

CITY OF TAMPA

**ANNUAL ACTION PLAN
REQUEST FOR PROPOSAL
DUE MARCH 4, 2010– 4:30 P.M.**



FISCAL YEAR 2011/PROGRAM YEAR 2010

Application Form and Program Guidelines

Community Development Block Grant (CDBG) Program

Department of Revenue and Finance, Budget Office
306 East Jackson Street, 8 East
Tampa, FL 33602
(813) 274-5658

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Introduction

The City of Tampa receives an annual allocation from the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant Program (CDBG) and HOME Investment Partnerships Program. This application and guidelines has been designed to integrate for the CDBG funding source to be included in the City of Tampa's FY11/PY10 Annual Action Plan.

The CDBG program included in this application enables the City of Tampa to address different needs within the community. If an organization wishes to be considered for more than one funding source, they must submit complete applications for each source. If any of the applications are incomplete, they will not be considered.

The City of Tampa will utilize these funds to provide a suitable living environment; create decent, affordable housing; and expand economic opportunities for low- and moderate-income residents of the City of Tampa. In order to be considered for funding:

1. The applicant must be 501(c) non-profit organization,
2. Be located inside the city limits or provide services to clients residing in the city limits,
3. Must have been in business for at least two (2) years in the State of Florida, and
4. Programs receiving funds must have operated for at least one (1) year in Florida.

(Note: The CDBG Program is to benefit low and moderate-income persons, funding is intended to provide a fee for service, not start-up or development costs.)

Another HUD grant is available (under a separate application): The HOME Community Housing Development Organizations (CHDO) is made available to 501(c) non-profit organizations for projects that provide affordable housing opportunities in the City of Tampa for low to moderate-income households. Fifteen percent (15%) of the City's HOME funds must be allocated to projects undertaken by CHDO's that are certified by the City. CHDO proposals are to be submitted through this RFP process. Please contact Michelle Boone at (813) 274-7944 if interested or have questions about applying for CHDO funds.

All applications are available for printing at http://www.tampagov.net/dept_Budget/.

Overview of the Request For Proposal (RFP) Process

I. PURPOSE OF THE RFP

Similar to HUD’s vision of the Consolidated and Action Plan submission process, the City of Tampa strives to embark on the FY11/PY10 planning process through a unified and comprehensive framework that opens new opportunities for collaboration and collective problem solving. The City is eager to partner with local public and non-profit agencies in order to achieve the mutual goal of creating a better community.

II. TENTATIVE SCHEDULE OF EVENTS*

January 22, 2010	Request for Proposals Issued and Technical Assistance Workshop
March 4, 2010	CDBG RFP Submission Deadline (APPLICATIONS SUBMITTED AFTER 4:30 P.M. WILL NOT BE ACCEPTED)
March 11, 2010	Public Hearing for Pre-Development of FY11/PY10 Action Plan
March-April 2010	Proposal Review, Site Visits, and Recommendations
May-June 2010	Applicants are Notified of Funding Awards
June 17, 2010	Public Hearing on Recommended FY11/PY10 Action Plan Projects
August 5, 2010	City Council Approval of Proposed FY11/PY10 Action Plan
August 15, 2010	Submission of FY11/PY10 Action Plan to HUD
October 1, 2010	Fiscal Year 2011 begins. Contract period starts 10/1/10 to 09/30/2011

*All dates are subject to change.

III. INCOME LIMITS

The purpose of the CDBG Program is to provide housing, community development, and economic development opportunities for low to moderate-income individuals or households. The U.S. Department of Housing and Urban Development establishes these limits annually based upon the Area Median Income (AMI). HUD’s 2009 income limits are provided below:

		Income Limits*							
Income Level		1	2	3	4	5	6	7	8+
		Person	Persons	Persons	Persons	Persons	Persons	Persons	Persons
Tampa FY2009 Median Family Income \$59,200	30% of Median Extremely Low- Income	12,450	14,200	16,000	17,750	19,150	20,600	22,000	23,450
	50% of Median Very Low-Income	20,700	23,700	26,650	29,600	31,950	34,350	36,700	39,050
	80% of Median Low-Income	33,150	37,900	42,600	47,350	51,150	54,950	58,700	62,500

*If project is funded, a FY2010 Income Limits Table will be provided.

IV. FREQUENTLY ASKED QUESTIONS

1. *Will applicants be held to the budget, timeline, and goals in the application?*

Yes. Specific limits and requirements will be part of your contract with the City of Tampa.

2. *What if something happens and applicant needs to change our budget, timeline, or goals?*

An amendment to the project contract can be executed if there are legitimate reasons for doing so. However, you should not count on this, particularly if your agency wants an amendment because it did not begin the project on time or has changed its plans about the project scope or budget.

3. *Will agencies get the full amount of funding requested?*

Projects may receive full or partial funding depending on the nature of the project, amount requested, funds available, and RFP evaluation criteria results. If your project is not viable without full funding, be sure to indicate this fact in your application.

4. *Are matching funds required?*

No. However, agencies that provide match funds will receive additional 10 points. The applicant must demonstrate that at least 25% of the total project budget is from other federal, state, local or private sources (documentation must be provided and included in the budget).

5. *When will applicants know whether they will be funded? When can agencies spend the money?*

The city anticipates making preliminary award notifications in June 2010 with funds available for commitment and expenditure on or about October 1, 2010. The receipt of an award letter is not a final guarantee of funding.

6. *Can agencies spend our money now and be reimbursed by CDBG funds later?*

No. If you commit or expend funding before receiving notice to proceed (signed agreement), you will not be eligible for reimbursement at any time.

7. *Will applicants hear from the City even if our application does not receive funding?*

Yes. All agencies will be notified in writing whether their applications will be fully, partially or not funded at all.

8. *Is it okay if my original application is late as long as it is faxed or postmarked by the submission deadline?*

No. The appropriate office must receive the original, signed application, no later than the submission deadline. Applications that are faxed or postmarked by the deadline with the original application received later will be returned to the applicant. Please plan ahead, especially, if you intend to hand deliver your application.

V. GENERAL SUBRECIPIENT REQUIREMENTS

Once an award is made, the City of Tampa requires the following from each subrecipient:

Operating Agreement: Non-profit agencies and organizations approved for funding will be required to sign an agreement with the City in order to insure compliance with the appropriate program regulations. Funds may not be obligated until the agreement is accepted and signed by all parties and approved by City Council. **Funding is disbursed on a reimbursement basis.**

Leverage/Match Funds: The applicant must demonstrate that CDBG funds will be matched or leveraged from other federal, state, local, or private sources at 25% (please identify match or leverage in budget). Match or leverage sources may be cash or grant, but must be in place at the time of application and available during the project period, October 1, 2010 to September 30, 2011.

Readiness: Projects must display evidence of readiness to proceed (i.e. site control and financial commitments). Funding must be in place and all requirements met prior to submission of application. CDBG funds must be spent within the specified amount of time as determined for each project.

Indemnification: Non-profit organizations approved for funding must agree to defend, indemnify and hold harmless the City, its officers, agents and employees from and against all liability, claims, demands, damages, losses and expenses, including attorneys' fees, original and on appeal, arising out of, or related in any way to the performance of the agreement.

Insurance: Non-profit organizations approved for funding will be required to obtain the following insurance coverage (if applicable), each of which shall contain a provision which forbids any cancellation, changes or material alterations without prior notice to the City at least thirty (30) days in advance. The insurance coverage shall be evidenced by an original Certificate of Insurance provided to the City prior to the execution of the agreement. The required insurance is as follows:

- a. Commercial General Liability Insurance - shall be written on Insurance Services Office (ISO) form or its equivalent form to cover liability arising from premises and operations, independent contractors, products and completed operations, personal and advertising injury, and contractual liability. The minimum bodily injury and property damage liability limit shall be \$1,000,000 each occurrence and a \$2,000,000 general aggregate. This insurance shall not exclude coverage for sexual molestation.
- b. Automobile Liability Insurance - shall be maintained in accordance with the laws of the State of Florida as to the ownership, maintenance, and use of all owned, non-owned, leased, or hired vehicles used. For Agreements with less than \$100,000 in total grant funds, the minimum limit shall be \$500,000 combined single limit for bodily injury and property. The minimum limit for Agreements with \$100,000 or more of a CDBG award allocated shall be \$1,000,000 combined single limit for bodily injury and property.

- c. Workers' Compensation/Liability Insurance - shall cover all employees engaged in work for the agency in accordance with the laws of the State of Florida. The minimum employer's liability limit shall be \$1,000,000 disease each employee, \$1,000,000 disease aggregate, and \$1,000,000 each accident.
- d. Professional Liability Insurance - shall cover any act or omission in rendering of professional services pursuant to the contract and the insurance coverage shall be in the amount of no less than \$1,000,000 per claim/incident.

Program Monitoring: Applicants approved for funding will be required to maintain and submit adequate information necessary to monitor program accountability and progress in accordance with the terms and conditions of the agreement.

Audited Statement and IRS Form: Applicants must submit the most current audited financial statements provided by an independent auditor and the most recent IRS Tax Form 990 with this application.

Notification: All applicants will be notified in June 2010 of funding recommendations. Receipt of an award letter is not a guarantee of funding. Please be aware that prior year funding does not guarantee future funding or funding at the same level.

Ethics Ordinance: Applicants shall comply with all applicable governmental and the City's rules and regulations including the City's Ethics Code, which may be requested by calling the Office of the City Clerk at 813-274-8397. Moreover, each applicant responding to this Request for Proposal (RFP) acknowledges and understands that the City's Charter and Ethics Code prohibit any City employee from receiving any substantial benefit or profit out of any contract or obligation entered into with the City, or from having any direct or indirect financial interest in effecting any such contract obligation. The applicant shall ensure that no City employee receives any such benefit or interest as a result of the award of this RFP.

Compliance with Applicable Laws, Rules, and Regulations for HUD Programs: Applicants who are awarded funding must act in accordance with all relative laws, rules, and regulations. This includes, but is not limited to, the following:

- **24 CFR Part 570, as amended** - The regulations governing the Community Development Block Grant Program.
- **24 CFR Part 1 and 6, Public Law 90-284, Fair Housing Act** - The regulations issued following Title VI of the 1964 Civil Rights Act and **Section 109** of the 1975 Housing and Community Development Act that prohibits discrimination in HUD programs based on sex, race, color, national origin, and religion and administer all programs and activities in a manner to affirmatively further the policies of the Fair Housing Act.
- **24 CFR Part 107 and 108** - The regulations issued following Executive Order 11063 and Executive Order 12892 which prohibits discrimination and promotes equal opportunity in housing.
- **Section 504 of the Rehabilitation Act of 1973, 24 CFR Part 40 and 41** - The regulations that sets forth policies and procedures for the enforcement of standards and requirements for handicap accessibility. The Architectural Barriers Act of 1968 and the American with Disabilities Act (ADA) provide additional laws on accessibility and civil rights to individuals with disabilities.

- **Age Discrimination Act of 1975 (42 U.S.C. 6101)** - The regulations that prohibits discrimination on the basis of age.
- **29 CFR Parts 3 and 5** - The regulations on labor standard provisions that include the payment of prevailing wages on federally assisted projects as mandated by the Davis-Bacon Act and the Contract Work Hours and Safety Standards Act. **24 CFR Part 70** provides information on the use of volunteers.
- **Copeland "Anti-Kickback" Act** (18 U.S.C. 874 and 40 U.S.C. 276c) - The regulations on contracts for construction or repair awarded by subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act.
- **24 CFR Part 58** - The regulations prescribing the Environmental Review procedure under the National Environmental Policy Act of 1969.
- **National Flood Insurance Act of 1968, 24 CFR Part 55 under Executive Order 11988** – The regulations for proposed projects and properties located in a floodplain.
- **36 CFR Part 800** - The regulations outlining the procedures for the protection of historic and cultural properties.
- **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970** - These policies provide for displacement, relocation assistance, and real property acquisition as defined by 42 U.S.C. 4601 (URA) (42 U.S.C. 4601), and implementing regulations issued by the Department of Transportation at 49 CFR part 24 and section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)).
- **24 CFR Part 7 and 41 CFR Part 60** - Equal employment opportunity without regard to race, sex, color, religion, age, national origin, and disability in federally assisted construction contracts.
- **24 CFR Part 135** - Regulations outlining requirements of Section 3 of the Housing and Urban Development Act of 1968 providing for economic opportunities for low and very-low income local residents. All projects funded with CDBG funds must comply with Section 3 of the Housing and Urban Development Act of 1968, revised, requiring that to the greatest extent feasible opportunities for training and employment be given to low and moderate-income persons residing within the City of Tampa, and that contracts or works in connection with the project be awarded to eligible business concerns which are located in or owned in substantial part by persons residing in the City of Tampa. Special documentation is required for funding over \$100,000.
- **Residential Lead Based Paint Hazard Reduction Act of 1992** – The regulations implemented by 24 CFR Part 35, Subpart B imposes certain requirements on disclosure of lead base paint hazards.
- **24 CFR Part 24** - The regulations that prohibit use of debarred or suspended contractors on federally assisted projects and Drug Free Workplace requirements; issued according to Executive Order 12459.
- **24 CFR Part 84 and OMB Circular A-110** - Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Non-Profit Organizations. These regulations include the Conflict of Interest provision under 24 CFR 84.42 and 570 as it applies to procurement.
- **OMB Circular A-122** –The regulations that identify cost principals for non-profits.

- **OMB Circular A-133** – The regulations concerning annual audits.
- **24 CFR Part 49** – The regulations on eligibility restrictions for certain resident aliens.
- **24 CFR Part 87 and Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)** - The regulations for restrictions on lobbying and required certifications.
- **Executive Order 13170** - The regulations on increasing opportunities and access for disadvantaged businesses.
- **HUD requirements** – All other required reports, circulars, and procedures when applicable.
- **Administrative Procedures** – The rules issued by the City of Tampa in relation to process and procedures.
- **Clean Air Act (42 U.S.C. 7401) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.)** - The regulations and provision that requires compliance with all applicable standards, orders, or regulations issued following the rule.
- **ADA Compliance** - Shall comply with the applicable provisions of the Americans with Disabilities Act (42 U.S.C. 12101-12213) and implementing regulations at 28 CFR part 35 (state and local government grantees).
- **Minority and Women's Business Enterprises** - The requirements of Executive Orders 11625, 12432, 12138 and 24 CFR 85.36(e) apply to grants under this part. Consistent with HUD's responsibilities under these Orders and with the City's Ordinance No. 26.5 Part 2, the subrecipient must make efforts to encourage the use of minority and women's business enterprises in connection with funded activities.

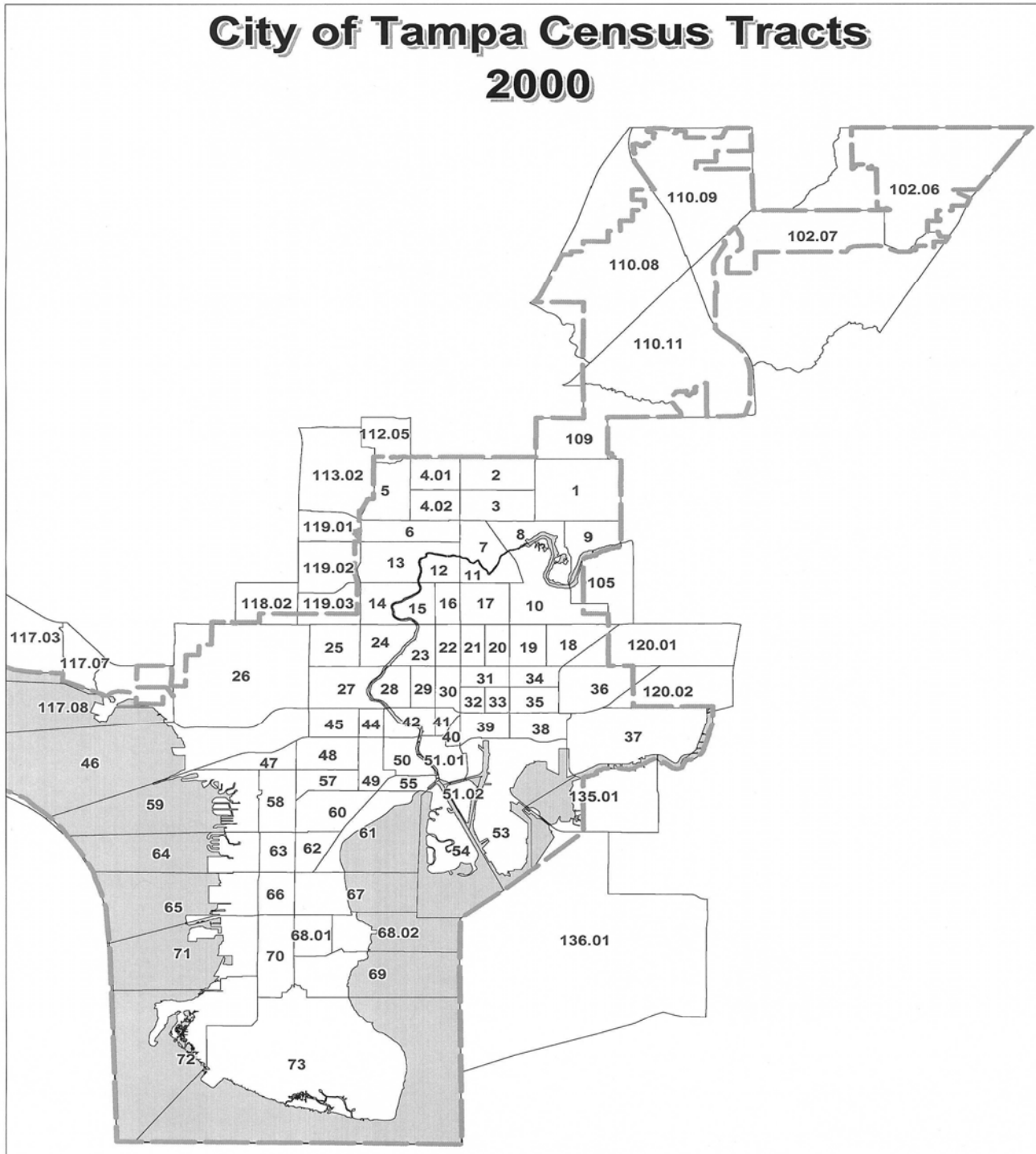
To find the Code of Federal Regulations (CFR) and Executive Orders go to these websites:

CFR: www.gpoaccess.gov/cfr/index.html

Executive Orders: www.archives.gov/federal_register/executive_orders/executive_orders.html

VI. CITY OF TAMPA BOUNDARIES

A 2000 Census map of the boundaries of the City of Tampa has been provided on the following page for your convenience.



CDBG General Program and Guidance

I. PURPOSE OF CDBG FUNDS

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, Thirty-Sixth Entitlement Period (October 1, 2010 through September 30, 2011) based on annual entitlement from the U.S. Department of Housing and Urban Development. The purpose of these funds is to develop viable urban communities by providing a suitable living environment, decent housing as well as to expand economic opportunities for low- and moderate-income persons.

The funds must be used to benefit low- and moderate-income persons, 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 funding. The 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.

II. CDBG ELIGIBILITY

NATIONAL OBJECTIVES (24 CFR Part 570.208)

In order to be eligible for assistance, activities must meet one of the following three national objectives:

1. To primarily benefit low and moderate-income persons (For an area benefit activity, the project must have a direct impact on selected census tracts with not less than 51% concentrations of low and moderate-income residents).
2. To aid in the prevention or elimination of slums and blighted areas.
3. To meet urgent community needs (usually the result of a natural disaster).

More detailed information on Eligible Activities and National Objectives can be found in the *Guide to National Objectives and Eligible Activities for Entitlement Communities Handbook*. This document can be found on the U. S. Department of Housing and Urban Development site at the following address: <http://www.hud.gov/offices/cpd/communitydevelopment/library/deskguid.cfm>.

MAJOR ELIGIBLE CDBG ACTIVITIES (24 CFR Part 570.201)

- **Acquisition** of real property for a public purpose,
- **Disposition** of real property acquired with CDBG funds,
- **Public Facilities and Improvements** includes acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements (except for building for the general conduct of government),
- **Clearance, demolition, and removal** of building and improvements,
- **Interim Assistance** includes certain activities (clean-up and repairs) in deteriorating areas where permanent improvements will be carried out at a later date,
- **Relocation payments and assistance** for persons temporarily or permanently displaced by CDBG activities,
- **Removal of Architectural Barriers** for projects that enhance the mobility and access of elderly or handicapped persons to public or privately owned buildings or facilities,
- **Utilities** for distribution lines of privately owned utilities,

- **Rehabilitation and Preservation** activities including privately owned buildings; low income public housing, publicly owned residential and non-residential buildings (except buildings for the general conduct of government) code enforcement, historic preservation,
- **Public Service** activities such as labor, supplies, materials that are a new service or a quantifiable increase in the level of a service,
- **Special Economic Development** such as construction loans, new equipment, building improvements, or other assistance to or on behalf of private for profit businesses, if necessary or appropriate to carry out economic development projects, and
- **Special Activities by Subrecipients** (neighborhood based nonprofits, small business investment companies, or local development corporations) for neighborhood revitalization, community economic development, or energy conservation projects.

Note: The CDBG Program is subject to 15% grant cap for public service expenditures. For Public Service, generally a minimum of \$10,000 and a maximum of \$75,000 is awarded for each project. For Housing and Public Facilities, generally a maximum of \$200,000 is awarded for each project.

MAJOR INELIGIBLE ACTIVITIES (24 CFR Part 570.207)

- Funds spent on buildings for the general conduct of government, except for the removal of architectural barriers.
- General government expenses.
- Political activities.
- Purchase of equipment is generally ineligible.
- Furnishings and personal property are generally ineligible.
- Impact fees associated with construction activities.
- Maintenance and operating expenses without providing a service is ineligible.

III. CRITERIA FOR EVALUATION

Proposals for the FY11/PY10 CDBG Program will be evaluated and selected based on the following criteria and point system. Detailed criteria and point information can be found on pages 16-18. MINIMUM SCORE NEEDED TO BE CONSIDERED FOR FUNDING: 80 Points

CRITERIA	MAXIMUM POINTS
Project Description	25
Demonstrated Need	20
Ability to Meet Consolidated Plan Priorities*	5
Financial Feasibility	10
Readiness to Implement	15
Budget	10
Funding Sources (Financial Records)	5
Demonstrated Experience and Capacity	10
Leveraging and > 2 Projects (Optional)	+10, -10
TOTAL POINTS	90 to 110

*Consolidated Plan Priorities are located on pages 11-12 or at: City Clerk's Office, City Hall, 3rd Floor, 315 E. Kennedy Blvd, and Tampa-Hillsborough County Public Library System, 900 N. Ashley Street, and http://www.tampagov.net/dept_Budget/2008_Five_Year_Consolidated_Plan/index.asp.

IV. READINESS

Awards are generally made for a one-year period. Since some large housing and community development projects will take more than a year to complete, it is recommended that these requests be split over multiple award cycles. For example, if planning for a construction project has not yet commenced, it is advised that the applicant split the activities to be performed into phases. Phases might include architecture, engineering, site work, and various levels of construction completion. If your application is for a portion of a total project and you intend to apply for the remaining funding the following year, please acknowledge this in the application (site control, plans, engineering and financial commitments).

V. FUNDING PRIORITIES

The City of Tampa identified five-year CDBG funding priorities in the Consolidated Plan FY2008-2012. The City identified high priorities for housing and non-housing activities which are provided below.

The High-priority needs for HUD-eligible housing activities include:

- Construction and/or replacement of single-family residential units, direct down payment and closing cost assistance to first-time homebuyers, multi-family housing development and rehabilitation, housing counseling, and temporary/permanent relocation.

The High-priority needs for HUD-eligible public services and community improvements include:

- Public facilities and improvements, parks and recreational facilities, child care services, youth services, employment training, substance abuse services, senior services, handicapped services, and mental health services.

Community Development Needs		Needs	Current	Gap	Priority Need H, M, L	Plan to Fund? Y/N
01 Acquisition of Real Property 570.201(a) (Foreclosure)		8	4	4	M	Y
02 Disposition 570.201(b) (Foreclosure)		6	2	4	L	N
Public Facilities and Improvements	03 Public Facilities and Improvements 570.201(c) (Foreclosure)	10	2	8	H	Y
	03A Senior Centers 570.201(c)	1	0	1	H	Y
	03B Handicapped Centers 570.201(c)	1	0	1	H	Y
	03C Homeless Facilities (not operating costs) 570.201(c)	13	12	1	H	N
	03D Youth Centers 570.201(c)	1	0	1	H	Y
	03E Neighborhood Facilities 570.201(c)	1	0	1	H	Y
	03F Parks, Recreational Facilities 570.201(c)	2	0	2	H	Y
	03I Flood Drain Improvements 570.201(c)	1	0	1	M	Y
	03J Water/Sewer Improvements 570.201(c)	1	0	1	M	Y
	03K Street Improvements 570.201(c)	1	0	1	H	Y
	03L Sidewalks 570.201(c)	40	9	31	H	Y
	03M Child Care Centers 570.201(c)	1	0	1	M	Y
	03N Tree Planting 570.201(c)	0	0	0	H	Y
03T Operating Costs of Homeless/AIDS Patients Programs	265	73	192	H	Y	
04 Clearance and Demolition 570.201(d) (Foreclosure)		7	2	5	M	Y
04A Clean-up of Contaminated Sites 570.201(d)		8	0	8	M	N

Public Services	05 Public Services (General) 570.201(e)	4	2	2	H	Y
	05A Senior Services 570.201(e)	5	5	0	H	Y
	05B Handicapped Services 570.201(e)	3	3	0	H	Y
	05D Youth Services 570.201(e)	7	5	2	H	Y
	05F Substance Abuse Services 570.201(e)	2	2	0	H	Y
	05G Battered and Abused Spouses 570.201(e)	1	0	1	M	Y
	05H Employment Training 570.201(e)	5	3	2	H	Y
	05L Child Care Services 570.201(e)	3	3	0	H	Y
	05M Health Services 570.201(e)	3	3	0	H	Y
	05O Mental Health Services 570.201(e)	2	2	0	H	Y
	05R Homeownership Assistance (not direct) 570.204	250	50	200	M	Y
05S Rental Housing Subsidies (if HOME, not part of 5% 570.204	11	0	11	H	N	
06 Interim Assistance 570.201(f)	7	0	7	L	N	
08 Relocation 570.201(i) (Foreclosure)	40	10	30	L	Y	
10 Removal of Architectural Barriers 570.201(k)	100	25	75	M	Y	
12 Construction of Housing 570.201(m) (Foreclosure)	300	50	250	H	Y	
13 Direct Homeownership Assistance 570.201(n) (Foreclosure)	100	20	80	H	Y	
	14A Rehab; Single-Unit Residential 570.202 (Foreclosure)	270	50	220	H	Y
	14B Rehab; Multi-Unit Residential 570.202 (Foreclosure)	140	140	0	M	Y
	14C Public Housing Modernization 570.202	300	300	0	M	Y
	14D Rehab; Other Publicly-Owned Residential Buildings 570.202	125	125	0	H	Y
	14E Rehab; Publicly or Privately-Owned Commercial/Indu 570.202	10	0	10	M	N
	14F Energy Efficiency Improvements 570.202	100	0	100	H	N
	14G Acquisition - for Rehabilitation 570.202	2	2	0	M	Y
	14H Rehabilitation Administration 570.202	1	1	0	H	Y
14I Lead-Based/Lead Hazard Test/Abate 570.202	250	50	200	M	Y	
15 Code Enforcement 570.202(c)	250	50	200	H	Y	
16A Residential Historic Preservation 570.202(d)	9	0	9	L	N	
16B Non-Residential Historic Preservation 570.202(d)	11	0	11	L	N	
	17A CI Land Acquisition/Disposition 570.203(a)	30	0	30	M	Y
	17B CI Infrastructure Development 570.203(a)	85	0	85	H	Y
	17C CI Building Acquisition, Construction, Rehabilitate 570.203(a)	5	1	4	M	Y
	17D Other Commercial/Industrial Improvements 570.203(a)	10	1	9	L	Y
	18B ED Technical Assistance 570.203(b)	400	100	300	H	Y
	18C Micro-Enterprise Assistance	9	0	9	L	N
	19F Planned Repayment of Section 108 Loan Principal	5	1	4	H	Y
20 Planning 570.205	5	1	4	H	Y	
	21A General Program Administration 570.206	15	3	12	H	Y
	21B Indirect Costs 570.206	5	1	4	H	Y
	21D Fair Housing Activities (subject to 20% Admin cap) 570.206	5	1	4	H	Y

CDBG Application and Instructions

A. General Instructions

For funding consideration, all projects must meet the CDBG eligibility requirements identified on page 9. Agencies and organizations responding to this Request for Proposal (RFP) must complete the attached funding application. For Public Service projects, generally a minimum of \$10,000 and a maximum of \$75,000 for **each agency** have been established for funding. Housing and Public Facilities a maximum of \$200,000 is awarded for each project. A separate application must be submitted for each project. The **original (with attachments)** and **five (5) copies (with application content only)** must be submitted to the address below. In addition, an **electronic file** of application content is required to be sent to tamara.carroll@tampagov.net.

City of Tampa
Department of Revenue and Finance, Budget Office
ATTN: Tamara Carroll
306 East Jackson Street, 8 East
Tampa, FL 33602

APPLICATIONS MUST BE RECEIVED BY 4:30 P.M. ON THURSDAY, March 4, 2010. The application must be **typed**. The original shall have signatures in **blue ink**. Incomplete applications or applications submitted after the published deadline will not be considered. Applicants requiring additional proposal forms or information regarding the regulations governing the CDBG Program should contact Tamara Carroll at (813) 274-5658 for Public Services projects or Michelle Boone at (813) 274-7944 for Housing and Facilities projects.

Once submitted, no proposal may be amended, unless the amendment has been requested by the City. The City, at its sole and absolute discretion, with or without cause, and without liability of any kind to any applicant, reserves the right to accept or reject any and/or all proposals either in whole or in part, waive any informalities or irregularities of any proposals, cancel this RFP at any time and/or take any action in the best interest of the City. The City's decision in all matters shall be final. The City reserves the right to contact an applicant if additional information is required.

B. Proposal Content

- Please keep responses to questions brief and concise.
- All forms need to be submitted in a typed format. Paperclip all documents (no binding).
- Each proposal should be submitted with one original and five copies of the application only.
- Proposals should follow the established outline, instructions and be submitted in the order provided on the checklist.
- If your organization is submitting more than one application, please prioritize each project by numbering each application.
- Please verify that all dates, figures, and budgets are for the appropriate year and are accurate.

C. Public Meeting

A public meeting will be held on **Thursday, March 11, 2010, at 5:30 p.m.* in City Council Chambers, 3rd Floor, City Hall, 315 East Kennedy Boulevard**. The purpose of this meeting is to provide information regarding Fiscal Year 2011/Program Year 2010 CDBG Program and funds available. *Date and Time subject to change.

CDBG PROGRAM APPLICATION COVER CHECKLIST

Organization:
Project Title:

Applicant **MUST** place this checklist on top of your application and submit in the order below.
(INCLUDE SIX (6) SETS OF APPLICATION CONTENT)

CDBG APPLICATION CHECKLIST (APPLICATION CONTENT)

- SECTION I. PROJECT DESCRIPTION – Page ____
- SECTION II. DEMONSTRATED NEED – Page ____
- SECTION III. ABILITY TO MEET CONSOLIDATED PLAN PRIORITIES – Page ____
- SECTION IV. FINANCIAL FEASIBILITY – Page ____
- SECTION V. READINESS TO IMPLEMENT – Page ____
- SECTION VI. BUDGET– Page ____
- SECTION VII. DEMONSTRATED EXPERIENCE AND CAPACITY – Page ____
- SECTION VIII. FUNDING SOURCES – Page ____
- SECTION IX. LEVERAGING AND MULTIPLE PROJECTS– Page ____

Applicant **MUST** include all attachments at the end of this application.
(INCLUDE ONE (1) SET OF ATTACHMENTS)

ATTACHMENTS

- SECTION VII. Award and Commitment Letters – Page ____
- SECTION VII. Resumes, Pay Scales and Job Descriptions – Page ____
- SECTION VII. Articles of Incorporation – Page ____
- SECTION VII. By-Laws – Page ____
- SECTION VII. Organizational Chart – Page ____
- SECTION VII. 501 (c) IRS Tax Exemption Letter – Page ____
- SECTION VII. 990 IRS Tax Form – Page ____
- SECTION VII. List of Board of Directors – Page ____
- SECTION VIII. Most Recent Audit or Financial Statement – Page ____

Signature

Official Title

CITY OF TAMPA
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
FY2011 FUNDING APPLICATION

AGENCY INFORMATION

Name of Organization:

Address:

Mailing address:

Phone:

Fax:

Contact person/title:

E-mail address:

Phone:

Are you: a Public Organization or Non-Profit Organization? (Circle one)

Tax Identification Number:

The organization been incorporated and held an approved 501 (c) designation prior to October 1, 2007?

Year organization was incorporated:

PROJECT INFORMATION

Proposed project title:

Amount of funding requested: \$

Total project cost: \$

Location:

Identify if application is a 1st year, 2nd year, 3rd year (or more ___) request:

How many years funded by City? Dollar amount funded in prior budget year? \$

If this is existing program with the City, has the program spent all funds awarded in a timely manner and consistently met or exceeded accomplishment goals?

Type of Request? (MARK ONE ONLY)

- | | |
|--|---|
| <input type="checkbox"/> CHILD CARE SERVICES | <input type="checkbox"/> SENIOR SERVICES |
| <input type="checkbox"/> DRUG ABUSE SERVICES | <input type="checkbox"/> SPECIAL NEEDS SERVICES |
| <input type="checkbox"/> EDUCATION/TRAINING SERVICES | <input type="checkbox"/> PUBLIC FACILITIES & IMPROVEMENTS |
| <input type="checkbox"/> HEALTH CARE SERVICES | <input type="checkbox"/> HOUSING COUNSELING SERVICES |
| <input type="checkbox"/> HOMELESS CITIZENS SERVICES | <input type="checkbox"/> HOUSING & ECONOMIC DEVELOPMENT |

CERTIFYING REPRESENTATIVE

(Person authorized to sign HUD contract, if approved) Please Sign in Blue Ink.

To the best of my knowledge and belief, data in this proposal are true and correct and the governing body of the applicant has duly authorized the document.

NAME:

(Please Print)

(Signature)

TITLE:

DATE SIGNED:

Original

Copy

I. Project Description (2 pages)	25 Points
<p>a. Describe the overall goal of the project, specific objectives to be accomplished, activities implemented to achieve the project and outcomes of the project. The goal needs to be specific, measurable, attainable, relative and time-bound.</p> <p>b. Who does the project serve? Identify the number of persons expected to be served by the project. Describe how you will reach the target population.</p> <p>c. Explain how the project will improve your level of service (quantify your response).</p> <p>d. Identify the location or service area of the project. Please provide a map.</p> <p>e. Is the program located in East or West Tampa? Please describe, if or how the program will serve to address this area.</p> <p>f. Does any organization, other than your own, offer this type of service? If so, describe how your organization will enhance these efforts.</p> <p>g. Does the project demonstrate cooperation and collaboration among agencies?</p> <p>h. Is the project a phased project? If so, please indicate the phase work and number of phases required.</p> <p>i. Indicate if this is a new or existing project.</p> <p>j. Indicate the anticipated start/end dates.</p> <p>k. Indicate the total funding amount for the project.</p> <p>l. Indicate the total CDBG funds requested.</p>	

II. Demonstrated Need (1 page)	20 Points
<p>a. Identify and describe existing unmet community/neighborhood needs to be addressed by the project.</p> <p>b. Describe methods and data used to identify and verify the need for this project.</p>	

III. Ability to Meet Consolidated Plan Priorities (1 page)	5 Points
<p>a. Consistency with Consolidated Plan - Explain how the proposed project is consistent with the priorities established in the City of Tampa Consolidated Plan. See page 11-12 or via site at http://www.tampagov.net/dept_Budget/information_resources/2008_five_year_Consolidated_Plan</p> <p>b. National Objective- Describe, in detail, how the project meets one of the following CDBG program objectives:</p> <ol style="list-style-type: none"> 1. To benefit low and moderate income persons. See Table on page 2. 2. To aid in the prevention or elimination of slums and blight. 	

IV. Financial Feasibility (1 page)	10 Points
<p>a. Include status of funding applications and state whether or not the implementation of the project is contingent on receiving funds from other sources. Explain how the project would continue if it were funded for only one year.</p> <p>b. Describe how the program/project will continue in the long-term, with or without Federal funding.</p> <p>c. Describe procedures for procurement/purchasing.</p>	

V. Readiness to Implement (1 page)	15 Points
<p>a. Describe specific steps to be taken to implement the project.</p> <p>b. Attach a proposed project timeline or construction schedule, which identifies target dates for each component of implementation.</p> <p>c. Identify any barriers to implementing the project and explain how these barriers will be overcome or eliminated.</p> <p>d. Identify temporary and permanent jobs to be created by the project. Will residents of the project area be considered?</p> <p>e. Indicate if the project will result in a change in size and/or use of a facility and if special review and permitting by the City is required. Does the agency have project site control (if applicable)? Is correct zoning in place? What is the age of the building(s) if acquisition or facility renovations are requested? Is the project handicap accessible? What is the status of project plans and engineering drawings?</p> <p>f. Performance measure include specific inputs (resources used), specific outputs (program activities), and specific outcomes (actual results of programs and services). (Complete Form on page 19).</p>	

VI. Budget (1-2 pages)	10 Points
<p>Provide a balanced budget breakdown consisting of revenues, personnel and operating costs associated with this proposed project. Provide the personnel cost for each position. For projects to be funded with multiple sources, please provide a separate budget for the portion to be funded with CDBG funds, and a total budget for the complete proposed project inclusive of all funding sources. See sample forms on pages 20 and 21.</p>	

VII. Demonstrated Experience and Capacity (1-2 pages)	10 Points
Describe the nature, purpose and qualifications of sponsoring organization. Include the following:	
a. Organizational background and experience.	
b. Provide evidence of demonstrated ability to perform the requirements of Federal Regulations, i.e., federally funded program experience.	
c. Does the organization have fidelity bond/employee dishonesty coverage for principles on staff who manages the organization's accounts? If so, in what amount and with which insurance agency?	
d. Provide letter for funding commitment and date of funding availability. (Attach to the end of application)	
e. Include qualifications and resume of the project manager. (Attach to the end of application)	
f. Include resumes, pay scales, job description for all CDBG funded positions. (Attach to the end of application)	
g. Articles of Incorporation, By-laws, and Organizational Chart. (Attach to the end of application)	
h. Verification of non-profit status – Section 501 (c) IRS Tax Exemption letter. (Attach to the end of application)	
i. Include the IRS Tax Form 990. (Attach to the end of application)	
j. List of Board of Directors. (Attach to the end of application)	

VIII. Funding Sources (Financial Records 1 page)	5 Points
Attach one copy of the most recent annual financial statement (attach to the end of the application), an itemized schedule to illustrate lack of funds for proposed project; also, indicate previous CDBG funding by year. State why you are unable to implement without obtaining CDBG funds.	

IX. Leveraging and Multiple Projects (Optional)	+10,-10 Points
a. The applicant must demonstrate that 25% of the total project budget is from other federal, state, local or private sources. (10 points)	
b. If agency submits more than two (2) applications for funding, each additional application total score will be reduced by -10 points . If this applies, please list application by priority (1 st , 2 nd).	

PROJECT PERFORMANCE MEASURES FORM

Organization:
Project Title:

The proposed project must be able to be measured according to the following objectives and outcomes. Please (Circle) the appropriate Outcome/Objective on the chart listed below which **best** describes this project.

Outcome	Objective 1: Availability/Accessibility	Objective 2: Affordability	Objective 3: Sustainability
Goal 1: Suitable Living Environment	Enhance Suitable Living Environment Though Improved/New Accessibility	Enhance Suitable Living Environment Though Improved/New Affordability	Enhance Suitable Living Environment Though Improved/New Sustainability
Goal 2: Decent Affordable Housing	Create Decent Housing with Improved/New Availability	Create Decent Housing with Improved/New Affordability	Create Decent Housing with Improved/New Sustainability
Goal 3: Creating Economic Opportunity	Provide Economic Opportunity Through Improved/New Accessibility	Provide Economic Opportunity Through Improved/New Affordability	Provide Economic Opportunity Through Improved/New Sustainability

Outcomes are related to overall project effectiveness. Outcomes are NOT the number of persons served or the number of service units. Outcomes are the end result of providing the activity or service. Focus on outcomes within the organization's control, utilize reasonable available data and have conditions that are well defined and measurable. Examples are: seniors who remained in their homes, clients placed in permanent jobs with living wages, or affordable housing units rehabilitated or created.

Describe how participants will benefit from the project.

Outcome #1 to be achieved:

Outcome #1 indicators:

Describe evaluation tools, methods and benchmarks to measure achievement of this outcome.

Outcome #2 to be achieved:

Outcome #2 indicators:

Describe evaluation tools, methods and benchmarks to measure achievement of this outcome.

Total estimated number of unduplicated persons and households expected to receive activity/service in FY2010/2011. DO NOT state both persons and households.

Persons: _____ or Households: _____

Project Operating Budget Form (Non-Capital Projects Only)

Project Title: _____

Applicant: _____

Budget Categories	Project Cost Estimate	Sources of Funds									
		CDBG Funds		Applicant's Funds		1.		2.		3.	
		Amount	Status *	Amount	Status*	Amount	Status *	Amount	Status *	Amount	Status*
Administration											
Communication											
Employee Benefit Costs											
Furnishings											
Insurance											
Maintenance and supplies											
Professional services											
Rent											
Security											
Staff Costs											
Tools and equipment											
Travel and Transportation											
Utilities and fuels											
Other _____											
Other _____											
Other _____											
SOURCE TOTAL											

TOTAL PROJECT COST

=

*C=Committed Funds; P=Funds that have been applied for & decision is pending; N=Funds that have not yet been requested.

§ 570.611 Conflict of Interest

Please read and sign at the bottom of the next page, signifying that you have read and agree to adhere to the following policy. Also, please disclose any potential conflicts including any boards or committees currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.

(a) *Applicability.* (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.

(2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).

(b) *Conflicts prohibited.* The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. For the UDAG program, the above restrictions shall apply to all activities that are a part of the UDAG project, and shall cover any such financial interest or benefit during, or at any time after, such person's tenure.

(c) *Persons covered.* The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

(d) *Exceptions.* Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

- (i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and
- (ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

- (i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
- (ii) Whether an opportunity was provided for open competitive bidding or negotiation;
- (iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
- (iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
- (v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
- (vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
- (vii) Any other relevant considerations.

<u>Name</u>	<u>Conflicts/Potential</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Name (Printed)

Name (Printed)

Signature

Signature