

Frequently Asked Questions – RFP HED.2023.1 Presentation January 18, 2023

Q: Are there performance outcomes required by CDBG, or should the proposer simply include their performance outcomes in their application?

A: Performance outcome should be included in your application.

Q: How many applications do you typically receive for this RFP? Trying to gauge how competitive it is, as there is only \$250k, so there could potentially be only 5 awardees if they request the total allowable amount?

A: This is the first year we are putting out a RFP, so we are not sure how many we will receive. We did receive over 20 requests for the application.

Q: Can you explain the reporting requirements for awardees?

A: Every month, you will submit a monthly report and provide an invoice to our department to be reimbursed based on the number of contracted units of service you delivered during the previous month. You will need to report monthly on the number and demographics of the beneficiaries served. We will also conduct an annual audit of your activity to look for documentation that you did serve X amount of clients and that 51% of your clients meet the 80% or below definition of low and moderate.

Q: Are the oral presentations done prior to the selection of finalist or after?

A: The oral presentations will be done at the beginning of discussions by the selection committee.

Q: Are the oral presentation required and is the date noted in the RFP?

A: Not required, but highly recommended. The date of the selection committee is tentatively scheduled for March 7, 2023.

Q: Am I correct that if the service is offered in the City of Lake Worth Beach, there are no further jurisdiction requirements since the city has an inter-local agreement with the County?

A: As long as 51% of your beneficiaries are located in the Palm Beach County CDBG program jurisdiction, you are good to go. The City of Lake Worth is part of the CDBG program jurisdiction.