

CDBG Community Facility Improvement Program

Frequently Asked Questions

FY 2020

1. How much funding is available for FY 2020?
 - A. There is approximately \$1,000,000 available funding. Projects will be reviewed and funded on a rolling basis until all funds are exhausted.
2. How do we apply for the CDBG Community Facility Improvement Program?
 - A. Applications can only be submitted through the online application and program reporting portal, City Data Services <https://www.citydataservices.net/>. All of the NOFA materials including a Word document version, for reference purposes only, can be found on our website at: <https://www.cityofberkeley.info/CommunityAgencyRFPfy2020.aspx>
3. Is there a minimum or maximum amount of funds we can apply for?
 - A. The minimum amount that is eligible for funding is \$100,000. There is no maximum, however, continue to check the website for updated funding availability. When preparing your budget please consider construction costs (including federal prevailing wage), materials, permits and fees, design, and project management costs.
4. Can we apply if we rent/lease the facility?
 - A. Yes. You must have, and provide evidence of, five-year site control (e.g. lease agreement).
5. What are the program eligibility requirements?
 - A. There are a number of eligibility requirements. Please use this quick checklist to pre-determine your program eligibility:
 - Minimum five-year site control
 - Minimum \$100,000 funding request
 - Meet CDBG program type (Health and Safety, Accessibility, Energy Efficiency)
 - Either obtained permits or have consulted with the Berkeley Permit Service Center
 - Identified Project Manager (PM) with experience managing construction projects (hired PMs encouraged)
 - Three cost estimate bids (a minimum of one for City of Berkeley Department applicants), no older than 90 days
 - 51% of beneficiaries of project must be moderate or low-income
 - Provide compelling evidence of project need and impact to beneficiaries
6. What types of improvements can we apply for?

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- A. CDBG guidelines regulate the type of work that can be done using these funds. The City of Berkeley is prioritizing projects including the following activities:
- I. Health and Safety: Reducing health and safety concerns relating to safety code, such a lead based paint removal.
 - II. Accessibility: Americans with Disabilities Act (ADA) barrier removal, with a focus on path of travel.
 - III. Energy Efficiency: Weatherization, electrical upgrades, water savings via faucets/toilets, etc.
7. How much detail should I provide in the application project scope?
- A. Your scope should be sufficiently detailed in order to present a clear picture of your proposed project. This is your chance to not only describe your rehabilitation improvements but also make the case for why this is needed and the impact the renovations will have on beneficiaries. Consider providing information on the following:
- a. What are you proposing? Please include as much detail as possible, such as how many rooms will undergo rehabilitation.
 - b. Why do you need it?
 - c. Who are the beneficiaries and do they meet the CDBG low/moderate income requirement?
 - d. What is your full project and construction timeline?
- B. Sample scope narrative:
- a. *“SeniorStars agency is currently operating out of a 1940s building that has had very few accessibility upgrades and or other rehabilitation improvements. We serve up to 100 low-income and disabled seniors on a daily basis. Seniors use both our auditorium and five smaller classrooms for educational, physical therapy, and social service programming. The current configuration of both the main entry into the auditorium and the five smaller classrooms are not ADA compliant. The scope for this project includes addressing the path-of-travel accessibility barriers to the entry way and into the five classrooms. Front entrance: build new ADA ramp, widen doorway, level the threshold and add an automatic door opener. Classroom doorways: widen doorways in all five classrooms to be ADA compliant and add an automatic door openers on four of the five rooms (one excluded because of building constraints). All of the spaces are primarily utilized by our senior clientele. We anticipate the project to take 6 months including design, permitting and construction. The project will begin in July and end in December. Once complete, all seniors will be able to access and benefit fully*

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from our programing by being able to enter through the front door, and enter four of the primary classrooms.”

8. How long is the review process for project application acceptance?
 - A. Submitted applications will be considered at the next possible Housing Advisory Commission (HAC) CDBG Subcommittee meeting. The HAC will then review applications at their monthly meeting and will make a recommendation to the City Manager for projects requesting between \$100,000 and \$200,000. Please consult with the Project Manager, Mary-Claire Katz (contact information below), for an estimated timeline based on HAC meetings and scheduling. If a project is recommended for funding, documents will be prepared for execution. For projects at and above \$200,000, the HAC will make a recommendation to Council. Considering both the HAC and Council schedules, the full timeline is estimated to be between two to four months.
9. How long does it take to execute a contract with the City of Berkeley?
 - A. Once your final scope and project budget is finalized and you have submitted all your contract signatory pages, certifications, and updated insurance we will prepare your contract for execution. These projects are also subject to environmental review, which will commence after the scope is finalized and project is awarded.
10. Do we need to have permits before applying for CDBG funds?
 - A. Obtaining permits is strongly encouraged prior to application submission. The permitting process can bring forth unforeseen changes to the scope that are important for both the Environmental Review as well as accurate bids from prospective contractors. If you have not yet obtained your permit, we do require that you have at minimum, consulted with the Permit Service Center (510-981-7500) to get an accurate understanding of what permits will be required, estimated permit costs, ADA compliance and any other issues.
11. Can we use our construction bids for both the application estimate and the construction?
 - A. It is possible to do this. If you are interested in getting bids for your application that you could then use for your construction award please communicate this to us in advance of your application. You will need to follow formal procurement and public noticing procedures for sealed bids. We can help guide you through this process. The bid may be no more than 90 days old.
12. How can we obtain more information about the program and application process?

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A. Please visit our website at:

<https://www.cityofberkeley.info/CommunityAgencyRFPfy2020.aspx> and/or
contact Mary-Claire Katz in Housing and Community Services at
(510) 981-5414, mkatz@cityofberkeley.info