

CONSOLIDATED PLAN ADVISORY BOARD (CPAB) MINUTES

WEDNESDAY, SEPTEMBER 14, 2016

SAN DIEGO CIVIC CONCOURSE - NORTH TERRACE ROOMS 207-208
202 'C' STREET - SAN DIEGO, CA 92101

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
<ul style="list-style-type: none"> • Joe LaCava, Council District 1 representative • Sara Berns, Council District 2 representative • Ken Malbrough, Council District 4 representative • Gary Wong, Council District 6 representative • Richard Thesing, Council District 7 representative 	<ul style="list-style-type: none"> • Vicki Granowitz, Council District 3 representative • Valerie Brown, Council District 5 representative • Isela Ramos, Council District 9 representative

STAFF PRESENT	ATTENDANCE SHEET
<ul style="list-style-type: none"> • Erik Caldwell, Director, Economic Development • Michele Marano, Community Development Coordinator • Ulysses Panganiban, Community Development Specialist IV • Leo Alarcon, Community Development Project Manager 	<p>16 people signed the attendance sheet</p>

Call to Order

Mr. Ken Malbrough called the meeting to order at 9:01 a.m. with five board members present. Quorum was achieved at the same time.

Approval of Minutes

Mr. Malbrough called for a motion to approve the minutes of the August 2016 meeting. Mr. Joe LaCava moved to approve the minutes – The motion was seconded by Ms. Sara Berns. The minutes were then approved, unanimously.

Board Announcements

- Mr. LaCava requested, if possible, to have the materials of the CPAB meetings distributed in advance. Mr. LaCava also appreciated the CPAB orientation session provided by staff and would also like to see projects vetted by the Capital

Improvements Program Review & Review Advisory Committee (CIPRAC) to be presented to the CPAB.

Staff Announcements

- Mr. Ulysses Panganiban noted an August 10, 2016 memo by Mayor Kevin Faulconer re-appointing Chairs to several Advisory Board committees. Vicki Granowitz was re-appointed as Chair of the CPAB for the current fiscal year.
- Mr. Panganiban also mentioned the pre-RFQ/RFP workshop for agencies interested in CDBG funding. The workshop is scheduled for Monday, October 17, 2016 with a morning and afternoon session. *(The flyer can be viewed on the CDBG website)*

Non-Agenda Public Comment

- Mr. Thomas Lovell, representing Father Joe's Villages, appreciated the Nonprofit Academy that was held at USD and commended the investment made in local nonprofit agencies.

Agenda Item(s)

Item 6.a.: Discussion Item:

Draft Fiscal Year (FY) 2016 Consolidated Annual Performance and Evaluation Report (CAPER)-Staff Report

Mr. Panganiban and Mr. Leo Alarcon gave a brief presentation on the FY 2016 CAPER. *Please see attached presentation for more information.*

Public Comment received:

- Ms. Kathryn Rhodes commented that the CAPER lacked specifics on the projects reported.

Item 6.b.: Discussion Item(s):

Reinvestment Initiative

Mr. Caldwell gave a brief presentation on the Reinvestment Initiative. *Please see attached presentation for more information.*

Public Comment received:

- Ms. Rhodes recommended the Redevelopment-related Debt Repayment funds go directly to the San Diego Housing Commission to create more homeless assistance programs.

Item 6.c.: Discussion Item:***Update on Council Policy 700-02***

Ms. Michele Marano gave a brief update on the potential updates to Council Policy 700-02. *Please see attached presentation for more information.*

Item 6.d.: Discussion Item:***Distribution of Sample Response to Nonprofit Capital Improvement Project (NCIP) Request for Proposal (RFP)***

Mr. Alarcon distributed a sample response to a NCIP RFP for CPAB members to review and score for practice. CPAB members were asked to submit their scores before the October 2016 meeting. At the October meeting, staff will present the sample scores and give the CPAB an opportunity to discuss the scoring criteria and process. *Please see attached handout for more information.*

Adjournment

- Meeting adjourned at 10:10 a.m.

Economic Development

Draft Consolidated Annual Performance and Evaluation Report (CAPER) for FY 2016

Consolidated Plan Advisory Board

September 14, 2016

The City of

SAN DIEGO

SD

Economic Development

FY 2016 CAPER

THE CITY OF SAN DIEGO

FISCAL YEAR 2015-2019 CONSOLIDATED PLAN

AND

FISCAL YEAR 2015 ACTION PLAN

5-Year Consolidated Plan

2nd Annual Action Plan

Fiscal Year 2016

Annual Action Plan

for CBGL, HOME, HOPWA, and ESG Programs

May 2015

Prepared for:

The City of San Diego

Economic Development Department

1300 Third Avenue, Suite 1400, MS 500

San Diego, California 92101-4137

2nd CAPER

Fiscal Year 2016 / HSD Program Year 2015

DRAFT

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT

for CBGL, HOME, HOPWA, and ESG Programs

September 2, 2016

Prepared by:

The City of San Diego

Economic Development Department

1300 Third Avenue, Suite 1400, MS 500

San Diego, CA 92101

What is the CAPER?

- Expenditures
- Accomplishments
- Progress towards goals

Six Con Plan Goals:

- Economic Development
- Affordable Housing
- Homelessness
- Public Services/Nonprofit Facilities
- City Infrastructure
- HOPWA

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Economic Development Department

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 Economic Development

FY 2016 Partnerships



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 Economic Development

FY 2016 Partnerships



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Economic Development

Public Services/Facilities





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SD

Economic Development

Public Services/Facilities

Public Services:
Persons assisted

Year 1:
2,237

+

Year 2:
1,877

=

Total:
4,114
(63%)

Nonprofit CIP: Persons assisted

Year 1: TBD

+

Year 2: TBD

=

Total:
TBD

Nonprofit CIP: Facilities improved

Year 1:
1

+

Year 2:
7

=

Total: 8
(53%)

8

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Economic Development Department

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 Economic Development

Economic Development/ Job Readiness



Economic Development

PROJECTS: 3

EXPENDITURES:
CDBG - \$431,797 Leveraged - \$1,724,031

SERVED:
Businesses  - 202 Businesses Clients  - 236

Total funding towards Goal: \$871,791

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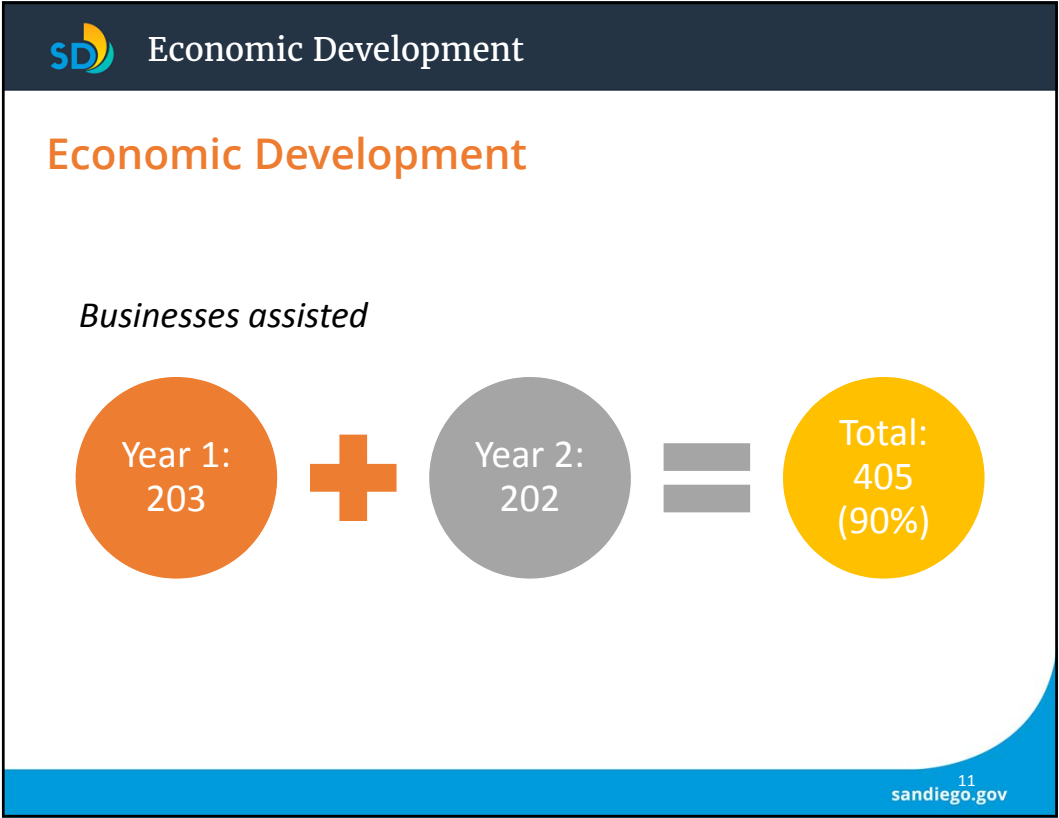
 Economic Development

Economic Development/ Job Readiness



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Economic Development

City Neighborhood Infrastructure Projects



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Economic Development

City Infrastructure Projects

City Infrastructure:
Persons assisted

Year 1:
7,645

+

Year 2:
43,635

=

Total:
51,280
(10%)

City Infrastructure:
Facilities improved

Year 1:
3

+

Year 2:
1

=

Total: 4
(13%)

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Economic Development Department

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 **Economic Development**

Affordable Housing



Affordable Housing

Homeowner Financial Assistance

PROJECTS: **3**

EXPENDITURES:

CDBG - \$713,858

HOME - \$2,512,053

Leveraged - \$2,184,457

SERVED: Households  **125**

Homeowner Housing Rehabilitation

PROJECTS: **5**

EXPENDITURES:

CDBG - \$466,036

Leveraged - \$1,138,401

SERVED: Households  **158**

Rental Units Constructed

PROJECTS: **1**

EXPENDITURES:

HOME - \$6,709,142

SERVED: Households  **19**

Total CDBG funding towards Goal: \$5,903,396

Total HOME funding towards Goal: \$11,180,439

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 **Economic Development**

Affordable Housing

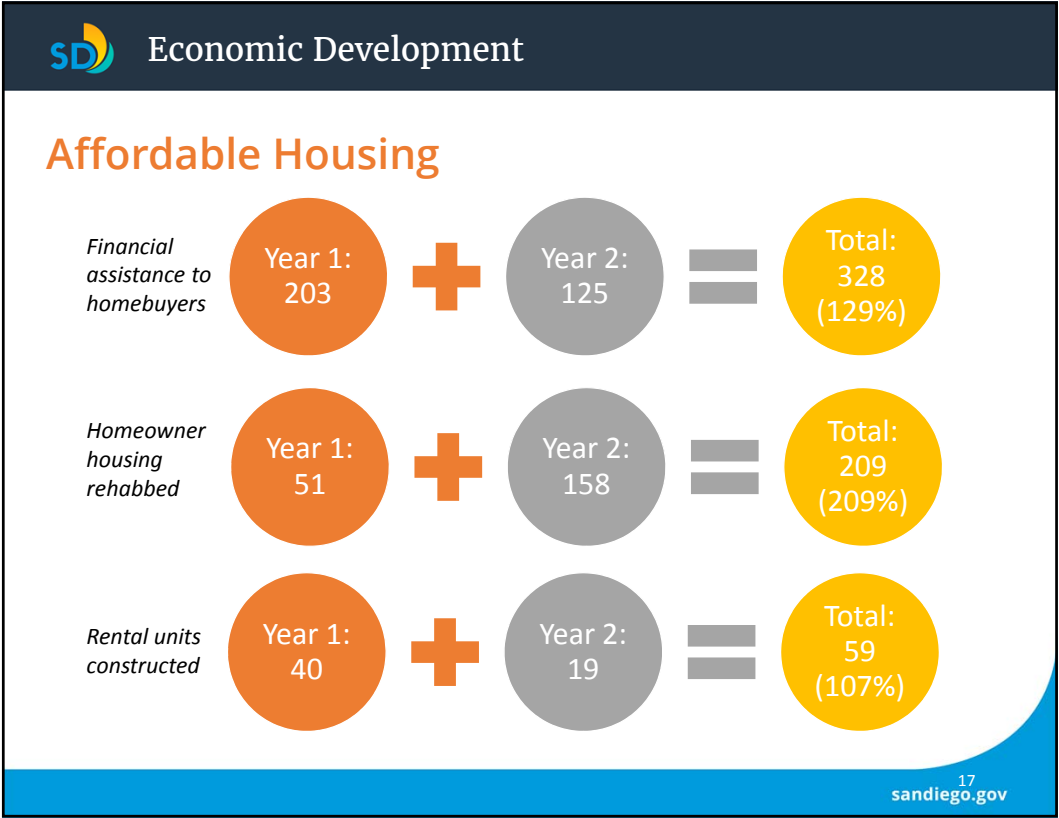


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Economic Development Department

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Economic Development

Homelessness



19
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Economic Development

Homelessness

Overnight
Shelters:
Persons
assisted

Year 1:
1,639

+

Year 2:
2,891

=

Total:
4,530
(56%)

Public
Service
activities

Year 1:
1,919

+

Year 2:
6,779

=

Total:
8,698
(86%)

Tenant-
based rental
assistance

Year 1:
406

+


Year 2:
190

=

Total:
596
(57%)

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 Economic Development

Thank you

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Economic Development

Reinvestment Initiative
Introduction

Consolidated Plan Advisory Board
September 14, 2016

The City of

SAN
DIEGO



 Economic Development

Reinvestment Initiative

Purpose

- Reinvest the remaining recaptured CDBG program income funds in support of the **Mayor’s One San Diego initiative**
- Create and sustain a resilient and economically prosperous city
- Encourage economic growth and investment in San Diego’s emerging communities

Investment Overview

- Investment of \$112 Million over the next five years

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 Economic Development

Reinvestment Initiative

Components

- Programmatic Strategy
- Funding Strategy and Budget
- Implementation Plan
- Risk Management
- Outreach and Engagement Plan
- Project Impacts and Outcomes

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 Economic Development

Reinvestment Initiative

Programmatic Strategy

Investment Guidelines

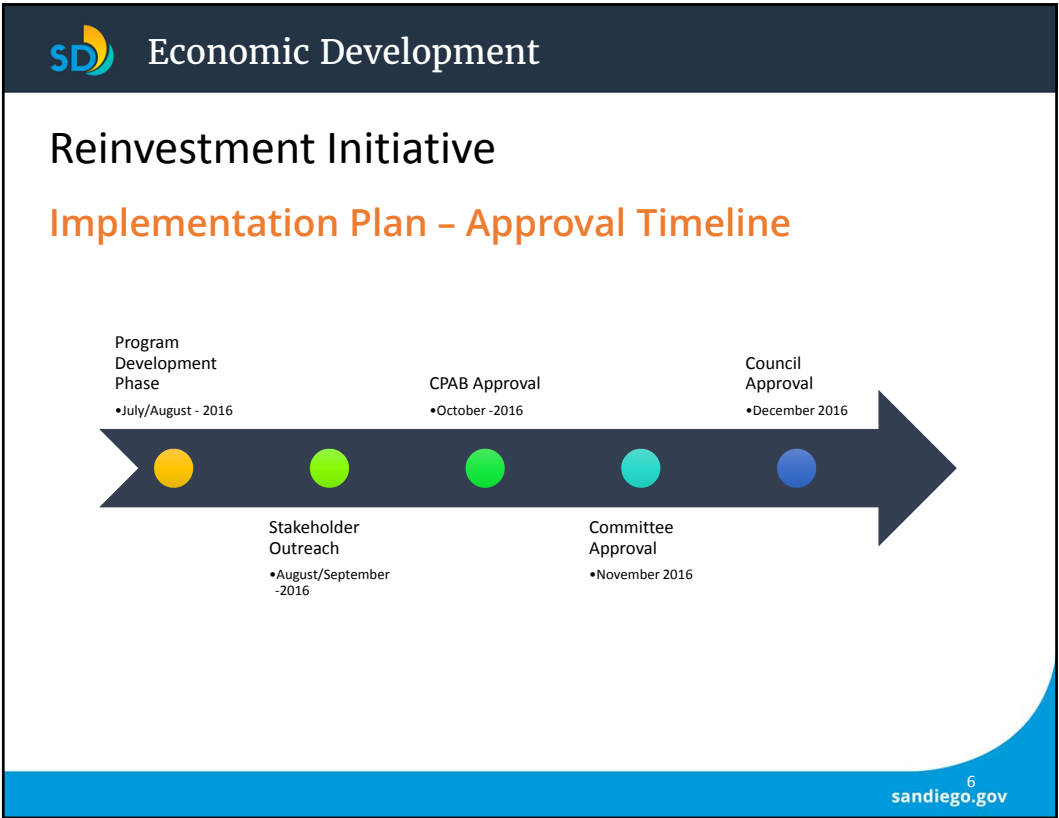
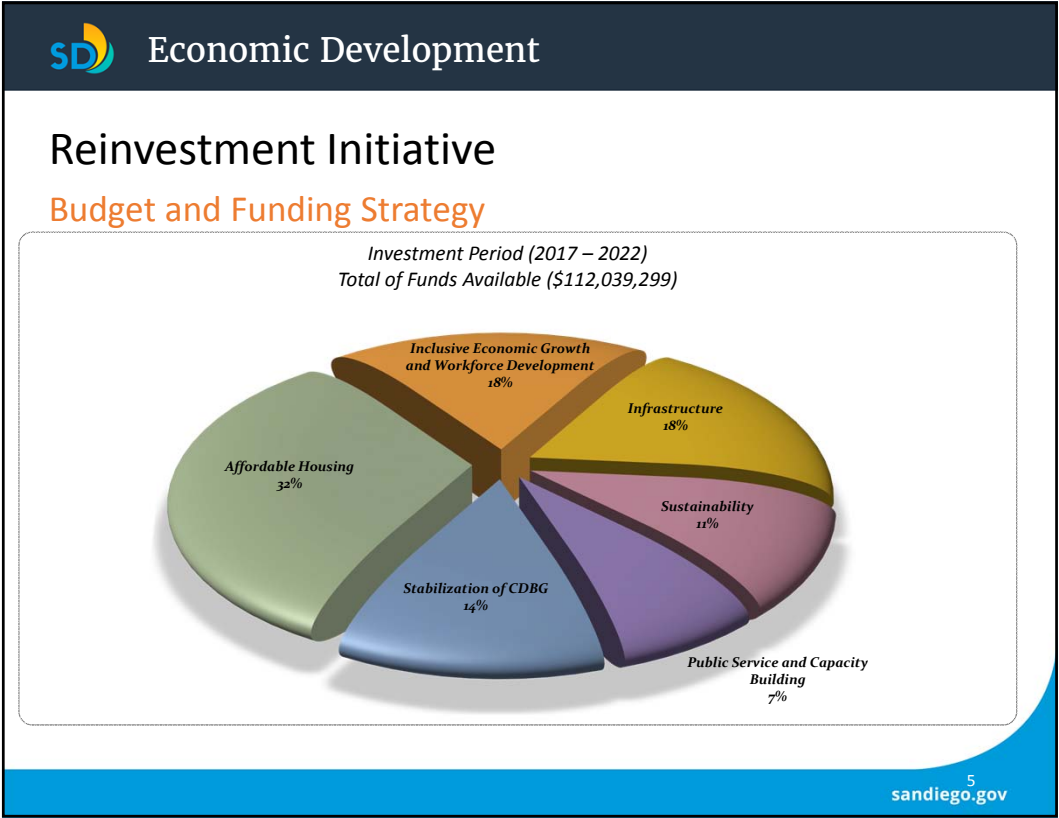
- Programs must benefit Low and Moderate Income (LMI) individuals, businesses or communities

Focus Areas

- Affordable Housing
- Inclusive Economic Growth and Workforce Development
- Sustainability
- Infrastructure
- Public Services and Capacity Building

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 Economic Development


Reinvestment Initiative

Risk Management Model

- Timeliness
- Compliance
- Capacity
- Engagement

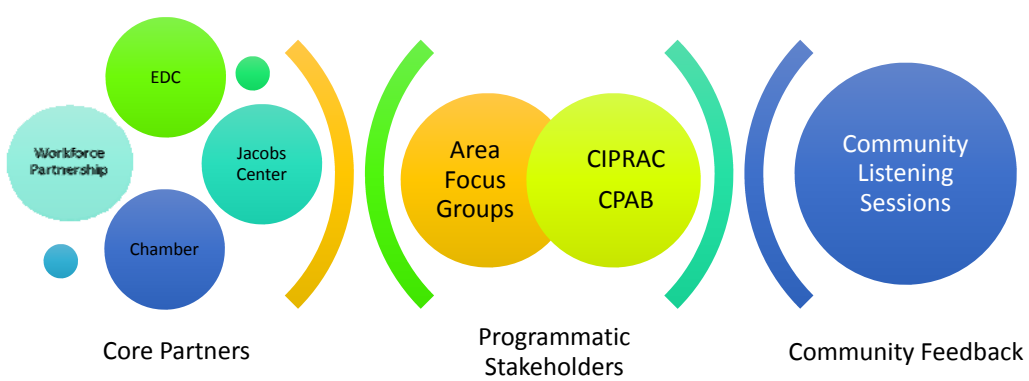
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 Economic Development

Reinvestment Initiative

Outreach and Engagement-August through October



Core Partners

Programmatic Stakeholders

Community Feedback

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SD Economic Development

Reinvestment Initiative

Impacts and Outcomes

	Jobs Created	Businesses Started	CO2 Reduction	Net New Wages	\$ Leveraged	Increase in LMI Utilization	# Loans Made	# Businesses Served	LMI Individuals Trained	# New Homebuyers	Number of Housing Units Created	Housing Units Rehabbed	# of Youth Served	Capital Raised (Debt/Equity)	# Partnerships Created
Public Service and Capacity Building Program															
Non-Profit Challenge															
Affordable Housing Program															
Homeless: Housing Program															
Entrepreneurship Development Programs															
Business Development															
Partnership Development															

Specific initiatives to be announced!

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Economic Development

Reinvestment Initiative

Next Steps

- Continue Outreach and Engagement
- CPAB: October 12 for recommendation to Council
- Council Committee(s): October/November 2016
- City Council: December 2016

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Economic Development

Council Policy 700-02 Revisions Update

Consolidated Plan Advisory Board
September 14, 2016

The City of


SAN DIEGO

 Economic Development

Council Policy 700-02

- Funding priorities based upon the 5-year Con Plan
- Certain allocations “off the top”
- Minimum allocations
- No phased projects
- 18 month time frame for CIPs
- Homeless programs set-aside

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 Economic Development

Purpose of Revisions

- Establish updated guidelines
- Specifically related to CDBG selection and implementation activities
- In place for FY 2018 allocations

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 Economic Development

Process Overview

- Synthesize feedback from stakeholders
- Research standard and best practices
- Perform Analytics
- Met with the CPAB Ad Hoc Committee
 - July 25
 - September 9

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Economic Development

Recommended Council Policy 700-02 Revisions

- Extend completion timelines for CIP/Neighborhood Infrastructure projects
- Retain minimum allocations thresholds
- Retain “Homeless Set-Aside”
- Deed restrictions for NCIP real property improvements
- Incorporate scoring criteria and performance indicators

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Economic Development

Timeline

CPAB Ad Hoc Meeting	July 25, 2016
Research and Stakeholder Outreach	August 2016
CPAB Ad Hoc Meeting	September 9, 2016
CPAB Presentation	September 14, 2016
CPAB Recommendation	October 12, 2016
PS&LN Committee	October 26, 2016 <i>(tentative)</i>
City Council	December 5/6, 2016 <i>(tentative)</i>

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ORGANIZATION INFORMATION

Agency Legal Name: *Health Associates*

Project Name: *Adams Center Rehabilitation*

Total amount of CDBG funding requested in this RFP: *\$250,000*

Head of Agency First Name *John*

Head of Agency Last Name *Adams*

Head of Agency Title *President*

Head of Agency Email *jadams@ha.org*

Head of Agency Phone Number *619-236-1234*

Address *1234 30th Street*

City *San Diego*

State *CA*

Zip Code *92116*

Head of Fiscal First Name *Cyndy*

Head of Fiscal Last Name *Smith*

Head of Fiscal Title *Finance Manager*

Head of Fiscal Email *csmith@ha.org*

Head of Fiscal Phone Number *619-236-4321*

Address *1234 30th Street*

City *San Diego*

State *CA*

Zip Code *92116*

RFP Contact First Name *Orlando*

RFP Contact Last Name *Malone*

RFP Contact Title *Grants Administrator*

RFP Contact Email *omalone@ha.org*

RFP Contact Phone Number *619-236-4422*

Address *1234 30th Street*

City *San Diego*

State *CA*

Zip Code *92116*

Alternate RFP Contact First Name

Alternate RFP Contact Last Name

Alternate RFP Contact Title

Alternate RFP Contact Email

Alternate RFP Contact Phone Number

Address

City

State

Zip Code

PROJECT CHARACTERISTICS (TOTAL MAX SCORE: 30 POINTS)

a. Project Summary (Max Score: 15 Pts)

Provide a clear project summary which includes:

- i. Brief description of the proposed project, including resulting activities and/or services to be provided (Max Score: 5 Pts);
- ii. Characteristics of Population(s) to be served (Max Score: 5 Pts); and
- iii. The critical need(s) that will be addressed through the project, including how other resources are not available to meet the need(s) (Max Score: 5 Pts).

- i. As a skilled nursing facility specializing in caregiving services for people with dementia and Alzheimer's disease, Health Associates is looking to rehabilitate one of our 4 buildings to better serve the over 5,000 patients we serve. Health Associates is looking to rehab a section of the Adams Center with a new HVAC unit and new windows in 6 of the patient rooms in the long term section of the Adams Center. As the third leading cause of death in San Diego County, Alzheimer's is only going to rise and the need for services will grow dramatically. At the national level, Alzheimer's is the sixth leading cause of death, and the fifth leading cause for those 65 and older. Over the last 3 years, we have seen an increase of people needing our assistance by 40% and some of our older equipment is not able to handle such a high demand.
- ii. There are currently 60,000 San Diegans that are estimated to be living with Alzheimer's disease or other forms of dementia. As people age, their risk of developing Alzheimer's grows. In San Diego County, those 85 years and older are the fastest growing age group, projected to increase 40% by 2030. We use a data driven approach to ensure a strategic impact in the community and maximize our investments in the region.
- iii. The location is centrally located in the Normal Heights/North Park area. There are public transportation options available as the number 2 bus has a stop directly in front of the facility. Also, it is an estimated 15 minutes driving time to East County San Diego, where the greatest number (14,765) and proportion (12.4%) of residents 55 years and older that have Alzheimer's and other dementias reside. The location is also in one of the highest LMI Census Tract Block groups in North Park (82.21% LMI).

i. Confirmation of a New Public Facility or Expansion/Improvement of Existing Public Facility (Max Score: 5 Pts)

Explain how the proposed project will result in a new facility, expansion of an existing facility, or improvements to an existing facility or housing.

- i. Number and type of major improvements to facility; or
- ii. Housing stabilization improvements.

i. Healthy Associates opened in 1995 with the goal to assist people dealing with cognitive issues. It has evolved into specifically assisting those dealing with Alzheimer's and Dementia. The building is quite old and maintenance is done yearly, but certain aspects of the John Adams Center need to be replaced.

HVAC: The HVAC unit currently in place is over 10 years old. When the unit goes down, it becomes very difficult for the patients and staff to deal with the heat inside the facility. Patients tend to act aggressively when not in a comfortable place which then adds stress to staff to accommodate all the patient's needs. The HVAC unit is currently operational, but could completely break down at any minute. We are looking at a specific model that would also reduce our energy usage and lower our overall costs to operating the facility.

Windows: There are 6 windows that need to be replaced with new, double pane windows that would help alleviate operating costs and help keep the temperatures at an even level. 6 windows need to be replaced as we have begun the process on the other windows and would have the total of 26 windows replaced by the end of June of 2018.

j. Project Goal(s) (Max Score: 5 Pts)

Identify the goal(s) of the project and describe how these goals will be met.

The goal of the project is to better serve the clients of Health Associates and ensure their well-being is not affected by heat and/or cold. By upgrading the HVAC unit and installing new windows to the facility, we can guarantee any complications they may be dealing with and would not be the result of an inadequate HVAC unit. By also fixing our HVAC unit and installing new windows, Health Associates would be able to apply to the State of California's LEED Certification program where we would benefit from tax credits by becoming a more "green" employer.

k. Project Results (Max Score: 5 Pts)

Total number of unduplicated City of San Diego LMI individuals or households to be assisted by the project.	5,000
Total number of unduplicated City of San Diego businesses, owned by City of San Diego LMI residents, to be assisted by the project.	-

ORGANIZATIONAL CAPACITY (TOTAL MAX SCORE: 15 POINTS)

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

Describe your agency's experience in successfully implementing projects of similar scope and of comparable complexity.

Health Associates began renovating the Adams Center in 2012 to become a more "green" employer and facility. Many of the projects have been smaller and window replacement has been done in four phases: 10 windows in 2012, 5 in 2013, 5 in 2014 and now a proposed 6 more in 2016.

As funding opportunities continue to diminish in San Diego County, the lack of opportunities for capital improvement is highly competitive. Health Associates was able to secure a grant from the County of San Diego to assist with many of the other services surrounding Alzheimer's. Health Associates has secured a partial grant award from the San Diego Foundation to repair 6 other windows in the Adams Center. If Health Associates were able to secure the CDBG award, we can upgrade all the windows in the facility and become much more energy efficient and potentially receive LEED certification from the State of California. Health Associates works with many clinics and health centers all over San Diego County in receiving referrals for people that may be in need services. Health Associates is always attending different community events and health fairs in an effort to maximize our outreach potential to the appropriate population.

Does your agency have any open City of San Diego CDBG projects?
If yes, explain below why the project(s) are still open.

no

b. Experience in Provision of Services to LMI Residents (Max Score: 5 Pts)

Describe your agency's experience in providing services to low and moderate income residents or presumed low and moderate income CDBG beneficiaries such as elderly persons, illiterate adults, homeless persons, abused children and/or battered spouses.

Health Associates has been providing services with people with Alzheimer's and other dementias for over 10 years. We are consistently recognized as a leader in working with people with cognitive disabilities and have strived to eliminate the issue or provided families a safe haven they can trust their loved ones with. We strive to keep our clients engaged in activities and use new and different technological devices to ensure clients and families stay connected. Our staffed is trained in various computer software programs and we have also developed an application families can download to their phones if they would like to create videos, photo albums, or new memories for their loved ones. We have computers with webcams where families can skype in to visit their loved ones

Many seniors in our community do not have the financial resources for other nursing facilities. Most of our clients are low income (over 75%) and receive either Medi-Cal or Medi-Care; and our facility accepts both. Our mission is to help as many people as possible.

We are in constant communication with the clients' doctors to ensure they are receiving the right medications. We employ 500 Certified Nursing Assistants and over 100 different Licensed Vocational Nurses. We send staff to annual trainings and conferences to keep them up to date on new research in Alzheimer's disease and what best practices could be incorporated into our business model.

c. Collaboration with Other Service Agencies (Max Score: 5 Pts)

Describe your agency's efforts to collaborate with other service agencies including organizations that provide similar services and resources.

Health Associates has partnered with many different health clinics and community centers to provide services to those in need. We have a strategic approach to identifying persons that may need the most assistance in regards to dealing with Alzheimer's. The relationships we have established with our partner agencies are essential to maximizing the impact our center can have in the community.

SAMPLE
DO NOT COPY

BUDGET (TOTAL MAX SCORE: 20 POINTS)

a. Demonstration of Sustainability (Max Score: 5 Pts)

Identify the alternative future sources of funding to support the proposed project and demonstrate that the project will not rely on CDBG funds for program sustainability.

Our plan to sustain the project includes seeking ongoing grant opportunities through numerous sources and applying for various Foundation Awards from different organizations to leverage into this project. We have been able to fund this ongoing project for the first three years but need additional funding to complete the renovations. We have been able to secure two Foundation awards but need the additional \$250,000 to complete the renovations. Maximizing our impact in the community is important to our organization.

SAMPLE
DO NOT COPY

PROJECT BENEFITS (TOTAL MAX SCORE: 13 POINTS)

NOTE: Applicant should answer either a. and d., or b. and d., or c. and d.

a. Services to High Need Populations (Max Score: 12 Pts)

Describe how the project will provide services to high need populations and provide the references used for this determination. NCIP projects must be considered a Low and Moderate Income Limited Clientele Activity (LMC) by serving one of the following:

- i. Presumed Benefit low income clientele as defined by HUD*; or
- ii. Direct Benefit to Low Income Persons based on compliance with HUD* income limits through documented family size and income (see the FY 2017 RFP Handbook).

We will serve 10,000 City of San Diego LMI individuals by asking the individuals to self-certify themselves and we would verify their income levels by checking bank statements. We monitor the clients' income levels to ensure their income levels have not substantially changed. Using our data driven approach to monitoring individuals, we have software in place that accurately captures all the information necessary.

b. Low and Moderate Income Housing (LMH) (Max Score: 12 Pts)

Describe how the project will benefit Low and Moderate Income Housing (LMH): Units occupied by Low and Moderate income persons.

N/A

c. Low and Moderate Income Area Benefit (LMA) (Max Score: 12 Points)

Describe how the facility or improvements will provide activities that are available to benefit all residents of an area which is primarily residential and that has a service area that qualifies with a majority of HUD eligible census block groups (see the FY2017 RFP Handbook).

N/A

d. Geographic Targeting (Max Score: 1 Pt)

Describe your agency's efforts or strategies for targeted outreach to the six Community Planning areas identified as high need: Barrio Logan, San Ysidro, Linda Vista, Encanto, Southeastern, City Heights (see the FY 2017 RFP Handbook).

Although Health Associates is not located in one of the Geographic Targeted areas, our agency intends to market to each of these communities and any community that may have a high population of LMI seniors who may be affected by Alzheimer's. Our location is close to the City Heights community and public transportation is available. Our efforts look to affect the entire region and remain competitive with other similar agencies.

PROJECT SPECIFICS (TOTAL MAX SCORE: 22 POINTS)

a. Contract Execution Readiness (Max Score: 10 Pts)

i. Justification of CDBG Funds Requested (Max Score: 6 Pts).

Describe the extent to which the proposed project is ready to proceed by detailing how the total amount of CDBG funds requested is justified by accurate cost estimations.

With extensive research on the potential costs for a new state of the art HVAC unit and 6 double pane windows, our funding request is reasonable and within our budget. Costs estimates are as follows:

- 1) Buying and installing HVAC unit and 6 windows: \$150,000
- 2) Construction management: \$15,000
- 3) Insurance: \$4,000
- 4) Overhead (employee supplies, additional construction materials if needed, litigation): \$15,000
- 5) Grant Administrator: \$50,000

If the facility you are applying for has received CDBG funds for improvements/expansions in the past, please explain the outcome and justification for the request for additional CDBG funds.

N/A

ii. Environmental Review of Project (Max Score: 2 Pts – Scored by CDD).

Will the proposed project include construction activities that will change the size or capacity of the facility or improvements by 20%?

No

Will the proposed project involve a change in the existing land use (i.e. residential to commercial use)?

No

If yes to any of the above, please identify the level of Environmental Review needed and plans for addressing the review requirements to meet the July 1, 2016 contract execution date.

iii. Applicable Project Permits (Max Score: 2 Pts).

Describe all applicable permits for the proposed project that have been identified, planned for, and/or secured. If permits are not needed, describe the basis for this determination.

Office of State Health and Planning

b. Project Scope & Schedule (Max Score: 12 Pts)

[Note: A total of 2 pts will be scored by CDD based on project eligibility review of the RFP]

Describe how the project will be completed and funds expended within the required 18-month timeline, specifying key milestones. The description should, at minimum, include the following information:

1. Project will be released for bid;
2. Construction contract awarded;
3. Anticipated Construction Timeline;
4. 100% expenditure level; and

5. *Project completion, beneficiaries reported (National Objective met), and closeout report approved by CDD staff.*

Once the contract is executed, we will prepare an RFP and advertise for BIDS which should not take more than 3 months. The project will be completed in the necessary 18 month timeline.

1. Project released for BID: July-September 2017
2. Construction contract awarded: October 2017
3. Anticipated Construction timeline: January 2018-June 2018
4. 100% expenditure level: July 2018
5. Project completion and closeout report: September 2018

SAMPLE
DO NOT COPY

3. FY 2017 RFP BUDGET INFORMATION-NCIP REHAB PROJECTS
(MAX LENGTH: 2 PAGES) (MAX SCORE: 15 POINTS)

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

Clearly identify all sources of funding for total project costs.

FUNDING SOURCE TITLE		AMOUNT SECURED*	AMOUNT UNSECURED	% OF TOTAL BUDGET
1	FY 2017 Community Development Block Grant		\$200,000	57.14%
2	Healthy Families Foundation Award	\$100,000		28.57%
3	Bank Foundation Award	\$50,000		14.29%
4				0.00%
5				0.00%
6				0.00%
7				0.00%
8				0.00%
9				0.00%
10				0.00%
11				0.00%
12				0.00%
13				0.00%
14				0.00%
15				0.00%
16				0.00%
17				0.00%
18				0.00%
19				0.00%
20				0.00%
21				0.00%
22				0.00%
23				0.00%
24				0.00%
25				0.00%
26				0.00%
27				0.00%
28				0.00%
29				0.00%
30				0.00%
31				0.00%
32				0.00%
33				0.00%
34				0.00%
35				0.00%
36				0.00%
TOTAL SECURED & UNSECURED FUNDING		\$150,000	\$200,000	100.00%
TOTAL PROJECT BUDGET		\$350,000		

* Completion of the Certification Regarding Secured Funding is required for amounts listed as secured for the proposed CDBG project.

c. Proposed Uses of Total Project Funds (Max Score: 5 Points)

Clearly detail uses of funds (City of SD CDBG funds and non-City SD CDBG funds) by eligible budget line items.

PERSONNEL EXPENSES:POSITION TITLES	% OF FTE FOR PROJECT	PROPOSED AMOUNT (SALARY/WAGES + FRINGE)	
		CITY SD CDBG	NON CITY
Grant Administrator	50.00%	\$50,000	\$20,000
TOTAL PROPOSED PERSONNEL BUDGET-CITY SD CDBG & NON CITY		\$50,000	\$20,000
A-TOTAL PROPOSED PERSONNEL BUDGET		\$70,000	

NON-PERSONNEL EXPENSES:LINE ITEM TITLES	PROPOSED AMOUNT	
	CITY SD CDBG	NON CITY
Construction/Renovation	\$150,000	
Construction Management (maximum 6% of Project Budget)	\$15,000	
Other Expenses (List Below)*		
Insurance	\$2,000	
Overhead	\$13,000	
TOTAL PROPOSED NON-PERSONNEL BUDGET-CITY SD CDBG & NON CITY	\$180,000	\$0
B-TOTAL PROPOSED NON-PERSONNEL BUDGET	\$180,000	

(A+B) TOTAL PROJECT BUDGET	\$250,000
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* Please confirm eligibility with City staff before listing items under Other Expenses. Failure to contact City staff may lead to an ineligible determination for the line item.

d. Total Project's Secured Funding Information (Max Score: 5 Points)

Calculate other secured funding/total project costs.

LEVERAGE OF SECURED FUNDING PERCENTAGE	42.86%
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