



CDBG Community Public Services and CDBG Non – Profit Capital Improvement
Voluntary Pre-Application Meeting 09/10/2024

Agenda

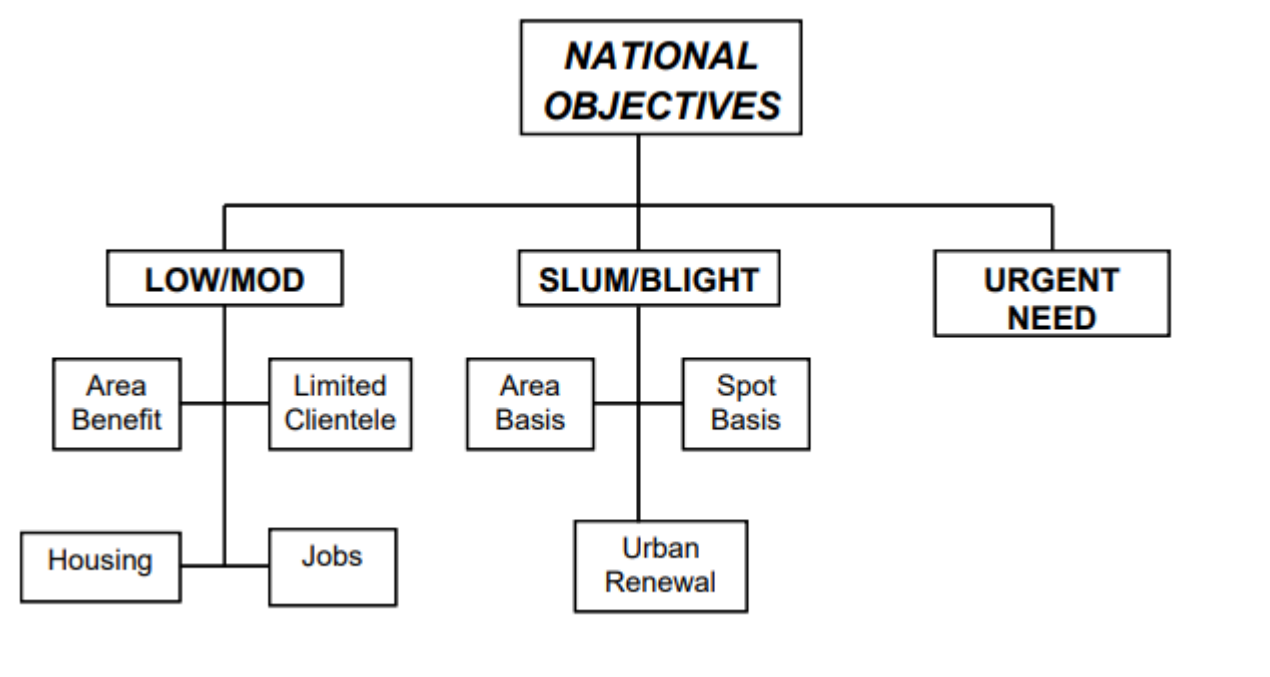
- Funding
- HUD National Objectives
- Applicant Eligibility
- Eligible Grant Activities
- Timeline
- Project Expenditure Timeframe
- Procurement
- Questions
- Ranking
- Key Reminders
- Resources

Estimated Funding

<p>HUD CDBG Community Public Services</p> <ul style="list-style-type: none">• Focus on funding new programs and services or expansion of existing programs and services.• Provide direct services and principally benefit low- and moderate-income residents.	<p>\$326,719</p> <p>Each project has a minimum of \$50,000</p>
<p>HUD CDBG Non-Profit Capital Improvement</p> <ul style="list-style-type: none">• Eligible types of facilities include, but are not limited to, recreational facilities, parks, playgrounds, and facilities for persons with special needs such as facilities for individuals who are homeless or victims of domestic violence, nursing homes, or group homes for the disabled• Acquire, construct, reconstruct, rehab, or install public facilities and public improvements owned by a non-profit organization.• Additional funding may be available if the project proposal supports an emergency shelter or public facility for individuals who are homeless or at risk of becoming homeless.	<p>\$981,399</p> <p>Each project has a minimum of \$75,000</p>

HUD CDBG National Objectives

See page 8 and 9 of RFA for more detail



Applicant Eligibility

Applicant Eligibility

All public or private **nonprofit** agencies, authorities, or organizations that have **provided direct services for a minimum of 12 months prior to the application deadline are eligible** to apply. The Applicant must be a legally formed entity [i.e., limited partnership, limited liability company, etc.] qualified to do business in the state of Florida as of the application deadline.

Any applicant on the **excluded parties** list (www.sam.gov/SAM/) will be considered **ineligible** for funding.

Applicant must attach the following documentation with their application submission to meet eligibility requirements:

- Proof of 501(c)(3) nonprofit status.
- Evidence that the organization has provided direct services for a minimum of 12 months prior to the application deadline. (Most recent Form 990 or letter of attestation from the Board Chairman on Board letterhead).
- Monthly Financial Statements (within the last 60 days).
- Evidence of legally formed entity qualified to do business in the state of Florida as of the application deadline.

Applicants will be required to provide the following documents at a later time:

(Unless the most recent year has already been provided to Human and Veteran Services).

- Independent certified audited Financial Statement of the most recent or immediate prior fiscal year, including the management letter and written response (exceptions may be considered on an individual basis).
- Current CPA's Peer Review Letter.

Eligible Grant Activities CDBG Public Services

Eligible Activities under this request include but are not limited to:

- Childcare
- Healthcare
- Job training
- Recreation programs
- Education programs
- Public safety services
- Fair housing activities
- Services for senior citizens
- Services for individuals who are homeless
- Drug abuse counseling and treatment
- Energy conservation counseling and testing

Eligible Grant Activities Non-Profit Capital Improvement

Eligible Activities under this request include but are not limited to:

- The acquisition, construction, reconstruction, rehab or installation of public facilities and improvements of public facilities owned by non-profit organizations. The public facilities must be open to the public during normal working hours.
- Acquisition/Construction/Rehabilitation of facilities for persons with special needs such as individuals who are homeless or victims of domestic violence, transitional living, nursing homes, group homes for the disabled, or children in foster care.
- Eligible costs associated with eligible activities may include:
 - Energy efficiency improvements
 - Handicapped accessibility improvements
 - Architectural design features and other treatments aimed at improving aesthetic

Timeline

Friday, August 30, 2024		Lee County Issues RFA
Tuesday, September 10, 2024	9:00 AM	<p>Voluntary Pre-Application Meeting</p> <p>Microsoft Teams Join the meeting now Meeting ID: 210 106 497 561 Passcode: BzRSKe Dial in by phone +1 321-414-2159,,418682983# United States, Orlando Find a local number Phone conference ID: 418 682 983#</p>
Friday, September 13, 2024	5:00 PM	Deadline for questions regarding RFA
Tuesday, September 17, 2024	5:00 PM	Responses to RFA questions posted on website
MONDAY, September 30, 2024	5:00 PM	APPLICATION SUBMISSION DEADLINE
Tuesday, October 8, 2024	TBD	<p>Evaluation and Ranking Committee Meeting Members will meet to score each project application</p> <p>Microsoft Teams Need help? Join the meeting now Meeting ID: 269 820 213 801 Passcode: DdPGbi Dial in by phone +1 321-414-2159,,502006739# United States, Geneva Find a local number Phone conference ID: 502 006 739# For organizers: Meeting options Reset dial-in PIN</p>
Tuesday, October 8, 2024	5:00 PM	Award notice of conditional selection or non-selection sent to applicants
Friday, October 11, 2024	5:00 PM	Deadline for applicant to appeal conditional non-selection

Project Expenditure Timeframes

- Must expend 100% of CDBG award funds granted within 12 months of the contract execution date
- Must expend 50% of their award within 6 months of the contract execution date
- Contracts extended at the discretion of Lee County DHVS

Procurement

- Brian Boehs – Procurement Analyst

Procurement requirements are mandated to be performed by all recipients and sub-recipients of funds awarded by local, state and federal agencies.

You are obligated to comply with and perform procurement methods when:

- Acquiring goods and services
- Purchasing goods and services
- Leasing goods and services

Goods

Supplies Materials
Merchandise Food
Equipment Vehicles
Property Hardware
Software Systems

Services

Professional Technical
Social Evaluations
Consultations Maintenance
Accounting Security
Management Reports
Training Consulting
Research Studies

Funding Agencies and their procurement requirements:

- **Federal** CFR 200
- **State** Florida Statutes Chapter 287
- **Local** Lee County Procurement Ordinance 22-06 & 23-21

Types of Procurement Methods to be utilized:

- **Quotes** - Awarded to lowest quote
- **Bids** - Awarded to lowest bidder
- **Request for Proposal** - Awarded to vendor bringing the best value

Funding Agencies require transparency. Your expenditures can be viewed by:

- Auditors
- Granting Agencies
- The Public / Taxpayers

Should goods and services not be procured correctly your firm may not be reimbursed for the funds that were expended inappropriately.

Questions Regarding RFA Public Services and NPCI

- Submit via email to Stacy Sherlock at ssherlock@leegov.com
 - Subject line “RFA Questions – CDBG FY2024”
- Due no later than **5:00 pm on Friday, September 13, 2024.**
- Questions and responses posted by **5:00 pm on Tuesday, September 17, 2024, at** <https://www.leegov.com/dhs/funding> .

Ranking

Application Review, Scoring, and Conditional Selection Process

- Applications meeting threshold criteria will be forwarded to the Performance Evaluation and Ranking Committee for review, scoring, and conditional selection.
- The Committee Members will review and score each project application in accordance with the 2024 Lee County CDBG Project Ranking Tool.
- The ranking tool is on pages **28-32** of the RFA.

BONUS POINTS

Bonus points may be given to applications for the following three categories:

1. Project proposals that support an emergency shelter or other public facility for individuals who are homeless or at risk of becoming homeless.
2. Projects with documentation of leveraging funds.
3. Applicants with previous experience administering projects of a similar size and scope and/or working with CDBG funds.

Key Reminders

- Payment based on reimbursement.
- Ensure you understand all organizational requirements
- Answer all applicable questions
- Submit Completeness Checklist with application
- Include all attachments required on Completeness Checklist
- Complete budget (pages 22-23)
- Review sample Contract (Link to sample on page 31 of the RFA)
- All applications and attachments must be submitted in PDF format. ZIP files are not accepted.
- Applicants applying for both the CDBG Public Services and the CDBG Non-Profit Capital Improvement must submit an application for each project. Only one set of attachments are required for the two project applications. . **If the attachment data is different for the two projects, (i.e., key project staff), please clearly identify the specific data for each project.**
- Email all questions to ssherlock@leegov.com by Friday, September 13, 2024, by 5 pm and the responses will be posted to our website by Tuesday, September 17, 2024, by 5 pm
- Application submission deadline **Monday, September 30, 2024, by 5 pm**

Resources

<https://www.hudexchange.info/resource/89/community-development-block-grant-program-cdbg-guide-to-nationalobjectives-and-eligible-activities-for-entitlement-communities>

<https://www.hud.gov/section3>

<https://www.hacfm.org/doing-business/section-3/>

CDBG Program Regulations (24 CFR 570)

Uniform Administrative Requirements (2 CFR 200)

<https://www.hudexchange.info/programs/davis-bacon-and-labor-standards/>