THE CITY OF SAN DIEGO

FY 2016 CDBG REQUEST FOR PROPOSAL (RFP)

PUBLIC SERVICE (PS) AND COMMUNITY AND ECONOMIC DEVELOPMENT (CED)

MANDATORY WORKSHOP

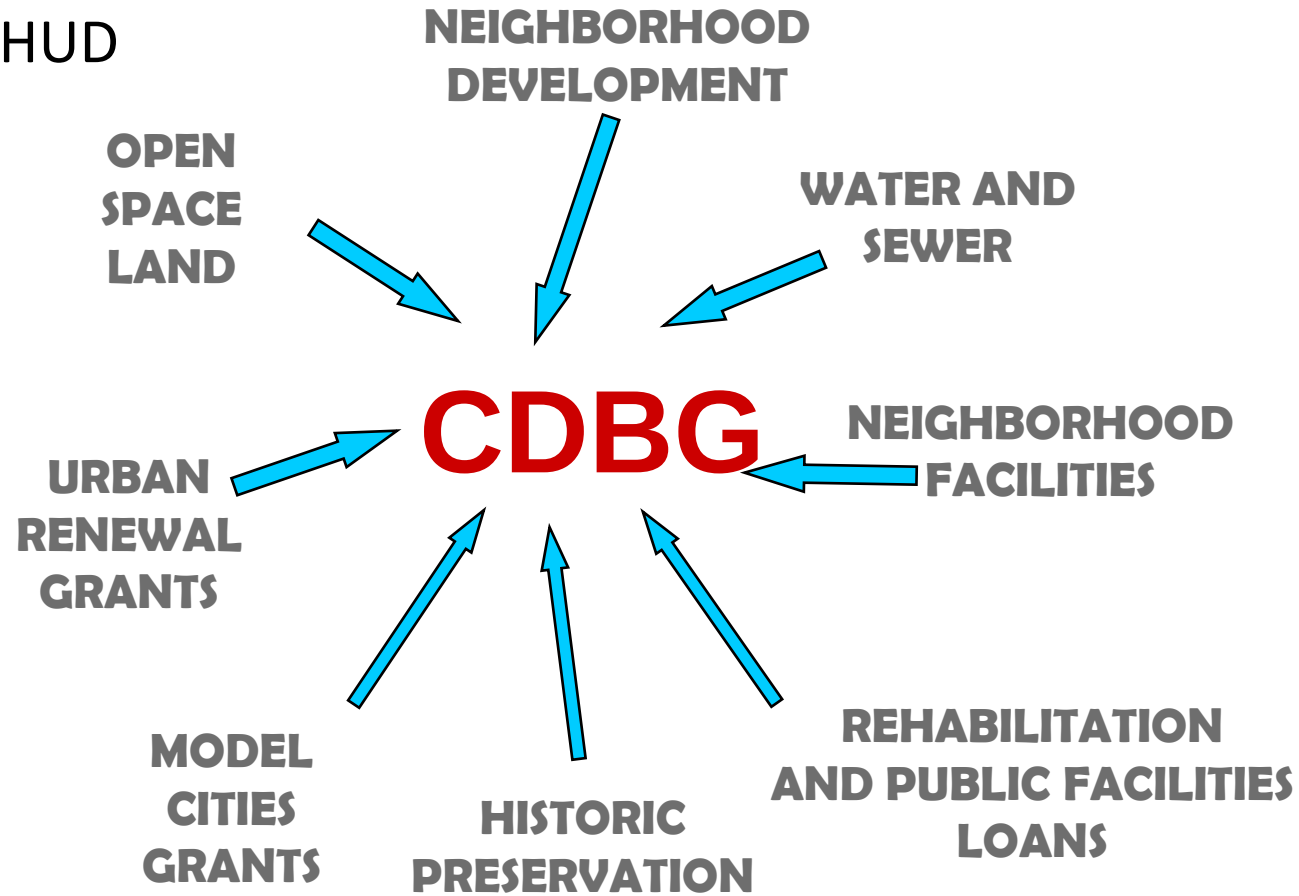
AGENDA

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

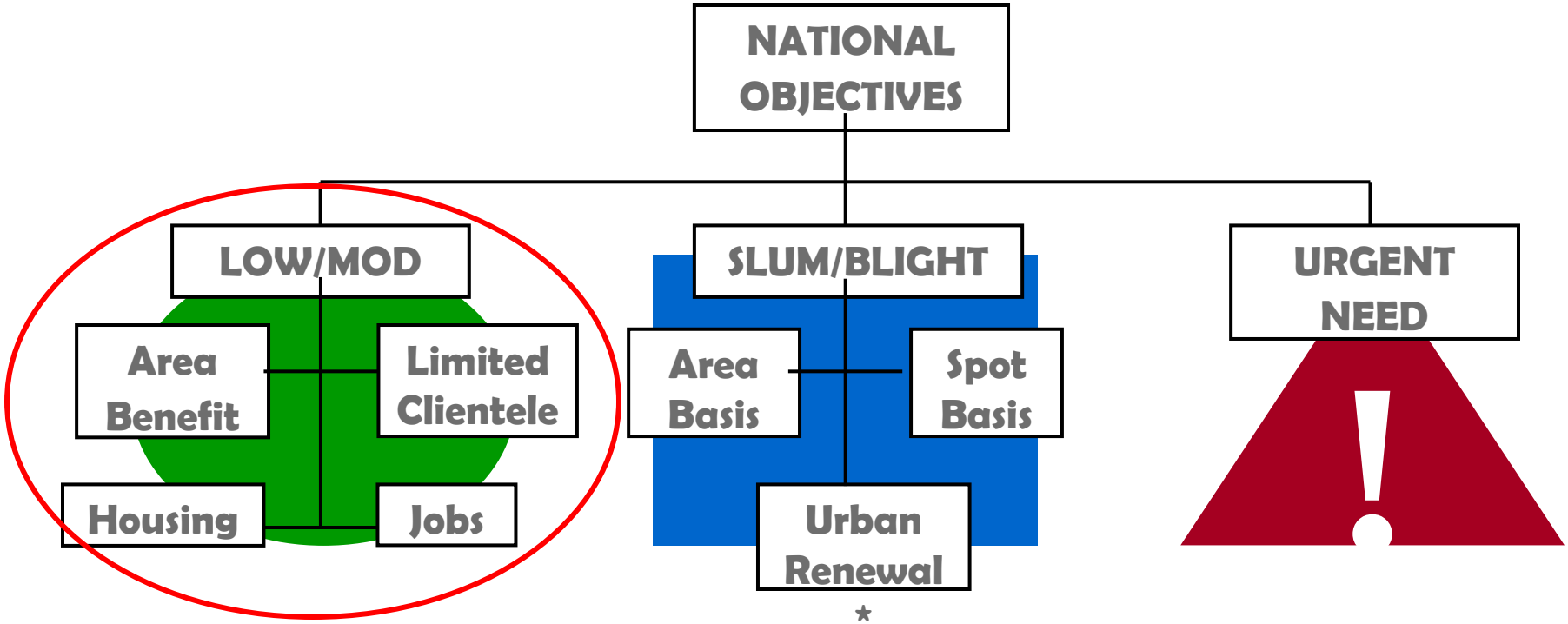
THE CITY OF SAN DIEGO

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 ELIGIBILTY:

- 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**

PUBLIC SERVICES & COMMUNITY/ECONOMIC DEVELOPMENT

- Minimum funding request - $50,000
- Project activity must be ready to start on July 1, 2015 and be completed by June 30, 2016
- For Microenterprise Assistance, 100% of the clients assisted must be LMI individuals
- For Direct Homeownership Assistance, 100% of the households assisted must be LMI households
  - Income verification and documented; presumed LMI does not apply

THE CITY OF SAN DIEGO

CERTIFICATION REGARDING FY 2016 CDBG RFP SUBMISSION (PS & CED 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 Public Services and Community/Economic Development 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.

THE CITY OF SAN DIEGO

FY 2016 CDBG RFP WORKSHOP

RFP Submittal Packets

Public Services Projects
Community/Economic Development Projects

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. Confirmation of a New Service or Expansion/Improvement of Existing Services (Max Score: 5 Points)
d. Project Goal(s) (Max Score: 10 Points)
e. Project Benefit to Low and Moderate-Income Clients (Max Score: 5 Points)

2. ORGANIZATIONAL CAPACITY (MAX LENGTH: 1 PAGE)

a. Experience in Successful Implementation of Public Services Projects (Max Score: 5 Points)

b. 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 the 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 Public Services and Community/Economic Development projects is $50,000.

FUNDING REQUEST INFORMATION	
Total amount of CDBG funding requested in this RFP:	

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

i. Demonstration 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%**

***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
A-TOTAL PROPOSED CDBG PERSONNEL BUDGET		**$88,000**

NON-PERSONNEL EXPENSES: LINE ITEM/TYPE	PROPOSED CDBG AMOUNT	% of Total Budget
Supplies	$53,000	26.50%
Publications/Printing	$11,000	5.50%
Rent/Lease (Project Operations)	$8,000	4.00%
Insurance	$3,000	1.50%
Utilities	$7,000	3.50%
Communications	$30,000	15.00%
Federally Approved Indirect Cost Rate*		0.00%
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**	

*** A copy of the FY16 federally approved indirect cost rate document must be submitted in order to be allowed to use the rate.**

**** 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.**

THE CITY OF SAN DIEGO

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 $50,000 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.
- If Federally Approved Indirect Cost Rate entered in table iv., a copy of the Federally Approved Indirect Cost Rate is included in the RFP submittal.
- Any "Other" expenses listed in table iv. have been previously authorized by HPA staff.

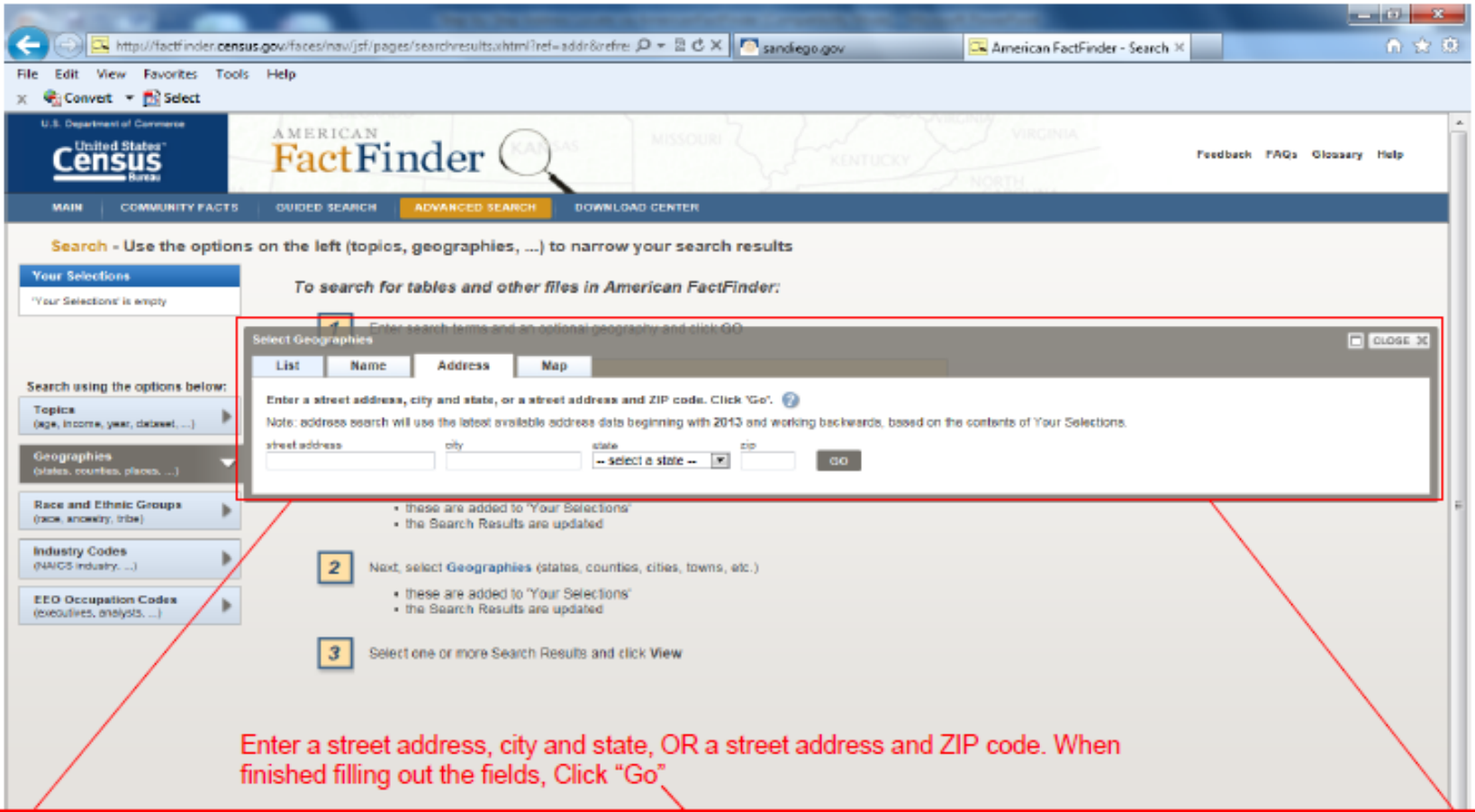
5. PROJECT BENEFITS TO HIGH-NEED AREAS AND/OR POPULATIONS (MAX LENGTH: 1 PAGE)

a. Description of the proposed project benefits to High-Need Areas and/or Populations (Max Score: 10 Points)

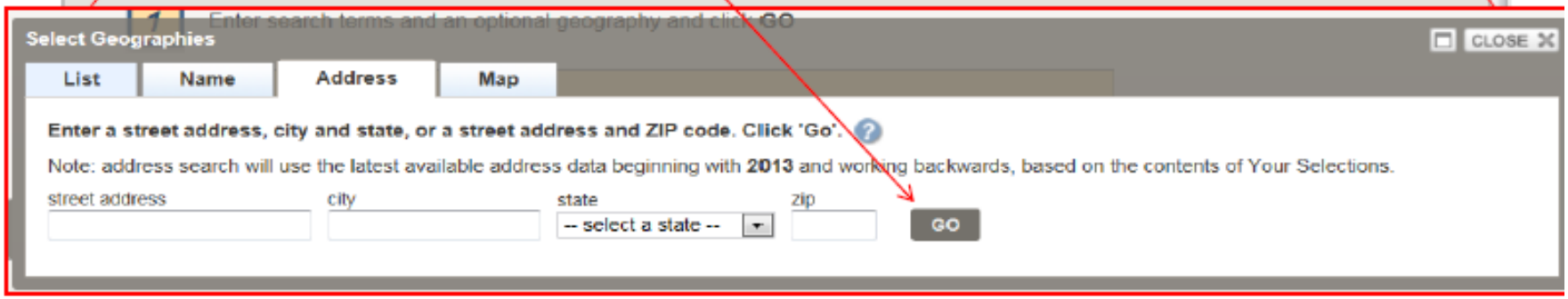
- May include data and analysis included in Con Plan
- 80% and 50% Income Tables by Census Tract and Block Groups
- Other statistics and data you have with sources cited

American Fact Finder

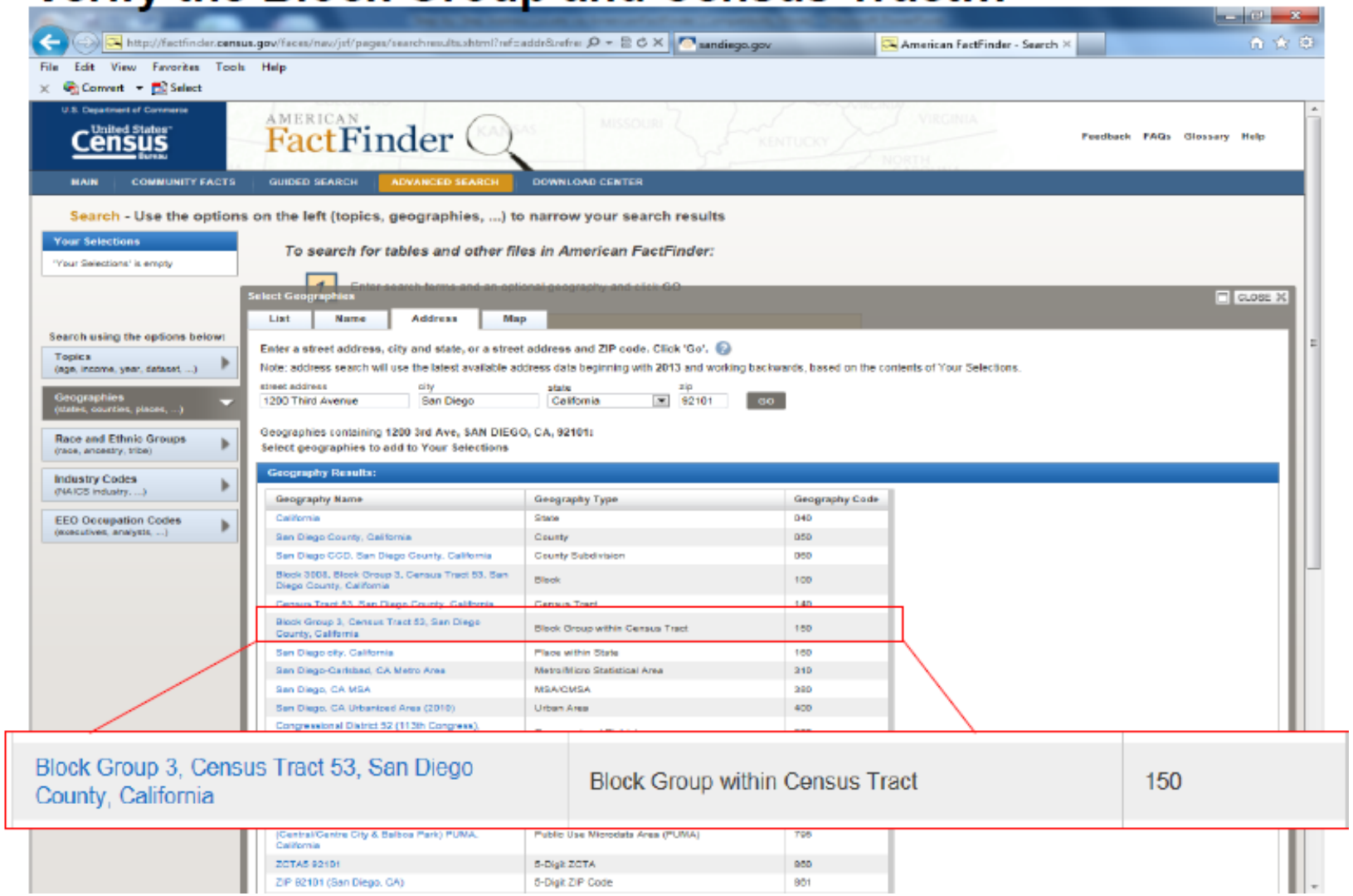
Enter Address…



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



Verify the Block Group and Census Tract…



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 (MAX LENGTH: 2 PAGES)

a. Services to be Provided (Max Score: 10 Points)

   i. Quantity and Duration (Max Score: 2 Points)
   ii. Method of Delivery (Max Score: 2 Points)
   iii. Individual/Group Services Information (Max Score: 2 Points)
   iv. Explanation/Justification of CDBG Funds Requested and Fees Charged
   (Max Score: 4 Points)

b. Project Schedule (Max Score: 10 Points)

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