

Welcome
City of Vista's
CDBG Briefing



PURPOSE

- Enhance ability to have successful application
- Explain the application process
- Application contents and completeness
- Contract responsibilities - if you receive grant.

PROCESS

- Applications due December 18, 2009
- Notice of receipt
- Staff & CDBG advisory committee review
- Optional Interviews – February 3, 2010
- March 23, 2010, proposed plan
- 30 day comment time
- May 11, 2010, final approval

FUNDS AVAILABLE

■ Planning Figure	\$ 1,185,691
■ Public Service Programs	\$ 177,843
■ CDBG Administration Planning	\$ 210,823
■ Loan Repayment	\$ 512,253
■ Capital Projects/Public Facilities/ Economic Development	\$ 272,478

ELIGIBLE ACTIVITIES

- Public (Social) Services
- Public Facilities/Improvements
- Housing/Special Activities
- Special Economic Development
- Acquisition of Real Property
- Other

NATIONAL OBJECTIVES

■ LIST B

- Low/Mod Persons

- Slums or Blight

- Emergency - Disaster

LOW-MOD BENEFIT

- LIST C
 - Area Benefit
 - Limited Clientele
 - Housing

CITY COUNCIL

PUBLIC SERVICE OBJECTIVES

List D

- Food or other similar resources to Vista residents
- Connect Vista residents with jobs
- Provide services to near-homeless Vista families
- Anti-Crime activities

CITY COUNCIL

PUBLIC SERVICE OBJECTIVES

List D

- Youth Programs
- Public Services
- Housing for homeless
- Services for persons with special needs
- Senior programs

LOCAL STRATEGIES LIST E

- Affordable Housing
- Homeless Persons
- Special Needs (non-homeless)
- Public Services
- Anti-Crime
- Economic Development
- Public Facilities
- Infrastructure Needs
- Senior Programs
- Youth Programs

APPLICATION

- Application is complete (check sheet)
- Application Worksheet
- Narrative
- Program Budget
- All required documents are included

APPLICATION WORKSHEET

Tax Id Number

Project/Program Title

Service Area

Contact Person

Project Address

Mailing Address

Phone Number

Fax Number

E-mail Address

Amount Requested

Project and Agency Budget

Agency Name

Agency Address

Name & Title Person
Submitting Application

Phone Number

Fax Number

E-mail Address

Brief Project Description

APPLICATION

(Check one) _____ On-going Support _____ New Project

CDBG Eligible Category: _____

(See List A)

National Objective Compliance: _____

(See List B)

Low and Mod Benefit: _____

(See List C)

Local Priorities: _____

(See List D)

Local Strategies: _____

(See List E)

Performance Measurement: _____

Beneficiary Information:

- _____ Total number of beneficiaries in program
- _____ Total number of beneficiaries in program served with CDBG funds
- _____ Percentage of the CDBG beneficiaries with low/moderate income
- \$_____ Cost per CDBG beneficiary (CDBG request/CDBG beneficiaries)

NARRATIVE

- Project Description
- Target Group
- Need
- Benefit
- Other Resources and Collaboration
- Organizational Capacity and staffing
- Performance Measurement Goals
- Outreach
- Insurance, Bonding, and Worker's Compensation

PROJECT DESCRIPTION

- Strategies or problems project addresses
- Specify why funds are needed
- Work to be performed
 - Goals
 - Objectives
 - Performance measures
- Proposed Timeline
- Proposed Budget
 - Cost per beneficiary

TARGET

- Describe target population
- Quantify anticipated numbers served per service/activity
 - Vista
 - Non-Vista
 - Extremely Low Income
 - Very Low Income
 - Low Income
 - Above moderate

NEED

- Document the need for the project/program
- Describe primary accomplishments of the program, if already in progress

BENEFIT

- Discuss how project/program benefits low-income persons
- Describe how the project responds to local objectives/strategies

OTHER RESOURCES & COLLABORATION

■ Funding Sources

- Potential sources?
- Additional sources?
- Fund raising?

■ Collaboration

- Collaborative effort?
- Complementing services by other community groups?
- Duplicative in nature?

ORGANIZATIONAL CAPACITY

- Agency background
- Agency capacity
- Staffing
- Personnel Policy
 - Affirmative Action Plan
 - Grievance Procedure

PERFORMANCE MEASUREMENT GOALS

- **Productivity**

Level of efficiency (quantity, quality, and pace) with which the activities are undertaken

- **Program Impact**

The extent to which those activities yield the desired outcomes in Vista or in the lives of people assisted

- **Monitoring**

How will progress be measured

OUTREACH

- Identify Outreach Efforts
 - Partners
 - Existing Clients
- New or Improved Service

TIMELINE

- Prepare a timeline to include all project related activities and completion dates

BUDGET SUMMARY

<i>Budget Category</i>	<i>Proposed Project</i>	<i>Other Sources</i>	<i>Total</i>
a.Salaries and Wages b.Fringe Benefits c.Consultant/Contract Services			
TOTAL PERSONNEL BUDGET			
a.Office Rent b.Utilities c.Telephone d.Office Supplies e.Equipment f.Printing/Duplication g.Travel/Conferences h.Other (specify)			
TOTAL NON-PERSONNEL BUDGET			
TOTAL PROJECT BUDGET			

* Please revise this form and annotate budget items as needed.

PROJECT BUDGET

- Proposed CDBG funding level
- Supplemental funding (all other resources available for the project)
- 2008-2009 Year-End Operating Budget
- 2009-2010 Current Operating Budget
- 2010-2011 Proposed Operating Budget

AGENCY INFORMATION

AUDIT REQUIREMENTS

\$500,000 any federal funds

INSURANCE

- \$1,000,000 liability (including product performance coverage)
- Auto insurance
- Workers Compensation

REQUIRED ATTACHMENTS

1 ORIGINAL AND 7 COPIES

- Application Cover Sheet
- Application Narrative
- Recent list of board of directors
- Organizational Chart
- Resume Chief Program Administrator
- Resume of Chief Fiscal Officer

REQUIRED ATTACHMENTS

- Articles of Incorporation /Bylaws
- Non-Profit Determination
- Board authorization to request funds
- Board authorized official
- Financial Statements and Audit

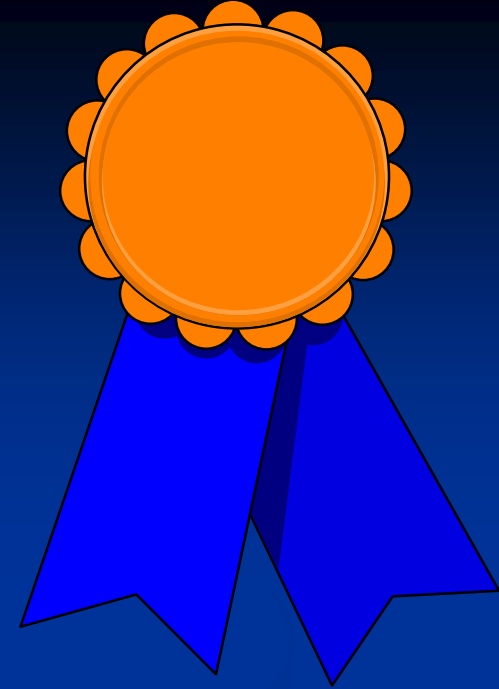
CONTRACT REQUIREMENTS

- Performance measurements & standards
- Budget & timeline
- 504 compliance (Handicap accessibility)
- Financial regulations
- Reporting requirement/data
- Monitoring

REVIEW CONSIDERATIONS

- Community Need
- Available Resources
 - Financial Stability
- Organizational Capacity
- Project Sustainability

THE END



- Call 639-6191 with questions
- Email kvaldez@cityofvista.com
- RFP Link

http://www.cityofvista.com/departments/redev/documents/RFP_2010-11.pdf