



CITY OF SEASIDE

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

**Notice of Funding Availability (NOFA)
And Request for Applications (RFA)**

For Public Service Activities and
Public Facilities and Infrastructure Projects
for FY2022-23 and FY2023-24

Mandatory Workshop: December 10, 2021, 11am
<https://us02web.zoom.us/j/88902239485>

Application Deadline: January 10, 2021, 5pm
www.citydataservices.net

For Questions Regarding the Application Process, Contact:

Seaside CDBG Administrator
Department of Economic Development and Community Planning
440 Harcourt Ave, Seaside, CA 93955
(831) 899-6726 | CDBG@ci.seaside.ca.us

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A. Background

The Community Development Block Grant (CDBG) Program is a U.S. Department of Housing and Urban Development (HUD) program that provides funds annually to all entitlement jurisdictions. CDBG funds are used for community development and affordable housing activities that benefit low- and moderate-income (LMI) households and persons with special needs. The City of Seaside is committed to advancing equity through neighborhood investment in vulnerable parts of the City.

B. Notice of Funding Availability

The City anticipates receiving approximately \$375,000 per fiscal year in CDBG funds from the U.S. Department of Housing and Urban Development (HUD). The City also anticipates receiving approximately \$105,000 in program income per fiscal year, which will be available for allocation to CDBG activities. Of these funds, the City will allocate 20% to CDBG program planning and administration, 15% to public services, and the remaining 65% to public facilities and infrastructure projects.

For public service grants, the City of Seaside may determine minimums and/or maximums for funding requests for more efficient allocation of funds. Applicant agencies should consider minimum grant thresholds of \$5,000 and maximum thresholds of \$12,000 per program or project per fiscal year. Due to funding constraints and emerging needs of the community, the City of Seaside reserves the right to modify proposed budgets and/or scopes of work to better target the City's identified priorities. Advance notification and consultation concerning such modifications will be provided to the applicant if the application is approved.

Through this Notice of Funding Availability (NOFA), the City is seeking proposals for eligible public service activities, and public facilities and infrastructure projects to be funded with CDBG in FY2022-23 (FY22) and FY2023-24 (FY23). All proposed activities and projects must address the goals and objectives as stated in the City's FY2020-2024 Consolidated Plan.

This NOFA provides important information on the funding process, funds available, eligible activities, review and selection process, and the federal requirements associated with this funding. Please take the time to carefully review the information contained in this NOFA prior to completing the application for funding to ensure that your proposal meets program eligibility requirements.

C. Tentative Process Timeline

Event	Date
CDBG NOFA and application released	December 1, 2021
Mandatory Application Workshop	December 10, 2021, 11 a.m.
Application Deadline	January 10, 2022, 5 p.m.

Staff Application Review	January 11-31, 2022
CDAC Application Review and Meeting	February 2022 (exact date TBD)
First City Council hearing	March 3, 2022
AAP Public Review and Comment	March 4 – April 4, 2022
Second City Council hearing	April 7, 2022
AAP due to HUD	May 15, 2022
Contract award	As soon as HUD approves the City’s funding application
Activity commencement	
<i>Note: Award timeline is dependent on HUD’s approval of CDBG- funds for the City of Seaside. All dates are approximate and subject to change.</i>	

D. Project Eligibility and Program Requirements

D.1. Overview

The CDBG funds have significant compliance, documentation, and reporting requirements. CDBG subrecipients share a joint responsibility with the City to ensure all federal requirements are met. Some requirements may extend years beyond completion of the project.

The City of Seaside, Department of Economic Development and Community Planning strongly recommend potential applicants review [Playing by the Rules: A Handbook for CDBG Subrecipients on Administrative Systems](#) for detailed reporting and compliance requirements.

D.2. National Objectives

The CDBG program provides grants and loans to implement a variety of community and economic development activities. The purpose of the program is to provide decent housing and a suitable living environment for low- to moderate-income individuals and families. All projects are required to meet at least one of the following national objectives:

1. **Primarily benefit low- or moderate-income persons or households.** Low- or moderate- income (LMI) refers to those earning less than 80% area median income. This is the most common qualifier. Documentation of the benefit to low/moderate income level persons is required of every project funded under this objective. Activities meeting this national objective fit into one of two types:
 - a. Limited clientele activities – A limited clientele activity benefits a specific sector of the community, rather than all the residents in a particular area, of which at least 51% must be LMI persons. To qualify for this category, the activity must meet one of the following criteria:

- i. Collect information from all participants about family size and income through and intake forms to demonstrate that at least 51% of clientele do not exceed the LMI limits.
 - ii. Exclusively benefit clientele HUD has presumed are principally LMI, including abused and neglected children, seniors, persons with disabilities, persons experiencing homelessness, domestic violence survivors, illiterate adults, persons living with HIV/AIDS, and migrant farm workers. Note that the presumption of LMI may be challenged if there is evidence the activity is likely not principally serving LMI persons.
- b. Area benefit activities – An area benefit activity, that benefit all residents within a defined geographic area (area benefit), can meet the low/moderate income benefit requirement if the area contains a minimum of 51% low- or moderate-income residents, as calculated by HUD. HUD maintains an [online map application](#) containing income data by Census Tract Block Group.
2. **Aid in the elimination of slum or blight conditions**. HUD has strict guidelines to define these conditions. A project rarely meets this national objective. Please contact HCDS staff to determine if your project is eligible under this national objective.
3. **Meet an urgent community need**. Generally, this objective is only used in the case of recent serious natural disasters (e.g., earthquake, flooding, etc.) and only when no other funding sources are available.

Projects that cannot demonstrate that at least one national objective will be met are not eligible for CDBG funding and will not be considered.

D.3. Eligible Populations

CDBG primarily serves low- to moderate-income individuals and households. Projects must serve at least 51% individuals under 80% Area Median Income (AMI). Projects that serve the public or a community (such as a street improvement or park), must demonstrate that the surrounding area beneficiaries are income eligible. Projects that serve a limited clientele must collect income data from participants, typically through an intake form, to ensure they are income eligible. Income limits are shown below:

HUD Median Income Limits for Monterey County								
Effective April 1, 2021								
Income limits are adjusted for family size.								
Family Size	1	2	3	4	5	6	7	8
CDBG Income Limit	\$56,950	\$65,100	\$73,250	\$81,350	\$87,900	\$94,400	\$100,900	\$107,400

Some groups of special populations, such as persons experiencing homelessness, abused/neglected children, and individuals with a disability, are also considered eligible under the low- to moderate-income national objective

D.4. Eligible Activities

Eligible activities under CDBG federal standards include community development, public and social services, economic development, and housing activities. However, the City of Seaside primarily funds public services and community development activities through this application. Eligible activities include:

1. **Public Facilities and Improvements** – Construction, rehabilitation, or installation of public improvements or facilities. Improvements may be made to facilities traditionally owned by government, such as parks and sidewalks, or to those owned by non-profits that operate for the public. Facilities for the general conduct of government, such as government offices, are not eligible.
2. **Public Services** – Labor, supplies, and material to operate public services and their facilities. Public services include employment and job development services, childcare, health services, fair housing counseling, senior citizen services, homeless services, and youth enrichment services. Please note this is a non-exhaustive list of examples. Public services are limited to 15% of the total annual grant allocation.
3. **Economic Development** – Creation or retainment of permanent jobs for LMI populations, commercial/industrial improvements in LMI areas, or job training and technical assistance. These activities have significant documentation/reporting requirements and must meet the [federal public benefit standard](#). Prospective applicants are strongly encouraged to contact the CDBG Program Administrator before applying at 831-899-6726 or CDBG@ci.seaside.ca.us.

A full discussion of eligible activities can be found on [HUD's website](#). This application is not to be used to seek funding for the Affordable Housing Activities.

Applicants should consider the following with regard to their CDBG project:

- 1) No partial awards will be made through this announcement.
- 2) Application must include documentation requirements
- 3) Unexpended funds are subject to reprogramming (allocated to other uses) by the City Council.
- 4) Indirect project delivery costs are limited to the rate negotiated with their cognizant agency.
- 5) Indirect administrative costs are not eligible.
- 6) All non-personnel and capital costs must be procured according to federal or local regulations during the program year, and prior to purchase.

- 7) Any service contracts existing prior to CDBG award are ineligible for reimbursement, unless there is proof that federal/local procurement requirements were followed with in the last three years.
- 8) Public service projects must provide a new service or expansion of an existing service.

Each proposed CDBG project must:

- (a) Demonstrate compliance with one (1) of the National Objectives; and
- (b) Be an eligible activity consistent with the provisions of CFR Title 24 Part 5704, and
- (c) Be located, primarily conducted, or serving the residents living in the City of Seaside.

D.5. Ineligible Activities

- Building(s) for the General Conduct of Government (unless to remove architectural barriers)
- General Government Expenses
- Political Activities
- Furnishings & Personal Property
- Income Payments (direct cash payments, stipends)
- New Housing Construction (except by Community Based Development Organizations)
- Operating and Maintenance Expenses
- Religious Activities
- Equipment (unless affixed to the facility grounds)

D.6. Project Goals

All projects must create a public benefit and serve one of the City of Seaside's Consolidated Plan goals:

- Access to community services (youth and senior services are priority services)
- Provide quality infrastructure (includes construct/upgrade public facilities)
- Improve accessibility for persons with disabilities
- Promote beautification (CDAC preferred not to use the term "blight")
- Assist microbusinesses

D.7. Eligible Applicants

This NOFA is open to public or private non-profit organizations, City of Seaside departments, and educational institutions only. Faith-based organizations are allowed to compete for CDBG funds on the same basis as other non-profits; however, funds cannot be used to support worship, religious instruction or proselytization. Faith-based organizations that participate in the CDBG program shall not discriminate against a program beneficiary on the basis of religion or religious belief. Organizations are strongly discouraged from applying for funds unless they are ready to implement the activity proposed for funding.

Those who wish to submit an application for funding must attend the mandatory CDBG **Workshop on December 10, 2021 at 11am**. Agencies must submit an application by the deadline in order to be considered for FY22 and FY23 CDBG funding. Applicants that do not meet the requirements described above may be disqualified without review. Applications submitted by nonprofit organizations must be submitted by an authorized representative, as authorized by the organization's Board of Directors.

D.8. Contract and Implementation Requirements

Agencies that are recommended for CDBG funding must comply to federal regulations. Please keep these in mind when planning your proposal.

2. **Environmental Review** – All projects awarded CDBG funds are subject to an environmental review conducted by the City of Seaside Department of Economic Development and Community Planning. Projects may be subject to CEQA or NEPA reviews, depending on their scope and activities. The level of review will be assessed after a project is recommended.
3. **Audit** – Agencies receiving CDBG funds are required to submit an independent audit or an A- 133 single audit. Any agency expending \$750,000 or more of federal funds must meet all federal audit requirements as outlined in 2 CFR Part 200. If your organization has concerns about this requirement, please contact the CDBG Administrator at (831) 899-6726.
4. **Competitive Procurement** – Any CDBG funds used to purchase goods or services above \$3,000 must use a competitive procurement process. HUD requires procurement processes receive an adequate number of quotes. Please note the adequate number of quotes is generally accepted at 3 sources.
5. **Davis-Bacon Federal Labor Standards** – Any construction, rehabilitation, alteration, or repair project costing \$2,000 or more is subject to Davis-Bacon Labor Standards. This requires contractors pay prevailing federal wage rates and fringe benefits. Additionally, workers must be paid weekly, and certified payrolls submitted weekly. All construction work is covered by this provision, regardless of the amount of federal funds applied towards the project. For more information, please consult the U.S. Department of Labor.
6. **Section 3** – Section 3 requirements will apply to projects with more than \$200,000 in funding from housing and community development financial assistance programs. The following is a list of examples of applicable funding:
 - Community Development Block Grant (CDBG), CDBG-CV, and Section 108
 - HOME Investment Partnership
 - Housing Trust Fund (HTF)
 - Neighborhood Stabilization Program Grants (NSP 1, 2 & 3)
 - Housing Opportunities for Persons with AIDS (HOPWA)
 - Emergency Solutions Grants (ESG)
 - Lead Hazard Control Grants (\$100,000 threshold)

Section 3 requires economic opportunities be extended to low- and very low-income persons, particularly Public Housing or Section 8 residents.

7. **Change of Use Restrictions** – All CDBG-assisted properties must be used for their approved purpose and meet a national objective until five years after expiration of the Subrecipient Agreement.

E. Relevant Federal Statutes

The CDBG program is governed by the Code of Federal Regulations and projects must adhere to all program requirements.

- [24 CFR Part 570 – Community Development Block Grants](#)
- [2 CFR Part 200 – Uniform Administrative Requirements](#)

F. Application Instructions

F.1. Submittal

Applications must be submitted through www.citydataservices.net by no later than **5pm on Monday, January 10, 2022**. The City will reject incomplete applications or applications that are hand-delivered, mailed, faxed or e-mailed. Once submitted, applications may not be amended, unless the amendment has been requested by the City.

Applicants must ensure all required documents in PDF format are uploaded to the City's grants portal. After the application submittal deadline, City staff may request clarifying information to make sure the application is complete and accurate and meets federal eligibility requirements. Applications requiring changes will be returned to draft status for correction. No Applicant may appeal the Department's evaluation of another Applicant's application.

New applicants, who do not have a login for CDS in any of the Monterey County jurisdictions, can use "SEA2021" as user name and password to create an account. Applicants who do have a login for CDS for any of the jurisdictions in Monterey County should use their existing log in. Existing CDS user can access Seaside application via a button in the upper right corner of the page of the CDS portal. For questions related to CDS, please contact Chris Davidson or Steve Crouse at (650) 533-5933 or by email at citydataservices@yahoo.com.

F.2. Technical Assistance

The City will provide technical assistance to any organization planning to submit a proposal. Additionally, the City will provide guidance if your organization is concerned about meeting program or application requirements. To request assistance or for additional language options, contact the CDBG Administrator at (831) 899-6726 or by email at CDBG@ci.seaside.ca.us

G. Evaluation Procedures and Criteria

G.1. Application Process

City staff will determine which proposals are responsive to meeting this NOFA’s documentation requirements. Please note that there will be no opportunity to submit missing documentation. Incomplete proposals will be disqualified. The technical portions of responsive proposals will be scored on average, and ranked by a review panel consisting of City staff and Community Development Advisory Committee (CDAC) members. Applicants may be asked to participate in a conference call interview or site visit. The interview will not alter the selection criteria but will be used to clarify issues in the proposals. A minimum average score of 70 points is needed for grant award.

City staff will make grant award recommendations to the highest ranked proposals based on availability of CDBG public service funds. Partial grants will not be awarded. City staff will present a ranked list to CDAC to obtain their funding recommendation to City Council. CDAC is the City’s advisory board for CDBG public service and public facilities and infrastructure activities. CDAC has the authority to make formal recommendations to the City Council regarding project selection. During a public hearing, City staff will present the CDAC’s recommendation and the staff recommendation to City Council for grant approval.

G.2. Evaluation Criteria

The competitive selection evaluation criteria are as follows:

Criteria		Maximum Points
1.	Project Description and Activity Scope	20 pts
2.	Service Benefit	30 pts
3.	Outcome	10 pts
4.	Administrative	20 pts
5.	Budget and Cost Narrative	20 pts
6.	Bonus: Priority Project	5 pts
Total		105 Points

1. Project Description and Activity Scope (20 Points)

➤ **Project Eligibility (max 10 points)**

- a) New Program: Describe the project to be carried out with the requested grant, how it is organized, the program objectives, and location of where services will be provided.

OR

- b) Expand Existing Program: Describe the project as it is currently implemented, how it is organized, program objectives, how many unduplicated persons/household served in the past 12 months (include racial demographic percentage estimates), any program hardships you have experienced, and the location(s) of where services are provided. Lastly, describe how the program will be expanded to more persons and/or services.
- **Program Approach (max 10 points)**
Summarize the program approach from beginning to end, on a quarterly basis. Provide details of what a typical program week of activities would look like. Include social distancing/contactless measures that are planned.

2. Service Benefit (30 Points)

- a) Describe the clients that will be targeted for the program (include racial demographic percentage estimates), and outreach efforts. Identify the unduplicated amount of clients to be served by the program for the year, and what is considered to be a received unit of service for a typical client.
- b) Describe the program's client intake process. Also, identify what client information is collected and maintained. Describe the program's client tracking process (i.e. client visits, identification of new clients, and confirming unduplicated data).
- c) Cost per Accomplishment: The requested award amount divided by the # of unduplicated clients to be served for the program year =
- d) Identify the percentage (%) of low/moderate income persons to be served from the project by choosing one option below:
- 100% for Persons Living in CDBG Census Tracts (LMC Nature & Location); or
 - 100% for Low/Moderate Income Clients (LMC Exclusive); or
 - 100% for Presumed Groups; or
 - At least 51% for Low/Moderate Income Clients (LMC)

3. Outcome (10 Points)

- a) Provide a clear description of each outcome goal of the program. Support each outcome with qualitative and quantitative measurement methods.
- b) Choose one of the CDBG outcomes (Availability/Accessibility, Affordability, or Sustainability), and describe how the program will work towards it.

4. Administrative Capacity (20 Points)

- a) Summarize the organization's background and staff experience with the proposed or similarly federally-funded project. The City will take into account any monitoring reports from previously CDBG-funded projects that the proposer received from the City in the last 5 years. Also explain whether the agency has sufficient funds to

sustain the program for a minimum of three months until reimbursement of expenditures is received. Include in the Supporting Documentation section the agency's reserve statement, which may include cash and/or credit reserves.

- b) Identify three (3) different staff persons by name, title and e-mail for the following:
- Primary contact (program oversight and submits quarterly reporting)
 - Financial Preparer (prepare financial reimbursement requests)
 - Agency Approver (approves submissions of financial reimbursement requests to the City)

Also, identify what professional services the agency will contract out for the proposed project, if any, to be covered by CDBG.

- c) Describe the financial system utilized by the agency, including details on how CDBG funds will be tracked separately from other funding sources as it pertains to personnel and non-personnel costs. In addition, describe the agency's purchasing procedures (procurement).

5. Budget and Cost Narrative (20 Points)

- a) Provide a detailed project budget identifying total activity cost for the use of proposed funding and all other leveraged funds. Identify what cost will be covered by CDBG and what will be covered by any leverage funds.
- b) Provide commitment, award or pledge letter(s) for all leveraged funding for the proposed project.
- c) Provide a budget narrative with a detailed explanation of each CDBG line item in the project budget. Include a job description for each personnel position as it pertains to the proposed project.

6. BONUS: Priority Project (5 Points)

Proposed projects that properly meet one of the top five priorities will receive 5 bonus points.

G.3. Appeal Process

Each applicant will receive an e-mail notification of their application score. Appeals must be sent within seven (7) days of the e-mail notification. Proposers may submit a one (1) page written request, to the CDBG Administrator, appealing their application score. Appeals may be made to the scoring of the agency's proposal based on documentation originally provided in the submitted proposal. No new information may be provided in the appeal letter.

H. General Provisions and Conditions

H.1. Pre-Contractual Expenses

Pre-contractual expenses are defined as any expense incurred by the proposer in: (1) preparing its proposal in response to this NOFA; (2) submitting that proposal to the City; (3) negotiating with the City any matter related to this NOFA, including a possible contract; or (4) engaging in

any other activity prior to the effective award date, if any, of a contract resulting from this NOFA. The City shall not, under any circumstances, be liable for any pre-contractual expenses incurred by the proposer(s), and proposer(s) shall not include any such expense as part of their proposals.

H.2. No Commitment to Award

Issuance of this NOFA and receipt of proposals does not commit the City to award a contract. The City expressly reserves the right to postpone proposal opening for its own convenience, to accept or reject any or all proposals received in response to this NOFA, to negotiate with more than one proposer concurrently, or to cancel all or any part of this NOFA.

H.3. Authorizing Resolution

Formal proof of the authority of the officer signing the proposal to bind the corporation must be submitted with said proposal.

H.4 Withdrawal of Proposal

Any proposer may withdraw its proposal by written request at any time following the submission deadline.

H.5. Documents to be Construed Together

The NOFA, the proposal, the Non-Collusion Affidavit, and all documents referred to in the complete specifications and the Contract to be entered into between the proposer and the City, and all modifications of said documents, shall be construed together as one document.

H.6. Errors and Omissions

Proposer shall not be allowed to take advantage of any errors in or omissions in the NOFA. Full instructions will be given if such error or omission is discovered and timely called to the attention of the City.

H.7. Joint Offers

Where two (2) or more agencies desire to submit a single proposal in response to this NOFA, they should do so on a prime-subcontractor basis rather than as a joint venture or informal team. The City intends to contract with a single agency and not multiple agencies doing business as a joint venture.

H.8. Reservations

The City reserves the right to reject any and all proposals and any item(s) therein, and to waive any non-conformity of proposals with the NOFA, whether of a technical or substantive nature, as the interest of the City may require.

H.9. Notice of Funding Availability (NOFA) is not Contractual

Nothing contained in the NOFA shall create any contractual relationship between the proposer and the City. The City accepts no financial responsibility for costs incurred by any proposer

regarding this NOFA.

H.10. Firm Commitment of Availability of Service

Once a proposal is opened, a proposer is expected to maintain an availability of service as set forth in its proposal.

H.11. Standard Terms and Conditions

Prior to the award of any work hereunder, City and proposer shall enter into a written Sub-Recipient Agreement or Memorandum of Understanding.

H.12. System of Award Management (SAM) Clearance

SAM checks are required to ensure that sub-recipients and contractors are not suspended or debarred from working on federally funded projects. Clearance printouts may be obtained at www.sam.gov under search records using an agency's Data Universal Numbering System (DUNS) number. If your agency does not have a DUNS number, one may be requested at <https://fedgov.dnb.com/webform>.

H.13. Instructions and Questions

Do not contact any other City employee or official regarding this NOFA. Questions regarding the NOFA should be directed only to the person(s) designated below:

Seaside CDBG Administrator
City of Seaside, Department of Economic Development and Community Planning
(831) 899-6726
CDBG@ci.seaside.ca.us

I. Contract Terms and Conditions

I.1. Sub-Recipient Agreement

If your proposal is selected and awarded funding, your organization will be required to enter into a sub-recipient agreement with the City of Seaside, outlining the terms and conditions of the funding. The sub-recipient agreement is a legally binding contract and failure to adhere to its terms and conditions can result in termination and required repayment of the funding award. The following is a list of a few important requirements of the contract:

1. Operating agencies must maintain the following information for federal reporting and monitoring purposes: the name, address, race, ethnicity, and female head of household status for all clients.
2. Operating agencies shall maintain income documentation to ensure that at least 51% of the program beneficiaries are of low- and moderate-income.
3. Operating agencies must maintain payroll, time and attendance records signed by the employee and approving supervisor regarding all personnel costs. Time distribution records will also be kept by program and shall account for actual worked hours on a daily basis.
4. Retention of records including financial, supporting documents, statistical data, and all

other records pertaining to the use of funds provided under the sub-recipient agreement must be maintained for a period of five (5) years.

5. The City will conduct periodic program monitoring reviews which will focus on the extent to which the planned project has been implemented in accordance with federal regulations.
6. All non-personnel costs (goods and services) to be reimbursed by Community Development Block Grant (CDBG) funds are subject to the procurement requirements of 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Costs that do not adhere to the General Procurement Standards will be disallowed. See procurement requirement below.

Methods of Procurement	Supporting Documentation Requirements
<p>MICRO-PURCHASE (\$0 - \$3,000) This method allows agencies to make purchases of \$3,000 or less per purchase, without having to solicit bids or quotes from the supplier. Instead, the agency may shop for the commodity that meets its needs, by comparing the specifications and pricing for the same or similar commodity through suppliers' catalogs, websites, store price tags, or purchase orders/invoices for the same or similar recently purchased commodity</p>	<ul style="list-style-type: none"> ✓ Agency must document at least two (2) sources; and ✓ Select the lowest price
<p>Small Informal Process (\$3,000 - \$150,000) This is relatively simple and informal procurement method for securing services, supplies, or other property that does not cost more than \$150,000. Price or rate quotations must be obtained from an adequate number or qualified sources.</p>	<ul style="list-style-type: none"> ✓ Agency must document at least three (3) sources; and ✓ Must select the lowest responsive and responsible bidder
<p>Sealed Bids (Formal) The sealed bid method is the preferred method for procuring Construction, and Architectural & Engineering (A/E). The following conditions should be present:</p> <ul style="list-style-type: none"> ✓ A complete, adequate, and realistic specification or purchase description is available; ✓ Two or more responsible bidders are willing and able to compete effectively for the business; and ✓ The procurement lends itself to a firm fixed price contract and the selection of the 	<ul style="list-style-type: none"> ✓ The invitation for bids will be publically advertised and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids; ✓ The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond; ✓ All bids will be publically opened at the time and place prescribed in

successful bidder can be made principally on the basis of price.	<p>the</p> <ul style="list-style-type: none"> ✓ invitations for bids; ✓ A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder
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J. Definitions

J.1. Client Eligibility

CDBG funds are to be directed towards persons who are considered low to moderate-income according to income limits and household size as published annually by the U.S. Department of Housing & Urban Development (HUD). To ensure client eligibility, documentation must be collected and maintained.

J.2. CDBG Outcomes

The CDBG Program must achieve one (1) of the following project outcomes:

- 1) **Availability/Accessibility** applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to LMI people, including persons with disabilities. In this category, accessibility does not refer to only physical barriers, but also to making the basics of daily living available and accessible to LMI people where they live.
- 2) **Affordability** applies to activities that provide affordability in a variety of ways to LMI people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household.
- 3) **Sustainability** applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of LMI or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

J.3. Environmental Review

The purpose of the environmental review process is to analyze the effect a proposed project will have on the people and the natural environment within a designated project area and the effect the material and social environment may have on a project. Work cannot begin on any project until an environmental review has been completed. Reviews are usually conducted by the City.

J.4. Expanded Service

When an agency requests to use CDBG funds for an existing program to increase the number of people it serves with expanded services.

J.5. Indirect Costs

Costs that are incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.

J.6. Low/Moderate Area Benefit (LMA)

The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area (by census tract), where at least 51% of the residents are LMI persons.

J.7. Low/Moderate Clientele (LMC)

Activities in this category provide benefits to a specific group of persons rather than everyone in an area. Under this category, 51% of the beneficiaries of an activity have to be LMI persons. In contrast to the area benefit category, it is not the LMI concentration of the service area of the activity that determines whether the activity will qualify or not, but rather the actual number of LMI persons that benefit from the activity.

J.8. New Service

When an agency requests the use of CDBG funds to start a new program it has never implemented previously.

J.9. Performance Indicator

A performance indicator is how a CDBG funded program shows its accomplishments, which depends on the type of project activity. CDBG projects have five (5) different indicators to select from: 1) People Assisted; 2) Businesses; 3) Households; 4) Housing Units; and 5) Jobs Created/Retained. Each activity produces a certain amount of accomplishments under the designated performance indicator.

J.10. Presumed Groups

Benefit a clientele who are generally presumed to be principally low and moderate-income persons. Presumed benefit clients are abused children, battered spouses, elderly persons (age 62 years or older), adults meeting the census Bureau's Current Population Reports definition of "severely disabled", homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers.

J.11. Procurement

When CDBG funds are used to purchase services, supplies, materials, or equipment federal procurement rules apply. Procurement requirements assure that all purchases are handled fairly and in a manner that encourages full and open competition.

J.12. Professional Services

Professional services must follow federal procurement when using CDBG funds to pay for that service. In addition, a contractor/service contract must be executed prior to any work provided, and must include CDBG federal provisions and conditions.

J.13. Qualitative Measures

This type of measurement primarily relies on words as its unit of analysis and its means of understanding.

J.14. Quantitative Measures

This type of measurement relies primarily on numbers as the main unit of analysis.

J.15. Reimbursable Contract

All CDBG agreements are reimbursable contracts. Agencies must provide supporting documentation of costs incurred, and payment of those costs when submitting reimbursement claims to the City of Seaside.

J.16. Site Control Evidence

In order to perform construction activities the proposer must provide evidence of site control. This can be provided in the form of a mortgage or property deed that shows ownership of the site or a lease agreement with a term of 5 years or more.

J.17. Unit of Service

The amount/type of service received which demonstrate a client benefit in order to be counted towards accomplishment goals.