

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

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



# **PUBLIC SERVICE RFP GUIDELINES**

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

Redevelopment and Housing Department  
200 Civic Center Way, 3rd Floor  
El Cajon, California 92020

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# GENERAL CDBG PROGRAM INFORMATION & RFP GUIDELINES

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

Welcome to the City of El Cajon's Community Development Block Grant (CDBG) Program FY 2011-12 Request for Proposal (RFP) process. The CDBG program is administered by the Redevelopment and Housing Department. The RFP is issued annually for City departments, non-profit groups and neighborhood organizations serving City of El Cajon residents. The proposal form and detailed instructions are designed to assist in the development of the proposal. CDBG staff is available Monday through Friday, 8 a.m. to 5 p.m., to assist 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, 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 programs 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 to be announced.

## **PUBLIC SERVICE EXAMPLES**

Services and programs examples under this RFP:

- Youth and Childcare Services - General youth and childcare services
- Enrichment Programs for Youth - Education based youth programs
- Support Services to persons with disabilities, to low/moderate-income persons, to homeless persons, and to seniors (self-sufficiency and supportive programs)
- Neighborhood Revitalization Services - Programs that support neighborhood revitalization efforts

## **APPLICANT ELIGIBILITY INFORMATION**

**Non-profit organizations, City departments, neighborhood organizations, and faith-based organizations may apply for this funding.** Sponsored programs must primarily serve low and moderate-income City of El Cajon residents. Proposals must meet a CDBG National Objective and must also address one of the City of El Cajon's priorities to apply for funding (listed on Page 10, Schedule C of the Application/Proposal).

**Non-profit organizations** – Organizations must be granted non-profit status under the Internal Revenue Code (Section 501(c)(3)), and must be incorporated by the proposal submittal date.

**Faith-Based Organizations** – Faith-based organizations are an important part of the social service network. 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.

### **Funding Restrictions (Ineligible activities and costs)**

- Programs or services that primarily serve non-El Cajon residents
- 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

### **ENVIRONMENTAL REVIEWS**

An Environmental Review is required for each program that receives CDBG funding. If the proposal is funded, City staff will initiate the review and notify the applicant when the program is cleared to proceed. This is a regulatory requirement and the environmental review process for Public Service programs require a lower level review and can usually be environmentally cleared quickly and not delay the program start up.

### **PREMATURE COMMITMENT OR EXPENDITURE OF FUNDS**

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

### **ACCESSIBILITY FOR PERSONS WITH DISABILITIES**

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

### **MULTIPLE PROGRAMS - SEPARATE PROPOSALS**

Develop a separate proposal if requesting funding for multiple programs or if the program 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.

### **DISCLOSURE OF INFORMATION**

All materials submitted in response to this RFP shall become the property of the City upon delivery to the address set forth. By submitting a proposal, the applicant agrees that the contents of every proposal is confidential and proprietary and waives any right to access those

proposals. The forgoing waiver shall not apply to the proposal selected hereunder, or to the proposal of any applicant contesting, appealing, protesting or otherwise challenging an award or recommendation. Any applicant submitting a proposal hereunder further acknowledges and agrees that the City is a public entity, which is subject to laws governing public records and shall not be liable for disclosures required by law.

## **TECHNICAL ASSISTANCE**

The CDBG program 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 program or writing the application. Staff is available Monday through Friday, 8 a.m. to 5 p.m., prior to the RFP due date by calling and/or scheduling an appointment at (619) 441-1786.

## **PROPOSAL REVIEW PROCESS**

The CDBG staff will review and evaluate each proposal for eligibility and completeness. Only those proposals that staff determine to satisfy the RFP criteria will be distributed to the CDBG Review Committee.

## **SUMMARY – CDBG RFP REQUIREMENTS**

- Applicants must be incorporated as a nonprofit in California by proposal submittal
- Programs must primarily serve low- and moderate-income El Cajon residents
- Organizations that are funded will be required to execute a contract with the City
- Fingerprinting is required for staff working in CDBG-funded positions that work with children or physically or developmentally disabled people
- Congress created the CDBG program and federal regulations apply
- The CDBG RFP funding process has limited dollars and many worthy proposals will not be funded
- Funded agencies must acknowledge the CDBG contribution to the funded program
- The City of El Cajon and HUD shall have access to the funded program record
- Affirmative action and nondiscrimination employment practices and ADA requirements apply; a Drug Free Work Place is required
- Agencies are responsible for Workers' 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
- Monthly performance reports are required
- CDBG funds are reimbursed monthly and based upon required source documentation, i.e. timecards, cancelled checks, receipts, bank statements, etc.

## **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 must be received by 5:00 p.m., December 15, 2010.** Postmarks are not acceptable.
- ⇒ Deliver application to: City of El Cajon, Redevelopment and Housing Department, 200 Civic Center Way, 3rd Floor, El Cajon CA . Submit **original and four** unbound copies of the proposal (staff cannot make copies).
- ⇒ Proposals 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, Senior Management Analyst at (619) 441-1786.

## **PROPOSAL INSTRUCTIONS**

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

1. **Applicant Requesting Funding.** Complete legal name of agency requesting funding.
2. **CDBG/HOME Request.** List the dollar amount of funds requested.
3. **Total Program amount.** Enter the total funding of the program for FY 2011-12.
4. **Program Title.** Indicate the title of the program.
5. **Program Site Address.** List the project site address where the activities will occur and where the services are provided. The site address may be different from the agency address.
6. **City of El Cajon Priority Number.** Enter the priority number from the CDBG Fact Sheet. **Priorities are listed on Page 10 of the application.**
7. **Describe the Agency mission/purpose.** Provide an overview of agency's service purpose.
8. **Organizational Chart and Board of Directors.** Attach both and label attachments clearly.
9. **Mailing Address.** Enter the agency's complete mailing address.
10. **Agency Contact Person.** Enter the name of the person that will be the key point of contact for the proposal whom city staff will direct all follow up questions and written correspondences. 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 and 501(c)3 Status.** Indicate the year in which the agency was incorporated and whether or not the agency has been granted 501(c)3 status.
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. **Census Tracts to be served by this Project.** List the census tract(s) where clients who are served by the program reside. If program is offered to the entire city, please state *Citywide*. Refer to Census Tract Map attached to these Guidelines.
14. **Meeting a CDBG National Objective.** Check the appropriate box that applies to your program. Please note that at least 51% of your clients served must be of low to moderate-income households. Even if your program services are located within a low to moderate-income area, you may still be required to collect residency documentation on your clients, at a minimum. The Census Tract Map provided can be used to determine areas of low to moderate concentration.
15. **Certification.** Print the name and title of the person authorized by the agency to submit the proposal and have this person sign the original application.
16. **Program Description, Purpose and Need.** Be concise in stating the nature of the program and what program costs, positions, and operating funds will be funded with CDBG funds.
17. **Program Delivery and Location.** Provide a brief description of how your program will be carried out, how you will reach your target population, what services will be provided, and where those services will be provided.
18. **Major Sources of Agency Funding.** List the major sources of agency funding. For example, United Way, corporate sponsorship, private donations, other federal funding.
19. **Matching Funds.** Matching funds are not required for Public Service programs but will enhance your proposal by showing leverage. Matching funds are all the other non-CDBG funds that will be used in conjunction with the CDBG request to complete the program. Matching funds can be a blend of cash, grants, loans, in-kind gifts or volunteer labor. These funds must be firmly assigned to the program and immediately available.
20. **Collaboration with Other Agencies.** Explain if the proposed program will be carried out with the help or support of other agencies or organizations. Name the organizations and be specific about their involvement and/or support.
21. **Site Control.** State whether the program site where services are offered is owned by the applicant agency. If services will be offered at a site owned or managed by another organization, describe the lease terms and attach a letter from the owner which states they authorize the use and are committed to the program. For example, if the applicant has arranged for services to be provided at a school, attach a letter from the school principal indicating their commitment to the program. Attachments should be labeled *Attachment to Question 21 – Site Control*.
22. **Licensing/Fingerprinting.** 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. If the project serves youth, agencies are encouraged to see Page 9 and 10 of these Guidelines for examples of youth programs that require licensing. For further information about childcare licensing, contact CA Department of Social Services, Community Care Licensing Division at (916) 229-4500 or <http://www.cclid.ca.gov/PG411.htm>. CDBG-funded staff working with children or physically or developmentally disabled people must be fingerprinted. This is an eligible CDBG cost and should be reflected in the budget. Contact Global Livescan at Postal Center Plus at (619) 593-9993, 772 Jamacha, Road El Cajon, CA 92019.

23. **Program Performance Measurements.** Briefly describe the actual work and services to be provided to your target population. Each activity listed will also have an objective, outcome and an outcome measurement to be listed in subsequent questions. For example, "Provide financial literacy classes to children aged 8-12 years living in or going to school in low and moderate-incomes census tracts." Define the goals of each activity. For example, "Children will learn and understand basic money management skills." List the specific measurable outcomes of each activity. For example, "Provide 5 workshops serving 15 children in each workshop, after which at least 10 children will open a savings account".
24. **Target Population, Number of Persons Served, Service Boundaries.** Provide a description of the client target population to be served by the program and the total number of persons to be served in the grant year.
25. **Additional Information.** This section is provided to capture any other information the applicant wishes to submit to enhance the proposal.
26. **Agency Information.** See Application for details.
27. **Personnel.** See Application for details.
28. **Financial.** See Application for details.
29. **Agency Performance History.** List the two most recent El Cajon CDBG-funded programs. If not funded through CDBG in recent years, list other programs your agency has sponsored using other funding sources.
30. **Audit.** See Application for details. Method of conducting an annual audit must be indicated.
31. **Insurance.** See Application and Pages 11 – 12 of these Guidelines for details. Proof of Insurance will be required if funding is awarded. Referenced document "Instruction Guidelines – Council Policy D3" is available by calling (619) 441-1710.

<b>PROPOSAL SCHEDULES AND MAP</b>
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**SCHEDULE A – Program Budget:** Complete the program budget that includes Personnel Services (salaries) and other program cost components the agency identifies as necessary to the program including insurance coverage. See - the City of El Cajon's Insurance Policy attached to this Instruction Guideline Manual. The first budget column, CDBG Funding Request, must total the funding amount the agency requested in Question 2. The other two columns should list all other cash and in-kind resources that will be used to carryout the proposed program. The use of volunteers not otherwise employed by the agency is permitted. However, depending on the work the volunteer will perform, state-licensing requirements would apply. To determine in-kind volunteer contributions listed in the third column of the budget, use an estimated cost of paying an employee to do the same work.

**SCHEDULE B – Personnel:** This schedule must be completed if Personnel Services (salaries) are a listed cost component on Schedule A. Fill in the position title for each employee who will work on the project. Do not include fringe benefits on this exhibit.



**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 documents 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.

## **DEFINITIONS**

### **ELIGIBILITY**

Programs 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 contact staff to answer questions Monday through Friday, 8 a.m. to 5 p.m., prior to the RFP due date. Specific appointment times are available by calling Redevelopment and Housing at (619) 441 -1710.

### **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 program 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, and 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.
- Not take gifts or gratuities from persons or organizations associated with the procurement process.

### **CHILDCARE LICENSING**

This information is provided 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 Department of Social Services, Community Care Licensing Division at (916) 229-4500 or <http://www.cclcd.ca.gov/PG411.htm>.

Programs that require licensing:

- Preschool programs that provide services where the parent is not on-site and fees are charged.
- 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.

## **FINGERPRINTING**

CDBG-funded staff working with children, persons with disabilities, and the elderly must be fingerprinted. This is an eligible CDBG cost and should be reflected in the budget. Contact Global Livescan at Postal Center Plus (619) 593-9993, 772 Jamacha Road El Cajon, CA 92019.

## **MATCHING OR LEVERAGED FUNDS (COST SHARING)**

Matching funds are all other agency (non-CDBG) resources immediately accessible and firmly committed funding ready to be applied to the program. Matching funds can include a blend of cash, grants, loans, or in-kind resources available to finance the program costs. Program costs can be shared among all leveraged funding sources.

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 program.

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 of 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 REQUIREMENTS FOR PUBLIC SERVICE PROPOSALS**

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 so that the responsibility for paying claims is established with the agency and ensures that financial resources are available to pay claims. The insurance requirements listed below are minimum requirements and the City in no way warrants that the minimum limits are sufficient to protect the agency from liabilities that might arise from carrying out the funded program. The agency is free to purchase additional insurance, as they deem necessary.

Depending upon the program activities and the program beneficiaries, several types of insurance coverage will be required. This information is provided to help in the development of the overall operating cost of the proposed program and to ensure sufficient funds are set aside for insurance.

**Minimum Scope and Limits of Insurance** - coverage with limits of liability not less than those stated below are required for funded CDBG Public Service programs.

### **Commercial General Liability**

- General Aggregate \$2,000,000
- Products – Completed Operations Aggregate \$1,000,000
- Personal and Advertising Injury \$1,000,000
- Each Occurrence \$1,000,000

### **Automobile Liability - Combined Single Limit \$1,000,000**

- Required only if activities involve the use of transportation in the provision of services
- Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles used in the performance of this Contract.

### **Worker's Compensation and Employers' Liability**

- Workers' Compensation
- Statutory
- Employers' Liability
- Each Accident \$100,000
- Disease – Each Employee \$100,000 Disease - Policy Limit \$500,000

### **Professional Liability - Errors and Omissions Liability**

- Required only if activities involve providing professional services
  - Each Claim \$1,000,000
  - Annual Aggregate \$2,000,000

**NOTICE OF CANCELLATION:** Insurance policies must be the appropriate coverage for and shall not be suspended, voided, canceled, reduced in coverage or endorsed to lower limits.

**ACCEPTABILITY OF INSURERS:** Insurance is to be placed with insurers duly licensed or approved unlicensed companies in the state of California and with an “A.M. Best” rating of not less than B+ VI. The City in no way warrants that the above-required minimum insurer rating is sufficient to protect the Agency from potential insurer insolvency.

**VERIFICATION OF COVERAGE:** The City must receive certificates of insurance (ACORD form or equivalent approved by the City) as required. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage. The City of El Cajon must be listed as an additional insured (to the extent CITY is indemnified pursuant to the Indemnity Provisions herein) on all certificates of insurance.

**PROFESSIONAL LIABILITY INSURANCE:** Professional liability insurance protects against losses that occur when a "professional" fails to practice his or her art to the usual and customary standards of that profession.

Therefore, there can be risks to the Agency associated with errors (or allegations of errors) in the professional’s work product or judgment. In order to determine if your proposed program will need professional liability insurance, ask yourself:

1. Will the program employ professional licensed or certified workers (i.e. accountants, teachers, medical professionals, psychologists, etc.)?
2. Will the information developed by the professional be used in a decision-making process within the Agency that could create a liability?

If the answer is **yes** to either of these questions, then professional liability insurance would be required.

The types of losses that can occur under such circumstances are often excluded under general liability policies. They can be covered through separate professional liability insurance policies, also known as “**errors and omissions**” (E&O) liability insurance.

Examples of services that would require professional liability coverage include but are not limited to:

Accountants	Childcare workers	Consultants
Auditors	Financial consultants	Teachers
Attorneys	Medical professionals	Social Workers

*\*Note: See further Insurance Requirements (Instruction Guidelines – Page 9 & Council Policy D3: Attachment #1)*

## 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

Before submitting a proposal, please review the following list to be sure your agency's proposal is complete and that your agency has not forgotten any key elements.

- ⇒ Submit proposal **original plus four** 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 leveraged funds for Public Services proposals
- ⇒ Provide a key contact person's name for follow up calls (if necessary) and written correspondence related to the grant. The contact could be the Executive Director or the highest ranking agency staff person with knowledge of the program.
- ⇒ Proposal must be signed by an authorized official of the proposing agency

## REPORTING REQUIREMENTS FOR FUNDED AGENCIES

Applicants receiving FY 2011-12 City of El Cajon Community Development Block Grant (CDBG) funding should be aware of the following additional reporting requirements.

***[Please note: some reporting requirements have changed from previous CDBG grant years.]***

### ***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 subrecipient 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.

- 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.
- Amount of money leveraged for the program (how much money total went into the program, CDBG and all other funds).

*\*Please note that each agency awarded CDBG funds in FY 2011-12 will be responsible for contacting Program staff if questions arise, particularly in the reporting/data collection process.*

## FREQUENTLY ASKED QUESTIONS

- 1. Who is eligible to apply for a Public Service CDBG grant?**  
 Non-profit organizations, neighborhood organizations, City departments, and faith-based organizations, serving targeted areas of the City.
- 2. What constitutes 'Matching Funds' for the Public Services 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, grants, loans or in-kind resources available to finance the total project costs. In-kind contributions must have a specific dollar value established in accordance with generally accepted accounting principles.
- 3. 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, but organizations must be an incorporated non-profit in the State of California at the time of application.
- 4. 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.
- 5. 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.
- 6. 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.
- 7. Can I receive technical assistance prior to the application submission deadline?**  
 Technical assistance is available for applicants in the Redevelopment and Housing Department (200 Civic Center Way, 3rd Floor) Monday through Friday from 8 am to 5 pm, by appointment until the day before the application deadline (December 14, 2010). If you would like to request an appointment, please call (619) 441-1710.

**8. 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.

**EXAMPLE – PUBLIC SERVICE SCOPE OF WORK**

**Project Description**

Our agency will use the Community Development Block Grant for staffing one Program Coordinator and one Youth Coordinator, as well as operational expenses. The program will provide case management, educational and recreational activities to decrease gang involvement. The program will also provide weekly peer support meetings. Topics addressed at the meetings will include: self-esteem building, teen pregnancy, education, suicide prevention, career choices and family support.

Participants will be recruited through flyers that will be distributed at Granite Hills High School and through school administration referrals. The overall purpose of the program is to provide an outlet to deter youth from entering into gang activities and involvement. Program services will be provided at 1234 Main Street, El Cajon.

**Agency Background**

We are a grass roots non-profit organization established in 1985 to address the ever-increasing gang problem in El Cajon. Our administrative offices are located at same address where we offer our programs. Our mission is to offer outreach services and supportive programs to youth at risk and their families. Our programs enhance community involvement; offer prevention services, peer support, educational tutoring classes and self-esteem building.

**Target Population**

The target population is low-income youth between the ages of 10 and 18, who are former gang members or at risk of becoming involved in a gang and their families. 90% of our participants reside in the Granite Hills High School service area.

**Goals**

- |             |                     |  |
|-------------|---------------------|--|
| Activity 1. | Youth Enrollment:   | (300) during contract year   |
| Activity 2. | Mentor Recruitment: | (15) former gang members will be recruited   |
| Activity 3. | Case Management:    | (65) of the (300) youth and family participants will receive intensive case management |
| Activity 4. | Academic Tutoring:  | (225) youth will use academic the service  |
| Activity 5. | Peer meetings:      | (104) mtgs. During contract year @ 2/wk.   |
| Activity 6. | Career Choices:     | (12) presentations during year @ 1/mo. Careers/Trades will be introduced.              |