG. CDBG funds will not be reimbursed for any

vacation time, sick leave, pay-in-lieu or other labor-related cash distributions not accrued during the Agreement period when terminating the CDBG-funded employee and/or when the CDBG-funded employee submits it on their labor card/time sheet.

24) File Storage Fees

Fees to store project files. Compliance with records retention requirements is an administrative responsibility of Agencies expending CDBG funds.

25) Monthly Parking Fees

Monthly parking fees incurred for/by Agency staff.

26) Cell Phone Data Package

Cell phone data packages incurred for/by Agency staff.

PROJECT DOCUMENTATION REQUIREMENTS

Agencies shall maintain documentation to support activities and services provided to the target population as specified/identified in the executed Agreement. The following represents specific records to be maintained for various types of projects:

1. Construction Projects

For construction projects, Agency project files shall include, but not be limited to:

a. If leased property, documentation of owner's approval of the proposed improvements;
b. Bid documents, including documentation of contractor solicitation and selection;
c. Permits, as applicable;
d. Compliance with Lead-Based Paint requirements, as applicable;
e. HUD wage determination for the project;
f. Certified payroll records showing name, address, social security number and work classification of each employee and/or owner performing work, including the straight time and overtime hours worked each day and each week, the fringe benefits, and the actual per diem wage paid to each owner, journeyperson, apprentice worker or other employee hired for the project **(must be numbered sequentially and the final one marked "FINAL")**;
g. Evidence that weekly certified payroll records were checked against the wage determination rates;
h. Payroll deduction authorizations;
i. Records of construction worker interviews;
j. Evidence of any violations with supporting documentation;
k. Evidence of the resolution of any violations;
l. Copies of lien releases;
m. Completed volunteer certification forms, if applicable;
n. Evidence that required posters were on site;

o. Progress and final inspections, including documentation of the Agency's periodic on-site inspections and final inspection;
p. Approved change orders;
q. All correspondence related to construction;
r. Records of disbursements made for completed and approved work (Agency should ensure that data in the project file agrees with financial records);
s. Pre- and Post-construction photos of CDBG-funded work completed;
t. Notice to Proceed (original copy);
u. Notice of Completion (original copy); and
v. Annual documentation (for a minimum period of five years after project closeout) that the use of the property (including the beneficiaries of such use) for which the improvement was made had not been changed.

2. Housing-Related Projects

a. For housing rehabilitation activities conducted, Agency project files shall include, but not be limited to:

- Procedures for determining the households to be assisted through the approved project as applicable;
- Identification of property, property owner(s), and renter(s) as applicable;
- Intake date;
- Owner/Renter name, address, phone number;
- Owner/Renter family size, head of household status, race and ethnicity;
- Documentation of required Low/Mod income verification for households prior to assistance being approved and provided;
- Approved application for program;
- Agreement between Agency and Owner (including 5-year maintenance requirement);
- If renter-occupied household, agreement between Agency, program participant and owner/landlord (with number of dwelling units in each multifamily structure and number of LMI units included, as well as evidence of owner approval of work to be completed);
- If renter-occupied household, documentation of rent charged before and after completion of work;
- Initial and final inspection reports;
- Work specification and cost estimates (detailed description of work to be completed with CDBG funds for each household served, including location of the work to be performed such as bedroom, kitchen, bathroom, etc.);
- Owner approval of payments, change orders, work completed;
- Compliance with Lead-Based Paint requirements as applicable;
- Permits and other approvals as applicable;

- Relocation documentation as applicable:
  (1) Identification of person, racial/ethnic group classification, age and sex of all members of household, and property;
  (2) General Information Notice (Notice of Nondisplacement or Notice of Eligibility for Relocation Assistance) and evidence of receipt;
  (3) Description of why the relocation took place;
  (4) Documentation of the replacement needs assessment;
  (5) Documentation of comparable replacement dwellings;
  (6) Identification of referrals to replacement properties, date of referral, rent/utility costs, date of availability, reason(s) for declining referral (as applicable);
  (7) Temporary Relocation Notice;
  (8) Copy of 90-Day Notice to Vacate and evidence of receipt;
  (9) Copy of 30-Day Notice to Vacate and evidence of receipt;
  (10) Copy of each relocation claim and supporting documentation;
  (11) Evidence of verification of claim;
  (12) Copies of cancelled checks;
  (13) Evidence and dates of personal contacts and description of services provided;
  (14) Acknowledgement of payments and services rendered;
  (15) Appeal (if filed) and Disposition;
- Completion certificates;
- Copy of contractor and equipment warranties provided to owner;
- If Davis-Bacon requirements apply:
  (1) HUD wage determination;
  (2) certified payroll records (see Section II., E., 1., f. on Page 16);
  (3) payroll deduction authorizations;
  (4) employee field interviews;
- Documentation of all individuals completing the work, separating labor charged to the CDBG Agreement and the labor not charged to the CDBG Agreement; and
- Pre- and Post-construction photos of CDBG-funded work completed.

b. For direct financial assistance activities conducted as housing assistance, Agency project files shall include, but not be limited to:
- Procedures for determining the households to be assisted through the approved project;
- Documentation of required Low/Mod income verification for households prior to assistance being approved and provided;
- Detailed description of the actual project activities conducted;
- Date, type, and method of all client contacts and contacts made on behalf of the client;

- Loan documents, as applicable; and
- Information regarding the total number of grants and/or loans executed, including type of loan (amortized or deferred), loan amount, average interest rate, and amortization period as applicable.

3. Public Services and Community/Economic Development Projects

Agencies that provide direct individual client services shall keep a record on each client served by the project under the Agreement. The actual design of the project data system is at the discretion of the Agencies. However, the project data system shall include the following at the minimum:

a. Primary Records

Records shall be maintained by the project to record services provided directly to, or on behalf of, the project client. Primary records are typically the client case files. All client case files maintained by the project shall be clearly identified as "CDBG Files" and must not be reported to any other funding source with regard to the services listed in the City Agreement. All projects providing direct client/household services shall have primary records containing the following information on **all** clients receiving services:

(1) Client's name and identification number assigned by project;
(2) Client's intake date;
(3) Referring agency, when applicable;
(4) Client's parent's name, when applicable;
(5) Client's address and phone number;
(6) Client's family size and head of household status;
(7) Client's gender, age and date of birth;
(8) Client's race and ethnicity;
(9) Client's household annual or monthly income
[NOTE: Income verification and documentation is required for Housing Rehabilitation, Microenterprise Assistance, and Job Creation projects. Non-low/mod households and clients are not eligible to be assisted by these projects];
(10) Problem statement (reason for project intake);
(11) Description, frequency and length of proposed services to be provided;
(12) Description of actual services provided (date, type, approximate length of each contact and method of all client contacts and/or contacts made on behalf of the client);
(13) Reassessment of client's problem (halfway through services) to determine how well client is responding to services when applicable;
(14) Termination date;
(15) Reason for termination;
(16) Planned follow-up date(s); and

(17) Actual follow-up date(s) and outcome of follow-up contact (should be attempted on all clients after termination of client services, unless otherwise stipulated in the Scope of Services).

b. Secondary Records

Examples are project logs, sign-in/attendance sheets, appointment book, etc. Agencies who do not provide direct services to individual clients shall maintain secondary records to document the services provided to the targeted population. Agencies providing services in group settings shall also maintain secondary records. In addition, written records documenting project volunteer activities shall be maintained as secondary records.

c. Microenterprise Assistance Projects

In addition to the items listed in 3.a. and 3.b., for microenterprise assistance activities conducted, Agency project files shall also include, but not be limited to:

1. Number new businesses assisted;
2. Number of existing businesses assisted;
3. Of the number of existing businesses assisted, number of businesses expanding;
4. Of the number of existing businesses assisted, number of businesses relocating;
5. Number of businesses assisted that provide goods or services to meet the needs of a service area, neighborhood, or community; and
6. Name of business, number of employees and DUNS numbers of each microenterprise business assisted.

All Program Records shall be subject to scheduled and unscheduled reviews by City staff, and acceptance of information submitted in monthly reports is tentative pending verification acquired by the review of project records.

NOTE: The above does not represent all of the project documentation requirements, which will be subject for review and revision for the FY 2015.

REQUEST FOR REIMBURSEMENT (RFR) PROCESS

All CDBG-funded Agencies must attend the required mandatory RFR workshop session. Advances are not allowed for CDBG funding and all agencies are required to submit monthly reimbursement requests for expenditures paid in the prior month.

- All Agencies must submit completed RFR packet to the designated CDBG Project Manager (PM) by the 15th of each month.
- Construction and Housing Rehabilitation projects will submit RFRs on a monthly basis, once an eligible reportable expenditure is paid.
- Additional information will be provided on the RFR coversheet listing submittal requirements.

- Any missing support documents, signatures or expenditures deemed ineligible will result in a reduction or total disallowance of the reimbursement amount requested. In such cases, a Disallowance Report will be issued to the Agency.
- If PM decides to work with the Agency in clearing disallowances, before processing RFR packet, a new RFR form will need to be submitted to re-start the RFR review process.
- Any delay in submitting programmatic reports during the Agreement period and/or at year-end will result in reimbursement of funding being held. For Construction and Housing Rehabilitation projects, a 10% retainage of payment may be held until all final Year-End Reports are submitted and approved by the designated Project Manager.
- If all supporting documentation are submitted properly in the RFR packet, the PM will attempt to process within twenty (20) days of receipt.
- The following sections detail the FY14 RFR packet forms and submittal requirements.
  a) The RFR Checklist provides confirmation of the required documents submitted to the City by the Agency. The PM will review the checklist for explanations listed for any missing documentation. Invoices, payroll documents and other supporting documents, such as copies of signed canceled checks and/or bank statements with highlights of cleared check numbers are required to support all PE and NPE claims.
  b) The RFR form is for the Agency to claim reimbursement of eligible expenditures. These expenditures must be based on the executed contract budget. The form includes the following:
     1. Invoice number is optional for the Agency's tracking purposes. If the Agency chooses to use this field, the Agency must ensure that a unique identifier is used each month. The City's accounting system can't process the same invoice number twice.
     2. E-mail address for the Agency's fiscal contact that is responsible for RFR submittals, this contact should be able to address any findings, concerns or disallowance reports.
     3. Agency name, project name and month/year of reporting period.
     4. Checkbox for the appropriate funding source.
     5. Listing of expenditures for this reporting period.
     6. Listing of expenditures for a prior reporting period that were disallowed.
     7. Total of expenditures claimed for the reporting period. (Formula Calculation)
     8. An original "wet" signature, date signed, printed name and title of the Agency and Fiscal Administrators authorized to certify that the CDBG funds were expended only for the purposes included in the executed contract budget, as well as e-mail addresses of the Agency's responsible authorized approvers.
     9. The amounts listed on this report must represent expenditures paid by the Agency during the reporting period or for the prior reporting period for any disallowed amounts. For example, a payment of an April invoice that was made in May should be reported in the May RFR, not April. Reimbursement is based on the costs actually paid by the Agency in the reporting period.

10. Adjustments can only be made by CDBG staff in the "City Use Only" sections of the form.

c) The Personnel Expense Schedule (PES) and Fringe Benefit Payment Schedule (FBS) provide a listing of personnel and fringe benefit expenditures paid by the Agency for the approved project. NOTE: The distribution of salaries and wages to various awards must be supported by personnel activity reports. These reports will be reviewed during fiscal, on-site monitoring visits.

1. PES should include:
    a. Agency staff names, position titles and percentages that match the executed contract budget,
    b. submittal of corresponding timesheets signed by Agency staff and supervisor and number of hours worked match the payroll document,
    c. payroll document lists Agency staff name, the number of hours worked (indicate if salary position), and total gross pay of each staff position claimed should match the Total Gross amount entered in PES,
    d. if applicable, check number is listed on PES,
    e. appropriate reporting period,
    f. any additional explanation of personnel expense in the Comments section, and
    g. calculations that are correct;
2. FBS Payroll Taxes should include:
    a. The name of the tax claimed and percentages that match the executed contract budget,
    b. Applicable CDBG Gross Salary amount that matches PES total Gross Amount Claimed,
    c. appropriate reporting period,
    d. any additional explanation of payroll taxes in the Explanatory Comments section, and
    e. calculations that are correct;
3. FBS Additional Fringe Benefit Payments should include:
    a. the name of the type of benefit, such as medical, dental, vision, and percentages claimed that match the executed contract budget,
    b. Agency staff name matches PES for fringe benefit claimed,
    c. appropriate reporting period,
    d. monthly payment amount that matches invoice and verification of payment in full with a copy of check or highlighted check number in bank statement,
    e. any additional explanation of fringe benefit expenses in the Explanatory Comments section, and
    f. calculations that are correct.

d) Indirect Cost/Administrative Overhead Schedule (IC/AO) provides detail of the PE and NPE claims from indirect use. The maximum allowable rate for IC/AO shall not exceed the

percentage listed in the executed contract budget. The designated rate should be applied to the project's direct costs (as defined by the Agency) being claimed for the month, or as designated otherwise and approved by the city. All copies of documents submitted shall be subject to review and acceptance of the documents shall be tentative pending verification by city staff. A cost may not be classified as an indirect cost, if the same cost has already been classified as a direct cost. For example, a telephone expense can't be claimed under direct services and in the IC/AO Schedule. The schedule includes the following: 1) item description,2) agency monthly expense, 3) percentage charge, and 4) comments section. Submission should include:

1. A completed schedule listing all IC/AO expenditures claimed by position title and/or line item.
2. For PE indirect costs, submittal of a report reflecting the distribution of activity for each employee is required. The report must contain the after-the-fact determination of the actual activity for each employee. The report should include the date of the activity, the description of the activity, the total activity for which the employee is compensated, the amount charged to CDBG funds, the percent charged to CDBG and must be signed by the responsible Agency official.
3. For NPE indirect cost, submittal of a report reflecting the distribution of the cost for each item is required. The report must contain the after-the-fact determination of the actual cost of each item. The report should include the date of purchase, purchase information, description of the item, the total cost paid, the amount charged to CDBG, the percent charged to CDBG and must be signed by the responsible Agency official.
4. Clearly identified expenditure codes.
5. Any additional explanation of IC/AO expenses in Comments section.
6. Appropriate reporting period.
7. Calculations that are correct.

NOTE: These activity reports will be reviewed during fiscal, on-site monitoring visits against the Agency's supporting documentation and cost breakdown justification, such as total number of hours worked for each employee and invoices detailing the total cost of each NPE item with proof of payment in full.

e) List of Expenditures form serves as a cover sheet for each group of invoices per line item claimed. The following information shall be required for each invoice submitted by line item title: 1) description of item purchased, 2) check number, 3) date paid, 4) invoice amount, 5) amt charged to other sources, 6) amount charged to CDBG, 7) percent charged to CDBG, and 8) any necessary adjustments should be explained in the space made available at the bottom of the List of Expenditures form. NOTE: All original documentation should be maintained by the Agency. Supporting documentation should include, but not limited to the following:

1. Copy of the invoice should be legible and unaltered. Only a date paid stamp with the check number making the invoice payment and the initials of the person making the payment are acceptable.
2. Copy of the signed check paying the invoice should be legible and unaltered.
3. Expenditures claimed should be limited to the current reporting period, unless from the prior month RFR Disallowance report.
4. Agency shall not claim expenditures, until actual payment has been made, regardless of when the service or merchandise is received during the executed contract period.
5. An invoice that is an annual or quarterly payment, should be prorated to be claimed on a monthly basis within the executed contract period. An explanation of this transaction should be included in the space provided on the List of Expenditures form.
6. Petty cash transactions must include a copy of the petty cash voucher signed by the person receiving the petty cash and the authorized approver for petty cash, as well as copies of all corresponding receipts.
7. ACH payments must include the copy of the bank transfer or copy of the Agency's bank statement with the transaction highlighted.
8. If a check is payment for multiple invoices, a copy of all invoices must be included, regardless of the amount claimed to CDBG.

Submission should include:

1. Item description claimed matches the executed contract budget.
2. Copy of invoice is unaltered and legible with only check number, date paid stamp and initial of agency staff making payment.
3. Payment is within the appropriate reporting period.
4. Payment is supported by a copy of the canceled check, the check number highlighted in the bank statement or listed on Check Reconciliation form and matches invoice amount.
5. Calculations that are correct.

f) Client Generated Income form is for the Agency to detail all transactions completed using client generated income collected during the RFR packet reporting period. The form includes the following:

1. The total amount of client generated income collected to date.
2. The total amount of client generated income collected during the RFR packet reporting period.
3. The cumulative expenditures to date using client generated income.
4. The expenditures using client generated income for the RFR packet reporting period.
5. Signature of responsible Agency official.

g) Resubmission of Request for Disallowed Amounts Form allows the Agency to resubmit a claim for expenditures that were disallowed in the prior RFR packet. For example, if an expenditure is disallowed in March, then this form and all appropriate supporting documentation must be submitted in the April RFR packet. Disallowances claimed in any future claims will not be considered. This form is required to submit for all disallowed

amounts. The form includes the following: 1) check box for the line item disallowed, 2) total disallowed amount, 3) total amount re-submitted, 4) verification that supporting documentation is attached, and 5) an area to provide General Agency Comments. Resubmission should include:

1. Expenditure claim that matches the RFR Disallowance report from the prior RFR packet reporting period.
2. Expenditure claim that is eligible to be reimbursed.
3. List of Expenditures Form.
4. Appropriate supporting documentation.
5. Calculations that are correct.

h) RFR Disallowance Report allows the PM to notify the Agency of any disallowances made for the current RFR packet submittal. This report includes the following: 1) checkbox for each line item disallowed, 2) expenditure amount disallowed, and 3) line items designated as eligible for resubmission are noted. Any resubmission of these amounts must be included in the next month RFR packet submitted by the Agency, using the Resubmission Request for Disallowed Amounts form. (i.e. If the RFR Disallowance Report is for the month of October Payment Period, any disallowed amount deemed eligible for resubmission must be added to the total amounts claimed for the month of November Payment Period.) No disallowance reimbursement requests will be accepted, if included in future claims. Reasons for disallowances include, but are not limited to, the following:

1. The copy of the invoice should only include the check number, date paid stamp with the initials of the person making the payment.
2. Documents altered by the Agency, such as white out, items blacked out, amounts changed or not clear enough to read and determine amounts, dates or details of expenditure by vendor.
3. Same invoice is used in a previous month (unless explained in List of Expenditures form).
4. Supporting documents are missing.
5. Signatures are missing.
6. Expenditures are submitted more than two (2) months after payment posted date.
7. Explanations of unique expenditures are not included.
8. All the check list items are not included in the packet without explanation for missing documents.
9. Any expenditure not included in the executed contract budget will automatically be disallowed.
10. Calculations are incorrect or can't be determined with the supporting documentation submitted.

i) The Supplemental RFR form provides a cumulative year-to-date summary of the amount of allowable expenditures for the purposes authorized by the executed contract budget. The amounts listed under the contract budget column of this form should reflect the most

recent approved budgeted line items and amounts. The PM will update RFR Supplemental form with payment amounts and any disallowance information.

j) The final step of the process is to e-mail the Agency contacts listed on the RFR form the following documents: RFR form, RFR Supplemental and RFR Disallowance report (if applicable) to notify the Agency that the payment has been processed.

NOTE: The RFR process is subject for review and revision for the FY 2015.

Appendix A: City of San Diego Income Limits

FY 2015
HUD INCOME LIMITS
FOR CITY OF SAN DIEGO

FAMILY SIZE	EXTREMELY LOW INCOME LIMITS (0-30% of median)	VERY LOW INCOME LIMITS (31-50% of median)	LOW/MODERATE INCOME LIMITS (51-80% of median)
1	$0 - $16,600	$16,601 - $27,650	$27,651 - $44,200
2	$0 - $18,950	$18,951 - $31,600	$31,601 - $50,500
3	$0 - $21,300	$21,301 - $35,550	$35,551 - $56,800
4	$0 - $23,650	$24,651 - $39,450	$39,451 - $63,100
5	$0 - $25,550	$26,551 - $42,650	$42,651 - $68,150
6	$0 - $27,450	$27,451 - $45,800	$45,801 - $73,200
7	$0 - $29,350	$29,351 - $48,950	$48,951 - $78,250
8	$0 - $31,250	$31,251 - $52,100	$52,101 - $83,300

Appendix B: City of San Diego FY 2014 CDBG Eligible Census Tracts

City of San Diego: LMA-CDBG Eligible 2000 Census Tracts
IMPORTANT: The CDBG Eligible census tracts will be changing in the near future. Should your project fall out of an eligible census tract, CDBG funds allocated to your project are subject to reprogramming. Census data may be found at the US Census Bureau, Fact Finder Website: http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml.

Sorted by Census Tract Number:

Sorted by Census Tract Numbers		
Census Tract No.	**Percentage of LMI Population**	**ID**
9	70%	13
10	56%	26
11	56%	27
12	71%	22
13	66%	12
15	59%	1
16	76%	11
17	71%	21
18	69%	25
21	67%	24
22.01	87%	10
22.02	86%	9
23.01	77%	18
23.02	83%	14
24.01	77%	6
24.02	83%	5
25.01	77%	96
25.02	60%	93
26.01	81%	4
26.02	78%	92
27.02	58%	20
27.03	58%	8
27.06	67%	95
27.07	87%	15
27.08	88%	16
27.09	89%	3
27.1	77%	2

28.01	57%	31
28.03	61%	28
29.04	61%	30
29.05	56%	29
30.04	71%	79
31.01	53%	62
31.03	55%	77
31.11	70%	69
31.12	52%	71
32.01	57%	54
33.01	70%	63
33.01	70%	66
33.01	70%	67
33.01	70%	68
33.02	79%	70
33.03	80%	58
34.01	58%	91
34.03	74%	80
34.04	85%	81
35.01	82%	72
35.02	73%	59
36.01	82%	57
36.02	84%	56
36.03	85%	55
39.01	82%	65
39.02	83%	60
40	86%	76
41	76%	82
44	56%	88
45.01	75%	84
45.02	75%	78
46	67%	83
47	89%	73
48	90%	74
49	83%	64
50	78%	61
51	82%	75
52	67%	85
53	67%	86
56	77%	94
57	74%	87

58	71%	89
59	57%	90
62	62%	19
65	59%	23
66	83%	7
75.01	56%	17
83.05	65%	97
83.59	57%	39
86	74%	33
87.01	54%	34
88	59%	32
91.02	54%	36
92.01	63%	35
94	61%	38
95.08	69%	37
100.05	67%	44
100.09	73%	41
100.1	52%	48
100.12	77%	43
100.13	85%	42
101.03	67%	53
101.06	66%	47
101.07	53%	52
101.11	63%	45
101.12	72%	46
133.08	99%	49
133.08	99%	50
133.08	99%	51
170.35	51%	40
207.09	57%	99
207.1	75%	98
208.01	52%	100

Sorted by Percentage of LMI Population:

Sorted by Percentage of LMI Population		
Census Tract No.	Percentage of LMI Population	ID
133.08	99%	49
133.08	99%	50
133.08	99%	51
48	90%	74
27.09	89%	3
47	89%	73
27.08	88%	16
22.01	87%	10
27.07	87%	15
22.02	86%	9
40	86%	76
36.03	85%	55
34.04	85%	81
100.13	85%	42
36.02	84%	56
49	83%	64
24.02	83%	5
66	83%	7
39.02	83%	60
23.02	83%	14
51	82%	75
35.01	82%	72
36.01	82%	57
39.01	82%	65
26.01	81%	4
33.03	80%	58
33.02	79%	70
50	78%	61

26.02	78%	92
24.01	77%	6
27.1	77%	2
25.01	77%	96
100.12	77%	43
23.01	77%	18
56	77%	94
16	76%	11
41	76%	82
45.01	75%	84
45.02	75%	78
207.1	75%	98
57	74%	87
34.03	74%	80
86	74%	33
35.02	73%	59
100.09	73%	41
101.12	72%	46
58	71%	89
17	71%	21
12	71%	22
30.04	71%	79
9	70%	13
31.11	70%	69
33.01	70%	63
33.01	70%	66
33.01	70%	67
33.01	70%	68
18	69%	25
95.08	69%	37
53	67%	86
52	67%	85
21	67%	24
100.05	67%	44
101.03	67%	53
46	67%	83
27.06	67%	95
101.06	66%	47
13	66%	12
83.05	65%	97
101.11	63%	45

92.01	63%	35
62	62%	19
28.03	61%	28
94	61%	38
29.04	61%	30
25.02	60%	93
88	59%	32
65	59%	23
15	59%	1
27.02	58%	20
27.03	58%	8
34.01	58%	91
28.01	57%	31
207.09	57%	99
59	57%	90
83.59	57%	39
32.01	57%	54
10	56%	26
75.01	56%	17
11	56%	27
44	56%	88
29.05	56%	29
31.03	55%	77
87.01	54%	34
91.02	54%	36
31.01	53%	62
101.07	53%	52
31.12	52%	71
208.01	52%	100
100.1	52%	48
170.35	51%	40

Appendix C: City of San Diego FY 2015 CDBG RFP Scoring Criteria

CITY OF SAN DIEGO
CDBG PROGRAM
FY 2015 CDBG RFP APPLICATION SCORING CRITERIA
FOR QUALIFIED AGENCIES

The following table lists the maximum score an applicant can receive, along with the review criteria for each section. For these sections, we suggest a close review of your application response in regards to the review criteria below.

MAXIMUM POINTS 100	APPLICATION REVIEW CRITERIA
10	**1. RELATIONSHIP TO CONSOLIDATED PLAN GOALS** **(a)** Proposed activity is consistent with the Consolidated Plan Goals and yearly Action Plan Goals approved by City Council [anticipating new preliminary Fiscal Year 2015-19 Goals] (0-5) **(b)** Proposed activity meets a priority level identified in the Consolidated Plan (0-5)
20	**2. PROJECT BENEFIT TO LOW AND MODERATE INCOME (LMI)** **(a)** Activity targets direct services or improvements to underserved low income residents and areas*. *Methodology to determine areas will be developed in conjunction with the Consolidated Plan and RFP. Areas will be mapped and provided. Example of factors: - High % of the people served through the activity are very low income residents (<50% AMI) City of San Diego residents - Located in or has a service area with high concentration of economic distress
20	**3. PROJECT OUTCOMES** **(a)** Provides a clear description of each objective to be achieved and is consistent with the scope of the proposed activity (0-5) **(b)** Provides a clear description of the target population (0-5) **(c)** Provides a high benefit to the San Diego communities in relation to the amount of funds and type of service (0-5) **(d)** Each objective listed is supported by clear measurement methods and appear to be achievable (0-5)

MAXIMUM POINTS 100	APPLICATION REVIEW CRITERIA
20	**4. ACTIVITY/TIMELINESS** **(a)** Provides a clear description of the scope of the activity, details the specific tasks to be accomplished in achieving the defined objectives, and demonstrates the appropriate level of licensing or site control. **(b)** The applicant clearly details how the proposed activity is: - a new service or improvement with documented need - not a duplication of existing services - an expansion of an existing service that increases access to services to previously underserved households or areas (0-5) **(c)** Project does not charge client fees or clearly provides proper justification for any client fees charged For CIP Projects, the factors will consist of the following as applicable (max 10 points): **(d)** Developer/construction manager to be utilized has previous development/construction experience with similar type construction activity funded with federal funds **(e)** Construction timeline and schedule well-documented **(f)** Construction is ready to start pending the selection and award of the general contractor within ninety (90) calendar days from the CDBG contract execution **(g)** Project scope addresses identified and documented health, safety, and/or ADA problems **(h)** Clearly demonstrates how the completed work will be maintained for a period of not less than five (5) years after termination of Agreement with the City For Direct Services Projects, the factors will consist of the following as applicable (max 10 points): **(e)** Demonstrates a clear alignment or connection between the needs identified and the intended objectives/results **(f)** Provides the number of unduplicated clients to receive each identified service **(g)** Annual cost per client is justifiable **(h)** Demonstrates collaborative efforts with other service providers in the area to maximize benefit to clients served

MAXIMUM POINTS 100	APPLICATION REVIEW CRITERIA
15	**5. ORGANIZATIONAL CAPACITY/ TRACK RECORD** **(a)** Identifies staff responsible for ensuring project oversight, management, fiscal oversight, and evaluation methods. If the staff identified was not included in the RFQ (in the same roles), additional qualifications and a justification is provided (0-5) **(b)** Clearly demonstrates quality experience and accomplishments in providing services to LMI City residents and/or communities (0-5) **(c)** Provides confirmed evidence of successful past project performance or success in initiating, maintaining, and completing similar projects or projects of similar magnitude with CDBG funds and/or other funding sources; consistently met its program goals (0-5)
15	**6. BUDGET JUSTIFICATION & LEVERAGE OF FUNDS** **(a)** Provides a budget that: - details all sources of funding for total activity costs - details all uses of funding for total activity costs - cost estimates are well documented (0-5) **(b)** The CDBG funds requested represents less than 50% of the overall total activity costs and leverage of non-CDBG sources are documented and secured (0-10)