

**Universal Funding Application Cycle  
Fiscal Year 2018 – 2019  
Grant Guidelines**

## **Introduction**

The City of Tampa has released the Universal Funding Request for Application (RFA) for the Community Development Block Grant (CDBG). This application has been designed for all of the above referenced funding sources to be included in the City of Tampa's FY19PY18 Annual Action Plan.

Eligible CDBG activities are described in Title 24 CFR Part 570.

Please note:

- Applications are due Friday, April 27, 2018 by 5:00PM EST
- Applications must be submitted online through ZoomGrants™. Incomplete, hand-delivered, emailed, mailed, faxed, or late applications will be deemed ineligible.
- **Agency must be in business for no less than three years (must be documented on page where they enter name, address and other info about agency)**
- Minimum Funding Request for CDBG Public Service funding: \$100,000
- Funds will not be granted to reduce existing deficits, entertainment, lobbying expenses, audits, or other ineligible expenses under the Universal Funding Application Guidelines.
- **Organizations must demonstrate the financial viability to operate a federally-funded program strictly on a reimbursement basis. City of Tampa funds are provided to awarded projects on a reimbursement basis only. This means that funds will be available to the organization after it has paid for eligible project costs. However, no costs incurred prior to contract approval may be reimbursed. A financially viable organization is one that is able to:**
  - Operate for a minimum of 90 days pending reimbursement without financial hardship;
  - Demonstrate an existing and consistent cash flow; and
  - Have a separation of duties for personnel time allocations, etc.
- **Applicants who previously received funding from the City must report the status of that funding, including actual accomplishments, previous Monitoring results and any outstanding findings or concerns. Applicants with open Monitoring Findings with the City that are unable to be resolved prior to the deadline for funding applications will be ineligible to apply for this RFA.**
- All applicants approved for funding must attend a post-award conference with City staff and provide a project budget based on the 2018 pending grant award amount.

## Universal Funding Application Cycle

Fiscal Year 2018 – 2019

### Grant Guidelines

Additionally, policies and procedures, sample client files, and other documents may be requested in a form acceptable to the City prior to the post-award conference.

- Projects must meet all applicable grant requirements of the U.S. Department of Housing and Urban Development (HUD).
- Applicants must demonstrate adequate management, fiscal controls and staffing capacity within its current organization to undertake the proposed project.
- Applicants must report the status of all funds that are requested or proposed from other sources.

### Mandatory Workshops

**Mandatory Public Workshops** will be held at the Children’s Board of Hillsborough County, 1002 East Palm Avenue, Tampa, FL 33605. The purpose of the meeting is to answer any questions regarding the application process. All applicant organizations must attend **ONE** of the following **required** workshop dates for each grant, as it is applicable to your organization, to be eligible to apply for funding:

#### **Children’s Board of Hillsborough County, 1002 East Palm Avenue, Tampa, FL 33605**

March 27, 2018 @ 9:00 AM – CDBG Public Services

March 27, 2018 @ 10:00 AM – CDBG Housing Counseling

#### **Children’s Board of Hillsborough County, 1002 East Palm Avenue, Tampa, FL 33605**

March 29, 2018 @ 1:00 PM – CDBG Public Services

March 29, 2018 @ 2:00 PM – CDBG Housing Counseling

**Universal Funding Application Cycle**  
**Fiscal Year 2018 – 2019**  
**Grant Guidelines**

**Tentative Schedule of Events\***

March 8, 2018	Public Hearing for Pre-Development of FY19PY18 Action Plan
March 9, 2018	Request for Application Issued
March 27, 2018	Technical Assistance Workshops
March 29, 2018	Technical Assistance Workshops
April 6, 2018	Deadline for Workshop Questions by 11:59am (EST)
April 13, 2018	Deadline for Clarification Questions by 11:59am (EST)
April 27, 2018	Application Submission Deadline 5:00PM (EST)
May 4, 2018	Application Review and Recommendations
June 2017	Applicants are Notified of Funding Awards
June 7, 2018	Public Hearing on Recommended FY19/PY18 Action Plan Projects
August 2, 2018	City Council Approval of Proposed FY19/PY18 Action Plan
August 2018	Post Award Conference
August 15, 2018	Submission of FY17/PY16 Action Plan to HUD
October 1, 2018	Fiscal Year begins. Contract period starts 10/1/2018 to 09/30/2019

\*All dates are subject to change.

**Universal Funding Application Cycle**  
**Fiscal Year 2018 – 2019**  
**Grant Guidelines**

## **Funding**

### **Community Development Block Grant (CDBG)**

The City of Tampa solicits the submission of project proposals for funding consideration under the City of Tampa's Community Development Block Grant (CDBG) Program, based on annual entitlement from the U.S. Department of Housing and Urban Development. The purpose of Public Service funds is to create a quality living environment that increases access to quality facilities and services, improve the safety and livability of neighborhoods, restore and preserve natural and conserve energy resources.

The funds must be used to benefit low- and moderate-income persons (80% Area Median Income or below), low income areas, or to eliminate slum or blight conditions. CDBG funding cannot replace local funding of low-income activities, but is meant to supplement other funding sources.

City of Tampa will not reimburse costs incurred in applying for CDBG funding. Beginning project costs before funds are officially released will result in project ineligibility and no reimbursement from the City of Tampa.

More detailed information on the CDBG program can be found at U.S. Department of Housing and Urban Development web site at the following address: <https://www.hudexchange.info/>

The City of Tampa is currently accepting applications for the following projects under CDBG:

#### **CDBG Housing Counseling**

The City of Tampa is seeking applications from **501(c)(3) nonprofit organizations that have been in business for at least three years**. In addition, the organizations **must be HUD approved housing counseling agencies for a minimum of three (3) years**. The City is seeking these organizations to provide the following:

1. One on one housing counseling services to residents residing within the City of Tampa limits.
2. Home Buyer Education to area residents seeking to purchase a home in the City of Tampa limits.
3. Post purchase counseling to new homeowners within the City limits as they navigate the transition from renter to homeowner.
4. Application processing for the City's Mortgage Assistance Program.

The City seeks programs that offer day, evening and/or Saturday sessions to accommodate the program participants' availability **and MUST be a minimum of eight hours**.

**Universal Funding Application Cycle**  
**Fiscal Year 2018 – 2019**  
**Grant Guidelines**

**CDBG Public Services**

The purpose of Public Service funds is to create a quality living environment that increases access to quality facilities and services, improve the safety and livability of neighborhoods, restore and preserve natural and conserve energy resources.

CDBG Public Service grants must be matched dollar for dollar.

**The public service must be one of the following:**

- Child Care,
- Health Care/Mental Health,
- Job Training,
- Recreation Programs,
- Education Programs,
- Services for senior citizens,
- Services for homeless persons,
- Drug abuse counseling and treatment,

Supplemental information is available on the City of Tampa's Housing and Community Development webpage, <https://www.tampagov.net/housing-and-community-development/request-for-proposals>.

**Note:** The City of Tampa will **not** reimburse costs incurred in applying for CDBG funding.

**Universal Funding Application Cycle**  
**Fiscal Year 2018 – 2019**  
**Grant Guidelines**

**RFA Questions**

1. Which of the following activities best describes your project?
  - CDBG Housing Counseling
  - CDBG Public Services
2. Describe the project/program for which you are requesting fund, include specific information on what the dollars will be used for.
3. Describe the project/program and identify the location. If the project/program will address a service area, provide the outline of the area to include census tract and block group data.
4. Has the applicant ever had funding recaptured or deobligated? Please provide detailed information.
5. Describe the applicant's knowledge and capability to develop, implement, and administer the project/program. *Upload essential staff resumes, organizational charts, training, education, skill, and listing of prior similar projects/program.*
6. Describe your organization's fiscal capacity to manage financial reporting, record keeping, accounting systems, policies and procedures, and audit requirements.
7. Describe the project in detail. *Your response should include answers to the following questions: What unmet community needs will your project address • How did you determine the needs exist and how are they quantified • Have the needs changed in the past 5 years • What unique or innovative features, if any, are associated with your project?*
8. Who else provides the same services that are being proposed?
9. Describe any partner agencies/organizations involved and provide letters of collaboration that define roles and responsibilities of each. Upload scanned letters in the 'Documents' tab of your application. *If your application is contingent upon additional funding sources, please ensure all commitment letters are attached to your application.*

## Universal Funding Application Cycle

Fiscal Year 2018 – 2019

### Grant Guidelines

10. Describe your project/program timeline. Include start date, milestones, benchmarks, and completion date. *Timelines can be uploaded under the "Documents Tab".*
  
11. Please describe your project/program's goals, objectives and anticipated outcomes. *Please refer to the instructions and submit the required Goals, Objectives and Anticipated Outcomes located in the documents tab.* For example, a good performance measure for a home ownership program would be that 20% of program participants will increase credit score by 100pts.
  
12. Estimate the number of persons (OR) households that will benefit from the project/program.
  
13. Does the applicant have a history of securing local, state, federal, and private dollars? *Please upload a list all funding sources, type of project related to the proposed project/program, provide program goals and outcomes.*
  
14. Does your agency have a disaster plan? If yes, please upload the plan under additional documents. Please complete the disaster questionnaire under documents.

**Universal Funding Application Cycle**  
**Fiscal Year 2018 – 2019**  
**Grant Guidelines**

**Scoring Criteria**

The City will not be under any requirement to complete the evaluation by any specific date and reserves the right to suspend or postpone the evaluation process should the need arise due to budget constraints, time constraints or other factors as directed by the City. However, it is anticipated that the review/evaluation process will be completed in a timely manner.

A Proposal Evaluation Committee will be established to review and evaluate all proposals submitted in response to this RFA. The Committee shall conduct a preliminary evaluation of all proposals on the basis of the information provided and other evaluation criteria as set forth in this RFP. The contract will be awarded to the most qualified contractor per the evaluation criteria listed below.

Following receipt of written proposals, the City may thereafter select those Proposers which, in the judgment of the City, qualify as finalists and request those Proposers to make oral presentations to the City and its representatives, prior to the final selection of the Successful Proposer.

The City reserves the right to reject any and all proposals and the issuance of this RFA and potential inclusion of a Proposer into the interview process shall in no way be deemed to create a binding contract or agreement between the Proposer and the City.

Proposers are advised that the City intends to select the Successful Proposer that the City determines is the most responsive and responsible.

Application of WMBE and SLBE Evaluation Points. During the evaluation of proposals for WMBE and SLBE participation, the Minority and Small Business Development Office will be responsible for assigning the points under this criteria. WMBE and SLBE points will be determined as follows:

1. A maximum of ten (10) rating points may be awarded when the Proposer is a City of Tampa certified WMBE Company participating as the prime contractor deemed underutilized within the industry category established by the RFP Construction and Construction-Related Services.
  
2. A maximum of five (5) rating points may be awarded when the Proposer is a City of Tampa certified SLBE business participating as the prime contractor; or,

## Universal Funding Application Cycle

Fiscal Year 2018 – 2019

### Grant Guidelines

3. One to Seven (1-7) rating points may be awarded when the Proposer is not a City of Tampa certified SLBE prime contractor or a non-underutilized WMBE company but utilizes WMBE and/or SLBE certified firm(s) as Sub-contractors/consultants, and assigned to perform meaningful segments of the contractual services detailed herein and documented on the enclosed MBD Form 10-20 (4 pages total).

NOTE: The maximum number of points achievable for WMBE and/or SLBE participation will not exceed a total of 10 points.

Points	Guidance
Maximum points	More than adequate response
Middle points	Adequate response, no special insights
No points	Inadequate or no response

#### Score questions and points:

1. How well did the applicant describe the program/project? **5pts**
2. Has the agency ever had compliance (monitoring) challenges? **10pts**
3. Knowledge and capacity to develop, implement and administer program/project **10pts**
4. Fiscal capacity - financial reporting, record keeping, accounting systems, policies and procedures and audits. **10pts**
5. Project detail – unmet community need, determinations of needs, change in needs, unique or innovated features of the project. **5pts**
6. Does anyone else provide the same service? **5pts**
7. Applicant partner agencies and collaboration letters included? **5pts**
8. Project timeline clear and sufficient? **5pts**
9. Project/program goals, objectives and anticipated outcomes clear? **10pts**
10. Budget – table completed, narrative in support of budget? **10pts**
11. History of securing local, state, federal and private dollars? **10pts**
12. History of the organization **5pts**
13. Minority Business Forms **10pts**
14. Business Disaster Recovery Questionnaire **5pts**
15. Leverage (applicable for, Housing Counseling only) **5pts**

NOTE: Total possible points is 105 for RFA questions. For Housing Counseling only, the total possible score is 110 points.