

City of Berkeley
CDBG Community Facility Improvement Program

December 12, 2019 NOFA Workshop FY 2020
Questions & Answers

1. The online CDS application notes to report “Program Participants NOT residing in Berkeley”. What does this mean?
 - A. If the facility you will be rehabilitating serves the greater Alameda County area, you would report the total of unduplicated clients your entire agency serves. The following CDS online question, will then ask you to report on the number of unduplicated clients **who reside** in Berkeley. For example, your agency serves 500 unduplicated individuals a year, however, only 50 of those unduplicated individuals reside in the City of Berkeley.

2. If the project’s primary contractor is not recognized as a Minority and Women-owned Businesses (MBE/WBE), can the requirement to outreach to MBE/WBEs businesses be met by illustrating outreach efforts made to subcontractors who are recognized as MBE/WBEs’ businesses (PowerPoint slides 14 and 27)?
 - A. Procuring the primary contractor for your proposed scope must be done following CDBG procurement requirements using a formal sealed bid process and include all necessary information. You must also describe your outreach efforts to MBE/WBEs in a written procurement summary that you provide to the City. You cannot pre-identify a contractor. If, after you have procured your contractor following the requirements, the selected prime contractor is not a MBE/WBE, you can continue to meet this requirement by illustrating the project’s outreach efforts to MBE/WBE’s subcontractors. However, typically, a selected primary contractor has already identified the subcontractors during the bidding phase, and this would only come up if a new subcontractor was identified.

3. Our agency may have to relocate within the near future due to capacity issues. If our agency was awarded CDBG funds, how would this impact our eligibility (PowerPoint slides on site control: 6, 19 and 21)?
 - A. Funded projects are required to have five-year site control from the completion of the project. For example, if your agency is awarded CDBG funds and a City of Berkeley contract is executed it will be expected that from the date your project is completed your agency will be at the project location for a minimum of five-years. The City of Berkeley needs to ensure that the expended CDBG funds are benefiting the community for a minimum of five-years, otherwise, an agency may be required to reimburse the City for the allocated CDBG funds ([24. CFR 570.505](#)). If your agency is certain that it will need to relocate within the next five-years, it is suggested you do not apply until your agency is confident it can demonstrate five-year site control.

4. If our agency has more than one physical site with rehabilitation needs, should we submit two separate applications?
 - A. Yes. An application needs to be submitted for each physical site.

5. If my agency is not awarded this year, can the agency reapply?
 - A. Yes, agencies can reapply as long as funds are available. If the proposed program is not funded because it does not meet the minimum eligibility, the proposed project will need to be revised to comply with the minimum eligibility requirements. The city website will be updated periodically to show how much funding has been awarded and the amount of funding still available for allocation.

6. It was mentioned that the contract between the City of Berkeley and the awarded applicant is for a year. What happens if the project is not completed within a year?
 - A. The expectation is that the project would be completed within one year. If the project is meeting critical deadlines and is actively working towards a completion date, the City may extend the contract to provide additional time to ensure the project is completed. It is vital that the project is actively drawing down its CDBG funds. The program has been structured to award projects that are ready to proceed and with a dedicated project manager to efficiently execute the project.

7. How much funding is available every fiscal year?
 - A. In FY20 there is approximately \$1,000,000 available. The annual amount of funding is dependent on the award from the U.S. Department of Housing and Urban Development (HUD) and will be calculated during the development of the Annual Action Plan. Berkeley City Council reviews the [Annual Action Plan](#) in late April of each year.

8. How many applicants applied last year?
 - A. In the past couple of years, CDBG facility funds were not available through a Notice of Availability of Funding. An average of five agencies applied each year from FY13-17.

9. Are there any occasions in which Community Facility Improvement Program CDBG funds are not distributed?
 - A. To meet pressing community needs, sometimes the City will submit a Substantial Amendment to the [Annual Action Plan](#) to use CDBG funding allocated for community facility rehabilitation for a specific project. The Substantial Amendment process follows [Berkeley's Citizen Participation](#) plan.

10. If the agency's entire project budget is \$100,000, can the agency request the entire \$100,000 without any leveraging funds.
 - A. Yes, an agency is not required to have leveraged funds for their project. However, if an agency does have leveraged funds, this should be reported in the project's application. The entire project, including leveraged funds, are subject to CDBG regulations.

11. Are ADA (Americans with Disabilities Act) improvements required for every project regardless of the amount of funding being requested (PowerPoint slides 6, 13, 18 and 20)?
 - A. Yes, improvements that require a permit are also required to remove barriers for greater ADA access. If your agency is applying to remediate Health & Safety Code issues and/or install Energy Efficiency measures, you must also include ADA improvements noted on your application and project budget. ADA work must total a

minimum of 20% of the project budget. Certified Access Specialist (CAsp) reports are an accessibility assessment that is encouraged and will identify the most pressing ADA needs for a facility. Common ADA improvements include those related to path of travel, including installing a ramp.

12. Can the fee for accessing a CAsp Plan be included in the project's budget?
 - A. Agencies are encouraged to obtain a CAsp report with their own funds and prior to applying for this program because the CAsp report will likely inform the scope. However, CAsp reports are CDBG eligible "soft costs" and are reimbursable after the project is awarded funds, if deemed necessary to the project.

13. Do you have a list of the previously funded projects on the City of Berkeley's website?
 - A. The [Annual Action Plan](#), adopted by Council each year, identifies how the facility funds will be utilized. The city does not publish a comprehensive list of previously awarded contracts.

14. What is the expected timeline for a project to reach completion?
 - A. One year. If your agency is awarded funds, the City will begin an environmental review (which can take up to two months) followed by contract execution (which on average also takes two months). Construction typically takes six – eight months depending on the size of the project, weather conditions, etc. Ideally, the CDBG funds allocated to the project budget are expended within a year.

15. Can you bundle various rehabilitation projects on a site?
 - A. Yes. For example, your project scope and budget can include a roof, upgraded windows, ADA ramp, health and safety floor replacement due to tripping hazards, etc.