

Economic Development Department

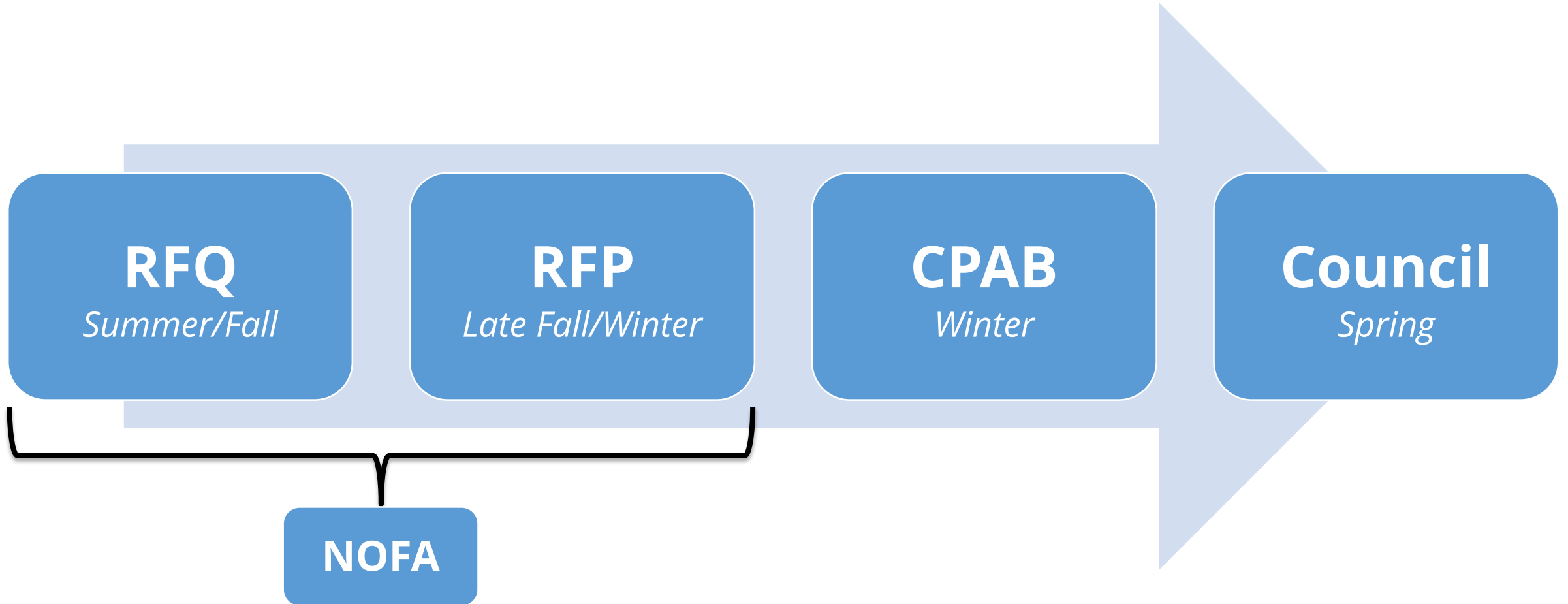
*Proposing Program Partnerships:
CDBG Requirements*

San Diego Civic Concourse
October 9, 2018

Welcome!

- Introductions
- What we will cover today:
 - Prescreening for capacity
 - RFQ & RFP Timelines
 - Upcoming CDBG Funding Opportunities
 - Organizational Requirements
 - Proposing Organizational Partnerships
 - Questions and Answers

Annual NOFA Sequence



Two-Phase Process



Are the applicant organizations ready to contract with the City of San Diego?

What program or service are the applicant organizations proposing during the contract period?

RFQ Organizational Requirements – Partnerships

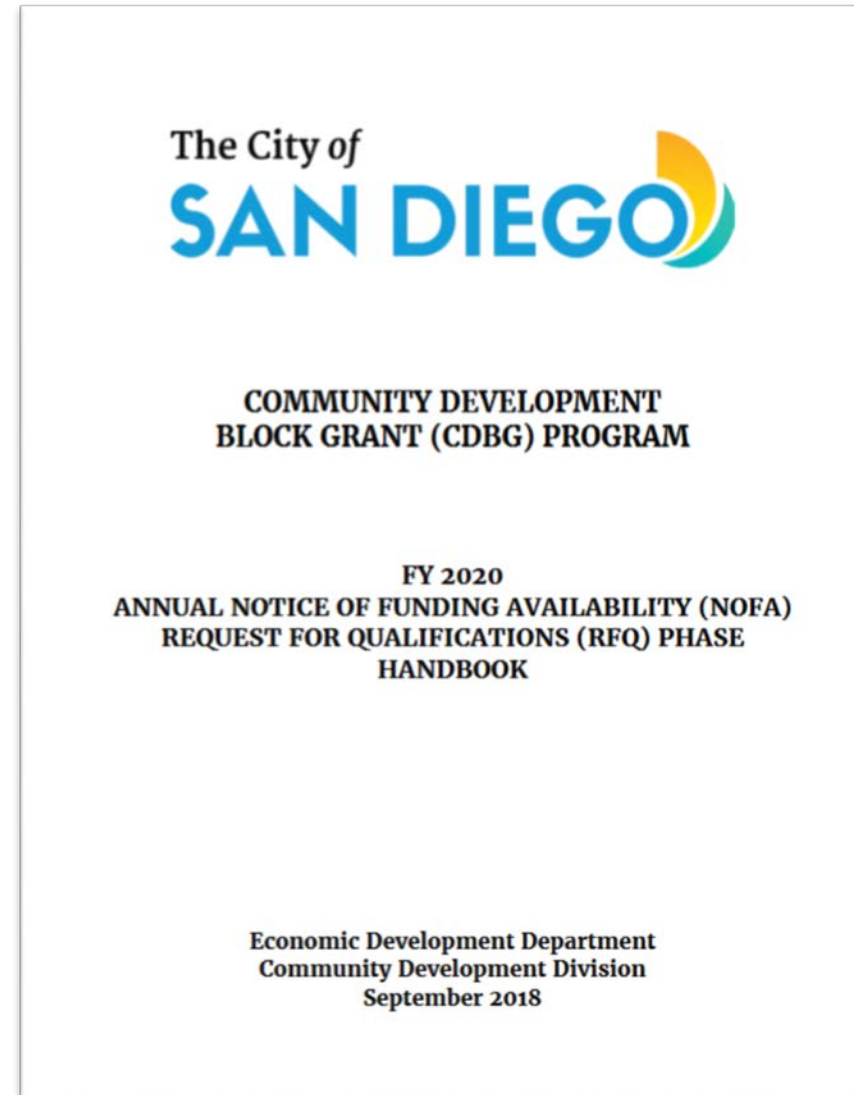
- All proposed partners must have been deemed "qualified" to conduct business with the City
- Subject to traditional organizations RFQ NOFA Standards
 - Small/emerging organizations are not eligible for partnerships

RFQ Organizational Requirements - Partnerships

- Lead organization must have submitted a response to the FY 2020 RFQ phase and be deemed “qualified” to conduct business with the City
- Highly recommended for all organizations interested in partnering and receiving CDBG funds qualify through the FY 2020 RFQ phase
- If not, partnerships proposed with organizations who did not respond to the RFQ will be subject during the FY 2020 RFP phase via special staff review

RFQ Handbook

- Refer to RFQ Handbook to ensure that proposed partners will be eligible to receive CDBG funding
- RFQ responses are due via ED Grants by October 19, 2018 no later than 11:59 p.m. (PDT)



FY 2020 RFP Categories Eligible for Partnerships

Public Services:
Traditional Orgs

Single-Family
Housing Rehab
Single Awardee

Microenterprise
Technical
Assistance

Neighborhood
Business
Improvement
Single Awardee

Microloan
Program
Single Awardee

FY 2020 RFP Categories NOT Eligible for Partnerships

Public Services:
Small/Emerging
Orgs

NCIP: Facilities

NCIP:
Multifamily
Housing Rehab

Sustainability:
Facilities

CDBG Organizational Partnerships

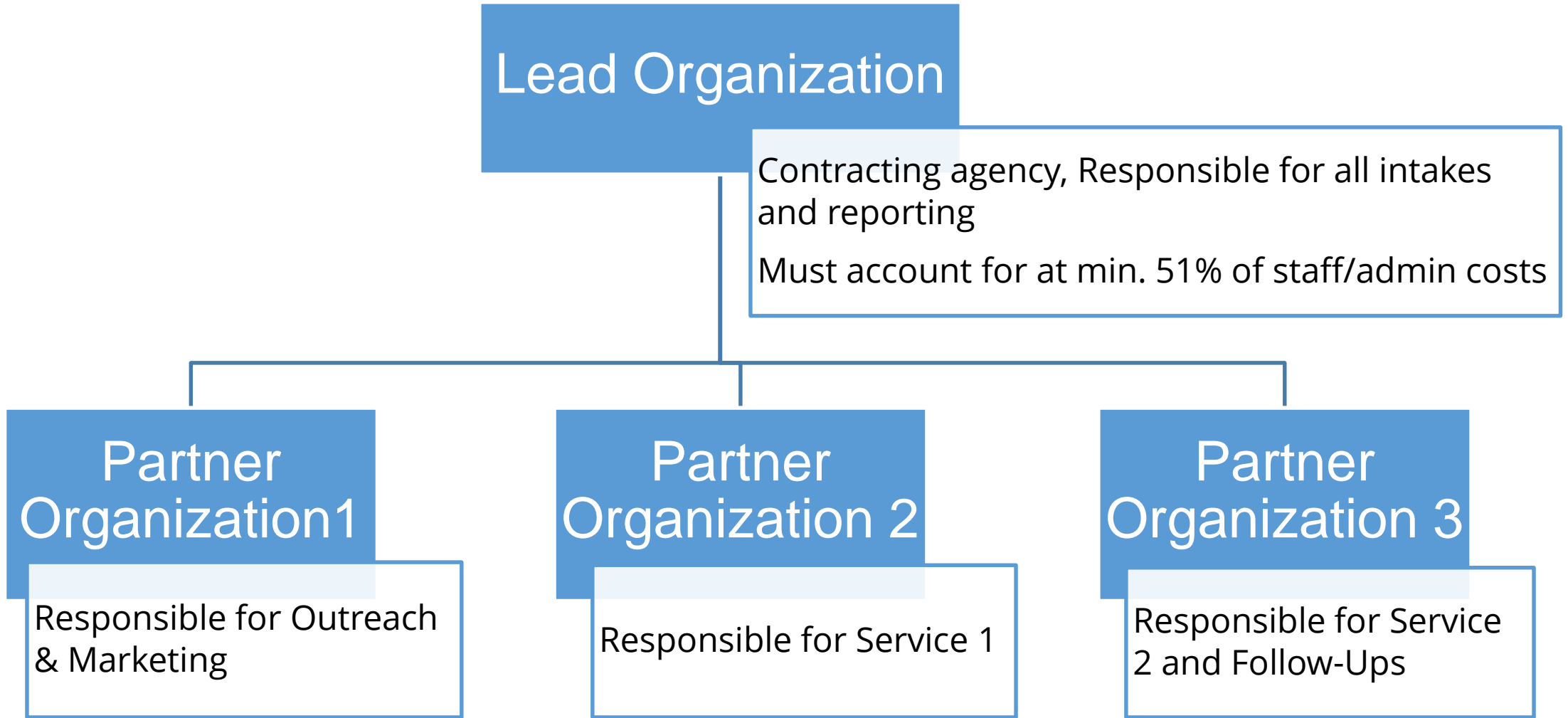
Partnerships Are Considered to be:

- A lead applicant organization, accounting for 51% or more of the proposed staff and administrative costs
- Proposing to partner with other organizations as subrecipients to undertake program activities and receive CDBG funding.
- Partners not receiving CDBG funding are not subject to the RFQ process

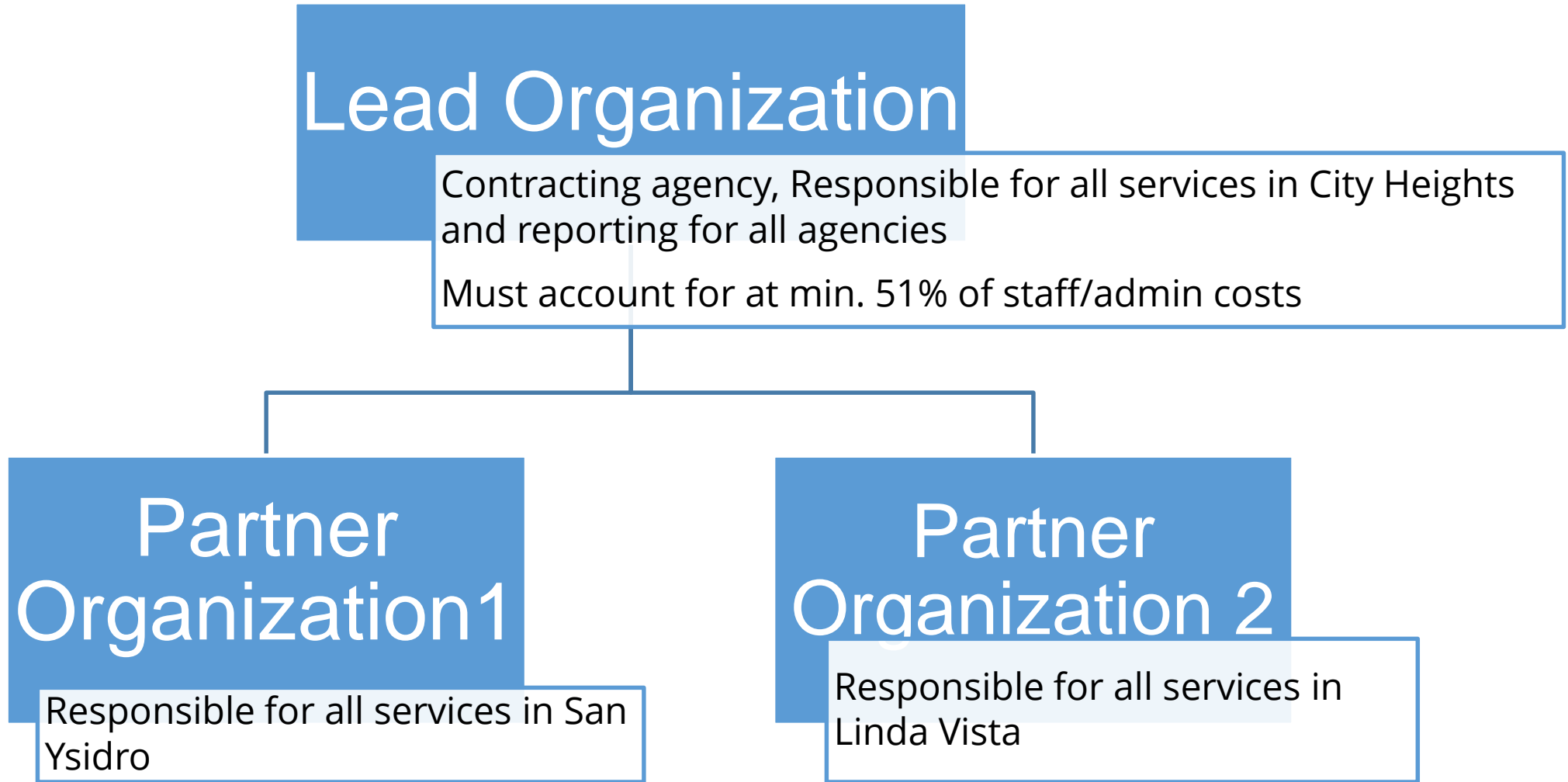
CDBG Organizational Partnerships – Considerations

1. Ensure lead organization has been deemed qualified through the FY 2020 CDBG RFQ Phase
2. Consider the organizational structure to the proposed partnerships
 - What will the roles and responsibilities be for each and associated costs?
3. Consider what unique benefit each proposed partnership adds to the project
 - Location, type of service, implementation, cost effectiveness, experience, etc.
4. Evaluate the merit of partnering to implement a project and whether the partnership will realize operational efficiencies and programmatic effectiveness

CDBG Organizational Partnerships – Sample Project Model



CDBG Organizational Partnerships – Sample Project Model



Partnerships - Maximum Funding Request Threshold

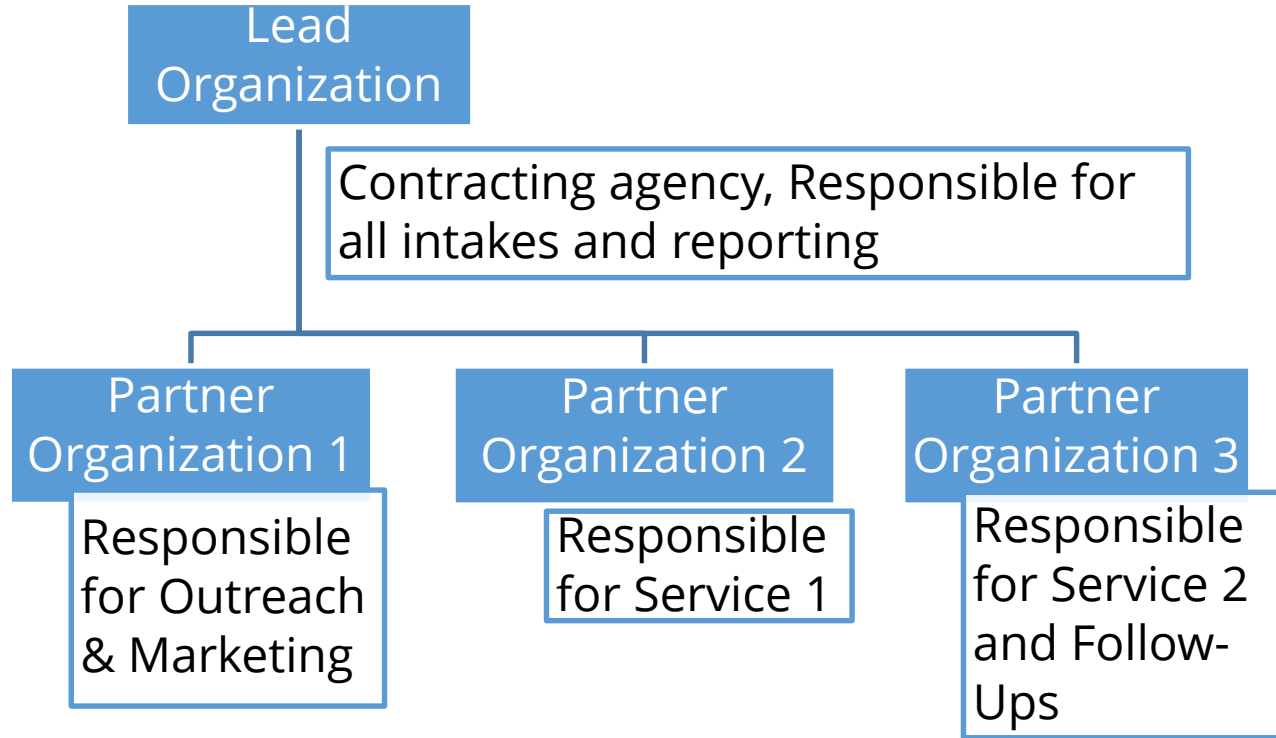
The MFRT amount indicates the maximum amount of CDBG funds your organization can be awarded in FY 2020, whether that amount is for one or more projects.

- **Determined by Cash Balance from the entire team of organizations' Audited Financial Statements (multiplied by 4)**
- Limited by overall budget for each RFP project category
- Applies to all of organization's RFP responses combined
- MFRT will be included in RFQ notification of results

CDBG Organizational Partnerships – Budgeting Considerations

1. Approach the budget after a well thought out business model for the project has been developed
2. Consider efficient and effective uses of CDBG funds
3. Remember that the lead organization must account for at least 51% of proposed staff and administrative costs
 - As such, the lead organization must also carry out the majority of the services to be provided and administrative responsibilities
4. Expectation that for the single awardee categories that the full RFP category budget will be utilized in the proposal

CDBG Organizational Partnerships – Budget Example



Organization	# Program Staff	CDBG Budget %
Lead Organization	4	51%
Partner Org. 1	1	11%
Partner Org. 2	2	18%
Partner Org. 3	2	20%

Three-Month Cash Reserve Recommendation

- CDBG works on a **reimbursement** basis
- Team of organizations cash reserves should be sufficient to cover three (3) months of operations to be a successful CDBG subrecipients
- How and when lead organization reimburses subrecipients is between organizations

Month 1

Lead organization spends funds to cover their costs and partners costs.

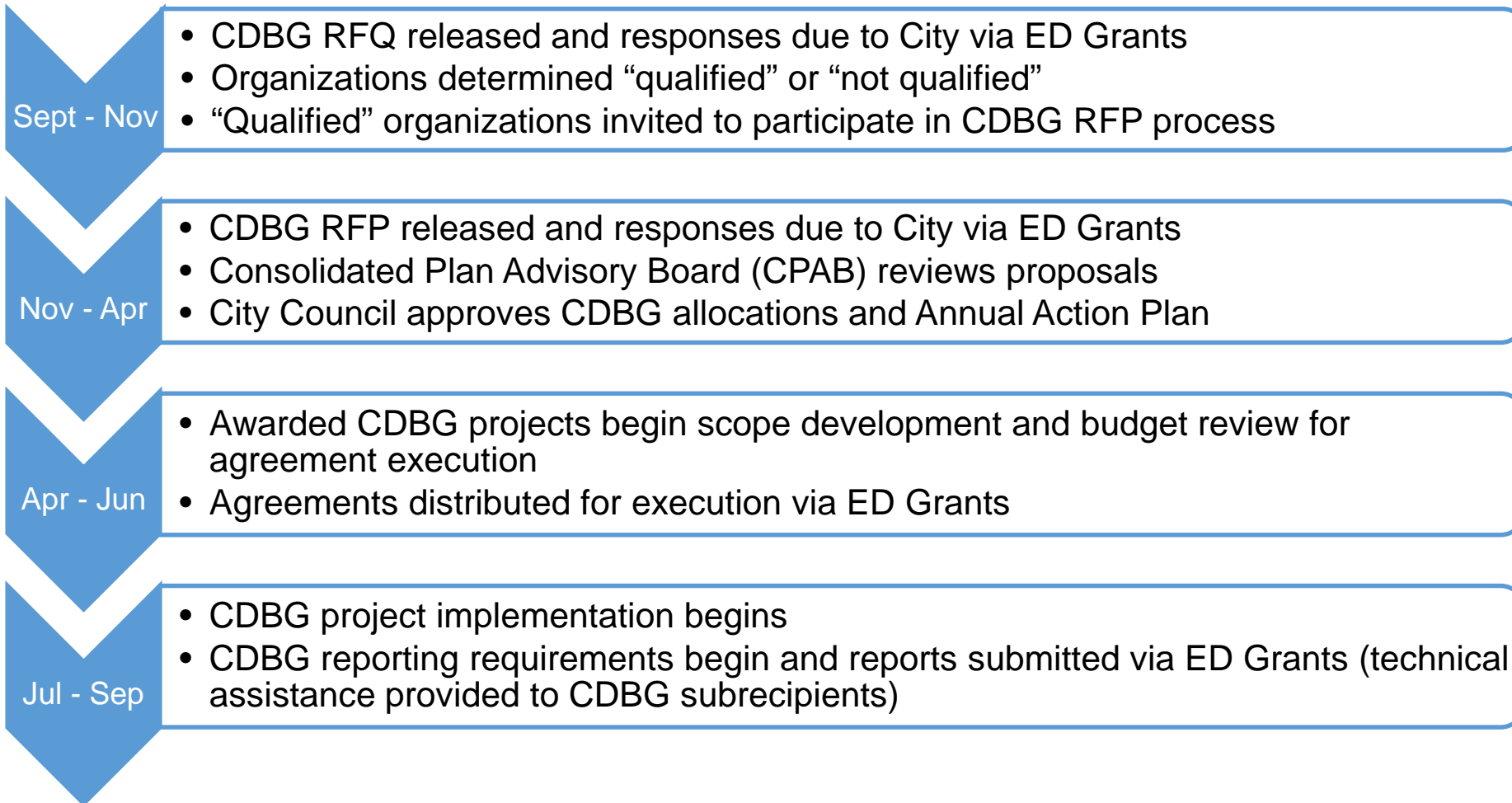
Month 2

Lead organization submits a single reimbursement request that compiles information from partners, including all supporting documentation.

Month 3

City completes review of reimbursement request and processes reimbursement payment to lead organization.

Annual NOFA Timeline



Resources

- [FY 2020 CDBG RFQ Handbook](#) | [FY 2020 CDBG RFQ Checklist and Resources Handout](#)
- [ED Grants “Resources” Tab](#)
- [2 CFR Part 200.302](#) (*Financial Management*)
[2 CFR Part 200.303](#) (*Internal Controls*)
- [HUD Financial Management Curriculum](#)
- [FY 2019 Operating Manual](#)
- [Playing by the Rules Handbook by HUD](#)
- [CPD Income Eligibility Calculator](#)

Sign up for CDBG-related communications at CDBG@sandiego.gov!

Tips and Tricks

- ❑ Register your organization and partner organization in ED Grants early and become familiar with how it works
- ❑ Choose one person to be the lead contact for your organization and project proposal
- ❑ RFP Program Guidelines will be released with RFP Manual
- ❑ Leveraged funding scoring will consider the teams amount of leveraged secured
- ❑ If you *do* have questions, don't hesitate to email us at CDBG@sandiego.gov. We are here to help!

Tips and Tricks

- Take advantage of opportunities for help, such as TA sessions, office hours, etc.
- Start the process early and allow enough time to review the quality and accuracy of your responses and the required documents before submission
- Have someone proofread and review your application before submission
- BEWARE: Only the Primary Representative can submit

Next Steps

Date	Step
10/12/2018	Deadline to email RFQ related questions by noon
10/19/2018	RFQ responses due in ED Grants by 11:59 p.m. (PDT)
11/09/2018	Organizations notified of “qualified” or “not qualified” status
11/16/2018	RFP released via ED Grants to “qualified” organizations only
11/27 – 11/29/2018	Tentative Mandatory RFP Workshops
01/09/2019	RFP responses due in ED Grants by 11:59 p.m. (PDT)



Thank you!

City of San Diego
Economic Development Department

CDBG@san Diego.gov

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Questions?