

# RFP APPLICATION GUIDELINES

## Program Year 2016-2017



# CITY OF POMPANO BEACH

Community Development Block Grant (CDBG)

City of Pompano Beach  
Office of Housing & Urban Improvement  
Post Office Drawer 1300  
Pompano Beach, FL 33061  
[www.pompanobeachfl.gov](http://www.pompanobeachfl.gov)  
Telephone - (954) 786-4659  
Fax - (954) 786-5534

# **IMPORTANT REMINDER**

## **PROPOSAL DEADLINE**

**All complete applications must be submitted to:**

**General Services/Purchasing Department**

**NO LATER THAN 3:00 p.m. on Thursday, March 31, 2016**

**Located at**

**1190 NE 3 Avenue**

**Pompano Beach, FL 33060**

**Phone: 954.786.4098**

**Proposals that are mailed must arrive before the deadline and should be mailed to:**

**General Services / Purchasing Department**

**1190 NE 3<sup>rd</sup> Avenue, Pompano Beach, FL 33060**

**ONLY THOSE PROPOSALS THAT ARRIVE PRIOR TO THE DEADLINE WILL BE CONSIDERED FOR FUNDING**

**Applications are available on the City's website  
& City Hall Office of Housing and Community Development**

**100 W. Atlantic Blvd, Suite 220**

**Pompano Beach, FL 33060**

**(954) 786-4659 Telephone**

**Website Link: <http://pompanobeachfl.gov/index.php/pages/ohui/ohui>**

# 2016-2017 Request for Proposal (RFP) CITY OF POMPANO BEACH



## OFFICE OF HOUSING & URBAN IMPROVEMENT

### DENNIS W. BEACH CITY MANAGER

PHYLLIS KORAB  
ASSISTANT CITY MANAGER

GREG HARRISON  
ASSISTANT CITY MANAGER

#### CITY COMMISSION

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Vice-Mayor Charlotte Burrie, District 2  
Commissioner Barry Dockswell, District 1  
Commissioner Rex Hardin, District 3  
Commissioner Edward Phillips, District 4  
Commissioner Barry Moss, District 5

#### CDAC ADVISORY BOARD MEMBERS

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#### CITY OF POMPANO BEACH OFFICE OF HOUSING AND URBAN IMPROVEMENT STAFF

Miriam Carrillo, Director  
Mark Korman, Program Compliance Manager  
Kelvin Stansberry, Accountant  
Salvatore Reginello, Housing Inspector  
JoAnn Martin-Onesky, Housing Specialist

This Program is made possible through a grant from the U.S. Department of Housing and Urban Development, Office of Community Planning and Development.

**\*\*The City of Pompano Beach reserves the right to reject any application that is not completed in accordance with the following instructions.**

**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**RFP FY 20162016-2017**

The Community Development Block Grant Program provides annual grants to states, larger cities and counties for a broad range of activities that preserve and develop viable urban communities. The program's principal beneficiaries are low-income households. The goals of the program are to provide decent, safe, and sanitary housing, provide a suitable living environment and to expand economic opportunities.

Activities that receive CDBG funding must be both eligible within the program regulations published in the Code of Federal Regulations as 24 CFR Part 570 and meet one of the three National Objectives of the program as established by Congress: (1) activities must provide a benefit to low and moderate income persons (2) prevent or eliminate slum and blight; or (3) meet an urgent community need that threatens the health or welfare of residents.

A. **CDBG Basic Eligible Activities (24 CFR 570.201 Basic Eligible Activities –**  
**Link: [http://portal.hud.gov/hudportal/documents/huddoc?id=DOC\\_17133.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_17133.pdf)**

The following are all the activities that are currently eligible provided such an activity meets a national objective of the CDBG program:

- Housing Rehabilitation
- Public Facilities and Public Improvements directly benefiting low-income people
- Property Acquisition benefiting low-income people
- Demolition and Clearance of blighted properties
- Historic Preservation: Residential
- Housing Code Enforcement
- Facilities or the Removal of Architectural Barriers for the elderly or handicapped adults
- Public Service programs which support the community development effort (**15% Cap; (\$129,241 *approximately FUNDING FOR THIS CATEGORY*)** directly benefiting low-income people.
- Administrative and Planning costs for program management (20% cap)
- Other projects in compliance with 24 CFR Part 570 for the Community Development Grant

B. **INELIGIBLE ACTIVITIES (24 CFR 570.207 Ineligible Activities)**

The general rule is that any activity that is not authorized under the provisions of Sec. 570.201-570.206 is ineligible to be assisted with CDBG funds.

The following activities may not be assisted with CDBG funds:

- Buildings or portions thereof, used for the general conduct of government
- General government expenses

- ✗ Political activities
- ✗ Acquisition of property or the construction or rehabilitation (including historic preservation and removal of architectural barriers) or structures to be used for religious purposes or which will otherwise promote religious interests.

C. **NATIONAL OBJECTIVES** (see Exhibit D: 24 CFR 570.208 Criteria for National Objectives) -  
continued

In order to be eligible for funding, every CDBG-funded activity must qualify as meeting one of the three national objectives of the program: This requires that each activity, except Program Administration and Planning, meet specific tests for either:

1. **BENEFITING LOW AND MODERATE (L/M) INCOME PERSONS**

Activities considered benefiting low and moderate (L/M) income persons are divided into four categories.

- (a) Area benefit activities meet the identified needs of L/M income persons residing in an area where at least 51% of the residents are L/M income persons.
- (b) Limited clientele activities that benefit a specific group of people (rather than all the residents in a particular area), at least 51% of whom are L/M persons.
- (c) Housing activities, this adds or improves permanent, residential structures, which will be occupied by L/M income households upon completion.
- (d) Job creation or retention activities that create or retain permanent jobs, at least 51% of which are either taken by L/M income persons or considered to be available to L/M income persons.

2. **AIDING IN THE PREVENTION OR ELIMINATION OF SLUMS OR BLIGHT** to qualify an activity must meet all of the following:

- (a) Designated by the grantee and meet a definition of a slum, blighted, deteriorated or deteriorating area under State or local law.
- (b) There must be a substantial number of deteriorated or deteriorating buildings or public improvements throughout the area.
- (c) Documentation maintained on the boundaries of the area and the condition that qualified the area at the time of its designation.

3. **MEETING OTHER COMMUNITY DEVELOPMENT NEEDS HAVING A PARTICULAR URGENCY**

Because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs. (This is rarely used)

D. **LOCAL PRIMARY OBJECTIVE**

The City proposes to invest its CDBG/HOME resources in the following high priority activities as stated in its 2016 – 2019 Consolidated Plan:

- ✓ Affordable Housing
- ✓ Economic Development
- ✓ Public Service (allocating no more than 15% of annual grant resources)
- ✓ Infrastructure Improvement
- ✓ Clearance/Demolition

**FUNDING AVAILABLE**

**CDBG funds:**

Public Service Activities:

- ✓ Approximately \$129,241 CDBG funds will be available to fund Public Service projects in FY 2016-2017
- ✓ Approximately \$861,608 in CDBG funds will be considered on an individual basis for other proposed projects in FY 2016-2017
- ✓ Owner-occupied housing rehabilitation will continue to be administered through the Office of Housing and Urban Improvement.

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**CDBG FUNDS WILL BE SUBJECT TO RECAPTURE IF PROJECTS ARE NOT COMPLETED WITHIN THE PRESCRIBED CONTRACT PERIOD.**

E. **APPLICATION PROCESS**

The RFP application forms and instructions are included with these guidelines. In general, the application should describe the project need, the results anticipated, the eligibility and justification, and the quantities of results (e.g. linear feet of sidewalk replaced, number of meals provided to Senior Citizens, or number of persons benefiting from a healthcare facility, etc.)

- Organizations/agencies requesting funding for more than one project must submit an RFP for each project

F. **ELIGIBLE APPLICANTS**

Eligible recipients include non-profit corporations, neighborhood preservation organizations, economic development agencies, and health or job development agencies.

- RFP applications submitted for the total available CDBG funds will not be submitted to the Community Development Advisory Committee, the City Manager, or the City Commission.

- RFP applications seeking CDBG funds *must also submit a current Financial Audit or, if the organization receives less than a total of \$500,000 in federal funds from all sources, an Independent Accountant Statement*

G. **SUBRECIPIENTS**

If a private "nonprofit" entity or "for profit" is to be Subrecipient, the organization is responsible for the compliance of the program. In some instances, organizations may be required to provide matching funds for the amount of CDBG funds requested. Additionally, organizations will be required to submit the following documents with the application:

- a. Prior year financial statements
- b. Source of matching funds
- c. Program Budget for CDBG assisted year-including sources of anticipated revenue
- d. Detail of organized fund raising activities-if applicable

H. **CATEGORY LIMITS**

The City of Pompano Beach must certify that in the aggregate at least 70% of CDBG funds to be expended during the program year will be for activities which benefit L/M income persons. This is distinct from the requirement for individual activities meeting a national objective by benefiting persons at least 51% of who are L/M incomes. In determining the percentage of CDBG funds spent for L/M benefit activities, the costs of planning and overall program administration are excluded. The amount of CDBG funds obligated within a program year to support public service activities must not exceed 15% of the total grant awarded to the grantee for the year and public services cap is being determined. No more than 20% of the sum of any grant plus program income that is received during the program year can be expended for planning and administrative costs.

I. **PERFORMANCE MEASURES**

Performance Measures was developed to measure performance at a state or local level. Since grantees are given the flexibility to make choices about how to use programs funds, it is only logical that grantees be accountable, at a local level, for those choices. There are two critical components of performance measurement: (1) productivity and (2) program impact. Productivity reflects the level of efficiency (quantity, quality and pace) with which a grantee undertakes its activities. Program impact, on the other hand, reflects the extent to which those activities yield the desired outcomes in the community or in the lives of persons assisted.

1. **GOALS** The proposed activity meets which of the following goals: (Select only one)

- Goal # 1 – Creates a suitable living environment**  
This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.
- Goal # 2 – Provides decent housing**  
This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.

- Goal # 3 – Creates economic opportunities**  
This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

**2. OBJECTIVES** select the most appropriate objective for the proposed activity

- Improve availability/accessibility**  
This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.
- Improve affordability**  
This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- Improve Sustainability**  
This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

**3. OUTCOMES** (GOALS AND OBJECTIVES OF PROPOSED ACTIVITY)

AVAILABILITY/ACCESSIBILITY	AFFORDABILITY	SUSTAINABILITY
<input type="checkbox"/> Enhance suitable living environment through new/improved accessibility	<input type="checkbox"/> Enhance suitable living environment through new/improved affordability	<input type="checkbox"/> Enhance suitable living environment through new/improved sustainability
<input type="checkbox"/> Create decent housing with new/improved availability	<input type="checkbox"/> Create decent housing with new/improved affordability	<input type="checkbox"/> Create decent housing with new/improved sustainability
<input type="checkbox"/> Provide economic opportunity through new/improved accessibility	<input type="checkbox"/> Provide economic opportunity through new/improved affordability	<input type="checkbox"/> Provide economic opportunity through new/improved sustainability

**PERFORMANCE MEASUREMENT OUTCOME STATEMENT**

Combine the elements from the categories above to summarize why the proposed activity is needed and what outcomes will be achieved from the proposed project or program. Outcomes are the changes you expect to occur in clients’ lives and/or the community as a result of the proposed activity. A complete statement includes output (quantified) + outcome (from categories above) + activity (description) + objective.

**J. LOCAL PROGRAM GUIDELINES**

The following program guidelines will be reviewed of all local applications that satisfy the federal eligibility requirements:

**a. Displacement/Relocation**

The only projects the City of Pompano Beach has undertaken through the CDBG Program which have included displacement/relocation costs are several Community Redevelopment Authority projects. Due to the potential liability for long-term assistance, the City will make every effort to minimize permanent residential displacement. In consideration of this policy, it will be the City's general practice not to approve any proposed CDBG activities, which involve permanent relocation of tenants, businesses or owners unless circumstances warrant it.

**b. Fair Housing**

"Public Law 90-284" refers to title VIII of the Civil Rights Act of 1968, popularly known as the Fair Housing Act. Within constitutional limitations, for fair housing throughout the United States and prohibits any person from discriminating in the sale or rental of housing, the financing of housing, or the provision of brokerage, services, including otherwise making unavailable or denying a dwelling to any person, because of race, color, religion, sex or national origin. Title VIII further requires the Secretary (of HUD) to administer the programs and activities relating to housing and urban development in a manner affirmatively further the policies of Title VIII; furthermore, section 104 (b) (2) of the Act requires that each grantee receiving funds under section 106 of the Act (entitlement or small cities grantees) certify to the satisfaction of the Secretary that it will further fair housing.

**c. Labor Standards**

All applicants must agree to include Davis Bacon or any other federally required documents in bidding documents and to follow the City of Pompano Beach required bidding process, if applicable.

**d. Certification**

All applicants, except in economic development cases, must verify incorporation under state law and have/or have applied for 501 (c) (3) tax status.

**e. Matching Funds**

All applications must include documentation of efforts to solicit alternative sources of funds. This is to include copies of the applicant's letters and the funding sources' responses. All applications must include documentation of any outside funding actually secured for P/Y 20162016-2017. Preference for funding will be given to applications demonstrating secure commitments from other funding sources.

**f. Audits**

The City of Pompano Beach has a program obligation to ensure that its sub-grantees keep accurate records of the CDBG funds received. The manner with which this is executed varies on the amount of CDBG funds received. Recipients of awards over \$500,000 are expected to conduct external audits. To facilitate the administration of the City’s program, there will be a uniform requirement that all agencies must complete an outside fiscal audit prior to receiving its P/Y 2016-2017 CDBG funds unless an alternate arrangement has been made with the City of Pompano Beach Office of Housing and Urban Improvement.

**j. Agreements**

Each recipient of CDBG funds must agree to sign a written agreement with the City covering, at a minimum, the following provisions: statement of work, records and reports, program income, uniform administrative requirements, suspension and termination, and reversion of assets, if any. Agreements will be for a one-year (12month) period. Public Services, Neighborhood Associations and other Not-for-Profits must complete their activities within the 12-month grant (October through September). Any funds unspent will be reallocated after September 31<sup>st</sup>.

**RFP APPLICATION TIMETABLE FY 2016-2017**

▪ March 6, 2016	Publish RFP Notice
▪ March 8, 2016	Availability of RFP Applications
▪ March 15, 2016	HOME/Community Housing Development Organization (CHDO) Workshop <sup>1</sup> Technical assistance will be available at the workshop
▪ March 16, 2016	Community Development Block Grant (CDBG) Public Service Grant Workshop <sup>2</sup> Technical assistance will be available at the workshop
▪ March 31, 2016	RFP Application submittal deadline-3:00 p.m.:  City of Pompano Beach Purchasing Department 1190 NE 3 <sup>rd</sup> Avenue Pompano Beach FL 33060
▪ April 7, 2016	<u>First Public Hearing</u> Community Development Advisory Committee (CDAC) Public Hearing ▪ RFP Applicant Presentations Location: City of Pompano Beach Commission Chambers 100 West Atlantic Avenue Pompano Beach, FL 33060
▪ April 28, 2016	<u>Second Public Hearing</u> Community Development Advisory Committee (CDAC) Public Hearing:

	<ul style="list-style-type: none"> <li>▪ CDAC Funding Recommendations Location: Emma Lou Olson Center, 1801 NE 6 Street, Pompano Beach</li> </ul>
<ul style="list-style-type: none"> <li>▪ June 14, 2016</li> </ul>	Present CDAC Funding Recommendations to City Commission for Approval
<ul style="list-style-type: none"> <li>▪ June 19, 2016</li> </ul>	Public Notice of proposed 2016-2017 Annual Action Plan (30-day comment period)
<ul style="list-style-type: none"> <li>▪ August 15, 2016</li> </ul>	Last Day to submit Annual Action Plan to HUD

**\*\* The City of Pompano Beach reserves the right to postpone or amend the dates set forth and will give notice if changes are made.**

**K. RFP APPLICATION SUBMITTAL DEADLINE:  
NO LATER THAN Thursday, March 31, 2016 BY 3:00 P.M.  
Location: General Services / Purchasing Department  
1190 NE 3 Avenue  
Pompano Beach, FL 33060  
Phone: 954.786.4098**

**L. SUBMITTAL REQUIREMENTS:**

- ONE ORIGINAL AND SIX (6) COPIES OF THE APPLICATION, plus attachments
- APPLICATIONS ARE NOT TO BE STAPLED
- APPLICATIONS ARE NOT TO BE SPIRAL BOUND
- APPLICATIONS ARE NOT TO BE PLACED IN ANY KIND OF FOLDER OR BINDER
- APPLICATIONS AND ALL ATTACHMENT MUST BE BINDER CLIPPED

*Applications presented not in accordance with the above format will be rejected and returned to applicant at time of delivery.*

**M. COST ESTIMATE**

Applicants requesting Community Development Block Grant (CDBG) funds are required to complete the project budget section of the application. Indicate if the project can be completed solely with Community Development funds, or if other State, Federal, or local funds will be used, and their source. This information is helpful in preventing organizations from under-estimating project costs. When preparing cost estimates, consideration should be given to prevailing wage, procurement, and other applicable regulations.

Applicants are encouraged to utilize other sources of funding, as a higher priority will be given to these projects. These other funds should be reasonably certain, in order to avoid having a project held up waiting for matching funds. Please contact the Office of Housing and Urban Improvement for technical assistance, if your project requires multi-year CDBG funding.

N. RFP APPLICATION RANKING SCORING CRITERIA

FOR CDBG ACTIVITIES

The City will score applications based on a weighted scale of **110 points** and the following criteria:

***Local Support/Leveraging:***

***30 Points Maximum***

- ***Ability to leverage CDBG funds through matching funding sources from other agencies, grants, private funds or infusion of the organizations own funds evidenced.***

***Percentage of budget funded with CDBG:***

***100% - 0 points***

***75% – 99% - 5 points***

***50% - 74% - 10 points***

***26% – 49% - 15 points***

***25% or less – 30 points***

***Quality/Cost Effectiveness***

***30 Points Maximum***

- Design of the program provides maximum benefit for clients to be served. Program or enhancements that do not duplicate an existing service/program/activity. Activities that provide a new or quantifiable increase in a general service program, transportation services, and substance abuse services, employment training, youth programs, the elderly, etc. (low/mod or limited clientele benefit)

***Experience/Community Support***

***20 Points Maximum***

- Ability to manage the project if funded; areas to consider are staff capabilities, other available resources, organizations years of experience, leadership, management history and support letters from community.

***Prior Spending Experience***

***20 Points Maximum***

- Expended 100% of funds awarded – 10 points
- Expended 75% of funds awarded – 5 points
- Expended funds in a timely manner – 5 points
- Did not spend funds in time awarded – 0 points
- First Time Applicant – No project in last fiscal year – 5 points

**Bonus Points**

**10 Points Maximum**

- Uniqueness of project – are there other programs available to the community similar to this project?

O. **FY 2016-2017 PROGRAM YEAR TIMETABLE**

The FY2016-2017 Program Year commences on October 1, 2016; however, funds are not anticipated to be released from the U.S. Department of Housing and Urban Development until December 2016. Organizations receiving awards may **not obligate or expend** any funds until all contract agreements are in place, fully executed and written notification from the Office of Housing and Urban Improvement is received. Failure to comply with this procedure could result in voiding your grant award. Please refer to the FY 2016-2017 RFP Application Timetable on Page 7 of this booklet for an overview of the entire process.

If you have any questions concerning the application process or funding cycles, please contact the Office of Housing and Urban Improvement at 786-4659 for technical assistance.

## APPENDIX - A

### DESCRIPTION OF FEDERALLY ELIGIBLE ACTIVITIES

#### **1. Acquisition of Real Property**

CDBG funds may be used to acquire real property (land, air rights, easements, water rights, right-of-ways, buildings and other real property improvements, and other interests in property) in whole or in part by purchase, long-term lease, donation, or otherwise.

#### **2. Disposition of Real Property**

CDBG funds may be used to pay costs incidental to disposing of real property acquired with CDBG funds. Disposition costs include fee paid for appraisals, surveys, marketing, legal services, financial services, transfer taxes and other costs involved in the transfer of ownership of property.

#### **3. Public Facilities and Improvements**

CDBG funds may be used by the grantee or other public or private nonprofit entity for acquisition, construction, reconstruction, rehabilitation or installation of public improvements or facilities. Public facilities and improvements include, but are not limited to, shelters for the homeless; water and sewer facilities; flood and drainage improvements; fire protection facilities/equipment; community, senior and health centers, streets, curbs, gutters and sidewalks, parks and playgrounds.

#### **4. Clearance**

CDBG funds may be used for clearance, demolition, removal of buildings and improvements, and movement of structures to other sites.

#### **5. Public Services**

CDBG funds may be used to provide public services (including labor, supplies and materials) provided that the following is met: The public services must be either: a new service or a quantifiable increase in the level of a service above that which has been provided by or on behalf of the unit of general local government (through funds raised by such unit, or received by such unit from the State in which it is located) during the 12 months prior to submission of the grantee's final statement.

#### **6. Relocation**

CDBG funds may be used for relocation payments and assistance to displaced persons, including individuals, families, businesses, non-profit organizations and farms

#### **7. Removal of Architectural Barriers**

CDBG funds may be used to remove material and architectural barriers that restrict the mobility and

accessibility of elderly and handicapped persons to publicly or privately- owned buildings, facilities and improvements.

#### **8. Housing Rehabilitation**

CDBG funds may be used to finance the rehabilitation of any publicly or privately owned residential property for housing.

#### **9. Code Enforcement**

Code enforcement involves the payment of salaries and overhead costs directly related to the enforcement of local codes. CDBG funds may be used for code enforcement only in deteriorating or deteriorated areas where such enforcement, together with public improvements, rehabilitation and services to be provided, may arrest decline of the area.

#### **10. Historic Preservation**

CDBG funds may be used to rehabilitate, preserve and restore historic properties, either publicly or privately-owned.

#### **11. Special Activities by Sub recipients**

Activities that are not specifically listed as eligible in the CDBG regulations may not be undertaken by the grantee or by sub recipients, except for Neighborhood-based nonprofit organizations.

#### **12. Planning and Capacity Building**

CDBG funds may be used for studies, analyses, data gathering, preparation of plans, and identification of actions that will implement plans.

#### **13. Program Administration Costs**

CDBG funds may be used to pay reasonable program administration cost and carrying charges related to the planning and execution of community development activities assisted in whole or in part with funds provided under the CDBG program.