



**City of Vista
Housing Division**

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
Request for Proposals
Fiscal Year 2018-2019**

PUBLIC SERVICE RFP GUIDELINES

Applications Available	January 3, 2018
Mandatory Applicant Workshop	January 9, 2018, 9:00 a.m. OR January 9, 2018, 2:00 p.m.
Proposal Due Date	February 2, 2018, 4:30 p.m.

Housing Division
200 Civic Center Drive
Vista, CA 92084

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Background - Community Development Block Grant Program

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 program is to ensure communities have viable resources to provide affordable housing, a suitable living environment, and expand economic opportunity. Each year the City seeks to maximize the full potential of the Grant by partnering with local organizations. This Request for Proposal (RFP) sets forth the types of social service activities that are eligible for the CDBG Program and contains the guidelines by which each organization must abide.

CDBG National Objectives

Federal regulations require that CDBG funds be used for projects that qualify as meeting one of the following HUD National Objectives:

1. Benefit to low/moderate-income persons
2. Aid in the prevention or elimination of slums or blight
3. Meet a need having a particular urgency (referred to as urgent need)

Projects that fail to meet the HUD standards will not be considered for funding. For the purpose of CDBG funding, the following HUD Income Guidelines must be used in determining participant eligibility.

FY 2017 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%)	\$19,100	\$21,800	\$24,550	\$27,250	\$29,450	\$32,960	\$37,140	\$41,320
Very Low (31-50%)	\$31,850	\$36,400	\$40,950	\$45,450	\$49,100	\$52,750	\$56,400	\$60,000
Low (51-80%)	\$50,950	\$58,200	\$65,500	\$72,750	\$78,600	\$84,400	\$90,250	\$96,050

Funding Availability

The specific amount of funding to be received from HUD has not yet been decided by Congress; however, the City of Vista anticipates a grant award of approximately \$770,000 for Fiscal Year 2018/19 (July 1, 2018 to June 30, 2019). Per HUD regulations, no more than 15% of the total grant award (estimated \$115,500) can be allocated for social service activities. The City is setting aside a total of \$32,000 in Public Service dollars for the following programs:

City's Senior Center Out & About transportation program	\$12,000
Alliance for Regional Solutions, made through Operation HOPE (City's fair share contribution)	\$20,000

These two programs will complete a separate application process.

The minimum sub-recipient contract amount is \$10,000 up to a maximum of \$20,000. Contracts will include an option for a one-year extension, at the sole discretion of the City. Contract extensions will be dependent on funding availability and contract performance. Future projections indicate a reduction in CDBG funding. Due to the reductions, applicants must provide a second year budget reflecting a ten percent decrease in CDBG funds.

City of Vista Objectives

On August 11, 2015, the City Council adopted the 2015-2019 Consolidated Plan which identifies strategies for providing decent housing, suitable living environments, and expanding economic opportunities for low-income populations.

To meet the above objectives, the City anticipates funding a minimum of one program under the following categories, including those that are funded through set aside funds:

- Emergency shelter
- Crime and delinquency prevention programs
- Support services for seniors
- Health services (including mental health)
- Emergency assistance

Eligibility Information

Nonprofit organizations, City Departments, and neighborhood organizations that primarily serve low and moderate-income Vista residents are eligible to apply.

Organizations must be incorporated as a nonprofit in California by the proposal submittal date. Proposals must meet a CDBG National Objective and fall within one of the City's identified funding categories listed above.

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.

Ineligible Activities and Costs

- Programs or services that primarily serve non-Vista 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

Accessibility to 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).

Reporting Requirements

Organizations selected to receive funding will be required to submit regular financial, performance, and demographic reports. The reports must include the following:

- Financial** Organizations must comply with federal regulations regarding eligible expenses, accounting procedures and reporting requirements in accordance with 24 CFR 570.506

- Performance** 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.

- Demographic** 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.

Above Reports & Reimbursement Claims due:
October 15 th
January 15 th
April 15 th
July 15 th

Please note: This is a cost reimbursement program. 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.

Evaluation Criteria

All proposals must benefit Vista residents and at least 70% of those beneficiaries must be very-low, low/moderate income persons/households, according to current HUD Income Guidelines (listed on page 3 of this RFP). **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.

Applicants that provide services within the city limits and that can demonstrate a high percentage of Vista residents served will receive higher scores.

Staff will review all proposals. **Any late or incomplete proposals will be disqualified.** The CDBG Advisory Committee will evaluate the Public Service proposals based on the Evaluation Checklist and Definitions (Attachment II) and will recommend to the City Council which public (social) service proposals the City should fund.

The City Council will conduct a public hearing on Tuesday, March 13, 2018, to consider the proposed Annual Plan, including the recommendations by staff and the CDBG Advisory Committee. There will be a 30-day comment period before the Council adopts the final plan (See the schedule in Attachment I for pertinent dates). Decisions by the City Council are final.

Summary of CDBG RFP Requirements

- Applicants must be incorporated as a nonprofit in California by proposal submittal date
- Programs must primarily serve low- and moderate income Vista residents
- 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)
- 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.

Application Process

Applicant Workshop

Two Applicant Workshops will be held to provide an opportunity for all potential applicants to ask questions about the proposal process, the overall CDBG program, evaluation criteria, local strategies, etc. ***Attending one workshop is mandatory for all agencies applying for funding, regardless of current or past CDBG funding.***

Please Note: An agency representative must be present at one of the mandatory workshops for the application to qualify. **One person cannot represent multiple agencies.** Applicants may attend either one of the following workshops:

Tuesday, January 9, 2018 9:00 a.m. to 10:00 a.m. Vista Civic Center Community Room 200 Civic Center Drive Vista, CA 92084	OR	Tuesday, January 9, 2018 2:00 p.m. to 3:00 p.m. Vista Civic Center Community Room 200 Civic Center Drive Vista, CA 92084
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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 – be sure to include all requested information
5. Complete the Budget Summary Worksheet
6. Complete the Budget Narrative
7. Utilize the Application Checklist to ensure that all components have been included
8. Utilize the Supplemental Documents Checklist to ensure that all required documents have been included

Deadline

Proposals will be accepted until 4:30 p.m., Friday, February 2, 2018. Submit an **original and seven copies** of the complete application (each copy should include all sections of the application, see application checklist on page 16) **and one copy** of the supplemental documents (see supplemental documents checklist on page 17). Supplemental documents may be provided on a CD in lieu of paper. If submitting a CD, please label the CD and clearly name all of the files.

The proposal package can be mailed or hand delivered to:

Amanda Lee, Housing Programs Manager
Housing Division
City of Vista
200 Civic Center Drive
Vista, CA 92084

For More Information

- 760.643.5207 If you have any questions for Amanda Lee
- 760.639.6191 If you wish to obtain additional copies of this request for proposal and application or wish to receive a copy of the application on computer disk

2018-2019 Vista CDBG Application Worksheet

Agency Name:	Project/Program Title:
Name of Executive Director:	Project/Program Contact Person (Name and Title):
Executive Director Phone Number:	Phone Number:
Executive Director E-mail address:	E-mail address:
Fax Number:	Project Address:
Agency Mailing Address:	Project Service Area (i.e. Census tract, specific neighborhood, city-wide):
Tax ID Number:	<u>Brief</u> Description of Project/Program:
DUNS Number:	
FY 18-19 funding 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

Please select only one for each of the following categories:

1. CDBG Request: _____ *On-going Support* _____ *New Project*

2. Low and Mod Benefit: _____ *Area Benefit* _____ *Limited Clientele*

3. Local Priorities:

_____ Emergency shelter

_____ Crime and delinquency prevention programs

_____ Support services for seniors

_____ Health services (including mental health)

_____ Emergency assistance

4. Performance Measurement:

_____ 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

5. Project location (where services will be provided): _____

6. FY 18-19 Beneficiary Information:

_____ Total number of beneficiaries in program

_____ Percentage of beneficiaries in program that are Vista residents

_____ Percentage of the total beneficiaries with low/moderate income

7. CDBG funding:

_____ Amount of CDBG funding requested

_____ Total number of beneficiaries in program to be served with CDBG funds

\$ _____ Cost per CDBG beneficiary (CDBG funding request/CDBG Beneficiaries)

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PROJECT NARRATIVE

The Project Narrative may not exceed **eight (8) pages** (excludes the Budgets, Budget Narratives, and Year 2 Program Plan). Pages must be formatted with one inch margins, no smaller than twelve point font, and numbered. Please do not use excessive underlining or other distracting formatting.

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 FY18-19. For each activity list the objective, outcome, and outcome measurement. For example:

Objective: By June 30, 2016, provide a minimum of thirty 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.

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, note whether or not the agency has fidelity bond coverage for principal staff who handle the agency's accounts, in what amount, and with what insuring agency. *NOTE: If awarded CDBG funds, agency must have \$2,000,000 in liability coverage, automobile coverage, workers compensation coverage, and must list the City of Vista as an additional insured on their policy.*

All applicants are required to submit a copy of their organization's 2016-2017 Year-End Operating Budget, a copy of their 2017-2018 (current) Operating Budget and a copy of their proposed 2018-2019 Operating Budget (if not yet available, include a note indicating when it is anticipated to be available). In addition, the applicant must submit an audited financial statement of the entire organization with the applicable notes.

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 2018-2019 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 2018-2019 Vista CDBG Application Worksheet and supplemental information provided under the Project Description section of the Project Narrative.

PROJECT BUDGET and BUDGET NARRATIVE (15 points)

On separate pages, prepare a **detailed** Budget for each project year (FY 2018-2019 and FY 2019-2020) identifying the use of proposed funding and all other resources available for the project. **The FY 2019-2020 budget must show a minimum decrease of ten percent of CDBG funds.** The decrease in CDBG funds is expected to be leveraged by additional matching funds. 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 2018-2019 and FY 2019-2020) 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.

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, 2019, provide a minimum of 30 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).

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 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.

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

EXAMPLE

BUDGET NARRATIVE

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 \text{ miles}/\text{mo.} \times 12 \text{ mo.} \times \$0.55/\text{mile} \times .25\text{FTE} = \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.

APPLICATION CHECKLIST

Submit one (1) original and seven (7) copies of the entire application (Items number 1 through 9)

Name of person that attended Applicant Workshop: _____

- ___ 1. **Application Worksheet** (2 pages, signed by the authorized official)
- ___ 2. **Application Checklist**
- ___ 3. **Supplemental Documents Checklist**
- ___ 4. **Project Narrative** (*Maximum 8 pages*)
 - ___ Project Description
 - ___ Target Group
 - ___ Performance Measurements and Timeline
 - ___ Collaboration and Outreach
 - ___ Organizational Capacity
- ___ 5. **Budgets** (provide separate budgets for FY18-19 and FY19-20)
- ___ 6. **Budget Narrative** (provide separate budget narratives for FY18-19 and FY19-20)
- ___ 7. **Year 2 Program Plan**
- ___ 8. **List of Board of Directors** (include telephone number, address, occupation/affiliation of each member; identify principal officers)
- ___ 9. **Organizational Chart**
- ___ 10. **Resumes of key staff** (must include Program Manager and Fiscal Officer)

SUPPLEMENTAL DOCUMENTS CHECKLIST

Submit one (1) copy of each of the following. (Any or all of the items may be submitted on a CD. If submitting a CD, please label the CD and clearly name the individual files.)

- A. Board of Directors' authorization to submit CDBG application** (copy of the Minutes of the meeting in which the governing body's resolution, motion, or other official action is recorded)
- B. Board of Directors' designation of authorized official** (a signed letter from the Chairperson of the governing body providing the name, title, address and telephone number of each authorized individual)
- C. Articles of Incorporation**
- D. Bylaws**
- E. State and Federal Tax Exemption Determination Letters**
- F. 2016/2017 Year-End Agency Operating Budget**
- G. 2017/2018 Agency Operating Budget**
- H. 2018/2019 Proposed Agency Operating Budget** (If not yet available, indicate when you anticipate the budget being available)
- I. Most recent Audited Financial Statement, with notes**
- J. Documentation of Reserves**
- K. Printout from Federal Disbarment website System for Award Management for agency**

Please identify the format in which documents are being submitted:

Hard Copy **CD** **Combination of Hard Copy and CD**

ATTACHMENT I

CITY OF VISTA CDBG SCHEDULE – FY 2018-2019

Wednesday, January 3, 2018	RFP emailed to contractors/non-profits, posted on City website
	Mandatory briefing for applicants
Tuesday, January 9, 2018	Session 1* 9:00 a.m. - 10:00 a.m. Community Room, Vista Civic Center
Or	
Tuesday, January 9, 2018	Session 2* 2:00 p.m. - 3:00 p.m. Community Room, Vista Civic Center *Applicants attend only one of the sessions
Friday, February 2, 2018	CDBG Proposals due by 4:30 p.m.
Monday, February 5, 2018	Distribute applications to Advisory Committee for review
Wednesday, February 21, 2018	Applicant Interviews with CDBG Community Advisory Committee
Monday, February 26, 2018	Advisory Committee applicant scores due
Wednesday, February 28, 2018	Advisory Committee Meeting – Funding Recommendations
Tuesday, March 13, 2018	5:30 p.m. Public Hearing - Proposed 2018/19 Annual Plan, including funding recommendations 30-day Public Comment Period Opens
Tuesday, April 24, 2018	5:30 p.m. Council approval of 2018/19 Annual Plan

ATTACHMENT II

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

DEFINITION OF CDBG EVALUATION STANDARDS

Project Description

Clearly describes the proposed service/project. Documents the need for the service/project. If the proposed project is ongoing, justifies the need for continued funding. Discusses the cost-per-beneficiary in relation to private and other organizations delivering similar services.

Target Group

Describes the target group, including general demographics and the areas to be served. Identifies the number of low- and moderate-income persons/households to be assisted. Describes the process to be used to collect and verify participant eligibility.

Performance Measurements and Timeline

Provides a detailed scope of work for the project, including objective(s), outcome(s), and outcome measurement(s). The objective(s) is/are realistic and can be met during the program year. Describes how data will be collected, tracked, and stored. Timeline identifies steps to be taken to implement and complete the project activities. The timeline is realistic.

The Year 2 program plan maintains or increases the level of service provided (number of people served).

Collaboration and Outreach

Applicant is working with other organizations to leverage resources and/or provide additional services to the target population. A plan has been identified for promoting program services to the target population and other providers.

Organizational Capacity and Program Experience

Agency has appropriate systems and staff in place to administer the grant. Agency and/or staff has experience administering the proposed program or similar programs. The Agency is fiscally sound and has enough reserves to cover the cost of the program for a minimum of three months.

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
- 8 points = Located adjacent to Vista, easily accessible
- 5 points = Located outside of Vista, but demonstrates substantial usage by Vista residents
- 2 points = Located outside of Vista, but demonstrates some usage by Vista residents
- 0 points = Not located in Vista nor 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.