

City of Berkeley

Public/Community Facility Improvements NOFA FY 2020

December 12, 2019

Purpose of this Workshop

1. Clarify Eligibility and Federal/Local requirements
2. Explain Application Process
3. Present Timeline for Review and Awards
4. Briefly review steps needed for contract execution, pre-construction and construction activities



1. Eligibility

Eligibility

- ◆ Minimum \$100,000 proposed project budget
- ◆ Require a Project Manager

Eligible Populations

- ◆ EITHER serves geographic area with >51% of population low- and moderate-income
- ◆ OR >51% of clients served are low- and moderate-income
- ◆ OR Special populations presumed to be low-income
- ◆ You must report on this at the end of the year and/or project and provide demographic information on clients served

Eligible Activities

- ◆ Rehabilitation
- ◆ Americans with Disabilities Act (ADA) improvements
- ◆ Non-profit and publicly owned facilities open to the public. Evidence of five years of site control after the completion of the project.
- ◆ Provide title with application.

Eligible Expenditures

- ◆ Renovation hard costs
- ◆ Renovation soft costs (architect, engineer, etc.)
- ◆ Project management costs
- ◆ Permits and fees

Ineligible Activities

- ◆ Projects not located in Berkeley
- ◆ Project not primarily serving low- to moderate-income Berkeley residents
- ◆ Renovation of administrative space only
- ◆ Costs incurred before contract is executed with the City

Requirement: Relocation

- ◆ If clients or staff will need to be relocated during construction, provide a plan for how this will take place and the impact to the agency's operations
- ◆ Berkeley local ordinance applies to temporary relocation for rental housing only
- ◆ Federal requirements apply to transitional and permanent housing, but not to emergency shelter
- ◆ For more information, see...

<http://www.cityofberkeley.info/ContentDisplay.aspx?id=4956>

Requirement: Section 3 Hiring

- ◆ Efforts to Hire Section 3 Residents or Section 3 Business Concerns
- ◆ Triggered if there are new hires for a project

Requirement: Lead-Based Paint

- Applies to dwelling units only.
The following are **exempt**:
 - ◆ Built after January 1, 1978
 - ◆ SROs
 - ◆ Housing for elderly or disabled
 - ◆ Rehab does not disturb painted surfaces
 - ◆ Lead-based paint already removed
- Key components are
 - ◆ Notification
 - ◆ Lead Hazard Assessment / Evaluation
 - ◆ Lead Hazard Reduction



2. Application Process

Step 1: Identify the Project

- ◆ Develop Scope of Work
- ◆ Contact the Permit Service Center at (510) 981-7500 to schedule an appointment to discuss permit requirements: ADA requirements, site plan, additional information needed.
- ◆ Request Bids from a minimum of three contractors. Provide Davis Bacon Wage Rates. <https://beta.sam.gov/>

Step 1: Bids from MBE / WBEs

- ◆ MBE/WBEs – Minority and Women-owned Businesses (51% or greater)
- ◆ Outreach to them by:
 - Incorporating them in lists of contractors that you solicit for bids
 - Require general (prime) contractors to do so
 - You must report on this when submitting a summary of the bid process and in a final year-end report (HUD 2516 Report)
 - http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm

Step 2: Apply Online

Application available online:
www.citydataservices.net

◆ Agencies NOT currently funded:

User ID - **BerCa2020**, Password - **BerCa2020**

◆ Agencies currently funded:

Log in as usual and click “Apply for 2020”


Questions?

Mary-Claire Katz mkatz@cityofberkeley.info (510) 981-5414

http://www.citydataservices.net/cities/berkca/programs.pl

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City Data Services Program Organizations Berkeley News CDBG & Facilities Projects

 **CITY OF BERKELEY**
City of Berkeley Housing & Community Services Department
2180 Milvia Street
Berkeley, CA 94704
Contact: Kristen Lee, kslee@ci.berkeley.ca.us 510.981.5427

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NOTE: To apply for your existing program, use the link in the application column, below.
To apply for a brand new, different program for your agency, use the button above.

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To view your reports, click on the link in the "Next Report" column.

Agency	Program	Next Report	Application	Monitor Status	Last Agency Update	Last Staff Update
0 total Programs						

City Data Services - San Mateo, CA
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CITY OF BERKELEY
Public Facility Improvement Project Application
FY2020 Application

**FOR REFERENCE PURPOSES ONLY. APPLICATIONS WILL ONLY BE ACCEPTED
 ONLINE AT www.citydataservices.net**

All questions in this application are required and should have an inputted answer. If not applicable, please enter N/A.

A. General Information

Agency's Name:	
Program/Project Title:	
Agency's Date of Incorporation:	<input type="checkbox"/> Upload Articles of Incorporation <input type="checkbox"/> Upload Agency Bylaws <input type="checkbox"/> N/A. Applicant is a government entity
Agency's Office Street Address:	
Agency's Office City:	Zip: _____
Executive Director's Name:	
Executive Director's Email Address:	
Executive Director's Phone Number:	
Application Contact Person's Name: <i>(Contact person must respond to questions within one business day.)</i>	
Application Contact Person's Email:	
Application Contact Person's Phone:	
Project Manager's (PM) Name:	<input type="checkbox"/> Upload PM Resume
Project Manager's Phone:	
Project Manager's Contact Email:	
DUNS number: You can obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) Number by registering at http://fedgov.dnb.com/webform	
Tax-exempt 501(c)(3) status:	<input type="checkbox"/> Yes Upload below <input type="checkbox"/> No <input type="checkbox"/> N/A. Applicant is a government entity
If "No", Name of Fiscal Sponsor: _____ Address of Fiscal Sponsor: _____	
Does the agency own the project site?	<input type="checkbox"/> Yes If "Yes", Upload Title <input type="checkbox"/> No

Board resolution authorizing submission of application	<input type="checkbox"/> Upload resolution <input type="checkbox"/> N/A. Applicant is a government entity
TOTAL FUNDING REQUESTED:	
TOTAL Funds Leveraged for this Project:	
Total Project Value:	

B. Project Description and Permit Review

Full Scope: (upload below)

1. Detailed Description of Scope (1,000 character limit): Refer to our program FAQ for additional guidance on writing your scope. The FAQ provides a sample scope. Please Upload any drawings or plans you currently have for this project.	
2. Mark all categories that apply to this project:	<input type="checkbox"/> ADA Compliance <input type="checkbox"/> Energy Efficiency <input type="checkbox"/> Health and Safety Code Issues
3. If the project includes ADA improvements, has the project site been assessed by a Certified Access Specialist (CASP) and is the proposed project included in the CASp ADA improvement plan?	<input type="checkbox"/> Yes Upload CASp Plan <input type="checkbox"/> No <input type="checkbox"/> N/A
4. Will this project require a permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. This project requires the following permits (check all that apply):	<input type="checkbox"/> Building <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Other _____ <input type="checkbox"/> N/A. No permit required. <input type="checkbox"/> Unknown
b. If this project requires permits, does the project scope include ADA improvement at costs equal to or more than 20% of the total project value? (Enter N/A if the question is not applicable.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A. Note: This only applies to projects that do not require a permit and is therefore exempt from the 20% cost allocation rule.
5. Has this scope been reviewed by City of Berkeley Permit Service Center staff?	<input type="checkbox"/> Yes (Proceed to question 5.a.) <input type="checkbox"/> No (Proceed to question 5.b.)

Step 2: Attachments

- ◆ Detailed Full Scope of Work
- ◆ 3 Bids:
 - Cover full scope of work in detail including any planned barrier removal measures (ADA access)
 - Include Davis Bacon Wages
 - Include allowances for permits and fees
 - Less than 90 days old

Step 2: Attachments

- ◆ Design: Professionally drawn floors plans and specifications (min. sheet size 11"x17"). Drawings must be to scale.
- ◆ Photographs of the areas to be renovated
- ◆ Evidence of five years of site control after the completion of the project.

Step 3: Application Review & Awards

Funding Requirements

- ◆ Improvements that address life safety and health.
- ◆ Improvements that remove barriers for greater ADA access
- ◆ Improvements that address energy efficiency

Step 3: Application Review & Awards

- ◆ Project Feasibility
- ◆ Project Readiness
- ◆ Leveraged Funding
- ◆ Total Cost
- ◆ Agency/Project Manager Experience
- ◆ Past Performance
- ◆ Impact to low- to moderate-income clients
- ◆ Site control (evidence of five years of site control after the completion of the project.)

Step 3: Evaluation & **Awards**

- ◆ If awarded funding, project must begin **after environmental review is completed and contract is executed with City**
- ◆ No costs incurred before the contract is executed will be reimbursed



3. Timeline

Timeline

When	What
December 10, 2019	Application available for submission via City Data Services
December 12, 2019	NOFA Workshop
Monthly according to HAC CDBG Subcommittee and full HAC schedule	Housing Advisory Commission (HAC) review and make funding recommendations to City Manager/Council
Ongoing according to Council schedule	For projects at and above \$200,000 Council considers City Manager and HAC funding recommendations



4. If Awarded

Phase 1: Pre-Construction

◆ **Contract with City of Berkeley**

- Submit Scope and budget, including drawings
- City performs environmental review
- Sign all contract documents needed
- Be aware of all federal and local regulations that contractors need to abide by
- Other City Departments enter into MOU with Housing & Community Services Department

Phase 1: Pre-Construction

- ◆ Obtain permits (if not already complete)
- ◆ Bid Out Construction
 - City will provide new Davis Bacon Wage Decision
 - Follow Procurement Requirements:
 - ◆ For >\$25,000, **competitive sealed bids**
 - ◆ Outreach to Berkeley, MBW/WBEs, and Section 3
 - ◆ Summarize procurement process in a memo to staff and indicate chosen contractor and any subs, including license number. City Staff will verify that contractor is eligible to perform work.

Phase 1: Pre-Construction

- ◆ Enter into Contract with Contractor
- ◆ Always reference insurance and pass down local and federal requirements in contracts including:
 - Davis-Bacon Wage Decision Number and Modification Number and classifications working on project.
- ◆ Attach HUD Form 4010 Federal Labor Standards Provisions

Phase 1: Pre-Construction

◆ Pre-Construction Conference

- City Monitor meets with Agency and Contractor to discuss:
 - ◆ Federal Labor Requirements
 - ◆ Procedure for requesting payment
 - ◆ On-site monitoring
 - ◆ Section 3

Phase 2: Construction & Monitoring

◆ Monitoring staff will:

- Perform site visits during construction
- Need unrestricted access
- Ensure work completed matches payroll and invoices
- Review payrolls
- Interview construction workers
- Process payments
- Review and Approve Change Orders

Phase 2: Construction & Payments

◆ Processing Invoices:

- Use Payment Voucher Cover sheet
- Attach all invoices
- Conditional Lien Waivers for all payments
- Payrolls must be weekly and up-to-date

Phase 3: Payments and Completion

- ◆ Final Payment will be disbursed if...
 - All vouchers are in order
 - Payrolls are complete and no restitution is required
 - An Unconditional Lien Waiver is received
 - Final permits are submitted
 - Lead Clearance conducted (if applicable)
 - HUD 2516 Report is Submitted
 - Notice of Completion is Submitted

Questions?

City of Berkeley NOFA website

<https://www.cityofberkeley.info/CommunityAgencyRFPfy2020.aspx>

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