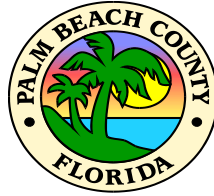


RFP HED.2023.1

CDBG Public Services

Presubmittal Workshop
January 18, 2023





Statement of Purpose

To select agencies to provide CDBG public service activities that will benefit persons of low and moderate income.



Funding Available

- **Federal Community Development Block Grant (CDBG) funds of approximately \$250,000**
- **\$50,000 maximum request**
- **One (1) proposal per respondent & one (1) activity per proposal**



Contract Period

Successful proposals awarded a one (1) year contract with option for renewal for up to two (2) subsequent years.

Renewals contingent upon successful completion of contract requirements and BCC approval.



Eligible Respondents

- **Non-Profit Organizations with IRS 501(c)(3) Federal tax exempt status at the time of proposal submittal.**



Eligible Public Service Activities

- **Activities serving priority needs identified in the County's Five Year Consolidated Plan for FYs 2020-2024.**
- **Activities include youth services, homeless activities, fair housing activities, services to the disabled, child care services, substance abuse services, veteran services, health services, among others.**
- **See RFP document for full list.**



Eligible Costs

Costs directly related to the delivery of services to eligible clients.

- Salaries**
- Supplies**
- Program materials**
- Facility lease**
- Operational costs of portion of facility where service is delivered**



Ineligible Costs

- **General administration/management**
- **Construction/rehabilitation of buildings**
- **Purchase of equipment**
- **Purchase or lease of vehicles**



CDBG National Objective Activity Beneficiaries

- **Activities must meet CDBG Low-and Moderate Income (LMI) National Objective.**
- **At least 51% of the activity beneficiaries incomes do not exceed 80% of Area Median Income (AMI).**



LMI National Objective

- LMI Area Benefit Activities – activities that benefit *all residents of a particular area* where at least 51% of residents are low and moderate income. (ex: neighborhood food bank)
- LMI Limited Clientele – activities that benefit a *limited clientele at least 51% of whom are LMI persons* (ex: homeless, child care, senior services)



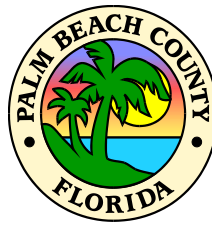
Location Requirements

The activities must be located in Palm Beach County and predominately serve residents of the PBC CDBG Program Jurisdiction: unincorporated PBC and 31 municipalities that have inter-local agreements with the County.



PBC CDBG Program Jurisdiction

- **Does not include West Palm Beach, Boynton Beach, Boca Raton, Delray Beach, Jupiter, Wellington and Palm Beach Gardens.**
- **Activities located within these municipalities only eligible if $\geq 51\%$ of clients are from PBC CDBG Program Jurisdiction.**



Proposal Requirements

- Certifications and disclosures
- IRS 501(c)(3) determination letter
- Activity Description and Identification of Need
- Activity Design and Approach
- Organization Capacity and Past Performance
- Budget and Cost Reasonableness
- Audited Financial Statements or Tax Returns

Submissions failing to include all requirements will be deemed non-responsive and will not be considered for funding.



Submittal Format

Respondents must submit one (1) original wet-signed copy and four (4) photocopies of the application and all required documentation on single-sided paper no larger than 8.5” x11” in a binder with identified/tabbed sections; and one (1) electronic copy of the application in pdf file format on a USB flash/jump drive.



Review / Selection Process

Deadline to submit RFP is Monday, February 13, 2023, 4:00pm at HED Offices

- Notice of proposals received
- Responsiveness review by HED staff
- Notification of review results
- Responsive proposals provided to Selection Committee members



Review / Selection Process (cont.)

- **During Selection Committee meeting (Tentative March 7, 2023), respondents are allowed to make brief oral presentations to the Committee.**
- **Respondent presentations may only reinforce or clarify information within the proposal, and shall not supplement or revise the proposal.**



Review / Selection Process (cont.)

Selection Committee to discuss and score responsive proposals per RFP criteria:

**25 Points– Activity Description
and Identification of Need**

20 Points – Activity Design and Approach

**25 points – Organizational Capacity
and Past Performance**

20 Points – Budget and Cost Reasonableness

10 Points – Financial Stability



Review / Selection Process (cont.)

- **Selection Committee will recommend awards**
- **Notification of funding recommendations**
- **Protest period (file within 3 days from notification)**
 1. **HED Director**
 2. **Special Master (\$1,500)**
- **BCC meeting to approve funding awards April 25, 2023 (tentative).**



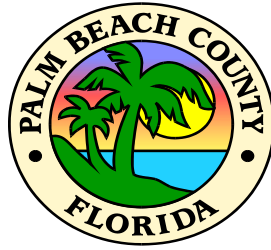
PBC Lobbyist Registration Ordinance

- **“Cone of Silence” means a prohibition on any non-written communication regarding this RFP between any Respondent or Respondent's representative and any County Commissioner or Commissioner's staff.**
- **The Cone of Silence is in effect upon the submittal deadline.**
- **The Cone of Silence terminates when the BCC approves a funding award, or otherwise ends the RFP process.**
- **Violation punishable with \$250 fine, and makes a contract entered into pursuant to the RFP voidable.**



Technical Assistance (TA)

- TA is available and will focus on clarification of RFP requirements and CDBG regulations.
- Staff WILL NOT review proposal drafts.
- To schedule TA call (561) 233-3620 or email ejmiller@pbcgov.org.



Questions?

This presentation and Q&A will be posted on the DHED website.

Discover.pbcgov.org/hed



Contact

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