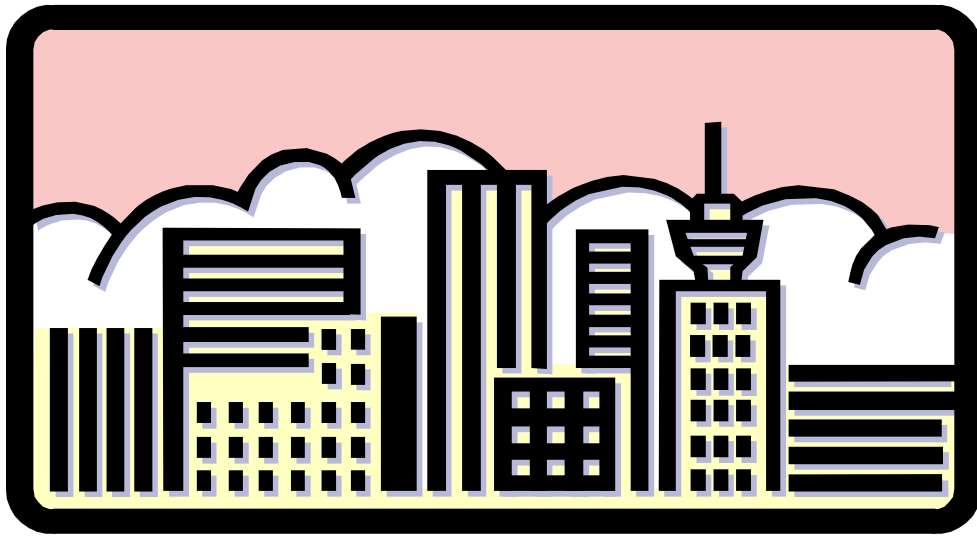


City of El Cajon  
**Redevelopment and Housing Division**

Community Development Block Grant (CDBG)  
Request for Proposals (RFP) FY 2011-12



# **PUBLIC FACILITIES RFP GUIDELINES**

Applications Available – November 15, 2010  
**Proposal Due Date – December 15, 2010, 5:00 P.M.**

Redevelopment and Housing Division  
200 Civic Center Way, 3rd Floor  
El Cajon, CA 92020

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## GENERAL INFORMATION / RFP GUIDELINES

### **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

The CDBG program is administered by the Redevelopment and Housing Division. The RFP is issued annually for City departments, nonprofit groups and neighborhood organizations serving City of El Cajon residents. The proposal form and detailed instructions are available to help in the development of the proposal. CDBG staff is available Monday through Friday, 8 a.m. to 5 p.m., to help in the development of a viable proposal by explaining the RFP criteria and CDBG rules.

The CDBG program, funded by the U.S. Department of Housing and Urban Development (HUD), provides annual grants on a formula basis to entitlement cities and counties. The national objectives of the CDBG program are to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low and moderate-income people. Federal regulations require that CDBG funds be used for projects that qualify as meeting one of the National Objectives of the program and the eligible activity criteria. Projects that fail to meet the applicable tests will NOT BE considered for funding.

These Guidelines are for projects seeking funding during the fiscal year that begins on July 1, 2011. The specific amount of funding to be received from HUD for FY 2011-2012 has not yet been decided by Congress. However, the current state of the national economy will most likely have an impact on the final funding levels.

### **PUBLIC FACILITIES**

- Service Area – Acquisition, new construction, rehabilitation of a public facility in eligible census areas.
- Citywide – Acquisition, new construction, rehabilitation of a public facility outside of a target area serving 51% low/mod income persons.

### **ELIGIBLE APPLICANTS**

**Nonprofit Organizations, Neighborhood Organizations** - Nonprofit and neighborhood organization sponsored programs must primarily serve low and moderate-income residents of the City of El Cajon. Organizations must be nonprofit incorporated by the proposal submittal date. Projects must meet a CDBG National Objective and fall within one of the Public Facilities priorities to compete for funding.

**Faith Based Organizations** – HUD issued a final rule amendment allowing faith-based organizations to compete for CDBG funding on the same basis as other nonprofits. However, faith-based organizations cannot use CDBG funds to support worship, religious instruction or proselytization. Religious activities must be offered separately from the CDBG supported activity. Faith-based organizations that participate in the CDBG program will retain independence from federal, state, and local governments and may carry out its mission provided CDBG funds are not used to support religious activities. Faith-based organizations that participate in the CDBG program shall not discriminate against a program beneficiary on the basis of religion or religious belief.

## **ELIGIBLE ACTIVITIES**

Eligible project activities include: acquisition, construction, rehabilitation, and Americans with Disabilities Act (ADA) improvements to non-profit owned public facilities. Project examples – capital improvements to senior and youth centers, domestic violence shelters, neighborhood community facilities, childcare centers, and projects that remove blight from public facilities.

## **INELIGIBLE ACTIVITIES:**

- Pre-design costs (architectural/engineering costs only);
- Projects that primarily serve people residing outside of El Cajon;
- Projects that do not primarily serve low and moderate income persons;
- Renovation of administrative offices only;
- Pre-project expenses.

## **ENVIRONMENTAL REVIEWS**

An environmental review must be performed on any project funded in part with CDBG dollars. **Premature committing or expending any funds prior to the environmental review will jeopardize the eligibility of the project.** This includes an agency's matching funds from other sources. Environmental reviews are required to comply with National Environmental Policy Act (NEPA) and HUD's enforcement measures. The review includes analysis of 13 federal laws designed to protect certain environmental areas. If the proposal is funded, City staff will initiate the review and the agency will be kept informed about the estimated length of time to clear the project. The review normally is completed at no cost. Depending upon the project location projects involving construction, rehabilitation and demolition can take up to 120 days to obtain an environmental clearance.

## **DAVIS BACON LABOR STANDARDS**

The Davis Bacon Act is a regulatory requirement that applies to all projects using \$2,000 or more in federal funds for construction activities. The act requires all contractors and subcontractors to pay employees working on the project the prevailing wages and fringe benefits as determined by the federal government. Triggering of Davis Bacon Act and related Acts may increase the project costs. To obtain a sample wage determination or if you have questions about how Davis Bacon Labor Standards will affect your project, contact Jamie Kasvikis at (619) 441-1786.

## **LEAD-BASED PAINT REGULATIONS**

HUD has issued final regulations on notification, evaluation, and reduction of lead-based paint hazards in some facilities receiving federal assistance. Rehabilitation of facilities where children are served may be affected by this new regulation resulting in testing the painted surfaces that will be disturbed to determine the presence of lead-based paint. If paint surfaces are not lead-free, safe work practices will be required along with possible methods of removal.

## **ASBESTOS TESTING**

An asbestos survey (AHERA) will be required on all renovation projects to determine the presence of asbestos. The agency should include the cost of the survey and provide for contingency funds for remediation if asbestos is present. The survey will visually review all suspect asbestos containing materials (ACMs) associated with the buildings interior and will collect samples for laboratory analysis prior to the Public Facilities renovation project. The survey will identify whether asbestos containing materials were found and what classification.

## **VOLUNTEERS**

The use of volunteers on a Public Facilities project, who are not otherwise employed by the agency or contractor, requires City approval. Depending on the work the volunteers will perform, state-licensing requirements will apply. For example, volunteers performing trade work (electrical, plumbing) must be licensed. To determine in-kind volunteer contributions requested in the budget, use the estimated amount of what a paid worker would earn doing the same type of work.

## **PREMATURE COMMITTING OR EXPENDING FUNDS**

Program expenses that have been committed or spent prior to City Council approval, environmental clearance and/or execution of the CDBG contract are not eligible for reimbursement.

## **ACCESSIBILITY FOR PERSONS WITH DISABILITIES**

Programs, projects, information, participation, communications and services must be accessible to persons with disabilities to comply with the Americans with Disabilities Act (ADA).

## **MULTIPLE PROJECTS - SEPARATE PROPOSALS**

Develop a separate proposal if requesting funding for multiple projects or if the project contains both Public Service and Public Facilities elements. Careful attention should be given to completing each question asked and attaching additional documentation when requested.

## **CLARITY OF RFP CONTENTS**

The content and clarity of your application are critical. Applicants should take extra care in developing a clear, concise program design and measurable, results-oriented goals.

## **TECHNICAL ASSISTANCE**

CDBG staff is available to provide technical assistance to help organizations develop a viable proposal. Staff reviews will consist of checking for eligibility, RFP requirements, and to assure proposals are in compliance with the CDBG National Objectives established by HUD. Staff CANNOT provide assistance in developing a project or writing the application. Staff is available Monday through Friday, 8 a.m. to 5 p.m., prior to the RFP due date. Contact Redevelopment and Housing at (619) 441-1786 to schedule an appointment.

## **PROPOSAL REVIEW PROCESS**

City staff will review all proposals for eligibility and completeness. A Review Committee will evaluate each proposal and forward the recommendations to Council.

## **SUMMARY - CDBG RFP REQUIREMENTS**

- Congress created the CDBG program and federal regulations apply.
- Applicants must be nonprofit incorporated in California by proposal submittal.
- Organizations that are funded will be required to execute a contract with the City.
- CDBG funds for capital projects are paid out in draws.
- Projects must be located in the City of El Cajon and primarily serve low and moderate-income people.
- The CDBG RFP funding cycle is a competitive process and many worthy proposals will not be funded.
- Funded agencies must acknowledge the CDBG contribution to the funded program.
- Affirmative action and nondiscrimination employment practices and ADA requirements apply; a Drug Free Work Place is required.
- City and HUD shall have access to the funded program records.
- Agencies are responsible for Workman's Compensation benefits, or claims by employees and must indemnify and hold the City harmless against any and all claims.
- Funded agencies cannot be indebted to the IRS or Public Entity nor have judgments or liens.
- If funded, monthly performance reports are required.

## **WEB INFORMATION / STAFF CONTACTS**

Visit our web site at [www.ci.el-cajon.ca.us](http://www.ci.el-cajon.ca.us) and click on "Housing Information" under Quick Links to download the CDBG RFP in PDF format. To receive a copy of the proposal and instructions in Word format, email or call a member of our team:

Patty Hamilton, Secretary (619) 441-1709, [phamilto@ci.el-cajon.ca.us](mailto:phamilto@ci.el-cajon.ca.us)

Jamie Kasvikis, Senior Management Analyst (619) 441-1786, [jkasviki@ci.el-cajon.ca.us](mailto:jkasviki@ci.el-cajon.ca.us)

## **PROPOSAL SUBMISSION REQUIREMENTS**

- Response to questions must be concise and limited to the space provided.
- Proposals are due by 5:00 p.m., December 15, 2010, for City Departments and Non-Profit Agencies.
- Deliver application to: City of El Cajon, Redevelopment and Housing Department, 200 Civic Center Way, 3rd Floor. Submit proposal **original and three** unbound copies. Staff cannot make copies.
- Proposal cannot be submitted online and cannot be revised after submission.
- If you have questions about the RFP or need technical assistance, please contact Jamie Kasvikis, Program Manager at (619) 441-1786.

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All inquiries contact the Redevelopment and Housing Department, 200 Civic Center Way, El Cajon, CA (619) 441-1710.

## PROPOSAL INSTRUCTIONS

The following step-by-step guide is provided to help agencies complete the Public Facilities proposal form.

1. **Applicant Name.** Complete name of agency requesting funding.
2. **CDBG Request.** List the dollar amount of funds requested.
3. **Project Total.** List the total dollar amount for the project.
4. **Project Title.** Indicate the title of the proposed project.
5. **Project Address.** List the project address where the activities will occur and where the services are provided (must be within the City of El Cajon). The address may be different from the agency address. If the service is being provided at more than one site, list all addresses on a separate sheet and clearly mark *Attachment to Question 4 – Project Address*.
6. **Public Facilities Priority.** Check Only One box in this question. Public Facilities proposals are classified by either Service Area or Citywide Priority. The location of the project will determine which priority to select. Proposers must first determine if the project is located in one of the City's eligible census tracts. If the project is not located in one of the eligible tracts, then it is a Citywide Public Facilities project.
7. **Describe the Agency purpose/mission.** Provide overview of agency's service purpose.
8. **Organizational Chart and Board of Directors.** Attach both and label *Attachment to Question 7 – Organizational Chart & Board of Directors*.
9. **Mailing Address.** Enter the agency's complete mailing address.
10. **Project Contact and Correspondence.** Enter the name of the person that will be the key point of contact for the proposal whom city staff will for call with follow up questions and written correspondence will be directed to this person. This person should have the authority to answer questions and receive written correspondence from the City of El Cajon related to the grant.
11. **Year Incorporated 501c(3) Status & S.S.N. or Taxpayer Identification No.** Indicate the year in which the Agency was incorporated; indicate 501c(3) status. List your Taxpayer Identification No. that the Internal Revenue Service provides.
12. **Faith Based Organizations.** Please indicate if the agency is faith-based. This information is used for tracking purposes only, and will not impact the proposal eligibility.

13. **Meeting a CDBG National Objective.** Check the appropriate box that applies to the proposal beneficiaries. For example, if your agency provides an after school program for youth in a low & moderate-income census tract, you would check “Area Based” because the program is located in a low/mod census tract. If your agency primarily services the elderly, abused or persons with disabilities then “Special Needs Population” would apply. The Census Tract Map should be used to determine areas of low/moderate concentration.
14. **Applicant Authorized Signature.** Print the name and title of the person authorized by the Agency to submit the proposal and have this person sign the application.
15. **Public Facilities Project Description.** Describe the type of work that will be performed and how the CDBG funds will be used. Indicate whether the activity will be acquisition (describe the real estate), rehabilitation, new construction or combination of these activities. Proposals that are part of a multi-phased project and once completed cannot function independent of the other phases are not eligible for funding consideration.
16. **Public Facilities Service Purpose.** Specify the project's service purpose by describing the services that will be delivered in the facility.
17. **Facilities Operation.** Describe the Agency's commitment to provide operational support for the facility now and in future years.
18. **Licensing.** List any and all licenses required to carry out this project and indicate whether the license has been approved or is pending. For example, the project may require the facility have a childcare license. For further information about childcare licensing, contact CA Department of Social Services, Community Care Licensing Division at (916) 229-4500 or <http://www.cclcd.ca.gov/PG411.htm>.
19. **Project Location & Size.** Provide the site address and indicate the size of the project such as square footage, number of floors, acreage of the land, number of parking spaces, to be constructed, etc.
20. **Zoning.** Specify the zoning of the proposed site. What type of zoning is required for the proposed new use, i.e. community center, childcare center, educational facility, etc.? Indicate whether the new use will require rezoning, variance or alley abandonment. Zoning requirement information can be obtained by calling the City's Community Development Department, 200 Civic Center Way, 3rd Floor, at (619) 441-1741.
21. **Parking.** Indicate whether the project's parking is adequate for the new use. For example, if the proposed activity is rehabilitation to expand an existing community center, the existing parking may not be adequate and additional parking spaces may be needed in the project design. Parking requirement information can be obtained by calling the City's Community Development Department, 200 Civic Center Way, 3rd Floor, at (619) 441-1741.
22. **Architectural Services.** Architectural services are needed for most projects. Indicate whether an architect has been hired and if the architect developed the project budget using Davis Bacon wages. Please provide the name of the firm and whether any design work has been completed.

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All inquiries contact the Redevelopment and Housing Department, 200 Civic Center Way, El Cajon, CA (619) 441-1710.



23. **Site Control.** Identify ownership of the proposed project site. If the project involves acquisition, include the estimated sales price and whether an appraisal has been obtained. Identify all other factors that are important to the agency obtaining control of the proposed site.
24. **Neighborhood Project Support.** Not all projects require neighborhood support. If the project involves interior renovation of an existing facility where the activity will not impact a neighborhood, neighborhood support is not required. However, if the project involves a new activity such as acquisition of a property for the purposes of constructing a domestic violence shelter, then neighborhood support would be required. Please contact the Redevelopment and Housing Division at (619) 441-1786 to discuss your proposed project if your agency is not certain whether the proposed project requires neighborhood support.
25. **Project Performance Measurements.** Outcomes and objectives should be results oriented, specific and measurable. Each outcome and specific objective should include the time frame for the accomplishment of the particular activity. For example, if the activity is new construction, list the phases or steps to complete, i.e. pre-design/architectural work, general bidding, construction start and/or finish.
26. **Target Population and Number of Persons to Be Served.** Provide a brief description of the client target population to be served by the project and the total number of persons to be served.
27. **Additional Information.** This section is provided to capture any other information the agency wishes to submit to enhance or clarify the proposal.
28. **Agency Performance History.** List the two most recent City of El Cajon CDBG funded project(s). If not funded through CDBG in recent years, list other projects your agency has sponsored using other funding sources. If listing a current City of El Cajon CDBG grant, indicate the project status where indicated, i.e.; timely monthly reports and reimbursement requests (untimely reports are those that are overdue 60 days), award amount, expended funds. If your agency has overdue reports and/or reimbursements please explain why. Other funding sources can include projects carried out by volunteers. Indicate the projects results achieved.

<b>PROPOSAL EXHIBITS</b>
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**EXHIBIT A - Project Budget:** Complete the project budget for capital projects involving acquisition, construction and/or rehabilitation of a facility. Engineering and Architectural services, permits, bonds, and the cost to acquire property are just a few of the cost components to consider including in the budget. Davis Bacon Labor Standard wages are required for most capital projects and could increase costs.

The use of volunteers on a Public Facilities project, who are not otherwise employed by the contractor, requires City approval. However, depending on the work the volunteers will perform, state licensing requirements still apply. For example, volunteers performing trade work (electrical, plumbing) must be licensed. To determine in-kind volunteer contributions called for in the third column of the budget, use the estimated amount of what a paid worker would earn doing the same type of work.

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All inquiries contact the Redevelopment and Housing Department, 200 Civic Center Way, El Cajon, CA (619) 441-1710.

**EXHIBIT B - Matching Funds & Gap Financing:** Read closely and provide the sources of matching funds and gap financing. Attach and label the letters of commitment as specified on Exhibit B.

**SCHEDULE C – CDBG Fact Sheet, Performance Measurement Standards and Citizen Participation Plan:** This Schedule is for reference only for use when completing other sections of the application.

**CENSUS TRACT MAP –** Census Tract Map (separate document made a part of these Guidelines) includes CDBG-eligible census tracts and percentage of low/moderate income persons residing in those tracts. Use this Map when determining project eligibility in other sections of the Application.

<b>DEFINITIONS</b>
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**ELIGIBILITY**

Projects funded with CDBG funds must meet one of the National Objectives: benefit to low and moderate-income persons or prevention of slum and blight. For more information, applicants are encouraged to schedule an appointment by calling (619) 441-1786.

**LOW AND MODERATE INCOME OR LOW INCOME HOUSEHOLD**

The term "low and moderate income" shall be defined as at or below 80% of the median income adjusted for family size for the area as defined in Section 102 of the Housing and Community Development Act of 1974, as amended.

**CONFLICT OF INTEREST**

Conflicts of interest (or appearance thereof) can plague activities supported with federal funds. The general rule is that no employee, board member, officer, agent, consultant, elected official, or appointed official of the recipients or sub-recipients that are receiving funds under a CDBG assisted project who have responsibilities with respect to the CDBG activities or are in a position to participate in decision making processes or have access to inside information with regard to the activities, can obtain a financial interest or benefit from a CDBG assisted activity during their tenure or for one year thereafter (Federal Regulation 24 CFR 570.611).

Agencies should maintain a written code of standards of conduct governing the purchase of materials, product, supplies, services, and awarding and administering sub-recipient contracts. Personnel involved in the procurement process must be trained to recognize situations that create conflicts of interest, or the appearance of a conflict of interest. The agency personnel should be familiar with the agency's code of ethics and potential conflict of interest issues and not take gifts or gratuities from persons or organizations associated with the procurement process.

**CHILDCARE LICENSING**

This information is included to provide a general overview of types of programs requiring licensing and those that do not require a license. For additional information, contact the California

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All inquiries contact the Redevelopment and Housing Department, 200 Civic Center Way, El Cajon, CA (619) 441-1710.

**Programs that Require Licensing**

- Preschool programs that provide services where the parent is not on-site and a fee is charged.
- Public Schools and Charter Schools that provide before school and after school programs for school aged children where the parent is not on-site.

**Licensing Exemptions**

- Public or Charter Schools or programs that provide childcare services during regular school hours and the parent is on-site, i.e. GED Classes.
- Any facility that provides only recreational or singular instruction in one subject, i.e., Self Defense, Dancing, Art, Sports, Music, etc.
- Any facility that provides recreational/instructional activities for school aged children who have the freedom to come and go from the center.
- Agencies that offer services to children do not require licensing, i.e., case/crisis management.

**MATCHING OR COST SHARING**

Matching funds are other agency (non-CDBG) resources immediately accessible and firmly committed funding ready to be applied to the project. Matching funds can include a blend of cash, loans or in-kind resources available to finance the project. These resources must be firmly assigned and immediately available.

In-kind contributions must have a specific dollar value established in accordance with generally accepted accounting principles. The basis of determining the value for personal services and donated materials and supplies must be identified and documented in the proposal. Volunteer services may be counted if the service is an integral and necessary part of an approved CDBG funded project. Rates for hours should be consistent with those paid for similar work in the labor market in which the applicant competes for the services involved. The value assigned to donated materials and supplies should be reasonable and should not exceed market value at the time of donation.

**HUD'S DEFINITION OF DISABLED:**

A person who is determined to:

1. Have a physical, mental, or emotional impairment that:
  - a. Is expected to be of long-continued and indefinite duration;
  - b. Substantially impedes his or her ability to live independently; and
  - c. Is of such a nature that the ability could be improved by more suitable housing conditions; or
2. Have a developmental disability, as defined in section 102(7) of the Developmental Disabilities Assistance and Bill or Rights Act (42 U.S.C. 6001-6007); or

3. Be the surviving member or members of any family that had been living in an assisted unit with the deceased member of the family who had a disability at the time of his or her death.

### **HUD's DEFINITION OF AN ELDERLY PERSON / HOUSEHOLD:**

A household: where either the head of the household or spouse/co-head is age 62 or older.

## **INSURANCE AND CONSTRUCTION BONDING REQUIREMENTS**

If the proposal is funded, the agency will enter into a contract with the City of El Cajon. All City contracts require insurance and indemnification language to protect against loss during construction activity. In construction or renovation contracts, the agency is responsible for insuring against direct physical damage to the construction project as well as to construction materials stored at the construction site. Therefore, in addition to the required liability and workers' compensation insurance, the City also requires the agency to provide evidence of property insurance, which will protect the project site against damage while under construction. This is done either through specialized property insurance forms known as "builders' risk insurance" or an "installation floater".

**Builders' risk** insurance is designed to cover buildings and construction materials while in the course of construction. Builders' risk insurance is a form of property insurance that protects the construction project against loss or damage caused by a variety of perils, i.e. fire, wind, hail, etc.

**Installation floaters** are similar to builders' risk insurance policies in that they are designed to cover damage to material and equipment to be installed in an 'existing building'. Installation floaters are required from contractors performing a specialized job on an existing building or installing equipment or materials that are *not* included in a construction project contract. An example would be a contract to replace the plumbing/fixtures in a bathroom of an existing building.

### **INSURANCE REQUIREMENTS FOR PUBLIC FACILITIES PROJECTS**

#### **Property Insurance**

- The AGENCY must ensure property insurance is carried throughout the term of the Project and all risk property insurance on the building and all improvements for their full replacement value.
- The AGENCY's insurance policy must be endorsed to include the City of El Cajon as a loss payee.
- The AGENCY's insurance policy cannot be cancelled without (30) days prior written notice given to the CITY.
- The AGENCY is responsible for all policy premiums and deductibles.
- The AGENCY shall furnish the CITY with a certificate of insurance (ACORD form or equivalent approved by the CITY) as required by this Contract. A person authorized by that insurer to bind coverage on its behalf must sign the certificate.

#### **Liability Insurance**

If funded, the AGENCY shall provide proof of general liability insurance in an amount acceptable to the CITY throughout the term of the Project. The City of El Cajon must be listed as an additional insured.

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All inquiries contact the Redevelopment and Housing Department, 200 Civic Center Way, El Cajon, CA (619) 441-1710.

## **CONSTRUCTION, LABOR, AND MATERIAL PAYMENT AND PERFORMANCE BONDS**

Prior to the commencement of any rehabilitation, the construction contractor must post a construction labor and material payment bond and performance bond for the total amount of the rehabilitation contract in a form as approved by the CITY.

### **PROPOSAL REVIEW PROCESS**

- All proposals will be reviewed by City staff for eligibility, completeness, and feasibility.
- Proposals that are deemed ineligible or infeasible will not be considered for funding and not forwarded to the Review Committee. The agency will be notified by mail of their status.
- Staff will perform technical reviews for eligible/feasible projects requiring further clarification. This review summarizes the project and notes proposal concerns.
- The technical review will be mailed to the applicant(s), allowing a 7-day window for the agency to submit additional information or to clarify the proposed project. The agency response is limited to one page only.
- The Review Committee members are provided the proposals, the technical review summaries, and the one-page agency response, if the agency submits additional information.
- The Review Committee will review and evaluate each eligible proposal.
- **The Review Committee forwards only recommended projects based on those evaluations to the City Council for approval at the Public hearing(s).**

### **PROPOSAL CHECKLIST OF REQUIRED DOCUMENT**

Before you submit your proposals, please review the following list to be sure your proposals are complete and that your agency has not forgotten any key elements.

- ✓ Submit proposal **original plus five** unbound copies.
- ✓ Paper or binder clip original, do not bind or staple proposal copies.
- ✓ Reduce oversized pages to 8-1/2 x 11.
- ✓ Convert double-sided pages to single-sided pages.
- ✓ Provide additional information requested in proposal instructions i.e., Board of Directors.
- ✓ Provide proof of matching and gap financing funds for Public Facilities proposals.
- ✓ Provide a key contact persons name for follow up calls (if necessary) and written correspondence related to the grant. The contact could be the Executive Director or an agency staff person, but not both.
- ✓ Proposal must be signed by proposing agency.

## REPORTING REQUIREMENTS FOR FUNDED AGENCIES

Agencies receiving FY 2011-12 City of El Cajon Community Development Block Grant (CDBG) funding should be aware of several reporting requirements briefly explained in this appendix.

*[Please note some reporting requirements have changed from previous CDBG grant years. Agencies receiving Public Facilities funds are required to submit monthly programmatic reports in the year following the completion of the public facility project.]*

### **Why Accurate Reports are Necessary:**

CDBG funds are distributed to City departments and non-profit agencies throughout the City of El Cajon; however the funds originate at the federal level, through the U.S. Department of Housing and Urban Development (HUD). The City of El Cajon is required to report to HUD the accomplishments of each grant given to agencies. HUD is currently evaluating the overall impact of the CDBG program, so it is of utmost importance that accurate accomplishment data is reported in order to show the noteworthy projects and program being carried out by El Cajon sub recipient agencies. HUD wants to hear about all the work you do to make our city a better place!

### **What will be required of CDBG Funded Agencies:**

The following is a general list of reporting requirements expected for agencies funded in the 2011-12 grant year. The outcome data to be tracked will be tailored to your project and will depend upon HUD's Outcome Performance Measurement regulations. Therefore this list is not exhaustive; it is simply a guide so that agencies can start preparing for any documentation changes that may be necessary for tracking clients and outcomes.

- Amount of money leveraged for the program (how much money total went into the program, CDBG and all other funds).
- Number of persons assisted.
- Income levels of persons assisted (30, 50, or 80% of the median income, adjusted for family size).
- Race, ethnicity, and disability status of the persons assisted.
- Number of communities/neighborhoods assisted.

*[Please note that each agency awarded CDBG funds in 2010-11 will be responsible to contact Program staff if questions arise, particularly in the reporting/data collection process.]*

## FREQUENTLY ASKED QUESTIONS

### **1. Who is eligible to apply for a Public Facilities CDBG grant?**

Non-profit organizations, neighborhood organizations, City departments, and faith-based organizations, located in targeted areas of the City.

### **2. Can Public Facilities funds be used to renovate property that the agency does not own?**

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All inquiries contact the Redevelopment and Housing Department, 200 Civic Center Way, El Cajon, CA (619) 441-1710.

In some cases yes, if the agency has a long-term lease, CDBG funds can usually be used for renovation. Please consult with City staff regarding lease terms to discuss eligibility.

**3. What constitutes 'Matching Funds' for the Public Facilities matching requirement?**

Matching funds are resources immediately accessible and firmly committed resources ready to be applied to the project. Matching funds can include a blend of cash, loans or in-kind resources available to finance the project costs. In-kind contributions must have a specific dollar value established in accordance with generally accepted accounting principles.

**4. My agency is not a 501(c)3, can we still apply?**

Yes. Agencies do not have to be a 501(c)3 in order to apply for CDBG funds through the City of El Cajon. Organizations must be an incorporated non-profit in the State of California at the time of application.

**5. How can I improve the clarity of my proposal?**

Read all application instructions carefully and formulate clear, concise responses to each question; do not leave any questions blank; edit applications for spelling, typos, and grammar; research funding priorities to ensure your program fits the guidelines; be specific regarding the measurable goals and outcomes of your program.

**6. If our proposal is funded, when will we receive our CDBG grant?**

Funded agencies will enter into a contract with the City of El Cajon for their grant award. HUD funds are available beginning July 1, 2011, and contracts will be executed thereafter. CDBG grants are paid out on a reimbursement basis.

**7. My organization is faith-based. Are there any advantages/disadvantages to being a faith-based organization?**

Faith-based organizations with a social service mission contribute to our community and can apply for CDBG funds; however faith-based organizations cannot use CDBG funds to directly support worship, religious instruction or proselytization. Religious activities must be offered separately from the CDBG supported activity and participation must be voluntary for the beneficiaries of the CDBG funded program. Faith-based organizations that participate in the CDBG program shall not discriminate against a program beneficiary on the basis of religion or religious belief.

**8. Can I receive technical assistance prior to the application submission deadline?**

Technical assistance is available for applicants in the Redevelopment and Housing Division (200 Civic Center Way, 3rd Floor) Monday through Friday, 8:00 a.m. to 5:00 p.m., until the application deadline (December 14, 2010). If you would like to request an appointment, please call (619) 441-1786.

**9. Can I attach additional pages or letter of support to my application?**

No, staff will remove information provided that is not specifically requested in the RFP.