

CITY OF VISTA



Community
Development Block
Grant (CDBG) RFP
Application
FY 2022/23
Housing Division

CITY OF VISTA



CDBG Request for Proposals FY 22-23

Housekeeping

- ✓ PDF will be available online
- ✓ Name, title and organization in the chat box
- ✓ Questions – use the chat box feature
- ✓ Please mute yourself



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HUD National Objectives:

- Benefit to low- and moderate- income (LMI) persons
- Aid in the prevention or elimination of slums or blight
- Meet a need having a particular urgency (referred to as urgent need)

City of Vista Funding Priorities:

- Increase and preserve affordable housing opportunities for low-and-moderate income households.
- Prevent and reduce homelessness.
- Improve public infrastructure and facilities to promote safe and vibrant communities.
- Poverty reduction through economic and community development, including for residents with special needs.

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The Community Development Block Grant (CDBG) is a program federally funded by the U.S. Department of Housing and Urban Development (HUD) that provides grants on a formula basis to entitled cities and communities. In 1991, the City of Vista became an entitlement city, which is a city with a population of 50,000 or more that receives CDBG funds directly from the federal government. The purpose of the CDBG program is to ensure that communities have viable resources to provide affordable housing, a suitable living environment, and economic opportunity.

Links have been included to the PDF to provide further details of the National Objectives and Vista Priorities.



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Available Funding

- Estimated \$1,000,000 for Fiscal Year 2022/23
- 15%, (~\$150,000) for social service activities
- Grants awarded \$10,000 to \$25,000
- Optional one-year extensions



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The City of Vista anticipates a grant award of approximately \$1,000,000 for Fiscal Year 2022/23 (July 1, 2022 to June 30, 2023).

Per HUD regulations, no more than 15% of the total grant award (estimated \$150,000) can be allocated for social service activities.

The minimum sub-recipient contract amount is \$10,000 up to a maximum of \$25,000.

Contracts will include an option for a one-year extension, at the sole discretion of the City

One-year extension will be funded by another round of CDBG funding.



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Eligibility Information:

- Nonprofit Organizations, City Departments, Neighborhood Organizations and Faith-Based Organizations*

FY 2021 HUD Income Guidelines (Subject to Change)

	Family of 1	Family of 2	Family of 3	Family of 4	Family of 5	Family of 6	Family of 7	Family of 8
Extremely Low (0-30%)	\$25,450	\$29,100	\$32,750	\$36,350	\$39,300	\$42,200	\$45,100	\$48,000
Very Low (31-50%)	\$42,450	\$48,500	\$54,550	\$60,600	\$65,450	\$70,300	\$75,150	\$80,000
Low (51-80%)	\$67,900	\$77,600	\$87,300	\$97,000	\$104,800	\$112,550	\$120,300	\$128,050

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Who is Eligible to apply:

- Nonprofit organizations
- City Departments
- neighborhood organizations
- Faith-Based Organizations*

Must primarily serve low and moderate-income Vista residents.

Non-Profit Organizations must be incorporated in California by the proposal submittal date.

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

*Faith-based organizations cannot use CDBG funds to support worship, religious instruction or proselytization.

Agency must be in good financial standing and have sufficient funds to sustain the program for a minimum of three months

Organizations that are funded will be required to execute a contract with the City of Vista

Fingerprinting is required for staff working with children or physically or developmentally disabled people in CDBG-funded projects

Federal regulations apply to CDBG-funded projects

The City of Vista and HUD shall have access to the records of the funded program

Affirmative action and nondiscrimination employment practices and ADA requirements apply; Drug Free Work Place is required

Agencies are responsible for Worker'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 any public entity nor have judgments or liens (as verified by a query of the Federal Disbarment website System for Award Management)

The Following are Ineligible Activities and Costs

Programs or services that primarily serve non-Vista resident

Programs that do not service primarily low-and moderate-income persons

Political activities

Income payments, stipends, marketing, and fundraising

Services that promote religion

Payment of debt or pre-program expenses

Entertainment, furnishings, and personal property

To give clarification 70% of beneficiaries must be very-low, low/moderate income persons/households, according to current HUD Income Guidelines and Vista. Residents.

Projects that do not meet the funding requirements will be disqualified from funding consideration.

- Quarterly performance reports are required
- CDBG funds are reimbursed quarterly and based upon required source documentation, i.e. timecards, cancelled checks, receipts, bank statements, etc.



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Reporting Requirements

Financial (Click here for Federal regulations [24 CFR 570.506](#) and [24 CFR part 75](#))

- Eligible expenses.
- Accounting procedures.
- Reporting requirements.
- Needs to have separate accounts for CDBG Funds

Quarterly Reporting

- Oct. 15, Jan.15, April.15, July.15 Deadlines for reporting.
- Specific, Measurable, Achievable, Realistic, Time bound (S.M.A.R.T)
- Documentation must be maintained for individual participants in the program. including income, race and ethnicity data.

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Oct. 15 Jan.15 April.15 July.15 Deadlines for reporting.

Organizations must comply with federal regulations regarding eligible expenses, accounting procedures and reporting requirements in accordance with 24 CFR 570.506 and meet section 3 reporting requirements 24 CFR part 75 for capital projects.

Organizations are required to include a performance measurement component as part of their work plan. Each funded activity must state an objective and demonstrate a measurable outcome that contributes towards fulfilling national and local objectives

Documentation must be maintained for individual participants in the program, including income, race and ethnicity data. The agency must report these figures to the City both quarterly and annually.

This includes a Progress Report that reports:

- Number of Vista residents assisted
- Race of residents assisted
- Income of residents assisted
- Summary of quarterly activity



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Proposal Instructions

1. Review the RFP Guidelines carefully
2. Obtain Board approval to submit an application
3. Complete the Application Worksheet
4. Complete a Project Narrative -include all requested information
5. Complete the Budget Summary Worksheet and Budget Narrative
6. Utilize the Application Checklist
7. Utilize the Supplemental Documents Checklist to ensure that all required documents have been included



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CITY OF VISTA CDBG SCHEDULE – FY 2022-2023

DATE	ACTIVITY
Wednesday, January 5, 2022	RFP posted on City website
Wednesday, January 19, 2022	Deadline to submit questions by 12:00 a.m.
Wednesday, February 2, 2022	CDBG Proposals due by 3:00 p.m.
Wednesday, February 23, 2022	Advisory Committee Meeting
Tuesday, March 22, 2022	5:30 p.m. Public Hearing - Proposed 2022/23 Annual Plan, including funding recommendations
Tuesday, April 26, 2022	5:30 p.m. Council approval of 2022/23 Annual Plan
Friday, May 13, 2022	Submission of final 2022/23 Annual Plan to HUD

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Thursday, February 3, 2022 Distribute applications to Advisory Committee for review

Tuesday, February 15, 2022- Applicant Interviews with CDBG Advisory Committee will be

Thursday, February 17, 2022 scheduled during this time period

CITY OF VISTA CALIFORNIA

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RFP Application Process on ProcureNow (OpenGov)

RFP's will be posted on the City's e-bidding website, ProcureNow (OpenGov)

Applicants must register for a vendor account on the ProcureNow (OpenGov) website in order to apply

The link to create a vendor account and submit a proposal is located on the City of Vista website under "[BIDS & RFP'S](#)"

Once a vendor account is created, applicants must download the application package in order to submit a proposal. Once the package is downloaded, we can track your progress along the way under our prospective bid list.



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The CDBG request for proposal will be posted on the City's e-bidding website, ProcureNow (OpenGov). To submit an application, interested applicants will need to register as a vendor on the City's Electronic Bidding System, ProcureNow (OpenGov), <https://secure.procurenow.com/portal/cityofvista>. The link to register as a vendor on the e-procurement website is located on the City of Vista website at <https://www.cityofvista.com/business/bids-rfp-s>. Once registered, applicants must download the application package while logged in under their own name. We can also track your progress as soon as

you download the application package so if there is any trouble along the way we can get assistance quickly.

If you already have a vendor account, please go ahead and navigate to the 'BIDS & RFP'S" section of our website and click on the link to go to our procurement portal. Once there, you too can log in and download the application package and submit during the designated timeframe.

<https://www.cityofvista.com/business/bids-rfp-s>

For More Information

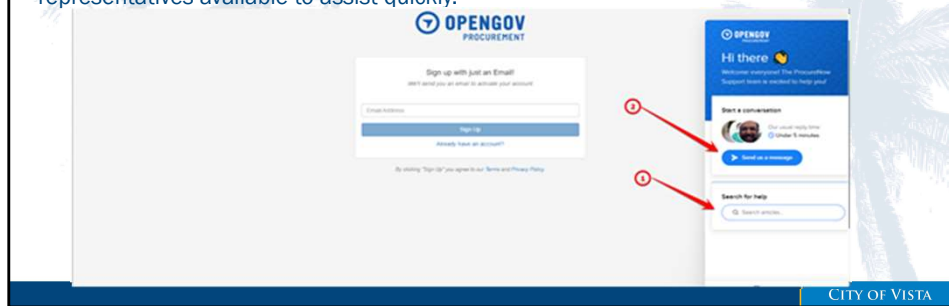
Contact Sergio Saucedo by phone (760.643.5255) or email (ssauceda@cityofvista.com) with any questions about the CDBG application process.



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As soon as the vendor account is created with username and password, applicants can navigate to the City of Vista Procurement Portal to subscribe to all email notifications regarding the CDBG RFP. We have a [link](#) to this on the 'BIDS & RFP'S" section of the City website for ease.

If at any time, there are any questions or trouble navigating the e-procurement software please reach out directly to OpenGov for further guidance. They have a chat feature with representatives available to assist quickly.



If at any time, there are any questions or trouble navigating the e-procurement software please reach out directly to OpenGov for further guidance.

If you have any questions regarding CDBG specifically please feel free to reach out to us along the way as well.



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CDBG PUBLIC SERVICE PROPOSAL EVALUATION

Evaluation Standard	Maximum Points
Project Description	15
Target Group	10
Performance Measurements and Timeline	10
Collaboration and Outreach	10
Organizational Capacity	15
Vista residents served	15
Vista location/availability	10
Budgets and Budget Narratives	15
TOTAL	100

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a. Project Description (15 points)

Describe the proposed service/project to be carried out with the funds requested. Discuss where services will be provided, how clients get to the service location, and proximity to public transportation. Document the need for the service/project. If the proposed project is ongoing, specify why the funds are needed. Discuss the cost-per-beneficiary in relation to private and other organizations delivering similar services.

b. Target Group (10 points)

Describe the target group, including general demographics and the areas to be served (identify census tracts, if appropriate). Quantify the number of low- and moderate-income persons/households to be assisted. Describe the process you will use to collect and verify participant eligibility.

c. Performance Measurements and Timeline (10 points)

Provide a detailed scope of work for the project for FY22-23. For each activity list the objective, outcome, and outcome measurement. For example:

Objective: By June 30, 2023, provide a minimum of 30 families with emergency shelter and case management services.

Outcome: Ninety percent of families will find transitional or permanent

housing.

Outcome measure: Documentation (rental agreement, acceptance letter, etc.) provided by client and noted in client file.

Describe how data will be collected, tracked, and stored. Prepare a timeline for implementation/completion of the project activities.

d. **Collaboration and Outreach (10 points)**

Describe how your organization collaborates with other groups offering services in the target area. If the project is a formal collaboration with another agency, please detail the roles and responsibilities of each organization. Identify other agencies offering similar services and justify the need (i.e. discuss how the services differ or complement each other and document the need for more services). Discuss outreach efforts for the proposed service/project, including how you will ensure that community members, as well as other agencies, are aware of your services.

e. **Organizational Capacity (15 points)**

Summarize the organization's background and experience in providing the proposed, or similar, service. List the two most recent Vista CDBG funded programs and the primary accomplishments. If you have not received funding through CDBG in recent years, list other similar programs your agency has managed and describe the primary accomplishments.

Describe the experience of the staff that will work on the program, including those that will be providing program oversight. Discuss the role that volunteers play in this project, if any. Describe how staff and volunteers are screened and trained. If working directly with children or disabled individuals, describe background check and fingerprinting requirements. Include an organizational chart that includes the proposed program.

Describe the financial system utilized by the agency, including how CDBG funds will be tracked separately from other funding sources. Identify whether your organization has sufficient funds to sustain the program for a minimum of three months until reimbursement of expenditures are received. Please submit documentation detailing your organization's reserves. Documentation may include cash and/or credit reserves.

Identify whether your agency has a personnel policy manual with an affirmative action plan and grievance procedure. If not, explain why not. Attach a list of the Board of Directors and resumes of key staff including program manager and fiscal officer.

Vista residents served (15 points)

Points will be assigned as outlined in the CDBG Public Service Proposal Evaluation (Attachment II), based on the information provided by the applicant on the 2022-2023 Vista

CDBG Application Worksheet.

Vista location/availability (10 points)

Points will be assigned as outlined in the CDBG Public Service Proposal Evaluation (Attachment II), based on the information provided by the applicant on the 2022-2023 Vista CDBG Application Worksheet and supplemental information provided under the Project Description section of the Project Narrative.

Vista Residents Served

Points awarded as follows, based on the percentage of Vista residents served:

- 15 points = 100% of residents served are from Vista
- 12 points = 90% or more of residents served are from Vista
- 10 points = 70% - 89% of residents served are from Vista
- 8 points = 50% - 69% of residents served are from Vista
- 5 points = 30% - 49% of residents served are from Vista
- 0 points = Less than 30% of residents served are from Vista

Vista Location/Availability

Points awarded as follows, based on the service location and accessibility for Vista residents:

- 10 points = Located/services provided in Vista
- 9 points = Located adjacent to Vista, easily accessible, service unavailable in Vista
- 7 points = Located adjacent to Vista, easily accessible, services are also available in Vista, but demonstrates substantial use by Vista residents
- 5 points = Located outside of Vista, less accessible, but demonstrates substantial usage by Vista residents
- 2 points = Located outside of Vista, less accessible, but demonstrates some usage by Vista residents
- 0 points = Not located in Vista or used by Vista residents, and not easily accessible

Budgets

The budget clearly identifies the requested CDBG funds, as well as other funding and/or in-kind support (including the source of other funding). Costs are reasonable and directly related to program activities. The proposed program/service is leveraged with other funding and/or in-kind support, including support to cover the ten percent reduction in CDBG funds in the Year 2 budget.

Budget Narratives

The budget narratives identify how the amount in each line item was derived and provides justification for the funds requested.



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Project Budget and Budget Narrative

PROJECT BUDGET and BUDGET NARRATIVE (15 points)

On separate pages, prepare a detailed Budget for each project year (FY 2022-2023 and FY 2023-2024).

Identifying the use of proposed funding and all other resources available for the project.

EXAMPLE BUDGET SUMMARY WORKSHEET

Budget Category	CDBG Requested Funds	Other Funding Sources (Include amount and name of source. May include in-kind support)	Total Project Budget
a. Salaries and Wages Case Manager @ \$35,000/yr. Project Coordinator 0.10FTE @ \$45,000	\$8,750	\$26,250 (SD County) \$4,500 (In-kind)	\$35,000 \$4,500
b. Fringe Benefits \$35,000 x .25 \$4,500 x .25	\$2,188	\$6,562 (SD County) \$1,125 (In-kind)	\$8,750 \$1,125
TOTAL PERSONNEL BUDGET	\$10,938	\$38,437	\$49,375
c. Office Rent and Utilities \$200/mo. X 12 months		\$2,400 (In-kind)	\$2,400
d. Telephone \$75/mo. X 12 mo.	\$225	\$675 (SD County)	\$900
e. Office Supplies \$25/mo. X 12 mo.	\$75	\$225 (SD County)	\$300
f. Mileage 20 miles/mo. X 12 mo. X .55	\$33	\$99 (SD County)	\$132
g. Other (specify) Client Incentives @ \$50 x 75 clients		\$3,750 (XYZ Foundation)	\$3,750
TOTAL NON-PERSONNEL BUDGET	\$333	\$7,149	\$7,482
TOTAL PROJECT BUDGET	\$11,271	\$45,586	\$56,857

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PROJECT BUDGET and BUDGET NARRATIVE (15 points)

On separate pages, prepare a **detailed** Budget for each project year (FY 2022-2023 and FY 2023-2024) identifying the use of proposed funding and all other resources available for the project. Please identify by name other sources that make up the project budget; i.e. private donations (\$20,000), HOWPA (\$100,000), State grants (\$15,000). You may also identify in-kind support for the program. A suggested budget summary worksheet is included

on the following page. Please revise the form and annotate budget items as they relate to your project.

On separate pages, provide a Budget Narrative for each program year (FY 2022-2023 and FY 2023-2024) with a detailed explanation of each line item in the project budget, indicating how the amounts were determined and justifying the need for the item. The CDBG Advisory Board will meet to adjust allocations as necessary depending on differences in funding between year one and year two. Staff will contact each public service provider before the start of the second program year to verify the updated budget.

YEAR 2 PROGRAM PLAN (included above, “Performance Measurements and Timeline”)

Provide a detailed scope of work for the project. For each activity list the objective, outcome, and outcome measurement. For example:

Objective: By June 30, 2023, provide a minimum of 50 families with emergency shelter and case management services.

Outcome: 90 percent of families will find transitional or permanent housing.

Outcome measure: Documentation (rental agreement, acceptance letter, etc.) provided by client and noted in client file.

Applicants are expected to provide the same, or an increased, level of service (number of individuals served) in Year 2. Additional objectives may be implemented in Year 2, if appropriate. Year 2 clients may be new or continuing (please indicate which in the objective or in a brief introductory statement).

Salaries and Wages

$\$35,000/\text{yr.} \times .25\text{FTE} = \$8,750$

CDBG funds are requested to cover twenty-five percent of the Case Manager's time (the remaining time is covered by a grant from the County of San Diego). The Case Manager will be responsible for determining client eligibility, meeting with clients, creating a case management plan, tracking client progress, and reporting on accomplishments.

Fringe Benefits

$\$35,000/\text{yr.} \times .25\text{FTE} \times 0.25 \text{ Benefits} = \$2,188$

Fringe benefits, at 25 percent, include: FICA, SUI,

Worker's Compensation, and Health/Dental/Vision

Telephone

$$\$75/\text{mo.} \times 12 \text{ mo.} \times 0.25\text{FTE} = \$225$$

The Case Manager utilizes a cell phone so that clients and staff can reach them throughout the day, as well as for safety when conducting home visits. The monthly cost of the cell phone averages \$75 per month. Twenty-five percent of the telephone cost will be billed to CDBG. The actual monthly cost may vary, but the total amount charged to CDBG will not exceed \$225.

Office Supplies

$$\$25/\text{mo.} \times 12 \text{ mo.} \times 0.25\text{FTE} = \$75$$

Office supplies, estimated at \$25 per month, include but are not limited to: pens, pencils, whiteout, paper, ink, folders, paperclips, and binders. These items are required for the Case Manager's daily activity of documenting work with clients. Twenty-five percent of the office supplies cost will be billed to CDBG. The actual monthly cost may vary, but the total amount charged to CDBG will not exceed \$75.

Mileage

20 miles/mo. x 12 mo. x \$0.55/mile x .25FTE = \$33

The Case Manager will drive an average of 20 miles per month to conduct home visits with clients, attend meetings, and for other project related activities. The current IRS mileage reimbursement rate will be utilized, and may therefore change prior to or during program implementation. Twenty-five percent of the mileage cost will be billed to CDBG. The actual monthly cost and the reimbursement rate may vary, but the total amount charged to CDBG will not exceed \$33.



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SERGIO SAUCEDA

Housing Staff Assistant
City of Vista
ssauced@cityofvista.com
P: 760-643-5255

SYLVIA SOLIS DANIELS

Housing Program Manager
City of Vista
ssolisdaniels@cityofvista.com
P: 760.643.5207

EMILY WILCOX

Senior Office Specialist
City of Vista
ewilcox@cityofvista.com
P: 760-643-5256



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