



**REQUEST FOR PROPOSALS (RFP)  
COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM YEAR 2018**

The City of Carson (City) invites programs (including community-based non-profit organizations) and public agencies (including City departments) to submit proposals for the 12-month period beginning July 1, 2018 and ending June 30, 2019. This time period comprises the 2017 Program Year (PY) for the Community Development Block Grant (CDBG) Program

**ADVISORY: The award of funds pursuant to this RFP is contingent upon the receipt of new CDBG funding for the 2018 Program Year, which has not as yet been confirmed by the U. S. Department of Housing and Urban Development (HUD). However, the City of Carson is moving forward with this solicitation and application process in the event that such funding is confirmed.**

Interested parties are invited to submit descriptive program proposals and a required City application not later than 5:00 p.m. on Thursday, January 18, 2018, to:

Office of the City Clerk  
Carson City Hall  
701 East Carson Street  
Carson, California 90745  
RE: COMMUNITY DEVELOPMENT BLOCK GRANT RFP

Background

Carson qualifies as an entitlement community under the CDBG program due to the proportion of low- and moderate-income persons among its residents. Funding for the CDBG program is made possible by the Federal Housing and Community Development Act of 1974 and its subsequent amendments, and is administered by the U. S. Department of Housing and Urban Development (HUD).

Program Objectives

The primary objectives of the CDBG program include the development of viable urban communities, including decent housing, a suitable living environment, and expanding economic opportunities, primarily for persons of low and moderate income. In keeping with those objectives, the City has previously undertaken a variety of physical development activities along with public social services in support of those development activities. These activities have

included such public improvements as buildings and streets, park and recreation facilities, and rehabilitation of owner-occupied dwellings citywide by means of loans and grants. Social services have included those related to youth services, counseling, employment, medical screening and treatment, and programs for the homeless. All activities, projects, and programs must serve low- and moderate-income residents (a moderate income is one that is not more than 80% of the Los Angeles area median, adjusted for family size).

#### Range of Eligible Activities

The following is a partial list of activities eligible for CDBG funding:

- Acquisition, rehabilitation, or preservation of land and buildings
- Public works, facilities, and site improvements
- Clearance, demolition, and rehabilitation
- Planning and management (program administration)
- Economic development
- Provision of public services such as those concerned with employment, crime prevention, child care, health care, substance abuse assistance, recreation services, services to the homeless, services to senior citizens, or other public/social/human services needs

Jurisdictions receiving CDBG funds are permitted to allocate 15% of that funding to programs and services falling into the last of the above-listed categories (public services). Up to 20% of the allocation may be used for program administration costs. The remaining eligibility categories have no proportional limit, but would comprise a minimum of 65% of the annual CDBG allocation.

The major criterion for eligibility for CDBG funding is that the majority of program participants (51% or more) must be persons of low and moderate income. Under this criterion, the program must provide service to Carson residents whose household incomes are not more than 80% of the metropolitan Los Angeles median income, adjusted for family size.

The income levels for the CDBG program are adjusted by HUD on an annual basis. The income levels for PY 2018 have not yet been released by HUD, but the income levels for PY 2017 are provided below for purposes of illustration. Fifty-one per cent (51%) or more of programs' beneficiaries must fall within the Extremely Low, Low, or Moderate income categories.

Household Size	Extremely Low	Low	Moderate
1 Person	\$18,950 or less	Up to \$31,550	Up to \$50,500
2 Persons	\$21,650 or less	Up to \$36,050	Up to \$57,700
3 Persons	\$24,350 or less	Up to \$40,550	Up to \$64,900
4 Persons	\$27,050 or less	Up to \$45,050	Up to \$72,100
5 Persons	\$29,250 or less	Up to \$48,700	Up to \$77,900
6 Persons	\$31,400 or less	Up to \$52,300	Up to \$83,650
7 Persons	\$33,550 or less	Up to \$55,900	Up to \$89,450
8 Persons	\$35,750 or less	Up to \$59,500	Up to \$95,200

The following categories of persons are generally presumed (by controlling Federal law and CDBG program guidelines) to be low- and moderate-income persons:

- abused children
- elderly (age 62 and above)
- battered spouses
- homeless persons
- handicapped adults
- illiterate adults
- persons with HIV/AIDS
- migrant farm workers

For any questions on eligible activities, contact Keith Bennett in the City's Community Development Department, 701 East Carson Street, Carson, California 90745, (310) 830-7600, extension 1319, or via e-mail at [kbennett@carson.ca.us](mailto:kbennett@carson.ca.us).

#### Expected Funding Levels

Anticipated funding levels for the CDBG program have been difficult to predict. Over the past five program years, the City's CDBG funding has ranged from as little as \$655,536 in PY 2014 to as much as \$781,656 in PY 2017. At this point, the City is anticipating, at a minimum, a 10% reduction from the PY 2017 level, or \$703,490 for PY 2018.

Based on the proportions described earlier, anticipated available funding for each category is:

Public Service Programs:	\$105,523
Program Administration:	\$140,698
Physical Development Activities:	\$457,269

#### Written Agreements

Please note that the use of CDBG funds requires stringent administration and vigilance on the part of organizations allocated funding. HUD requires the City to enter into formal, written agreements (Subrecipient Agreements with outside organizations and Memoranda of Understanding with City departments) with such organizations, spelling out the nature of services being provided, the amounts being allocated, the manner in which the funds are to be reimbursed to the organization, and information to be provided by the organization during the course of the program year.

#### Insurance

Outside organizations providing service under the CDBG program are required to maintain liability and property damage insurance protecting the organization in amounts not less than \$1,000,000 for personal injury to any one person, \$1,000,000 for injuries arising out of any

accident, and \$1,000,000 for property damage. Such insurance must also name the City as an additional insured.

Potential applicants should also be aware of state law requiring employers to have workers' compensation insurance for all employees - even one employee. Additional information on California workers' compensation requirements can be obtained by contacting the California Department of Industrial Relations (DIR). A listing of frequently asked questions (FAQs) and corresponding answers, as well as a definition of what constitutes an "employee," can be found on DIR's website, <http://www.dir.ca.gov>.

Organizations approved for CDBG funding must furnish proof of insurance coverage as required above in order for a subrecipient agreement to be fully executed.

#### Data Universal Numbering System (DUNS)

All CDBG activity is tracked by means of the Federal government's Integrated Disbursement and Information System (IDIS). IDIS requires the entering of a DUNS number for each subrecipient. Consequently, the CDBG application requires applicants to furnish an organizational DUNS number. The DUNS number is a unique nine-digit number provided by Dun & Bradstreet to identify any business entity (including non-profit and government entities).

If your organization does not already have a DUNS number, you can obtain one by contacting Dun & Bradstreet toll-free at 1-866-705-5711. This number is staffed Monday through Friday from 5:00 a.m. to 7:00 p.m. Pacific time. The process to obtain a DUNS number takes approximately 5-10 minutes, and a number will be assigned at the conclusion of the call. You will need to provide the following information to the Dun & Bradstreet representative:

- Organization's legal name
- Headquarters name and address for the organization
- Doing business as (DBA) or other name by which your organization is commonly known or recognized
- Physical address, city, state, and zip code
- Mailing address (if separate from headquarters or physical address)
- Telephone number
- Contact person name and title
- Number of employees at your physical location

Entities can also obtain a DUNS number by visiting Dun & Bradstreet's website at [www.dnb.com](http://www.dnb.com).

#### Internal Revenue Service (IRS) Form 990 (Return of Organization Exempt from Income Tax)

Entities that are tax-exempt under Section 501(c), such as 501(c)(3) organizations, as well as under Section 527 or 4947(a)(1) of the Internal Revenue Code (except private foundations) are required to file IRS Form 990 on an annual basis. Tax-exempt entities applying for City of

Carson CDBG funding will be required to include a copy of their most recent Form 990 with their application packages.

For questions about Form 990 and its applicability to your organization, please contact the Internal Revenue Service.

### Reimbursement

The CDBG program operates on a reimbursement basis (funded programs first incur expenditures, and then submit documentation of those expenditures to the City for approval in order to receive disbursements of CDBG funds). Expenditures and the reimbursement thereof are subject to guidelines of HUD and the Federal Office of Management and Budget (OMB). The OMB provisions are found in the Code of Federal Regulations, Title 2, Part 200 (commonly referred to as 2 CFR 200).

### CATEGORY 1: PUBLIC SERVICE PROGRAMS

Included in the public services category is the HUD-mandated fair housing services program, which is operated under a separate contract with a service provider. The anticipated cost for fair housing services agreement is \$45,380, which leaves an estimated \$60,000 to be allocated among eligible public service providers. Given that expected level of funding, and a set of policy guidelines for the public service programs adopted several years ago by City Council, it is anticipated that no more than five public service programs will be approved for funding.

### Proposers' Workshops

In an effort to assist prospective applicants in the preparation of their proposals, public service program applicants must attend one of two Proposers' Workshops to be held prior to the Thursday, January 18, 2018 application deadline. These will take place on:

**Wednesday, January 3, 2018  
10:00 A. M. and 1:00 P. M.  
Congresswoman Juanita Millender-McDonald  
Community Center (Room 111)  
801 East Carson Street, Carson, California**

Attendance at ONE of the two Proposers' Workshops is mandatory. (It is NOT necessary to attend both.) Applications from organizations/programs not having a representative at one of these workshops will not be accepted. Please schedule your attendance at one of the two workshops by contacting Shawn De Leuze at (310) 830-7600, extension 1318.

### Documentation and Reports

All organizations that receive funding under the public services allocation must collect the following information regarding each program participant:

- household income level (extremely low, low, or moderate)
- household type (elderly, handicapped/disabled, female head of household)
- race and ethnicity (multi-racial categories are provided for)
- type of assistance
- outcome of the assistance provided

This information will be required to be submitted on monthly activity reports. These reports will cover each month and will be due within 15 days of the end of each month's reporting period (that is, on the 15<sup>th</sup> day of the following month, or the next City business day thereafter). The first monthly report will be for the period of July 1, 2018 through July 31, 2018. In addition to the monthly reports, quarterly reports are due on the following dates:

- 1<sup>st</sup> Quarter due November 15, 2018
- 2<sup>nd</sup> Quarter due January 15, 2019
- 3<sup>rd</sup> Quarter due April 15, 2019
- 4<sup>th</sup> Quarter due July 15, 2019

All participating public service organizations are required to submit a monthly billing invoice and monthly activity report with supporting documentation in order to receive reimbursement. Staff will conduct on-site monitoring visits during the program year. Adequate financial administration to separately account for CDBG-related expenditures must be in place. Additional monitoring visits may be conducted at the sole discretion of the City and/or HUD. Program accomplishments, participant income verification, information, and all financial records related to the CDBG funding must be available for inspection.

### Evaluation Criteria

In addition to the basic criteria for CDBG eligibility described earlier, the City will use the following criteria in evaluating requests for public service funding:

- The organization is viable, stable, and exhibits the administrative capacity to successfully complete a project – history and performance including findings and/or corrections.
- The service directly benefits extremely low, low, and moderate income Carson residents.
- The organization has a process in place to measure the amount of assistance provided to Carson residents.
- The service will not duplicate or overlap an existing service.
- The organization has other sources of funding to match or supplement the City's CDBG funding.
- The CDBG funding provided will be used for client services, not on-going administrative expenses.

Applicants are advised that City Council has incorporated the above-described evaluation criteria in addition to other considerations into a set of policy guidelines for the CDBG public service funding process:

1. Programs with less than satisfactory program monitoring results, but with ten (10) or more years of funding history, will be given two years to correct identified deficiencies before being denied the opportunity to apply for or receive funding.
2. Applicants must receive a minimum score of 70 to advance to the Citywide Advisory Commission for funding recommendations.
3. The minimum annual grant amount for CDBG funding is set at \$10,000.00. However, “startup” organizations or programs will not be considered eligible for funding. “Startup” is defined as a program that has an operational history of less than two years, regardless of the length of time the organization proposing to operate the program has been in existence.
4. Applications for funding shall be compared for administrative versus direct client service costs and collaboration with other entities in providing services.
5. The required fair housing services program shall be funded from the maximum 15% of the CDBG allocation permitted to be used for public services.
6. In addition to the required fair housing services program, the number of programs funded from the maximum 15% of the CDBG allocation permitted to be used for public services shall be limited to no more than five per program year.
7. A portion of the annual CDBG allocation (aside from the maximum 20% permitted to be used for administration and the maximum 15% permitted to be used for public services) shall be reserved for CDBG-eligible services in an area or areas of the city identified as being in need of intensive services.
8. Neighborhood and/or homeowners’ associations having non-profit status shall receive consideration for funding for eligible services from the maximum 15% of the CDBG allocation permitted to be used for public services.
9. Programs that have been funded for ten (10) years or more may receive a maximum of ten (10) bonus points.
10. Applicants must attend one of two pre-application workshops in order for applications for funding to be accepted.

#### Other Requirements

Public service organizations shall not target or serve any single ethnic population. Discrimination of any kind in the rendering of public services shall be cause for the rejection of a proposal. Organizations whose primary purpose is to benefit members of a particular ethnic group are not prohibited from applying for CDBG funds, but the program for which CDBG funds are sought must be open to persons outside that ethnic group.

Religious or faith-based organizations are advised that Federal funding may not be used to support any religious activities or religious influence in the delivery of public services.

Finally, HUD requires that subrecipients measure outcomes as well as numerical goals. For example, in addition to serving X number of clients during the program year, what are the anticipated outcomes of that program and how are those outcomes measured? Any organization submitting a proposal must be prepared to address this issue within its proposal, as well as the monthly and quarterly reports submitted to the City.

### Program Proposal Content

Program proposal descriptions **should not be more than ten typewritten pages of text** with one additional page allowed to include a line item proposed budget for the 2018 program year. Proposals must identify a need and describe how the proposed program or activity will address this need. Proposals must be specific and contain measurable objectives (i.e., universe of need, number of persons to be served, et cetera). Respondents should be realistic and avoid overly-ambitious projects that cannot be achieved within the 12-month period. Proposals must be for direct service provision and not to conduct research. The format for proposals, in addition to the accompanying application form, must include and cover the following:

- Description of how the need was determined (including any supporting data) and how the program will meet the need.
- Description of the target population for the program (e.g. youth, unemployed, the homeless, families with children) and the setting in which it is anticipated that the service will be provided.
- Description of how your program will track and verify the income status of program beneficiaries.
- An example of the documentation your program will obtain from program beneficiaries to verify their income status falls within the Extremely Low, Low or Moderate income categories.
- Description of program goals and objectives, as well as your method for evaluating the performance and success of your program.
- If your organization does not operate within this city's boundaries, please explain how your program will benefit Carson residents.
- Brief summary noting the expertise and background of the organization (including how long the program has been in existence) and resumés (background summaries, not necessarily employment resumes) of the senior staff responsible for the program.
- List of the organization's officers (such as a board of directors) and of local program and supervisory employees, along with a summary of the background of those individuals.
- Organization by-laws or charter.
- City business license.
- Federal non-profit status determination letter [IRS Code 501 (c) (3)].
- State non-profit determination letter [State Code 23701 (d)].
- A full line-item budget detailing the use of CDBG funds requested for the 2018 program year (including a listing of any other funding sources your group receives).



- A full line-item budget of the organization for the 2017 (current) PY (including a listing of any other funding sources your group receives).
- Most recent IRS Form 990.
- **Financial statements** for the previous two (2) years. (Programs that have not previously received or applied for CDBG funds from the City are welcome to apply. However, it is the City Council's policy not to fund startup organizations or programs.)
- Sources of program funds from other entities.

Prospective applicants are advised that a number of organizations and activities are funded through the CDBG program in the current program year, and these organizations will most likely apply once again for funding. However, current or previous participation in the CDBG program does not guarantee funding for any applicant.

## CATEGORY 2: PHYSICAL DEVELOPMENT PROGRAMS

Physical development projects eligible to be undertaken with CDBG funding include:

- Acquisition, clearance, demolition, new construction, rehabilitation, or preservation of land and buildings (including residential structures as well as neighborhood-serving commercial structures);
- Public works, facilities, and site improvements (including the installation of infrastructure improvements such as street, curb, and gutter improvements, or water and sewer lines);
- Neighborhood facilities such as recreational facilities, parks, playgrounds, and community centers;
- Facilities for persons with special needs such as facilities for victims of domestic violence, nursing homes, group homes for persons with disabilities, or transitional housing for the homeless;
- Removal of architectural barriers and design features that restrict mobility and accessibility of the elderly or persons with disabilities; improvements that would enhance compliance with the Americans with Disabilities Act.
- Improvements which promote energy efficiency.

### Project Considerations

#### A. Environmental

In order to comply with HUD requirements, Community Development Department staff will evaluate the viability of potential projects based on environmental factors, including whether the project is located in a flood zone. The environmental review may determine whether a project is funded, or may indicate that project modifications or alternatives are needed.

If existing structures or facilities are involved in the proposed project, a lead clearance and/or asbestos survey may be required. If either has already been completed, please submit a written report with the application.

## B. Tenant Displacement

In accordance with the City's Anti-Displacement Policy, projects that involve the displacement of low- and moderate-income residents should be avoided. If displacement is unavoidable, all residents who are permanently or temporarily displaced as a result of a CDBG-funded project must be provided financial and advisory benefits as described in the City's Anti-Displacement Policy. Applicants should consult with Community Development Department staff in the project development stage to ensure that these requirements are met and that adequate funds are included in the project budget.

## C. Wage Rates

Prevailing wage rates (either the rate established under the Federal Davis-Bacon Act or the California Prevailing Wage Law, whichever is higher) apply to all Federally-funded public facility construction/rehabilitation activities. Therefore, projects will be monitored by the Community Development Department to ensure that general contractors and subcontractors pay the required wages.

## D. Other Funding Sources

If other funding sources (e. g., grant funding, City General or Special Revenue Fund, funds from other government agencies) will be used for the project, the applicant must submit written documentation to verify that the funding is committed and available.

## Program Proposal Content

As with the proposals for public service funding, program proposals **should not be more than ten typewritten pages of text** with one additional page allowed to include a line item proposed budget for the 2018 program year. Proposal narratives should address or include the following:

- Scope of CDBG-Funded Portion of the Project – Provide a detailed scope of work for the project. For example include the size (square feet, number of stories, lineal feet, etc., as applicable) of the project and the type of amenities or improvements that would result. Provide color photographs if possible.
- Feasibility – Include potential obstacles to implementation, such as encroachment (a survey may be required), right-of-way issues, zoning, and anticipated need for coordination with various entities/parties (utility companies, property owners, etc.) which may impede timely completion in order to meet expenditure requirements mandated by HUD. If applicable, indicate how the applicant plans to address encroachment issues, preferably including proof of correspondence with affected property owners displaying their support of the project despite possible adjustments that may be made to their property(ies).
- Location of the project – Specify the project's location, including project limits and/or boundaries. Also, provide a project site location map with the project area clearly delineated for identification.

- **Project Justification:** Provide a brief description of the problem(s) the project will address and how the project will resolve the problem(s), or the public benefit(s) to be derived from the project. It is important to know the reason funding is being requested and how this project will benefit persons of low and moderate income.
- **Expected Outcomes** – If your project is awarded funding, what is the expected measurable benefit to individuals, families, organizations, and/or the community that will result from the improvement project?
- **Project Approach/Alternatives** – Explain why the project is to be undertaken in the manner stated. Identify and briefly describe a minimum of two alternatives that were considered in developing the proposed project, and why each option was not selected.
- **Budget** – Please detail the projected cost for the project in Program Year 2018. Please also indicate whether the project is multi-year in nature. If the project is multi-year in nature, please indicate the project length and the estimated funding requirement for each year, specifying all resources and CDBG funding in particular.

#### APPLICATION REVIEW PROCESS (BOTH CATEGORIES)

All proposals submitted prior to the January 18, 2018 5:00 P. M. deadline will be reviewed for completeness and program eligibility according to CDBG guidelines. The City reserves the right to reject proposals for missing required documentation and any or all proposals without cause.

Following the review by staff, a minimum of two public hearings will be conducted by the Citywide Advisory Commission (CAC) and City Council prior to the City Council's formal approval of the programs to be awarded funding allocations. These hearings are expected to take place with the CAC beginning in February, 2018, and with the City Council no later than April, 2018. As part of the public testimony that takes place at a public hearing, applicants will be provided the opportunity to make brief presentations explaining and highlighting their program proposals. Applicants will be apprised as to the dates and times of these public hearings.

#### Proposal, Application, and Due Date

To be considered, applicants must submit the following:

- **One (1) City application;**
- **One (1) unbound original proposal; and**
- **Seven (7) copies of the proposal.**

Please do not bind the copies or place them in covers; simple stapling is suggested.

Proposals and applications must be received not later than **5:00 P. M., Thursday, January 18, 2018**, and should be addressed to:

Office of the City Clerk  
Carson City Hall  
701 East Carson Street  
Carson, California 90745  
**RE: COMMUNITY DEVELOPMENT BLOCK GRANT RFP**

The proposal/applications packages **MUST** be enclosed in sealed envelopes or boxes, the outside of which must be clearly marked to show that the envelopes or boxes contain responses to the CDBG Request for Proposals.

**Late and/or substantially incomplete proposals and applications will be rejected. Postmarks, facsimile transmittals, or electronic mail submittals will not be accepted. NO EXCEPTIONS WILL BE MADE**