

## Overview of the RFP Process

### I. PURPOSE OF THE RFP

Similar to HUD's vision of the Consolidated and Action Plan submission process, the City of Tampa's planning process uses a unified and comprehensive framework that encourages 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 27, 2009	Request for Proposal Issued and Technical Assistance Workshop
February 26, 2009	Public Hearing for Pre-Development of FY10/PY09 Action Plan
<b>March 12, 2009</b>	<b>CHDO Certification and RFP Submission Deadline (APPLICATIONS SUBMITTED AFTER 4:30 P.M. WILL NOT BE ACCEPTED)</b>
April-May 2009	Proposal Review, Site Visits/interviews, and Recommendations
June 2009	Applicants are Notified of Funding Awards
June 25, 2009	Public Hearing on Recommended FY10/PY09 Action Plan Projects
August 6, 2009	City Council Approval of Proposed FY10/PY09 Action Plan
August 15, 2009	Submission of FY10/PY09 Annual Action Plan to HUD
October 1, 2009	Fiscal Year 2010 begins. Contract period starts 10/1/09 to 9/30/2010

\*All dates are subject to change.

### III. INCOME LIMITS

The purpose of the HOME Program is to provide housing, community development, and economic 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 2008 income limits are provided below:

		<b>Income Limits*</b>								
		Income Level	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8+ Persons
<b>Tampa FY2008 Median Family Income \$56,500</b>	<b>30% of Median Extremely Low- Income</b>		11,850	13,550	15,250	16,950	18,300	19,650	21,000	22,350
	<b>50% of Median Very Low-Income</b>		19,800	22,600	25,450	28,250	30,500	32,750	35,050	37,300
	<b>80% of Median Low-Income</b>		31,650	36,150	40,700	45,200	48,800	52,450	56,050	59,650

\*If project is funded, a FY2009 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?*

**Not for CHDO funded projects.**

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

The City anticipates making preliminary award notifications in May 2009 with funds available for commitment and expenditure on or about October 1, 2009. 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: Certified CHDO 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.

Indemnification: Non-profit agencies and 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 agencies and 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 substitute 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, and hired vehicles. The minimum bodily injury and property damage limit shall be \$500,000 each accident. For agreements with less than \$100,000 in total CDBG Award, the minimum limit shall be \$500,000 for bodily injury and property damage combined single limit each accident.
- c. Workers' Compensation/Liability Insurance - shall cover all employees engaged in work for 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.

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 statement provided by an independent auditor and past two (2) fiscal year 990 IRS Forms.

Conflict of Interest Statement/Procurement Policy: Subrecipients must submit a conflict of interest statement in accordance with 24 CFR 92.356 along with a current Procurement Policy approved by your organization. **(See attached form)**

Ethics Ordinance: Applicants shall comply with all applicable governmental and City 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 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 Request for Proposal.

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](http://www.gpoaccess.gov/cfr/index.html)

Executive Orders: [www.archives.gov/federal\\_register/executive\\_orders/executive\\_orders.html](http://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.

# City of Tampa Census Tracts 2000

