



THE CITY OF SAN DIEGO

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

**FISCAL YEAR 2016
REQUEST FOR QUALIFICATIONS (RFQ)
HANDBOOK**

**CITY OF SAN DIEGO
ECONOMIC DEVELOPMENT DEPARTMENT
HUD Programs Administration Office
October 2014**

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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) process for Fiscal Year 2016. This handbook provides a general overview of the RFQ 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 through the provision of:

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

CDBG funds are intended to principally benefit low to moderate income persons (LMI)¹ as well as those presumed by HUD to be LMI: abused children, elderly persons, battered spouses, homeless persons, severely disabled adults, illiterate adults, persons living with aids, and migrant farm workers.

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. CDBG funds may be used for the types of projects described below:

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

- a. **Public Services Projects:** These generally refer to projects that provide social services and/or other direct assistance to individuals or households. Note that direct cash payment to individual clients is not an eligible project activity.
- 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. Note the following as part of the requirements that apply to these types of CDBG projects:
 - i. Funding for code enforcement activities may only be requested by City of San Diego Departments
 - ii. Direct cash payment to individual clients is not an eligible project activity
- c. **Capital Improvement Projects (CIP):** These generally refer to projects that would result in improvements to facilities (publicly and privately owned) that provide services to eligible individuals and households. Housing rehabilitation projects may also be funded under the CIP category provided these meet applicable CDBG standards and conform to applicable regulations.

A total of \$10,978,461 in CDBG entitlement funds was awarded to the City for FY 2015 and the FY 2016 estimates have not been released yet. Please note that the 15% of CDBG funds designated for Public Service projects are 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.

CDBG funds must be allocated to projects and programs that meet one of the City's goals as outlined in the [FY 2015 – FY 2019 Consolidated Plan](#) (Con Plan). The City's Con Plan goals are outline below in no particular order or ranking:

- Enhance the City's economic stability and prosperity by increasing opportunities for job readiness and investing in economic development programs;
- Strengthen neighborhoods by investing in the City's critical public infrastructure needs
- Improve housing opportunities by creating and preserving affordable rental and homeowner housing in close proximity to transit, employment and community services;
- 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;
- 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; and,
- Meet the needs of persons with HIV/AIDS and their families through the provision of housing, health and support services.

III. RFQ SUBMITTAL REQUIREMENTS

The FY 2016 CDBG application for funding process consists of two phases: request for qualifications (RFQ) followed by the request for proposals (RFP). All FY 2016 CDBG applicants must successfully complete both phases, in order to be considered for FY 2016 CDBG funding. Only those respondents that successfully complete the RFQ process are eligible to participate in the RFP process.

In order for a RFQ submittal to be complete, it **must** include the following:

- **One (1) complete original, signed RFQ Submittal Checklist;**
- **One (1) complete RFQ Questionnaire;**
- **One (1) copy of all of the required certifications, agency and fiscal documents as listed in the RFQ Submittal Checklist, as applicable.**

The RFQ submittal package must be received by the HUD Programs Administration (HPA) Office on or before 3:00 PM, Monday November 17, 2014. Late submittals will not be considered.

NOTES:

1. **The party authorized to do so on behalf of the applicant Agency must sign and date all of the certifications. All signatures (required in certifications and on page no. 2 of the Checklist) must be original.**
2. **Faxed, e-mailed or late RFQ submittals will not be accepted.**
3. **All submittal packages will be time and date stamped by City staff upon receipt.**

Submittals received after the deadline (November 17, 2014 on or before 3:00 PM) will not be considered nor reviewed. Written notification will be mailed to applicants regarding ineligibility determinations resulting from late submittals.

In order to expedite the new RFQ process:

1. Do not use binders, folders or similar products to submit the RFQ and supporting documentation.
2. Do not 3-hole punch the RFQ form and/or any of the RFQ supporting documents.
3. Do not staple any RFQ sections and/or supporting documentation.
4. Use paper clips and/or binder clips to separate RFQ materials/documents from one another.
5. As needed, use a rubber band or such to keep all materials together and place the RFQ 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, double-sided if feasible.
7. The font used must be **Calibri size 12, and line spacing must be single**. The application form is formatted to abide by these specifications – **do not change**.

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

Leonardo Alarcon, Project Manager
ATTN: FY 2016 CDBG RFQ Submittal
City of San Diego, HUD Programs Administration Office
1200 Third Avenue, Suite 1400
San Diego, CA 92101

The RFQ submittal package may be hand-delivered to the listed address or sent via US Mail taking the deadline listed above into account.

IV. RFQ COMPONENTS:

As noted above, in order for an RFQ submittal to be complete, it **must** include the following:

One complete original, signed RFQ Submittal Checklist: The Checklist provides guidance to the applicant as to what constitutes a complete submittal. Respondents use this document as they assemble their submittal package to ensure it includes all of the required components. The Checklist must be included in the submittal and must be signed. By signing and completing the second page of the Checklist, the applicant attests to providing factual information in its submittal. The Checklist calls out the following documents –see checklist itself for further details (1 – 4 below are required of **all** applicants):

1. Request for Proposals (RFQ):
 - a. RFQ Submittal Checklist –download from [City's website](#)
 - b. RFQ Questionnaire –download from [City's website](#)
2. Certifications –download from [City's website](#) (5 total)
3. Agency Documents –prepared by respondent agency (3 total)
4. Fiscal Document –prepared by respondent agency (1 total)
5. Fiscal Document, required of all **non-governmental organizations** –prepared by respondent agency (1 total)

By appropriately following the Checklist and careful verification of inclusion of all required documents, respondent agencies would ensure their submittal is complete.

One complete RFQ Questionnaire: The RFQ Questionnaire consists of questions that are answered by choosing the yes or no option as applicable and/or responding in narrative form (through the use of *text boxes*).

Respondents **must** use size **12 Calibri font** in all text boxes and line spacing **must** be single. All text boxes have a pre-set line limit, depending on the question. The Questionnaire form is formatted to abide by these specifications – **do not change**.

The RFQ Questionnaire provides directions and details regarding each question. No further directions are provided in this Handbook. If you have inquiries about any of the RFQ questions, ensure to submit your inquiry via electronic mail to CDBG@sandiego.gov as noted below –see page 10. The RFQ Questionnaire consists of the following sections:

1. **Applicant Organization: General Information**
2. **Experience**
3. **Financial Documentation And Budget Information**
4. **Internal Controls**
5. **Procurement Methods**

Important Notes:

1. Be sure to provide the complete and accurate Tax Identification number and Data Universal Number System (DUNS) number. Note the DUNS number consists of nine digits.
2. Ensure that the person listed as the RFQ Contact is available during the RFQ process in order to respond to inquiries from the CDBG Program Office as needed.

V. RESPONDENTS’ FINANCIAL RESOURCES AND THE *HPA’S THREE MONTHS CASH RULE*

HPA’s “Three Month Cash Rule” is used as a guideline to determine whether an applicant is solvent and has enough available cash to take a CDBG project from beginning to end in the twelve or eighteen months allowed by the executed agreement. CDBG projects should not harm the day-to-day operations of funded organizations, so enough funds must be available for both purposes. This rule was implemented to ensure that funded organizations have the capital needed to successfully carry out their daily operations concurrently with the funded CDBG project (which is funded on a reimbursement basis).

Through the use of the “Three Month Cash Rule”, the HPA staff identifies the **maximum** funding request threshold that an applicant may pursue through the RFP process.

The “Three Month Cash Rule” considers the following:

- Cash balance from the Balance Sheet will be used to compute the maximum funding request threshold;
- Reserved funds and receivables are **not used** to determine cash per Generally Accepted Accounting Principles (GAAP); and,
- The cash flow statement is also reviewed to determine solvency and track cash patterns.

The Three Month Cash Rule is based on the following reimbursement schedule:

1. The initial month (month no. 1) is needed to expend funds on the project;
2. The second month (month no. 2) is needed report the expended funds with proper supportive documents due on the 15th (monthly) or 30th (annually for final project submission); and,

3. The third month (month no. 3) is needed for the City to review documents, resolve issues, and reimburse funded organization by mail or transfer funds to banking institution.

The maximum funding request threshold is calculated by multiplying the cash in the balance sheet by four (4) and the resulting amount establishes the maximum funding request threshold that any applicant may apply for, should said applicant be deemed eligible to participate in the upcoming RFP process.

Example:

Application requests \$100,000 and its Balance Sheet Cash is \$32,000. Applicant can apply for up to \$128,000 ($\$32,000 \times 4 \text{ quarters}^* = \$128,000$) in the upcoming RFP process.

VI. FISCAL CAPACITY RFQ REQUIREMENTS

The RFQ respondents **must demonstrate** sufficient fiscal capacity to manage CDBG funds. Within this context, fiscal capacity refers to the ability of an organization to manage federal funds effectively based on its records and procedures.

The respondent's fiscal documentation required as part of the RFQ submittal consists of the Audited Financial Statements and the Single Audit Report (as applicable) –see *RFQ Checklist and Section III of the RFQ Questionnaire*:

The audited financial statements **and** the Single Audit report (as applicable) must include the following:

- Year end dated 06/30/2013 or later;
- Unqualified/Unmodified Opinion;
- If received CDBG funding for the reported fiscal year, CDBG should be included in the listing of federal awards; and
- No findings.

NOTES:

- HUD Programs Administration (HPA) staff will follow up with the RFQ respondent if any of the above items are not met.
- A copy of the audited financial statements is required, even if a Single Audit report is completed and submitted to the Federal Audit Clearinghouse (FAC) . The cash balance amount listed in the audited financial statement will be used to determine the applicant's maximum funding request threshold for the Request for Proposal (RFP).

Applicants will also need to demonstrate that both adequate internal controls and satisfactory procurement procedures are in place in order to properly manage CDBG funds as well as abide by applicable standards –see *Sections IV and V of the RFQ Questionnaire*:

- **Internal Controls:** There should be clear lines of authority and adequate separation of duties over *all* financial transactions. Said lines of authority and separation of duties should be clearly detailed in the applicant’s **written financial management procedures**. Note that while the **written** procedures manual is **not** required to be submitted as part of the RFQ package, HPA staff will be reviewing the applicant’s financial management procedures to ensure details correspond with the responses provided in the RFQ.

The following documents provide examples of best practices for internal controls:

- “Standards for Internal Control in the Federal Government” (Green Book) issued by the Comptroller General: <http://www.gao.gov/special.pubs/ai00021p.pdf>
- “Internal Control Framework” issued by the Committee on Sponsoring Organizations (COSO): <http://www.coso.org/ic.htm>.

NOTE: Weak internal controls are not a disqualifying element. If funded, HPA staff will provide technical assistance to the applicant to strengthen its internal controls prior to contract execution.

- **Procurement Methods:** There are specific procurement methods (as outlined in HUD regulations) that must be followed for all purchases when using federal funds. The procurement methods are micro-purchase, small purchase, sealed bid, competitive proposal and noncompetitive proposal –see *RFQ Questionnaire for further details regarding these four procurement methods*. While submittal of the applicant’s **written** procurement policy is not required to be submitted as part of the RFQ submittal, the written procedures of funded organizations will be reviewed to ensure details correspond with the responses provided in the RFQ.

NOTES:

- Applicants that do not have **written** procurement policies will not be disqualified. If funded, HPA staff will provide technical assistance so that funded organizations have **written** procurement procedures in place, consistent with applicable standards, prior to contract execution.
- Organizations receiving CDBG funds from the City must purchase goods and services (or sub-contract for the same) to the maximum extent possible from firms which employ a substantial percentage of target areas residents, or are located within the target area, or are owned to a substantial degree by target area residents.
- Funded organizations are required to follow a free and open competitive process in securing goods and services.
- Funded organizations must document the procurement activities and decisions, observe applicable rules (as these apply to applicable procurement methods), properly bond and insure work involving large construction contracts and/or subcontracts, and contract with minority and/or women-owned businesses to the maximum extent feasible.
- Nonprofit organizations must comply with [2 CFR Part 215.44](#) and [24 CFR 84.40 - 84.48](#) and government organizations must comply with [24 CFR Part 85](#).

VII. RFQ TIMELINE

The City of San Diego’s FY 2016 CDBG RFQ is being made available to the public on Monday, October 27, 2014. The table below shows the anticipated timeline for the RFQ process. Note all of the dates **following** the submittal deadline are subject to change. Check the HPA Office Website, [Applications Page](#) for timely updates.

Table 2: CDBG RFQ Timeline	
Deadline	Task(s)
10/27/14	FY 2016 CDBG RFQ released
<i>Close of Business (5pm)</i> 11/12/2014	Emailed questions by RFQ respondents deadline
10/29/2014 – 11/14/2014	Technical assistance meetings held at City of San Diego HUD Programs Administration Office
11/17/2014 No later than 3:00 PM	FY 2016 CDBG RFQ submittal deadline
*12/1/2014 – 12/5/2014	<u>Notification of Results Letter</u> : All applicants are notified of results of RFQ determination
*12/5/2014 – 12/12/2014	Applicants determined not qualified may re-submit documentation
*12/15/2014 – 12/22/2014	<u>Notification of re-submitted RFQ Letter</u> : Final RFQ determination and notifications

***Timelines subject to change**

VIII. RFQ QUESTIONS

All questions related to the RFQ (inclusive of questions related to the RFQ forms and/ or required supporting documentation) must be submitted no later than 5:00 PM on November 12, 2014 by electronic mail to CDBG@sandiego.gov. The HPA Office will provide answers in writing and post

Frequently Asked Questions and Answers on HAP Office website, [Applications Page](#). No questions will be taken nor answered by telephone.

IX. RFQ TECHNICAL ASSISTANCE

HPA staff will provide one-on-one technical assistance for up to 30 minutes to any organization desiring further consultation in completing the RFQ and/or ensuring all requirements are met. The technical assistance service will be available Monday through Friday from October 29th through November 14, inclusive of these dates. Note the service **will not be offered** on November 11th given City offices are closed on said date in observance of Veteran's Day.

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 meeting:

1. Applicant agency name;
2. Name and title of agency staff anticipated to be present at the meeting; and,
3. Identify matters to be discussed at meeting as these apply:
 - i. RFQ questionnaire and/or checklist
 - ii. RFQ submittal requirements
 - iii. CDBG Programs Eligibility Requirements
 - iv. Other: Provide information regarding the subject matter of your inquiry

HPA staff will promptly respond with an appointment day and time. Meetings will be held at the HPA Office located at the [Civic Center Plaza](#) 1200 Third Avenue, Suite 1400, San Diego, CA 92101.

X. RFQ REVIEW AND DETERMINATIONS

During the week of December 1, 2014, RFQ respondents will receive written notification regarding the review determinations. HPA review will yield one of two results as described below:

1. Qualified: Compliance with all submittal requirements is verified and no issues are identified. These applicants are deemed eligible to participate in the upcoming RFP process.
2. Not Qualified: Issues regarding RFQ submittal are identified.
 - i. Notifications regarding findings is sent to the Head of Agency, the Head of Fiscal/Financial and the designated RFQ Contact Person as identified in the RFQ Questionnaire;
 - ii. Applicants are given seven (7) calendar days to submit a written appeal to dispute a

Not-Qualified determination –**no late submittals are accepted;**

- iii. Additional submittal instructions are provided in the notification correspondence;
- iv. Appeals received are reviewed no later than three business (3) days from the date of receipt;
- v. Written notifications of the appeal results are sent immediately after conclusion of review. This correspondence will identify whether the affected applicant has been deemed eligible to participate in the RFP process.

Final determinations are made by the HUD Programs Manager and Economic Development Department Management.

Applicants determined to be eligible will be invited to participate in the upcoming FY 2015 CDBG RFP in January 2015.

XI. 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 opportunity employment (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, which provides economic opportunities for low and very low income local residents. All projects funded with CDBG funds must comply with Section 3 of the revised Housing and Urban Development Act of 1968, 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-based paint hazards.
- 24 CFR Part 24 – Drug-Free Workplace requirements and regulations prohibiting use of debarred or suspended contractors on federally assisted projects; 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 federal awards disbursed to states, local governments and non-profit organizations. This includes the single audit requirement for agencies that expend \$500,000 or more in federal awards during the fiscal year.
- HUD requirements - All other required reports, circulars, and procedures when applicable.
- 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.
- Insurance – The City requires all entities receiving funding to provide proof of insurance. A handout of these requirements will be distributed at the RFP application workshops.

Useful Resources:

- [HUD – CDBG Portal](#)
- [Code of Federal Regulations \(CFR\)](#)
- [HUD – Economic Development Toolkit](#)
- [Community Development & Planning \(CDP\) Notices](#) provide detailed guidance on specific CPD subjects. 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](#)

APPENDIX A: CITY OF SAN DIEGO INCOME LIMITS

**HUD INCOME LIMITS
FOR CITY OF SAN DIEGO
Effective July 1, 2014**

HOUSEHOLD 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 - \$23,850	\$24,851 - \$39,450	\$39,451 - \$63,100
5	\$0 - \$27,910	\$27,911 - \$42,650	\$42,651 - \$68,150
6	\$0 - \$31,970	\$31,971 - \$45,800	\$45,801 - \$73,200
7	\$0 - \$36,030	\$36,031 - \$48,950	\$48,951 - \$78,250
8	\$0 - \$40,090	\$40,091 - \$52,100	\$52,101 - \$83,300

NOTE: The HUD Income Limits for the City of San Diego are subject to change for FY 2016.

APPENDIX B: CITY OF SAN DIEGO FY 2016 CDBG- ELIGIBLE CENSUS BLOCK GROUPS

Note that these are the Census Block Groups where at least 51% of the residents are LMI persons as defined by HUD.

To check if an address is within an LMI census block group, please follow these steps:

1. Click on this link, [American Fact Finder Website](#).
2. Fill in the fields and press the “GO” button when finished.



3. In the results page, locate “Block Group within Census Tract” under the “Geography Type” column.

Geographies containing 1200 3rd Ave, SAN DIEGO, CA, 92101:

Select geographies to add to Your Selections

Geography Results:		
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	380
San Diego, CA Urbanized Area (2010)	Urban Area	400

4. Verify with the list of eligible block groups found in the [HUD Low and Moderate Income Census Block Groups](#) link to see if the block group is included.