

<b>Capital Projects</b>	
<p>Eligible Applicants</p>	<p>Eligible applicants include:</p> <ul style="list-style-type: none"> <li>• 501(c)(3) registered non-profit corporations with proposed program based in San Francisco. Applicants should have a Board of Directors with a minimum of 7 members that reflect the diversity of the program(s) and clients being served;</li> <li>• Governmental entities, including public agencies, commissions or authorities that are independent of the City and County of San Francisco’s government (e.g. S.F. Housing Authority);</li> <li>• Churches and religious organizations that meet the requirements of IRC section 501(c)(3), regardless of their application and recognition from the IRS; and</li> <li>• Institutes of higher education.</li> </ul> <p>All community-based organizations must become City-approved vendors before receiving funding. Organizations that are not yet City-approved vendors should begin the certification process as soon as possible in order to ensure that they are able to meet this requirement if awarded a grant. The City’s Office of Contract Administration offers all of the necessary forms on their website, which can be found at <a href="http://www.sfgov.org/oca/purchasing/forms.htm">www.sfgov.org/oca/purchasing/forms.htm</a>. Subcontractors are not required to be City-approved vendors; only the lead organization or fiscal sponsor must be City-approved.</p>
<p>Eligible Projects</p>	<p>Acquisition and construction funding is available for:</p> <ul style="list-style-type: none"> <li>• Community facilities that are open to the general public during normal hours of operation, including those spaces in affordable housing developments; and</li> <li>• Government facilities serving low- and moderate-income residents</li> </ul> <p>The services provided in community and government facilities, even though limited by age or special need, must be available to all San Francisco residents without limitation.</p>
<p>Ineligible Projects</p>	<p>Ineligible project scopes include:</p> <ul style="list-style-type: none"> <li>• General maintenance and repair; painting; furnishings; moveable equipment; telecommunication systems; sidewalk repair; tree pruning; drain cleaning; inspection and re-certification of alarm systems;</li> <li>• Spaces primarily used for commercial purposes;</li> <li>• Government owned facilities used for government purposes;</li> <li>• Cultural facilities (museums, galleries, etc) are generally ineligible, except when eligible programs (non-cultural, e.g., after-school or</li> </ul>

	<p>job training programs) within the facility will be the beneficiaries of the capital project;</p> <ul style="list-style-type: none"> <li>• Facilities used for religious purposes;</li> <li>• Projects seeking only predevelopment funding.</li> </ul>
Program Objectives	The proposed project must strengthen neighborhood vitality and improve the quality of life for low- and moderate-income persons.
Eligible Beneficiaries	<p>Program beneficiaries must be low- or moderate-income. CDBG regulations define a low- and moderate-income person as a member of a family that has an income equal to or less than the Section 8 low-income limit established by HUD. Unrelated individuals shall be considered as one-person families for this purpose.</p> <p>[For more information, please review the HUD income chart]</p>
Organizational Capacity	The applicant agency must demonstrate by its history and track record that it can effectively administer programs to achieve desired outcomes including the ability to fundraise. Funding preference is given to agencies demonstrating superior performance and the ability to leverage funds from non-CDBG sources.
Program Priorities	<p>1) Construction</p> <ul style="list-style-type: none"> <li>a. Construction directly related to fire, health and safety codes</li> <li>b. Construction to upgrade facilities to accessibility standards and projects in facilities that are accessible under the Americans with Disabilities Act (ADA)</li> <li>c. Construction directly related to energy consumption reduction. Agencies who propose these projects must be able to show data for 12 months of energy consumption</li> </ul> <p>Grants under Priority 1 will typically not be given to the same project more than once during a three year period.</p> <ul style="list-style-type: none"> <li>2) Acquisition and construction related to spaces which support multiple services and/or multiple community based organizations</li> <li>3) Acquisition and construction related to spaces which support services in conjunction with affordable housing</li> <li>4) Development of asset management plans for CDBG-eligible facilities (including creation of capital reserve fund, ongoing maintenance planning, 3-5 year plan for capital acquisition/improvements/operations)</li> </ul>

<p>Program Dates</p>	<p>Funded projects are expected to begin construction after July 1, 2012 and prior to June 30, 2014. Complex construction projects have a maximum of three years to complete construction and spend all grant funds unless an extension is approved by MOH.</p>
<p>Awards</p>	<p>No maximum or minimum. Projects focusing on fire, health, safety, accessibility or energy reduction might typically request \$30,000 to \$100,000. Spaces which support multiple services or multiple agencies might typically request \$80,000 to \$200,000.</p>
<p>Matching Funds</p>	<p>An existing facility is defined as improvements to part or all of a facility (including supporting systems) where existing programs serve clients. Programs that show a 15% to 50% match for an existing facility proposal will be most competitive. All grants for existing facilities under program priorities (1) and (2) as described above exceeding \$100,000 require a minimum 15% match from non-CDBG sources.</p> <p>A new facility is defined as acquisition or renovations to house a new or existing program in new or adjacent space, where not provided previously. All grants for new facilities under program priorities (1) and (2) as described above requesting any amount must show a one-to-one match.</p> <p>Matching funds from other sources may include funding secured for predevelopment costs, site acquisition, design, permit fees, etc.</p> <p>No match is required for an agency proposing to develop asset management plans for other community based organizations.</p>
<p>Fund Restrictions</p>	<p>Banking of capital funds is not allowed. An agency is considered to be banking funds when funds are awarded in one fiscal year and:</p> <ul style="list-style-type: none"> <li>• none of the funds are not used during the fiscal year, and</li> <li>• there is no meaningful progress made on the project during the fiscal year, and</li> <li>• the agency requests additional funds the following fiscal year for the same project.</li> </ul> <p>Capital funds are committed to a specific project. Funds cannot be used for capital improvements at another site or for another capital project within the same agency. Any funds remaining after completion of the project cannot be used for other capital projects.</p> <p>Whenever CDBG funds are used for any portion of a project, the entire project is subject to federal requirements including labor standards, AA/EEO, procurement and completion audits.</p>

Eligible Expenses	Acquisition, construction, and the following non-construction (soft) costs: architectural, design and engineering services, permit fees construction/project management, environmental review, and legal and special inspection services.
Ineligible Expenses	<p>An agency's general administrative expenses cannot be reimbursed with grant funds. Costs that arise prior to certification of the grant agreement cannot be reimbursed.</p> <p>SFUSD architectural design services are not eligible expenses.</p>
Supporting Documents	<p>All capital projects require the following supporting documentation:</p> <ul style="list-style-type: none"> <li>• <b>SITE CONTROL:</b> submit a deed or tax bill as evidence of ownership (if grant is provided, a deed of trust will be required later to secure the grant). If facility is leased, submit copy of lease (if grant is provided, lease would later be modified to provide security of grant terms and appropriate term).</li> <li>• <b>OWNER'S APPROVAL:</b> if applicant <u>does not own facility</u>, provide owner's written approval for your agency to undertake the renovations.</li> <li>• <b>PLANS:</b> provide site plan, floor plans, or sketches showing areas of proposed improvements. If possible, provide in 8.5x11-inch format.</li> <li>• <b>CITATIONS, REPORTS:</b> submit Fire or Building Department citations, or inspection reports that support the funding request, if available.</li> <li>• <b>MATCHING FUNDS:</b> submit documents evidencing source and amount if currently secured.</li> <li>• <b>CONSTRUCTION BUDGET:</b> submit cost estimates from design professional and/or contractor indicating the total construction budget.</li> <li>• <b>DESIGN BUDGET:</b> submit cost estimates from design professional or engineer.</li> <li>• <b>5-YEAR CAPITAL PLAN:</b> submit the 5-year capital improvement plan for the building that will be improved.</li> <li>• <b>DETERMINED ELIGIBILITY:</b> if the HUD client income eligibility requirements would be established under "Determined Eligibility" (please see Section 2, Question 3 in the Capital RFP), then a client file system must be maintained. Submit a sample of the blank form(s) used in those files to document family size and income.</li> <li>• <b>AREA BENEFIT ELIGIBILITY:</b> if HUD's client income</li> </ul>

eligibility requirements would be established through the “Area Benefit” method (please see Section 2, Question 3 in the Capital RFP), submit a map showing the location of the facility with the service area clearly outlined. State how it is determined that the majority of the clients served reside within the designated service area. The Area Benefit method of establishing HUD income-eligibility works by demonstrating that the majority of clients of a program live in an area that is determined by the 2000 Census to be Low-Income or below. Area Benefit cannot be used to establish eligibility for child care, preschool or youth programs. For these, use the “Determined Eligibility” method.

One original and two copies of supporting documents must be received by MOH, Attn.: Brian Cheu at 1 South Van Ness Avenue, 5<sup>th</sup> Floor, San Francisco, CA 94103 by 5:00 p.m. on Monday, December 19, 2011.

