



Application & Submittal Checklist

FY 2014

APPLICATION WORKSHOP



GENERAL INFORMATION

- Page limits & section points' value
- Application fixed format
- *Type response here:* Bullet points, numbering, insertion of tables permissible (formatted for such)
- Submittal requirements (Handbook, pg. 7)
- Questions today
- Check CDBG website!
 - Announcements, updates & clarifications



SUBMITTAL CHECKLIST

- Application
 - Checklist, Application for Funding & Appendices
- Required from ALL applicants: Certifications ++
- Required from Non-Governmental Agencies
- Project Specific Requirements
- CIP, PS or Economic Development
- Optional Documents

Completeness – applicants' responsibility!



ELIGIBLE ACTIVITY

- Guided by Submittal Checklist choices
 - *See Choices under Project-Specific Requirements*
- Federal & City of San Diego standards, Council Policy
- Only one activity per application
- Complete project
 - *Complete improvements by completion or deliver services/goods during project timeframe*
- Direct vs. Indirect Home Ownership Projects
- Ask questions!



COVER PAGE

- Category –guided by Eligible Activity (See Handbook)
- Title, Funding Request
- Project Information:
 - Project Address –*Target Clientele/population, beneficiaries*
 - Target Clientele & Costs per IC or HH (confined to those per San Diego residents)
Complete 1.8 and Appendix C first!
- Brief project description
- Applicant Agency Information



SECTION 1 - PROJECT DETAILS:

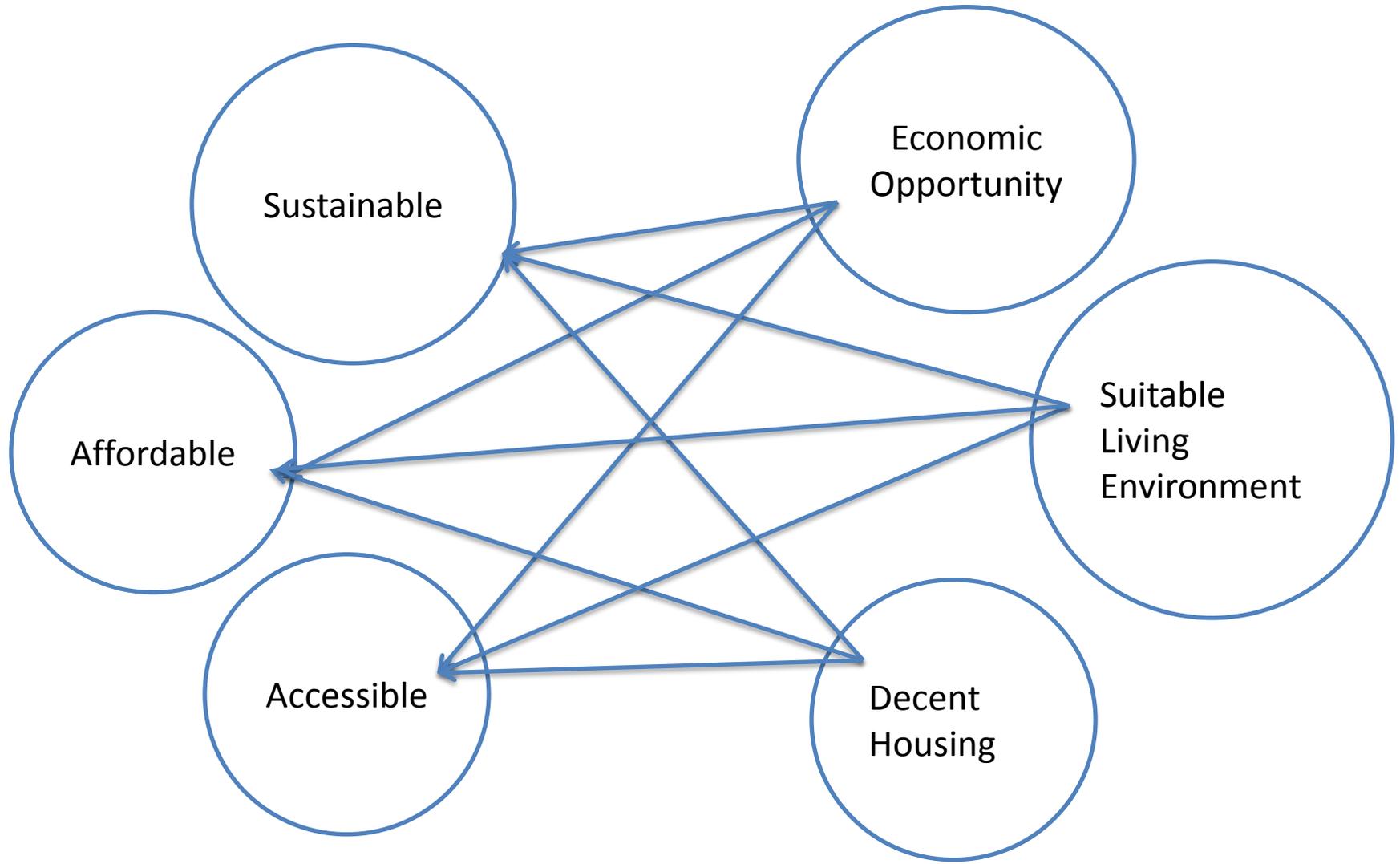
- 1.1 – 1.5 General information
- 1.6 – 1.8 *Objectives & Outcomes AND Criteria*
- 1.9 – 1.10: Consolidated Plan Goals
 - Refer to FY 2013 Action Plan & 2012 CAPER – see types of projects
- 1.12 Services, new or expansion?
- 1.13 May not apply to **some** CIPs
- 1.14 *Outcomes statements, beneficiaries & indicators*
- 1.15 Collaborators



SECTION 1, PROJECT DETAILS: 1.6 – 1.7

PROJECT OUTCOME

PROJECT OBJECTIVE





SECTION 1, PROJECT DETAILS: 1.8

CDBG Criteria: National Objective, Benefit to LMI Residents

- Area Benefit –service area at 51% LMI or more
 - Benefit ***ALL residents*** within delimited geographic area
 - Some CIPs & Community/Eco
- Limited Clientele
 - Minimum 51% LMI or Presumed LMI
 - All PS, Some CIPs, Micro-enterprise support
- Housing
 - Improvement/provision permanent housing occupied by LMI
- Job Creation
 - Creation or retention of permanent jobs



SECTION 1, PROJECT DETAILS: 1.14

Outcomes Statements: combine outcomes & objectives
+ *outcome measure –driven by intent of the project*

Examples:

- Increased accessibility to health services for the purpose of creating a suitable living environment through the provision of medical services to over 400 LMI persons
- Increased availability to a variety of services for the purpose of creating a economic opportunities – services are provided to support the establishment & growth of micro-enterprise business to 75 LMI individuals



SECTION 2: TARGET POPULATION

- 2.1 Target population: Beneficiaries & Clientele (see 1.8)
- 2.2 Tracking demographics
- 2.3 Census Tracts of *service area*
 - *What if City-wide?*
- 2.4 Agency's Office Location
- 2.5 – 2.9 Consistent with Cover Page
- 2.10 Information pertaining to City of San Diego residents served served by the project



SECTION 3: AGENCY CAPACITY

- 3.1 – 3.4 Staff Identification
- 3.5 Tools used to track/monitor progress (overall project management)
- 3.6 Mechanisms in place –Playing by the Rules**
 - How are tools used?
- 3.7 Unresolved ADA issues
 - Requirements –be aware!
- 3.8 Board composition



SECTION 4: AUDITING CONTROLS

- 4.1 Payment & disbursement procedures – from invoices to issuance of payment.
- 4.2 Board's oversight
- 4.3 Financial/accounting systems/procedures
- 4.4 Record keeping
- 4.5 Auditing requirements
- 4.6 Internal controls
- 4.7 Funds' control



SECTION 5: AGENCY EXPERIENCE

- 5.1 Serving project's beneficiaries
- 5.2 CDBG or Other Federal moneys

Section 6: Back-Up Plan

Appendix A: Narrative

Enhance/support remaining applications sections

Appendix D: Implementation

Tasks & Schedule (Consistent with Council Policy 700-02)

Appendix E: Prior Year Projects



APPENDIX B – CIP ONLY

Focus is on project's readiness to process

- B.1 – B.3: Drawings/Specifications Status? Timing to agreement with contractor? Agency Manager Experience?
- B.4: Property's condition
- B.5: Maintenance Expenses: Demonstrate funds are available/committed
- B.6: Are all funds necessary available to complete construction?
- B.7: Relocation Plan?
- B.8: Property affected - ownership Details
- B.9: Properties built 1979 considerations



APPENDIX B – CIP ONLY

Focus is on project's readiness to process

- B.10: Historic Designation (actual or potential constraints)?
- B.11: Property site considerations
- B.12: Identify hazards
- B.13: Additional square footage
- B.14: Zoning
 - [Sandiego.gov](http://sandiego.gov)
 - Zoning designation and permitted use
- B.15: Need for relocation:
 - For information purposes only –not funded
- B.16: ADA standards



APPENDIX D – IMPLEMENTATION

Tasks and Schedule – Consistent with Council Policy 700-02

*CIP Projects –Template Schedule: Follow and **include** tasks & corresponding timing in application schedules*

- Grantees obtain NTP by 9/30/2013
- Bid is advertised, 7/1/12 – 7/14/13
- Site Walkthrough, 7/15/13
- Questions accepted through 7/20/13
- Questions responded on by 7/22/13
- Last day to accept bids, 7/30/13
- Initial contractor selection by 8/12/13
- Protest period, 8/12/13 – 8/16/13



APPENDIX D – IMPLEMENTATION (CONT.)

*CIP Projects –Template Schedule (Cont.): Follow and **include** tasks & corresponding timing in application schedules*

- Meeting with CDBG Project Manager re bid/contractor selection, 8/20/13
- Grantee’s Board Approval of contractor selection and contract execution, 8/28/13
- Construction contract executed, 9/13/13
- Pre-construction meeting, 9/20/13
- NTP issued by City on 9/27/13
- Construction starts on 11/8/13

Ensure consistency with Q1.3 & detailed construction-phase schedule per checklist (see project-specific requirements)



QUESTIONS?

At end of presentations –after budget information

No questions accepted after November 7

Check website often for posted FAQs

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