



FY 2016 CDBG REQUEST FOR PROPOSAL (RFP)

**NONPROFIT CAPITAL IMPROVEMENT PROJECTS:
PUBLIC FACILITIES AND HOUSING REHABILITATION**

MANDATORY WORKSHOP



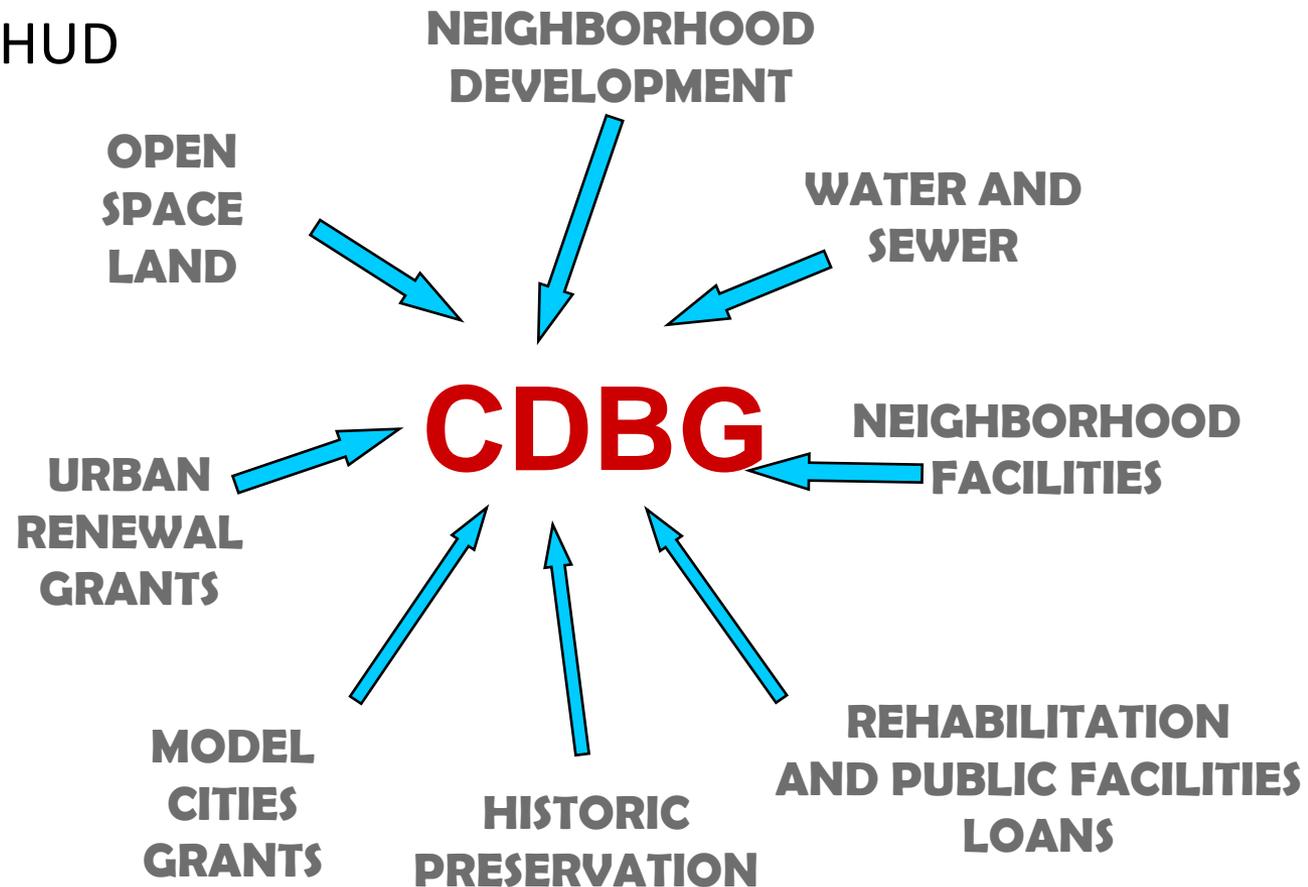
AGENDA

- Introductions and Overview
- RFP Submittal Checklist and Forms
- RFP In Depth
- Questions

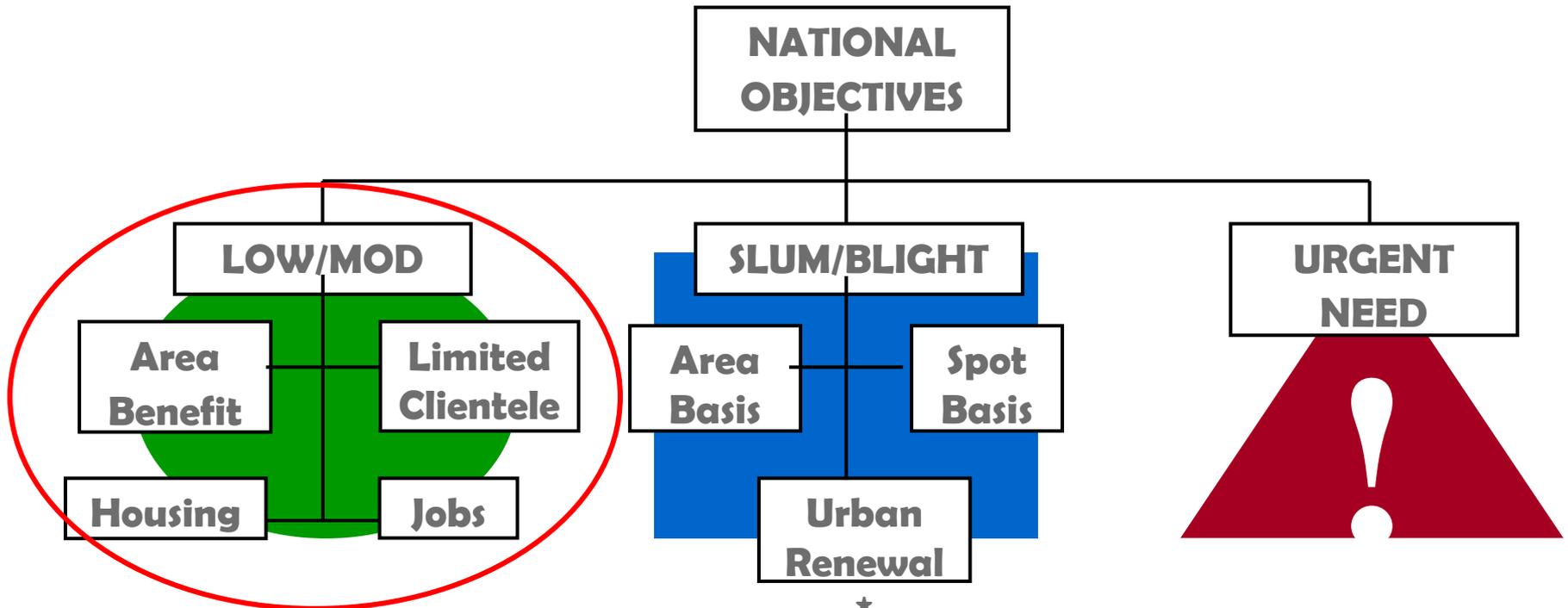


COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)

- Federal Entitlement
- Administered by HUD
- 24 CFR Part 570



National Objectives (24 CFR 570.208)





FY 2016 CDBG FUNDING ESTIMATES:

- \$10,429,538
- \$246,353 for Public Service
- \$1,042,954 for Community/Economic Development
- \$2,294,498 for Nonprofit Capital Improvement Projects



FY 2016 CDBG RFP FUNDING ELIGIBILITY:

- Request For Qualifications: Deemed Qualified
- Applicants must attend the mandatory RFP Workshop and sign-in
 - Attendance by grant writers on behalf of an applicant does not satisfy the applicant attendance requirement
- Applications must be complete and demonstrate compliance with HUD regulations and City policies
- Refer to the FY 2016 CDBG RFP Handbook for applicable regulations and policies



- GOAL 1:** Enhance the City's economic stability and prosperity by increasing opportunities for job readiness and investing in economic development programs.
- GOAL 2:** Strengthen neighborhoods by investing in the City's critical public infrastructure needs.
- GOAL 3:** Improve housing opportunities by creating and preserving affordable rental and homeowner housing in close proximity to transit, employment and community services.



- GOAL 4:** Assist individuals and families to stabilize in permanent housing after experiencing a housing crisis or homelessness by providing client-appropriate housing and supportive service solutions.
- GOAL 5:** Invest in community services and non-profit facilities that maximize impact by providing new or increased access to programs that serve highly vulnerable populations such as youth, seniors and food insecure households.
- GOAL 6:** Meet the needs of persons with HIV/AIDS and their families through the provision of housing, health, and support services.



- Links to all documents are on the CDBG website (www.sandiego.gov/cdbg)
- Questions must be submitted no later than **January 22, 2015 5 PM** to CDBG@sandiego.gov
- One-on-one technical assistance available through January 23, 2015 except January 19, 2015 (holiday)
 - Requests will be accepted on first-come, first-served basis and are not guaranteed if requests are made on January 21st or 22nd



- Complete RFP Submittal packets must be received by the CDBG Program Office **no later than 3:00 PM January 26, 2015**
- Faxed, e-mailed or applications received after the designated deadline will not be reviewed and will not be considered for funding
- **Visit the CDBG website frequently for updates**

*Community Development Block Grant Program (CDBG) - Economic Development Division
Development Services Department*



THE CITY OF SAN DIEGO



THE CITY OF SAN DIEGO

**CERTIFICATION REGARDING FY 2016 CDBG RFP SUBMISSION
(CIP APPLICANTS)**



The undersigned acknowledges the following:

1. That the applicant confirms that program and fiscal staff have attended a minimum of one session of the Mandatory FY 2016 CDBG RFP Workshop for Nonprofit Capital Improvement Projects and signed the attendance log, as required. Applicant understands that if such attendance cannot be verified by the HUD Programs Administration Office, this RFP will be deemed "ineligible" and will not be forwarded for FY 2016 CDBG Program funding consideration per Council Policy 700-02.
2. That submittal of a RFP for this project is not a guarantee of funding from the City of San Diego.
3. That all CDBG-funded activities shall be within the boundaries of the City of San Diego and/or benefit only City of San Diego residents.
4. That no revised RFPs may be made in connection with this RFP process once the deadline for the RFP submittal has passed, unless revisions and/or additional documentation are mandated by the HUD Programs Administration Office during their RFP review process.
5. Eligible FY 2016 CDBG RFP submittals will be forwarded to the City's Consolidated Plan Advisory Board for review and scoring. Applicant understands that there is no appeals process for final scores issued by each Advisory Board member. Funding recommendations will be based on the total score received for each RFP reviewed. The funding recommendations will be forwarded to City Council for approval.
6. That, if the project is recommended for funding, the City of San Diego reserves the right to reduce and/or cancel the allocation if federal entitlements are canceled, reduced, or rescinded.
7. That, if the project is recommended for funding, a written executed agreement that includes a scope of services, budget terms, records retention and reporting, program



NONPROFIT CAPITAL IMPROVEMENT PROJECTS:

PUBLIC FACILITIES AND HOUSING REHABILITATION

- Minimum funding request - \$100,000
- Funding request must represent the amount needed to complete project construction activities
- Projects cannot be phased over multiple years
- Funding is limited to construction activities only
 - Design and plan development are not eligible activities
 - Acquisition activities are not eligible activities



NONPROFIT CAPITAL IMPROVEMENT PROJECTS:

PUBLIC FACILITIES AND HOUSING REHABILITATION

- Projects must be ready start by July 1, 2015
- Abide by the 18 month timeline established by Council Policy 700-02
- Project activities must be completed by December 31, 2015
- For CIP Housing Rehabilitation projects, assistance limited to LMI households:
 - Income levels must be verified and documented; presumed LMI does not apply



NONPROFIT CAPITAL IMPROVEMENT PROJECTS: PUBLIC FACILITIES AND HOUSING REHABILITATION

- HUD rules prohibit contractors involved in developing and drafting specifications, requirements, statements of work, invitations to bid, or requests for proposals from competing for such procurements



FY 2016 CDBG RFP WORKSHOP

RFP Submittal Packets

**Nonprofit Capital Improvement Projects:
Public Facilities and Improvement Projects (PF&I)
Housing Rehabilitation Projects (HR)**



GENERAL INFORMATION

- Page limits – Designated page limits is listed with each the section title; however, no limitation by sub-section
- Maximum scores are listed, as applicable
- Format – Utilize the required font (Calibri 11)
- Narrative sections: Bullet points, numbering, insertion of tables permissible
- Any questions regarding applications to CDBG@sandiego.gov



APPLICANT AGENCY INFORMATION

- Ensure the Funding Request information matches the information provided in Section 3. (Excel Form)
- Ensure complete and accurate information is listed in all three Contact Information section
 - Distribution of correspondence from the HUD Programs Administration Office regarding the RFP process will be limited to those listed
 - Any updates during the RFP process should immediately be provided by sending notification to CDBG@sandiego.gov



1. PROJECT CHARACTERISTICS (MAX LENGTH: 3 PAGES)

- a. Project Summary (Max Score: 10 Points)
- b. Critical Needs Addressed (Max Score 10 Points)
- c. **PF&I: Confirmation of a New Public Facility/Improvement of Existing Public Facility; (Max Score: 5 Points)**
HR: Confirmation of Results (Max Score: 5 Points)
- d. Project Goal(s) (Max Score: 10 Points)
- e. **PF&I: Project Benefit to Low and Moderate-Income Clients (Max Score: 5 Points)**
HR: Project Benefit to Low and Moderate-Income Households (Max Score: 5 Points)



2. ORGANIZATIONAL CAPACITY

(MAX LENGTH: 1 PAGE)

- a. Experience in Successful Implementation of CIP Projects
(Max Score: 5 Points)

- a. Experience in Provision of Services/Benefits to LMI Residents
(Max Score: 5 Points)



BUDGET OVERVIEW

- Audited Financial Statements were submitted at the RFQ phase of application process.
- 3 Month Cash Rule determined the Applicant's maximum funding request threshold for all projects.
- No advances will be provided.
- Must be financially capable to perform services on reimbursement basis.
- RFP fiscal budgets will be used in contract process.



MINIMUM FUNDING REQUEST AMOUNT

- For Capital Improvement Project is \$100,000.

FUNDING REQUEST INFORMATION	
<i>Total amount of CDBG funding requested in this RFP:</i>	



3. FY 2016 RFP BUDGET INFORMATION- CIP PROJECTS (MAX LENGTH: 2 PAGES) (MAX SCORE: 18 POINTS)

i. Demonstration of Sustainability (Max Score: 5 Points)

Describe how your agency will ensure that there are funds and a mechanism in place to ensure the project will not rely on CDBG funds for program sustainability or maintenance of improvements.



ii. Total Project Budget Information: Funding Sources (Max Score: 5 Points)

FUNDING SOURCE TITLE		AMOUNT SECURED*	AMOUNT UNSECURED	% OF TOTAL BUDGET
1.	FY 2016 Community Development Block Grant		\$200,000	46.51%
2.	Agency Funding	\$100,000		23.26%
3.	County of San Diego	\$50,000		11.63%
4.	Fundraising		\$80,000	18.60%
TOTAL SECURED & UNSECURED FUNDING		\$150,000	\$280,000	100.00%
TOTAL PROJECT BUDGET		\$430,000		



- The formula for the leverage percentage is the total of amount secured divided by Total Project Budget.
- Since the table ii. lists 2 secured funding sources, the Applicant must provide supporting documentation for both sources.

iii. Total Project's Secured Funding Information (Max Score: 3 Points)

LEVERAGE OF SECURED FUNDING PERCENTAGE	34.88%
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*** Supporting documentation is required for amounts listed as secured and as leverage to the proposed CDBG project.**



iv. Proposed Uses of CDBG Funds (Max Score: 5 Points)

PERSONNEL EXPENSES: POSITION TITLES	% OF FTE FOR CDBG PROJECT	PROPOSED CDBG AMOUNT (SALARY/WAGES + FRINGE)
Position A	12.50%	\$25,000
Position B	19.00%	\$63,000
<p align="center">A-TOTAL PROPOSED CDBG PERSONNEL BUDGET (CIP-HOUSING REHAB PROGRAMS ONLY)</p>		<p align="center">\$88,000</p>



NON-PERSONNEL EXPENSES:LINE ITEM TITLE	PROPOSED CDBG AMOUNT	% of Total Budget
Construction/Renovation	\$100,000	50.00%
Construction Management (maximum 6% of Project Budget)	\$12,000	6.00%
Other Expenses (List Below)*		
		0.00%
		0.00%
B-TOTAL PROPOSED CDBG NON-PERSONNEL BUDGET	\$112,000	
(A+B) TOTAL PROPOSED CDBG PROJECT BUDGET	\$200,000	

*** Please confirm eligibility with HUD Programs Administrations (HPA) staff before listing items under Other Expenses. Failure to contact HPA may lead to an ineligible determination for the line item.**



FISCALLY COMPLETE SUBMITTAL

- The total of all CDBG project budget request amounts do not exceed the maximum funding request amount threshold determined by 3 month rule calculation.
- Funding request amount is a minimum of \$100,000 or more.
- Total CDBG Project Budget Amount requested matches from 1st page of RFP matches in table ii and table iv.
- Supporting documentation is submitted for all Secured Funding listed in table ii.
- Any “Other” expenses listed in table iv. have been previously authorized by HPA staff.



4. PROJECT BENEFITS TO HIGH-NEED AREAS AND/OR POPULATIONS (MAX LENGTH: 1 PAGES)

- a. Description of the proposed project benefits to High-Need Areas and/or Populations (Max Score: 10 Points)
 - May include data and analysis included in Con Plan
 - 80% and 50% Income Tables by Census Tract and Block Groups
 - Other statistics and data you have with sources cited



American Fact Finder

U.S. Department of Commerce
United States Census Bureau

AMERICAN FactFinder

Feedback FAQs Glossary Help

English Español

Community Facts

Find popular facts (population, income, etc.) and frequently requested data about your community.

Enter a state, county, city, town, or zip code:
e.g., Atlanta, GA

- Guided Search
- Advanced Search
- Download Center

American FactFinder provides access to data about the United States, Puerto Rico and the Island Areas. The data in American FactFinder come from several censuses and surveys. For more information see [Using FactFinder](#) and [What We Provide](#).

Using American FactFinder

Learn about American FactFinder's functions and features.

What We Provide

The following data are available on American FactFinder:

- American Community Survey [more »](#) | [get data »](#)
- American Housing Survey [more »](#) | [get data »](#)
- Annual Economic Surveys [more »](#)
- Annual Surveys of Governments [more »](#)
- Census of Governments [more »](#) | [get data »](#)
- Decennial Census [more »](#) | [get data »](#)
- Economic Census [more »](#) | [get data »](#)
- Equal Employment Opportunity (EEO) Tabulation [more »](#) | [get data »](#)

News and Notes

December 04, 2014
The 2013 American Community Survey 5-year estimates are now available ...

[view all news, release schedules, and more »](#)

Address Search

Find Census data by entering a [street address](#).

Reference Maps

Reference Maps show selected geographic boundaries for an area along with [creating feature sets, such as roads](#).

Address Search

Find Census data by entering a [street address](#). [Click here](#)



Enter Address...

U.S. Department of Commerce
United States Census Bureau

AMERICAN FactFinder

Feedback FAQs Glossary Help

MAIN COMMUNITY FACTS GUIDED SEARCH **ADVANCED SEARCH** DOWNLOAD CENTER

Search - Use the options on the left (topics, geographies, ...) to narrow your search results

Your Selections
"Your Selections" is empty

To search for tables and other files in American FactFinder:

Select Geographies

Enter search terms and an optional geography and click GO

List Name Address Map

Enter a street address, city and state, or a street address and ZIP code. Click "Go".

Note: address search will use the latest available address data beginning with 2013 and working backwards, based on the contents of Your Selections.

street address city state -- select a state -- zip GO

- these are added to "Your Selections"
- the Search Results are updated

- Next, select Geographies (states, counties, cities, towns, etc.)
- these are added to "Your Selections"
- the Search Results are updated

- Select one or more Search Results and click View

Enter a street address, city and state, OR a street address and ZIP code. When finished filling out the fields, Click "Go"

Select Geographies

Enter search terms and an optional geography and click GO

List Name Address Map

Enter a street address, city and state, or a street address and ZIP code. Click "Go".

Note: address search will use the latest available address data beginning with 2013 and working backwards, based on the contents of Your Selections.

street address city state -- select a state -- zip GO



Verify the Block Group and Census Tract...

The screenshot shows the American FactFinder search interface. A search window is open with the following details:

- Search terms: 1200 Third Avenue, San Diego, California, 92101
- Geographies containing 1200 3rd Ave, SAN DIEGO, CA, 92101:

Geography Name	Geography Type	Geography Code
California	State	040
San Diego County, California	County	050
San Diego CCD, San Diego County, California	County Subdivision	060
Block 3008, Block Group 3, Census Tract 53, San Diego County, California	Block	100
Census Tract 53, San Diego County, California	Census Tract	140
Block Group 3, Census Tract 53, San Diego County, California	Block Group within Census Tract	150
San Diego city, California	Place within State	160
San Diego-Carlsbad, CA Metro Area	Metro/Micro Statistical Area	310
San Diego, CA MSA	MSA/CMSA	320
San Diego, CA Urbanized Area (2010)	Urban Area	420
Congressional District 52 (113th Congress)		500

A red box highlights the row for "Block Group 3, Census Tract 53, San Diego County, California" with a code of 150. Below the table, a callout box provides a detailed view of this entry:

Block Group 3, Census Tract 53, San Diego County, California	Block Group within Census Tract	150
--------------------------------------------------------------	---------------------------------	-----



Look up Census Tract **53** and Block Group **3** and on HUD Tables:

CT / BG	Low Mod Pct
36.03	
Block Group 1	69.8%
Block Group 2	80.5%
Block Group 3	92.2%
39.01	
Block Group 1	82.9%
Block Group 2	94.5%
Block Group 3	90.9%
39.02	
Block Group 1	94.7%
Block Group 2	87.5%
Block Group 3	80.9%
Block Group 4	84.3%
40	
Block Group 1	70.3%
Block Group 2	83.9%
Block Group 3	81.4%
Block Group 4	77.6%
41	

CT / BG	Low Mod Pct
49	
Block Group 1	86.5%
Block Group 2	64.7%
Block Group 3	85.1%
50	
Block Group 1	84.0%
51	
Block Group 1	88.6%
Block Group 2	56.0%
52	
Block Group 1	56.9%
Block Group 2	79.5%
53	
Block Group 1	81.8%
Block Group 2	71.8%
Block Group 3	86.7%
57	
Block Group 1	70.7%
Block Group 2	55.3%



5. PROJECT SPECIFICS (PF&I MAX LENGTH: 2 PAGES) (HR MAX LENGTH: 3 PAGES)

- a. Contract Execution Readiness (Max Score: 22 Points)
 - i. Justification of CDBG Funds Requested (Max Score: 4 Points)
 - ii. Environmental Review of Project (Max Score: 2 Points – HPA)
 - iii. Applicable Project Permits (Max Score: 2 Points)
 - iv. Project eligibility (Max Score: 2 Points – HPA)
 - Not listed as a sub-section, since no additional information is requested
 - v. Compliance with 18-Month Timeline (Max Score: 12 Points)
HR: Includes a narrative section before the Project Schedule



ALLOCATION/FUNDING AWARD PROCESS (JAN-MAR)

- Consolidated Plan Board (CPAB) – Week of 02/05/15
- Ad Hoc Meetings 02/09-02/27/15
- No CPAB regularly scheduled meeting – 02/11/15
- Scoring results submitted to HPA Office –
Week of 03/02/15
- CPAB meeting 03/11/15 to discuss and approve scoring results and funding recommendations
- CPAB to present FY 2015 CDBG scoring results and funding recommendations to City Council – Late March 2014



Q & A