



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM Request for Proposals

Background

The City of Vista is requesting qualified proposals to assist the City with implementing the Five-Year Consolidated Plan. Funding is provided by the U.S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) Program to fund social services, economic development programs, capital projects, and housing projects that assist low and moderate income households or aid in the elimination of blight. All requests for funding of social service programs and capital projects are reviewed by the City Council during the City's annual CDBG cycle.

Available Funding

The 2010-2011 CDBG program year runs from July 1, 2010 through June 30, 2011. Although the final funding allocations have not been determined, the City of Vista is anticipating an allocation of approximately \$1.2 million in CDBG funds for this program year. No more than 15% of the total grant or approximately \$177,843 can be spent on social service activities as defined in the HUD regulations.

While the focus of this funding cycle will be on social service projects, proposals for capital projects will also be accepted. Prevailing wage II regulations apply to capital projects.

Please note that this is a cost reimbursement program and that no funds will be provided to grantees up-front. Back-up documentation will be required for all costs submitted for reimbursement. Only those items included in the approved budget, or through an approved budget amendment, will be eligible for reimbursement.

Eligibility

Eligible applicants are non-profit organizations, including public schools and libraries.

Significant Application Changes

The CDBG Citizens Advisory Commission aids the Vista City Council in making funding

decisions for the use of CDBG funds. The Commission has requested that all proposals identify the eligible national and local objectives. Prior to developing your proposal, City staff urges each potential applicant to carefully consider whether or not their program meets the City's local goals and objectives. Program staff may be contacted to discuss proposed project's eligibility.

The application format will be discussed at the applicant workshop on Wednesday, November 18, 2009.

Evaluation Criteria

The City Council approved the criteria used by the commissioners in evaluating funding requests. All proposals must benefit Vista residents and at least 70% of those beneficiaries must be very-low, low/moderate income persons/households. Projects that do not meet the funding requirements will be disqualified from funding consideration. City staff can assist organizations in evaluating project eligibility and can be contacted for technical assistance at any time before the application deadline.

Staff will review all proposals. Any incomplete proposals will be disqualified. The CDBG Advisory Committee will evaluate the proposals based on the Evaluation Checklist and will recommend to the City Council which social service proposals the City should fund. *All proposals must meet at least one national objective, low-mod benefit, local objective, local strategy, and performance measurement.*

The City Council will conduct a public hearing on Tuesday, March 23, 2010 to consider the proposed Annual Plan, including the recommendations by the CDBG Advisory Committee. There will be a 30-day comment period before the Council adopts the final plan on Tuesday, May 11, 2010. The program will be funded in August or September 2010, depending on receipt of the grant from HUD.

Reporting requirements

Organizations selected to receive funding will be required to submit regular financial and performance reports as follows:

Financial Reports/Reimbursement Claims due:	Performance reports due:
October 15 th	October 15 th
January 15 th	January 15 th
April 15 th	April 15 th
July 15 th	July 15 th

Application Process

A Briefing Workshop will be held to provide an opportunity for all potential applicants to

ask questions about the overall CDBG program, evaluation criteria, local strategies, proposal process, etc. ***The workshop is mandatory for agencies not funded in 2009/2010, optional for current CDBG recipients.*** However, all interested applicants are encouraged to attend. Please Note: An agency representative must be present at the mandatory briefing for the application to qualify. **One agency cannot represent multiple agencies.** The workshop will be held:

Wednesday, November 18, 2009
1:30 p.m. to 3:30 p.m.
Vista City Hall
City Council Chambers
600 Eucalyptus Avenue
Vista, CA 92084

Deadline

Proposals will be accepted until 5:30 p.m., Friday, December 18, 2009. Please submit a complete application worksheet with seven copies of parts 1, 2, 5, 8, and 9 (as identified in the checklist of required documents) and one original application. The proposals can be mailed or hand delivered to:

Kathy Valdez, Program Manager
Redevelopment & Housing Department
City of Vista
600 Eucalyptus Avenue
Vista, CA 92084

For More Information

- 760-643-2892 - If you have any questions for Kathy Valdez
- 760-639-6191 - If you wish to obtain additional copies of this request for proposal and application or wish a copy of the application on computer disk
- 760-639-6188 - To send us a fax

Funding levels and recipients will be determined by the City Council on the March 23, 2010, Public Hearing. (See the schedule in Attachment G for all the pertinent dates). Decisions by the City Council are final.

Program Guidelines

The Program Guidelines are divided into the following sections:

- CDBG Fact Sheet
- CDBG Program and Discretionary Grants Application Worksheet and Instructions
 - Project Narrative
 - Timeline
 - Project Budget
 - Funding Information Summary Sheet
 - Checklist of Required Documents
 - Standard Required Documents
 - CDBG Eligibility Lists
- 2010-2011 CDBG Schedule
- Evaluation Criteria
- Income Guidelines

CITY OF VISTA
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FACTSHEET

I. Overview of Program

Per Title I of the Housing and Community Development Act of 1974 (Public Law 93-383), as amended, the City of Vista is entitled to receive Federal CDBG funds on an annual basis. The purpose of the Federal grant program is to assist cities, such as Vista, with the development of a suitable living environment for low and moderate-income persons.

The City may develop its own program and set its own funding priorities (see Local Objectives). However, the program must comply with applicable regulations and give maximum priority to activities that meet one or more of the following national objectives:

- 1) Benefit a majority of low/moderate income residents; or
- 2) Meet a community need having a particular urgency because existing conditions pose a serious and immediate threat to the health and/or welfare of the community and no other financial resources are available to meet the need. (A condition will be considered urgent or of recent origin if it developed or became critical within the 18-month period preceding the application); or
- 3) Aid in the prevention or elimination of conditions of slum and blight.

II. Eligible Activity Categories

The following provides a brief summary of activity categories that are eligible for funding under the CDBG program:

- A. Acquisition of Property - CDBG funds may be used to acquire real property in whole or in part by purchase, long term lease, and donation or otherwise by the City, other public agency, or private non-profit entity for any purpose which meets a national objective.

Limitations: CDBG funds cannot be used to finance facilities that will be used for the general conduct of government or political activities.

- B. Disposition of Property - CDBG funds may be used to pay costs incidental to disposing of real property acquired with CDBG funds through sale, lease, and donation or otherwise. The property, after disposition, must be used to meet a national objective.
- C. Public Facilities and Improvements - CDBG funds may be used by the City or other public or private non-profit entity for the acquisition, construction, reconstruction, rehabilitation or installation of public improvements or facilities (except for building for the general conduct of government). The improvements or facilities must meet a national objective.
- D. Privately-Owned Utilities - The City, other public agency, or private non-profit entity may use CDBG funds to acquire, reconstruct, rehabilitate or install the distribution lines and facilities of privately-owned utilities if the activity meets a national objective.
- E. Clearance - CDBG funds may be used by the City for clearance, demolition, removal of buildings, improvements, and movement of structures to other sites if the reason for such activities meets a national objective.
- F. **Public Services** - CDBG funds may be used to provide public services (including labor, supplies, equipment, and materials) if they meet a national objective. The service to be provided must be a **new service or a quantifiable increase in the current level of service above that which has been provided by or on behalf of the City of Vista with funds raised by the City (General Fund) during the twelve (12) months prior to submission of the Annual Plan.**

The amount of CDBG funds obligated in any given year to support public service activities may not exceed 15% of the total grant awarded to the City for the year.

Limitations: CDBG funds cannot be used for public services which support political activities or be used for payments to individuals for their food, clothing, rent, utilities, or other income payments.

- G. Relocation - CDBG funds may be used for relocation payments and assistance to displaced persons (including individuals, families, businesses, non-profit organizations, and farms) when required by federal regulations.
- H. Housing Services - Such as housing counseling in connection with tenant-based rental assistance and HOME affordable housing projects, energy auditing, preparation of work specifications, loan processing, inspections, tenant selection, and management of tenant-based rental

assistance.

- I. Loss of Rental Income - CDBG funds may be used to pay housing owners for losses of rental income incurred in holding, for temporary periods, housing units to be used for the relocation of individuals and families displaced by CDBG-assisted activities.
- J. Housing Rehabilitation - CDBG funds may be used to finance the rehabilitation of any publicly or privately owned residential property provided such rehabilitation meets a national objective.

Limitations: - CDBG funds cannot be used to create a secondary housing unit, install luxury items (i.e., swimming pool, purchase equipment, furnishings or other personal property not an integral structural fixture (i.e., window air conditioner, washer/dryer, etc.), or to pay labor costs for homeowners to rehabilitate their own property.
- K. Code Enforcement - CDBG funds may be used for local code enforcement in deteriorating or deteriorated areas, provided the activity meets a national objective and is expected to arrest the decline of the area.
- L. Historic Preservation - CDBG funds may be used to rehabilitate, preserve, and restore historic properties provided such activity meets a national objective.
- M. Micro-Enterprise Assistance - The provision of assistance either through the City directly or through public and private organizations, agencies, and other subrecipients (including non-profit and for-profit subrecipients) to facilitate economic development by:
 - 1. Providing credit such as loans, grants, loan guarantees, and other forms of financial support for the establishment, stabilization, and expansion of micro-enterprises.
 - 2. Providing technical assistance, advice, and business support services to owners of micro-enterprises and persons developing micro-enterprises.
 - 3. Providing general support including, but not limited to, peer support programs, counseling, childcare, transportation, and other similar services to owners of micro-enterprises and persons developing micro-enterprises.
 - 4. Match for Individual Development Account (IDA) used to capitalize a small business.
- N. Technical assistance for economic development activities or neighborhood

revitalization - The provision of technical assistance to public or non-profit entities to increase the capacity of such entities to carry out eligible neighborhood revitalization or economic development activities. A national objective must be met once the entity has received the technical assistance and undertakes an activity.

- O. Special Economic Development - CDBG funds may be used for acquisition, construction, reconstruction or installation of commercial or industrial buildings or structures and other real property equipment and improvements by the City or a non-profit subrecipient.
- P. Planning and Capacity Building - CDBG funds may be used for studies, analyses, data gathering, preparation of plans, and identification of actions that will implement plans. Total funds used for program administration, including planning and capacity building, are subject to a statutory limitation of 20% of the total CDBG entitlement for a given year.

III. Ineligible Activities

The following provides a brief summary of specific activities that would not be eligible for CDBG funding:

- A. Buildings, or portions thereof, used for the general conduct of government
- B. General government expenses
- C. Political activities
- D. Purchase of construction equipment
- E. Operating and maintenance expenses of public facilities with the exception of public service activities, interim assistance, and office space for CDBG program staff
- F. Purchase of equipment, fixtures, motor vehicles, furnishings, or other personal property which is not an integral structural fixture

Exception: CDBG funds may be used to purchase or to pay depreciation or use allowances for such items when necessary for use by the City or its subrecipients in the administration of activities assisted with CDBG funds or when such items constitute all or part of a public service. Also, fire protection equipment is considered an "integral part" of a public facility; therefore, the purchase of such equipment would be an eligible activity.

2010-2011 CDBG Application Worksheet

Tax Id number:	Agency Name:
Project/Program Title:	Agency Address:
Target Service Area of Project/Program:	Name and Title of Person Submitting Application:
Project/Program Contact Person (Name and Title):	Phone Number:
Project Address:	Fax Number:
Mailing Address:	E-mail address:
Phone Number:	<u>Brief Description of Project/Program:</u>
Fax Number:	
E-mail address:	
Amount Requested from Vista:	
Total Project Budget:	
Total Agency Budget:	

Applicant Certification,

To the best of my knowledge and belief, the information contained in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant will comply with all assurances, federal, state and local laws and regulations if funding is approved.

 Typed Name and Title

 Signature

CDBG Request: (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: _____
Please select one of the following:

- **New or continuing access to a service or benefit**
- **Improved access to a service or a benefit**
- **Receive a service or benefit that is no longer substandard**

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)

PROJECT NARRATIVE (You may adjust the spacing as necessary; however, the body of the application **may not exceed five (5) pages**, excluding the timeline and budget).

a. Project Description

Describe the proposed service/activity/project to be carried out with the funds requested. If the proposed project is ongoing, specify why the funds are needed to serve low and moderate-income persons. Discuss the cost-per-beneficiary in relation to private and other organizations delivering similar services. CDBG funds can only be used for expenditures which directly benefit CDBG-eligible clients.

b. Target Group

Quantify the number of low- and moderate-income persons/households to be assisted per service/activity/project.

c. Need

Document the need for the project/program. If the project has been funded previously, what have been the primary accomplishments?

d. Benefit

Discuss how the project/program provides benefit to low-income persons. How does the proposed project respond to the local objectives/strategies?

e. Other Resources and Collaboration

Identify other potential or actual sources of funds. What fund raising has the organization done to support the proposed project? What role do volunteers play in this project? Has your organization developed this project in collaboration with other groups offering services? If the project/program is collaborative in nature, are there co-operative agreements in place identifying objectives, outcomes, and responsibilities? What services offered by other community groups complement the proposed project? Are the proposed activities duplicative of projects operated by other local public or non-profit organizations?

f. Organizational Capacity

Summarize the organization's background/programmatic capacity. Does your organization or proposed service fill a unique niche among clients who are not currently served, or are under-served? Does the agency have 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 agent.

g. Performance Measurement Goals

Please identify three performance measurements (productivity & program impact) that your project will provide utilizing CDBG funds. To determine the most appropriate outcome for an activity, ask – “What type of change or result am I seeking?”

- Productivity – level of efficiency with which a grantee undertakes its activities.
- Program Impact – reflects the extent to which those activities yield the desired outcomes in the community or in the lives of the people assisted.

h. Outreach

Discuss outreach efforts for the proposed service/activity/project.

i. Insurance, Bonding and Worker's Compensation

Identify whether or not the agency has liability insurance coverage, in what amount, and with what insuring agency. Also identify whether or not the agency pays all payroll taxes and workers' compensation as required by Federal and State Law. Additionally, whether or not the agency has fidelity bond coverage for principal staff who handles the agency's accounts, in what amount, and with what insuring agency.

NOTE: If awarded CDBG funds, agency must have \$1,000,000 in liability coverage, automobile coverage, workers compensation coverage, and must list the City of Vista as an additional insured on their policy.

TIMELINE

On a separate page, prepare a timeline for implementation/completion of the services, activities, and projects identified in the Scope of Services.

PROJECT BUDGET

On a separate page, prepare a budget summarizing the use of proposed funding and all other resources available for the project. *Please identify other sources that make up the project budget; i.e. private donations (\$20,000), HOWPA (\$100,000), State grants (\$15,000) for a total project budget of \$150,000.* A suggested budget summary worksheet is included on the following page. A budget summary for capital projects is also attached. Please revise the form and annotate budget items as they relate to your project.

All applicants are required to submit a copy of their organizations 2008-2009 Year-End Operating Budget, a copy of their 2009-2010 (current) Operating Budget and a copy of their proposed 2010-2011 Operating Budget. In addition, the applicant must submit an audited financial statement of the entire organization with the applicable notes.

In an effort to ensure that funded programs can be sustained until reimbursement of expenditures are received, please submit documentation detailing your organizations reserves for consideration by the CDBG Advisory Committee. Documentation may include cash and/or credit reserves.

TIMELINE

Work Plan (Identify activities and completion dates)

List Activity

Completion Date

BUDGET SUMMARY

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

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

CHECKLIST OF REQUIRED DOCUMENTS

The following information is required of all CDBG applicants. **The application must be complete with all documents to be considered or the application will be disqualified. Agency representative must have attended mandatory briefing.**

- 1. Application cover sheet *(7 copies & 1 original)*
- 2. Narrative data on project and applicant **(all items must be complete- read description on application carefully and respond to all issues requested or your application may be disqualified)** *(7 copies & 1 original)*
 - Project description (target group, need, benefit, resources, and outreach)
 - Problem addresses national and local objectives
 - Project budget - include other funding sources for project
 - Staffing pattern for project / organizational capacity
 - Discuss each evaluation standard
 - Agency background
 - Describe agency staff positions
 - Personnel manual with affirmative action plan and grievance procedure
 - Agency budget
 - Describe agency fiscal management
 - Audit / financial capacity
 - Insurance capacity
 - Performance Measurement Goals (identifying anticipated productivity and impact outcomes)
- 3. Articles of Incorporation
- 4. Bylaws
- 5. State and Federal Tax Exemption Determination Letters
- 6. List of Board of Directors *(7 copies & 1 original)*
- 7. Board of Directors' authorization to submit CDBG application
- 8. Board of Directors' designation of authorized official
- 9. Organizational Chart *(7 copies & 1 original)*
- 10. Resume of program administrator *(7 copies & 1 original)*
- 11. Resume of fiscal officer *(7 copies & 1 original)*
- 12. Agency financial statement, audit, and documentation of reserves

STANDARD REQUIRED DOCUMENTS

1. Articles of Incorporation/Bylaws

Articles of incorporation are the documents recognized by the State as formally establishing a private corporation, business, or agency.

2. Non-Profit Determination

Non-profit organizations must submit tax-exemption letter from the Federal Internal Revenue Service and the State Franchise Tax Board.

3. List of the Board of Directors

A list of the current board of directors or other governing body of the agency must be submitted. The list must include the name, telephone number, address, occupation or affiliation of each member and must identify the principal officers of the governing body.

4. Authorization to Request Funds

Documentation must be submitted of the governing body's authorization to submit the funding request. Documentation of this requirement consists of a copy of the minutes of the meeting in which the governing body's resolution, motion, or other official action is recorded.

5. Authorized Official

Documentation must be submitted of the governing body's action designated the representative of the agency authorized to negotiate for and contractually bind the agency. Documentation of this requirement consist of a signed letter from the chairperson of the governing body providing the name, title, address and telephone number of each authorized individual.

6. Organizational Chart

An organizational chart must be provided which describes the agency's administrative framework and staff positions. Please indicate where the proposed project will fit into the organizational structure and identify any staff positions that will have both CDBG and funding from other sources.

7. Resume of the Chief Program Administrator

8. Resume of the Chief Fiscal Officer

9. Financial Statements and Audit for the Agency

CDBG ELIGIBILITY LISTS

List A:

From the following list, please choose the “**CDBG Eligible Activities Category**” for the proposed project and enter the eligible category on Page 1 of the Application.

CDBG Eligible Activities Categories

- Public (Social) Service
- Public Facilities/Improvements
- Housing/Special Activities by Sub-recipients
- Special Economic Development
- Acquisition of Real Property
- Other, specify _____

List B:

From the following list, please choose the “**National Objective**” for the proposed project and enter the category name on Page 1 of the Application.

National Objective

- Benefiting low and moderate income persons (incomes under 80% of median income)
- Addressing slums or blight
- Meeting a particularly urgent community development need

List C:

From the following list, please choose the “**Low-Mod Benefit**” for the proposed project and enter the category name on Page 1 of the Application.

Low-Mod Benefit

- Area Benefit
- Limited Clientele
- Housing

List D: Local Priorities for 2010-2011

CDBG Priorities – for Public Service
1. Provide food or other similar types of resources to Vista residents
2. Connect Vista residents with jobs
3. Provide services to near-homeless Vista families
4. Anti-Crime activities – at-risk youth and community-based policing
5. Youth programs – youth development activities
6. Public services – strengthen and support families, keep neighborhoods clean and safe
7. Provide housing for homeless
8. Provide services for persons with special needs
9. Senior Programs

List E:

From the following tables, please choose the “**Local Strategies**” for the proposed project and enter the Objective and Number on Page 1 of the Application.

Local Strategies

AFFORDABLE HOUSING	
Objectives	Proposed Actions
<p>AH-1</p> <p>Provide developer financing and technical assistance through partnership with community nonprofit and for-profit developers to help build affordable multi-family rental and homeownership units.</p>	<p>Acquisition activities</p> <p>Disposition, including maintenance of properties</p> <p>Relocation activities</p> <p>Clearing and demolition</p> <p>Housing development programs</p> <p>Off-site property improvements</p>
<p>AH-2</p> <p>Help lower income households afford rental housing.</p>	<p>Mobile home space rent assistance for qualified low-income residents</p>

AFFORDABLE HOUSING	
Objectives	Proposed Actions
<p>AH-3</p> <p>Help low-income households maintain their homes by providing housing rehabilitation funding.</p>	<p>Single-family housing rehabilitation programs</p> <p>Mobile-home rehabilitation programs</p> <p>Multi-family housing rehabilitation programs</p>

<p>AH-4</p> <p>Provide homebuyers' assistance in the purchase of existing homeownership units.</p>	<p>Loans to assist homebuyers in purchasing homes</p>
<p>AH-5</p> <p>Provide nonprofit organizations with funds to provide homeownership education classes.</p>	<p>Six hours of homebuyer education classes utilizing HUD curriculum</p> <p>Two hours of follow-up services</p> <p>Orientation and training for realtors and lenders</p> <p>Supplies and materials necessary for classes</p> <p>Access to Individual Development Accounts that act as match funds</p>
<p>AH-6</p> <p>Help low-income households remain in their homes by providing multi-family acquisition and rehabilitation</p>	<p>Multi-family acquisition and rehabilitation</p>

<p>AH-7</p> <p>Continue policies and activities that promote fairness and accessibility for all housing consumers, including enforcement and compliance with fair housing laws.</p>	<p>Programs to assist people with fair housing choice</p> <p>Programs to assist tenants and landlords with housing counseling</p> <p>Communitywide educational presentations</p>
<p>HOMELESS PERSONS</p>	
<p>Objectives</p>	<p>Proposed Actions</p>
<p>HP-1</p> <p>Help provide emergency services to support persons at risk of homelessness or who are already homeless.</p>	<p>Transitional shelter and services</p> <p>Food and essential services</p> <p>Outreach, case management, and referral services</p>
<p>HP-2</p> <p>Provide emergency shelter to persons and families who are homeless.</p>	<p>Fund Winter shelter</p>
<p>HP-3</p> <p>Provide case management and other services for persons living with HIV/AIDS.</p>	<p>Case management and other services</p>

SPECIAL NEEDS / NON-HOMELESS	
Objectives	Proposed Actions
SN-1 Provide case management and other services for persons living with special needs.	Case management and other services
SN-2 Upgrade public facilities to accommodate persons with physical disabilities.	Construct or upgrade sidewalks with wheelchair ramps Upgrade city facilities, such as parks and city hall
PUBLIC SERVICES	
Objectives	Proposed Actions
PS-1 Provide job and other training to move individuals to a higher level of economic security.	Employment and other training programs
PS-2 Strengthen and support families by providing for a range of services.	Health and medical programs Family services Counseling programs Recreation programs Volunteer programs
PS-3 Help keep neighborhoods clean and safe.	Neighborhood clean-up programs such as Vistans Revitalizing Our Community (Vistans ROC)
PS-4 Strengthen and support families by providing for a range of services.	Redevelop playfield at the Vista Academy of Visual and Performing Arts School
PS-5 Strengthen and support families by providing for a range of services.	Expand Williamson Park

ANTI-CRIME	
Objectives	Proposed Actions
AC-1 Eliminate slums and blight in city neighborhoods.	Provide funds for the demolition or clean up of dilapidated property with the Vistans Revitalizing Our Community (Vistans ROC) Program. It will also fund the removal of appliances and trash.
AC-2 Prevent crime by providing services for at-risk youth, their families, and others.	Juvenile and gang diversion programs Neighborhood watch programs Drug prevention programs
AC-3 Support community-based policing efforts and citizen-based neighborhood crime prevention efforts.	Community-based policing
AC-4 Prevent graffiti by providing community beautification programs.	Vista in Bloom program paints utility boxes as a proactive stance towards the eradication of graffiti
ECONOMIC DEVELOPMENT	
Objectives	Proposed Actions
ED-1 Fund programs and services that support job training and employment of lower income people.	Technical assistance programs Support of Community Based Development Organizations providing economic development activities
ED-2 Fund programs and services that support job training and employment of lower income people.	Provide funds to improve skills of illiterate adults by providing with job-readiness skills and job placement assistance
ED-3 Complete the revitalization strategy for the Santa Fe/Mercantile Corridor to develop a plan to eliminate blight in targeted redevelopment areas and neighborhood revitalization strategy areas, attract new businesses, and encourage job creation.	Strategy Development

<p>ED-4</p> <p>Implementation of the revitalization strategy for the Santa Fe/Mercantile Corridor to develop a plan to eliminate blight in targeted redevelopment areas and neighborhood revitalization strategy areas, attract new businesses, expand housing opportunities and encourage job creation.</p>	<p>Construct priority Infrastructure Improvements as delineated in the master plan</p> <p>Disposition of Commission property</p> <p>Facilitate lot consolidation</p> <p>Develop Marketing Plan</p> <p>Coordinate job creation activities with VTEC</p> <p>Work with private property owners and local financial institutions to assist in the rehabilitation and expansion of existing businesses</p> <p>Work with private developers to encourage mixed use development</p>
PUBLIC FACILITIES	
Objectives	Proposed Actions
<p>PF-1</p> <p>Support access to needed services by funding the rehabilitation of community and neighborhood facilities that offer appropriate and expended services to the community.</p>	<p>Community and neighborhood facilities</p>
<p>PF-2</p> <p>Support access to needed services by funding park improvements.</p>	<p>Park improvements (clean-up and general upgrade to three parkettes located on Santa Fe)</p>
INFRASTRUCTURE NEEDS	
Objectives	Proposed Actions
<p>IN-1</p> <p>Improve streets, roadways, and sidewalks and provide greater access or support to non-profit facilities.</p>	<p>General improvements that address ADA requirements or provide greater accessibility for residents</p> <p>Improvements that benefit youth, senior, special needs or community needs</p> <p>Street, sidewalk, and roadway improvements that provide greater accessibility, safety, or address other community needs and are located in eligible Low/Mod Census tracts</p>

SENIOR PROGRAMS	
Objectives	Proposed Actions
<p>SP-1</p> <p>Provide activities for seniors that support quality-of-life.</p>	<p>Senior programs (general) Information and referral program</p> <p>Food and essential services</p> <p>Recreation programs and transportation program</p> <p>Senior programs are those that are generally available at senior centers and/or programs providing multiple services. Includes outreach to seniors that are homebound as well as housing referral services.</p>
YOUTH PROGRAMS	
Objectives	Proposed Actions
<p>YP-1</p> <p>Promote healthy, positive youth development through quality and creative public services that meet the diverse needs of all youth.</p>	<p>Youth programs</p> <p>Arts and education programs</p> <p>Child care services</p> <p>Health and nutrition services</p> <p>Pregnancy prevention programs</p> <p>Youth programs are those that are available at various sites, including parks, community schools, and community centers and/or are programs providing multiple services.</p>
<p>YP-2</p> <p>Support coordinated youth activity programs that are designed for at-risk and other youth to bolster self-esteem and promote better relationships with others.</p>	<p>Mentoring and counseling programs</p> <p>Recreation programs</p>

CITY OF VISTA CDBG SCHEDULE
2010-2011 ANNUAL ACTION PLAN

Tuesday, October 13, 2009	5:30 p.m. CDBG CAPER
November 3, 2009	2010/2011 Goals & Objectives
Friday, November 6, 2009	RFP notification mailed to contractors/non-profits – actual RFP to be available on-line
Tuesday, November 17, 2009	6:00 p.m. – Special meeting with Advisory Committee Attorney’s Conference Room (72 hour noticing for posting requirements)
Wednesday November 18, 2009	1:30 p.m. Mandatory Briefing for applicants in City Council Chambers for agencies currently not receiving CDBG funds from the City of Vista; optional for current recipients (72 hour noticing)
Friday December 18, 2009	CDBG Proposals due by 5:30 p.m. – Redevelopment Offices
December 21 – January 18	Staff reviews applications and notifies applicants regarding status of proposals
Monday January 25, 2010	Eligible proposals distributed to CDBG Advisory Committee for evaluation
Wednesday February 3, 2010	Applicant Interviews (request ACM brief committee at beginning of day) (7:30 – 4:30) Law Attorney Conference Room (72 hour noticing)
Tuesday February 9, 2010	CDBG Advisory Committee to submit voting recommendation to staff
Tuesday February 16, 2010	6:00 p.m. Law Attorney Conference Room Special Committee meeting to make recommendations for annual plan (72 hour noticing for posting requirements)
Tuesday March 23, 2010	6:00 p.m. Public Hearing - proposed 2010/11 Annual Plan (10 day Public Noticing)
Tuesday March 23, 2010	Publication of proposed projects and Annual Plan for 30-day comment two notices in NC Times over the 30-day period
Tuesday May 11, 2010	5:30 p.m. Council approves 2010/11 Annual Plan (Consent Calendar) (10 day Public Noticing)
May 15, 2010	Annual Plan due at HUD

Agency: _____

Evaluation Standard	Weight	Score 0-10	Weight Times Score
Responsive to local objectives	1.6		
Vista residents served	1.4		
Measurable and Attainable objective	1.3		
Collaboration	.9		
Leverage funds	.9		
Preventative	.9		
Program does not duplicate services of other agencies	.8		
Program experience	.8		
Management proficiency	.8		
Vista location/availability	.6		
TOTAL	10		

Revised November 17, 2009

DEFINITION OF CDBG EVALUATION STANDARDS

RESPONSIVE TO LOCAL OBJECTIVES – Project addresses the highest local objectives.

VISTA RESIDENTS SERVED – Services are available primarily to Vista residents.

MEASURABLE AND ATTAINABLE OBJECTIVE – Service or product can be identified and counted to determine whether the objective will be met. The objective is realistic and can be met during the program year.

COLLABORATION – Several agencies get together to implement the project as a joint effort.

LEVERAGE FUNDS – Use CDBG money to attract additional funds to Vista programs.

PREVENTATIVE – Program prevents social problem from occurring and/or assists clients in self-sufficiency.

PROGRAM DOES NOT DUPLICATE SERVICES OF OTHER AGENCIES – There are no other similar programs that the City funds.

PROGRAM EXPERIENCE – Agency has experience administering the program proposed or similar ones.

MANAGEMENT PROFICIENCY – Management capability, competency (monitoring results are an indicator).

VISTA LOCATION/AVAILABILITY – Service actually in Vista and easy to get to.

FY 2009 INCOME GUIDELINES

(Subject to Change for the 10-11 Program Year)

These figures should be the basis of your organizations responses to questions about the benefits of your service(s) to low-moderate income persons/households. The following are Vista's income guidelines:

	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%)	17,350	19,850	22,300	24,800	26,800	28,750	30,750	32,750
Very Low (31-50%)	28,900	33,050	37,150	41,300	44,600	47,900	51,200	54,500
Low (51-80%)	46,250	52,900	59,500	66,100	71,400	76,700	81,950	87,250