

WELCOME

Universal Request for CDBG Application (RFA)
Technical Assistance



Agenda

- Introductions
- General Application and Award Process
- Funding Guidelines and Eligible Activities
- Key Application Requirements
- Equal Business Opportunity (EBO) Program
- Evaluation and Scoring
- Questions/Answers



General Application and Award Process

Award Process



Schedule of Events*

- RFA Release
 - Technical Assistance Workshops (all programs)
 - Workshop questions Due
 - Workshop Questions Responses Due
 - RFA Submission Deadline (all programs)
 - Application Compliance Review (internal)
 - Proposal Review and Recommendations
 - First Public Hearing- FY2025 Action Plan
 - Draft and Action Plan and Second Public Hearing (30-day public comment period)
 - 30-Day Public Comment Period Closes
 - Final Plan Deadline to HUD
 - Fiscal Year 2025 begins
- *Dates are subject to change**
- April 8th**
- April 9th & 16th**
- April 17th**
- April 25th**
- May 6th**
- May 8th**
- May 17th**
- June 13th**
- June 27th**
- July 28th**
- August 15th**
- October 1, 2024 through
September 30, 2025**



Funding Guidelines and Eligible Activities

Funding Source

The Community Development Block Grant (CDBG) entitlement program allocates annual funding to larger cities and urban counties to develop viable communities by providing:



Decent Housing



A Suitable Living Environment

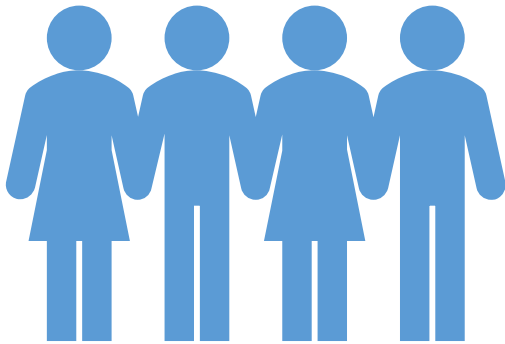


Expand Economic Opportunity

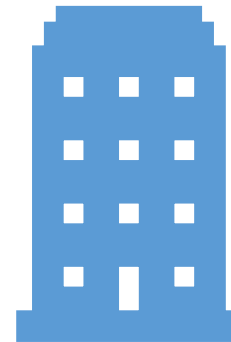
Funding is principally for low-moderate income individuals/households within the City of Tampa. More detailed information on the CDBG program can be found at www.HUDExchange.gov.

Funding Source

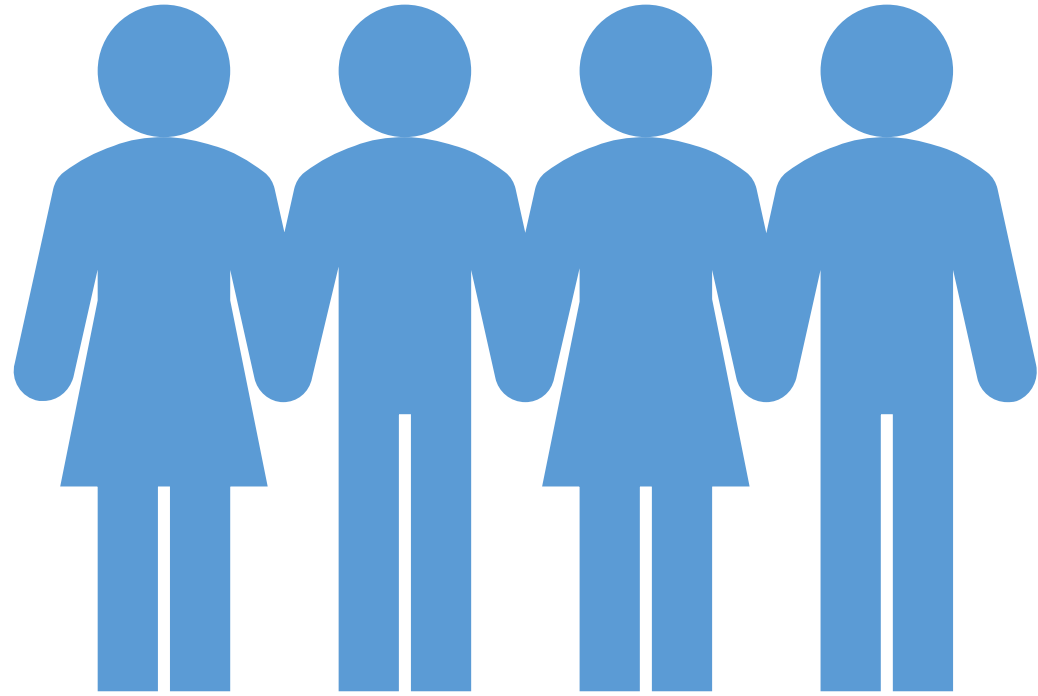
The City of Tampa is currently accepting applications for the following projects ONLY under CDBG:



Public Services



**Public Facility
Improvements**



Public Services

Public Services

Approximate available funds: \$450,000 or 15% (max.) of CDBG allocation

Funding request: \$100,000.00 Minimum Request

Match: Minimum 100% match required. A maximum of 50% of volunteer hours or in-kind services may be used at match. The hourly rate for volunteers is \$28.54. Rate can be found at: <https://independentsector.org/resource/the-value-of-volunteer-time/>

Minimum beneficiary eligibility:

- Must reside within Tampa city limits.
- Household income must be at or below 80% Annual Median Income (AMI) or project should exclusively benefit a clientele who are generally presumed by HUD to be principally low- and moderate (L/M) income per HUD guidelines.

Guidelines may differ for each project/program.

Public Services

The CDBG regulations allow the use of grant funds for a wide range of public service activities, including, but not limited to the following Consolidated Plan priorities:

- 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
- Services for disabled/special needs persons

Public Services

To utilize CDBG funds for a Public Service, the service must be either:

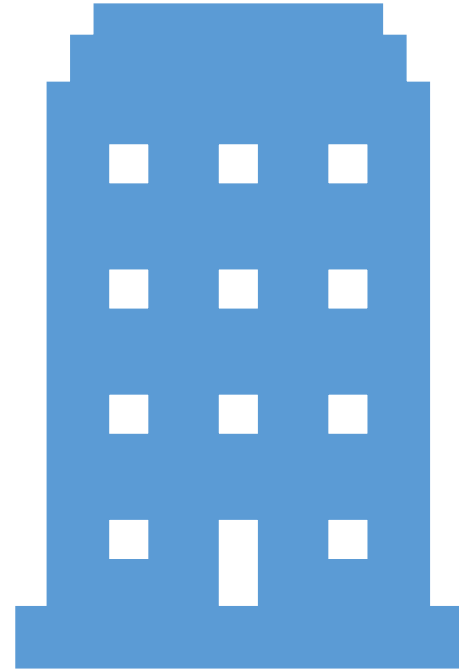
- A new service; or
- If the City of Tampa awarded CDBG Funds for the same service during FY24/PY23, the service will be required to provide a quantifiable increase in the service type offered by the applicant, **NOT** simply an increase in clients/households served.

*Example: FY24/PY23 - funded program “XYZ” provides mental health case management
FY25/PY24 - application for program “XYZ” provides mental health case management and referral services*

Public Services

Reimbursement:

- A rate per client will need to be established and it must be approved by the City of Tampa. *Example: \$1,000 per client up to the amount of award.*
- Monthly reimbursements submitted via Neighborly.



Public Facility Improvements

Public Facility Improvements

- The Public Facilities Program objective is to assist non-profit public service providers with construction, reconstruction and/or rehabilitation of facilities that benefit low to moderate-income residents of the City of Tampa. All construction, reconstruction and/or rehabilitation will be carried out in compliance with City, State, County, and Federal requirements.
- The funds must be used to benefit individuals/families at 80% Area Median Income or below. The City of Tampa will not reimburse costs incurred in applying for funding. Project costs incurred before funds are officially released will result in project ineligibility and no reimbursement from the City of Tampa. The Applicant should submit a construction budget to include funding sources for the improvements indicating which funds are committed to the project (documented).
- **Priority will be given to facilities that primarily assist homeless individuals and families.**

Public Facility Improvements

Approximate available funds: \$900,000.00

Funding minimum request: \$100,000.00

Funding maximum request: \$900,000.00

Match: 25% match required. Cash, labor, materials, or in-kind services.

The hourly rate for volunteers is \$28.54. The rate can be found at:

<https://independentsector.org/resource/the-value-of-volunteer-time/>

Public Facility Improvements

CDBG funds may be used by the nonprofit entities for:

- Construction
- Reconstruction
- Rehabilitation (including removal of architectural barriers to accessibility)
- Installation of public improvements or facilities (except for buildings for the general conduct of government). Reference: §570.201(c)

Public Facility Improvements

Reimbursement:

- Reimbursements are on a monthly basis, no advanced payments.

Davis Bacon Act

When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Section 3

The purpose of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (“Section 3”) is to ensure that employment and other economic opportunities generated by HUD financial assistance (greater than \$100,000) shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to low- and very low income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons. Compliance with the provisions of Section 3 shall be a condition of the Federal financial assistance provided under this contract and binding upon the City, the Developer and any of the Developer’s subrecipients and subcontractors. Failure to fulfill these requirements shall subject the Developer and any of the Developer’s subrecipients and subcontractors, their successors and assigns, to those sanctions specified by the Agreement through which Federal assistance is provided. The Developer certifies and agrees that no contractual or other legal incapacity exists that would prevent compliance with these requirements.



Key Application Requirements

Key Application Requirements

- Applications are due **Monday, May 6, 2024, by 4:00PM EST**
- Applications **must be submitted online through Neighborly**. Incomplete, hand-delivered, emailed, mailed, faxed, or late applications will be deemed ineligible. Registration is required to access the link: <https://portal.neighborlysoftware.com/TAMPAFL/Participant>
- Projects must meet all applicable grant requirements.
- City of Tampa will not reimburse costs incurred in applying for funding. Beginning projects before funds are officially released will result in project ineligibility and no reimbursement from the City of Tampa.
- Agency (applicant) must demonstrate it has been in business for no less than three (3) years.

Key Application Requirements

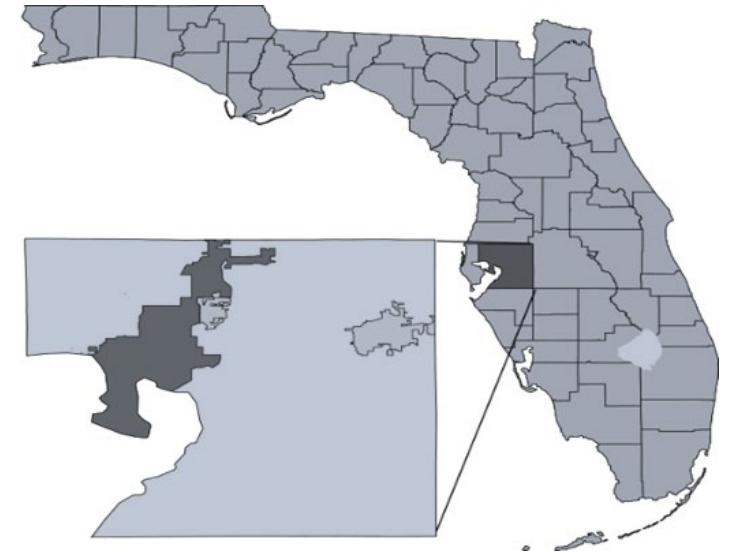
- Organizations must demonstrate the financial viability to operate a federally funded program strictly on a reimbursement basis.
- Applicants who previously received funding from the City must report the status of that funding, including actual accomplishments, previous Monitoring results and any outstanding findings or concerns. **Applicants with open Monitoring Findings with the City that are unable to be resolved prior to the deadline for funding will be ineligible to apply for this RFA.**
- Questions regarding the City of Tampa Small Local Business Enterprise (SLBE) and/or Woman/Minority Business Enterprise (WMBE) programs should be referred to: **MINORITY AND SMALL BUSINESS DEVELOPMENT OFFICE – PHONE (813) 274-5512 Or CLICK ON - MESSAGE CENTER**

A blurred image of a city skyline at night, with various buildings and lights visible against a dark blue sky. The image is out of focus, creating a bokeh effect.

Equal Business Opportunity (EBO) Program

Equal Business Opportunity (EBO) Program

- **Certification Eligibility** is open to all Independently Owned and Operated small businesses including women and minority-owned companies
- **SLBE** = size, gross revenues, location
(Hillsborough, Polk, Pinellas, Pasco, Manatee)
- **WMBE** = 51% ownership and control by the minority or female individual(s) regardless of trade specialty or profession (statewide)



<https://www.tampa.gov/msbd>

Evaluation and Scoring

Evaluation

- **City Staff** will review each application for eligibility and verify required support documentation is provided and the application meets the minimum threshold.
- **Reviewers** will provide recommendations for award; however, staff will make the final funding recommendations.

Internal Evaluation

City Staff will review:

- Eligible Activity that meets a HUD National Objective for CDBG funding
- Eligible Agency
- Geographic Location
- Submitted Required Documents
- Complete Budget
- For renewal application, applicant identified a quantifiable increase in service type
- Met minimum and maximum funding requests

Applications that do not meet the minimum threshold will be considered non-responsive.

EVALUATION COMMITTEE

- A Proposal Evaluation Committee will be established to review and evaluate all applications submitted that meet the minimum threshold in response to this RFA.
- The Committee will be made up of community subject matter experts.
- The Committee shall conduct a preliminary evaluation of all applications based on the information provided and other evaluation criteria as set forth in this RFA.

EVALUATION COMMITTEE MEETING

- The Evaluation Committee Meeting is open to the public.
- It is not mandatory for applicants to attend, but it is recommended.
- Attendees will be in listen in mode only.
- The Evaluation Committee may ask clarifying questions to applicants in attendance, but applicants are not allowed to add new information to the application, “Yes/No” responses only. If further clarification is needed, the City Staff moderating the review may stop the response if the response is adding to the application.

Scoring Criteria

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

#	Question	Points		
1	FY25/PY24 Consolidated Plan priority activity	0	5	
2	How well did the applicant describe the program/project? If renewing the project, did they identify any additional services to be provided.	0	3	5
3	Has the (applicant) agency ever had program and/or funding compliance challenges with City of Tampa programs?	0	3	5
4	Knowledge and capacity to develop, implement and administer proposed program/project. How will the organization sustain the project?	0	5	10
5	Does the agency have a history of successfully securing local, state, federal, and private dollars?	0	3	5
6	Organization's fiscal capacity to manage financial reporting, record keeping, accounting systems, policies and procedures, and audit requirements?	0	5	10
7	The agency provided a list of other agencies that provide the same services being proposed. Were partner and collaboration descriptions and letters included?	0	3	5

#	Question	Points		
8	Was the project timeline clear and sufficient and within the City's funding timeframe?	0	3	5
9	The Project/program goals, objectives and anticipated outcomes, beneficiaries and eligibility were clear?	0	5	10
10	The History of Organization is clear, and they provided the Agency's experience qualifying clients for a state/or federally funded programs?	0	3	5
11	Budget – Was budget table completed and the narrative in support of budget? Detailed budget attached?	0	5	10
12	Matched/leveraged Funds (as required, or as a % of total project/program costs) *A 1:1 Match is required within the budget for Public Services and 25% for Public Facility Improvements.	0	or	10
13	Minority Business Forms completed signed and uploaded. Scored by EBO office.	(up to 20 points)		
14	All forms completed and signed? If the agency has a disaster recovery plan, was that also uploaded?	0	3	5
Maximum score:			110	

Questions/Answers

Questions & Answers

- We will take questions at this time.
- If there are questions that cannot be answered during this meeting, then the questions will be recorded and answered through an addendum issued by Kayon Henderson.
- All questions after this workshop **MUST** be submitted in writing by April 17th at 11:59am (EST) to hcdinfo@tampagov.net
- Responses will be returned by close of business on April 25th
- Clarification questions due April 26th at 11:59am (EST) to hcdinfo@tampagov.net
- Responses to clarification questions will be returned by close of business April 29th

THANK YOU

Mayor Jane Castor

**Transforming Tampa's
Tomorrow**     

*This presentation contributes to Mayor Jane Castor's
Transforming Tampa's Tomorrow initiative.*