

**City of Orlando - COMMUNITY DEVELOPMENT BLOCK GRANT  
(CDBG) PROGRAM**

**REQUEST FOR PROPOSALS**

**For project activities beginning October 1, 2009**

**Program Year 2009**

**October 1, 2009 – September 30, 2010**

**Submit to:**

**City of Orlando  
Housing & Community Development Department  
400 S. Orange Avenue, 6<sup>TH</sup> floor  
Orlando, FL 32801**

**Submittal Deadline:**

**12:00 p.m./noon**

**Wednesday, April 8, 2009**

**Incomplete applications or applications submitted after 12:00 p.m., April 8, 2009 will not be considered.**



**CITY OF ORLANDO**  
**HOUSING DEPARTMENT**

## **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

### **REQUEST FOR PROPOSALS**

#### ***Overview***

The City of Orlando is soliciting proposals from nonprofit organizations for projects to be funded under its Program Year 2009 Community Development Block Grant (CDBG) Program. The CDBG Program is funded by the U.S. Department of Housing and Urban Development (HUD) and authorized under Title I of the Housing and Community Development Act of 1974, as amended. Through this program, HUD provides a grant to the City to fund a variety of projects which aid in the development of viable urban communities by providing decent housing, a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income.

#### ***Section I. Funding Amounts***

##### **CDBG FY09 - \$1,234,000**

**Public Facilities and Improvements:** 24CFR Part 570.201(b); Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements.

##### **CDBG FY09 - \$273,000.00**

**Public Services:** 24CFR Part 570.201(e) Provision of public services including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, or recreational needs.

**Please refer to the Code of Federal Regulations: 24CFR Part 570.201(e) for specific details.**

#### ***Section II. Needs and Priorities***

The City of Orlando has the authority to distribute CDBG funds to nonprofit recipients who provide activities that meet the needs and priorities identified in the City's FY 2005-2010 Consolidated Plan for Housing and Community Development Programs. The needs and priorities are as follows:

##### Priority Community Development Needs:

- Construction of Public Facilities
- Infrastructure Improvements
- Neighborhood Facilities
- Traffic Calming Measures
- Public Safety Needs
- Economic Development

#### ***Section III. Eligible Activities***

CDBG funds may be used for the following eligible activities:

- Public Facilities & Improvements
- Public Services

All activities proposed must primarily benefit low and moderate-income persons (LMI):

|                    |                                                                                        |
|--------------------|----------------------------------------------------------------------------------------|
| Area Benefit:      | The activity provides benefits to an area where at least 51% of the residents are LMI. |
| Limited Clientele: | The activity benefits a limited number of persons who are at least 51% LMI.            |

#### **Section IV. Criteria for Submission of Proposals**

##### **A. Organization Requirements:**

Organizations requesting CDBG funds must provide proof of the following requirements:

- Organization must be located within City of Orlando limits or their services must be provided within the City limits.
- Organization must be a public or private non-profit organization and have an IRS 501 (c) (3) designation.
- Organization must have been in business at least two years.
- Organization must be able to comply with all federal requirements applicable to the CDBG Program. (Refer to 24 CFR §570 available at: [http://www.access.gpo.gov/nara/cfr/waisidx\\_04/24cfr570\\_04.html](http://www.access.gpo.gov/nara/cfr/waisidx_04/24cfr570_04.html))
- Organization must not be in default of any governmental obligations.
- Organizations interested in applying for funding are strongly encouraged to attend a **CDBG, ESG and HOPWA Pre-Proposal Conference** on Monday March 16 from 10 am to 12 noon in the Agenda Conference Room on the 2<sup>nd</sup> floor of City Hall.
- Organizations recommended for funding will be required to attend a **MANDATORY PROGRAM REQUIREMENTS TRAINING** prior to receiving CDBG award to review regulations and contractual responsibilities.

#### **Section V Activity Requirements**

- Activities submitted for consideration must meet at least one of the City's Priority Needs as indicated under Section I, above.
- Any activity submitted for funding consideration must qualify as an eligible activity as indicated in Section II above, and as detailed in 24 CFR §570.201-204.
- Activities must be in compliance with the City's Growth Management Plan.
- Fiscal year for this grant is October 1, 2009 through September 30, 2010. Activities undertaken prior to October 1, 2009 will not be eligible for funding.
- Applicant must provide evidence of alternative leveraged funding. No more than 75% of the total cost of the activity will be awarded with CDBG funds.
- Requests for new or expansion of existing homeless services sites or social service provider sites within the Parramore Heritage Neighborhood will not be considered.
- All activities that involve acquisition, clearance and demolition, construction, rehabilitation and installation of public facilities will require an **Environmental Review** consisting of an ASTM Site Transaction Screen or Phase I **PRIOR** to CDBG award and is an agency incurred cost.
- All activities that involve acquisition, clearance and demolition, construction, rehabilitation and installation of public facilities must provide City of Orlando Permitting Department with a complete set of relevant site plans, architectural drawings, three completed contractors budgets to be reviewed by Internal City Departments (including, but not limited to, Planning, Zoning, Permitting, Transportation, Business Development, Wastewater, Streets and Drainage as applicable). The City of Orlando Permitting Department will provide comments to document activity feasibility **PRIOR** to CDBG award. This is an agency incurred cost and will not be reimbursed by CDBG funds.

- Organizations will be required to provide the following documents on contractors hired to develop CDBG awarded activities: Three references, Contractor Qualifications Form (preferably AIA), proof of licensing, bonding, insurance, and occupational licenses.

#### **Section VI      Submission Requirements**

- All interested agencies are strongly encouraged to attend a **CDBG, ESG and HOPWA Pre-Proposal Conference** on Monday, March 16 from 10 a.m. to 12 noon in the Agenda Conference Room on the 2<sup>nd</sup> floor of City Hall. This conference is NOT mandatory.
- Organizations must complete the attached funding application (a separate application for each project).
- Organizations requesting funding for Public Facility rehabilitation must submit a **complete** Rolled Set of Drawings, along with an electronic (PDF) version)
- Organizations must submit one original and fifteen (15) copies, three hole punched and all pages numbered of each application to:

City of Orlando  
Housing & Community Development Department  
400 S. Orange Ave., 6<sup>th</sup> Floor  
P.O. Box 4990  
Orlando, FL 32802-4990  
Attention: Keith Theriot, Program Manager

#### **APPLICATIONS MUST BE RECEIVED BY**

**12:00 P.M. /NOON on Wednesday, April 8, 2009**

**Incomplete applications or applications submitted after 12:00 p.m., April 8, 2009 will not be considered.**

#### **Section VII      Technical Assistance**

Any organization requiring more information about the request for proposals process or technical assistance may contact, in writing (either through regular post or via e-mail), one of the following Coordinators listed below in the City's Housing & Community Development Department between 8:00 a.m. and 5:00 p.m., Monday through Friday prior to March 16, 2009. Responses will be in writing and provided to all interested parties. No additional Technical Assistance regarding the CDBG RFP will be provided after the **CDBG, ESG and HOPWA Pre-Proposal Conference** scheduled for Wednesday, March 16, 2009 at 10 a.m.

Scharlene Ahmed, [scharlene.ahmed@cityoforlando.net](mailto:scharlene.ahmed@cityoforlando.net) - 407/246-2377

Sandra Halterman, [sandra.halterman@cityoforlando.net](mailto:sandra.halterman@cityoforlando.net) - 407/246-2365

Elvis Santana, [elvis.santana@cityoforlando.net](mailto:elvis.santana@cityoforlando.net) – 407/246-3357

### CRITERIA FOR EVALUATION AND SELECTION OF PROPOSALS

Proposals for the FY 2009 CDBG Program will be evaluated and selected based on the following criteria and point system.

| CRITERIA                                                          | MAXIMUM POINTS |
|-------------------------------------------------------------------|----------------|
| <b>Organizational Information</b>                                 | <b>10</b>      |
| <b>Activity Description</b>                                       | <b>10</b>      |
| <b>Demonstrated Need/Outcomes</b>                                 | <b>10</b>      |
| <b>Readiness to Implement</b>                                     | <b>15</b>      |
| <b>Demonstrated Experience and Capacity</b>                       | <b>15</b>      |
| <b>Budget</b>                                                     | <b>15</b>      |
| <b>Financial Feasibility/Leveraging</b>                           | <b>15</b>      |
| <b>Audit/Financial Statements</b>                                 | <b>5</b>       |
| <b>Environmental Review Clearance</b><br>(Phase I or ASTM Screen) | <b>5</b>       |
| <b>TOTAL POINTS</b>                                               | <b>100</b>     |

**SCHEDULE OF FY 2009 CDBG  
PROGRAM PLANNING AND APPLICATION PROCESS**

| <b>ACTIVITY</b>                                                                                                                                 | <b>Dates are subject to change*</b>     |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| <b>RFP Issued</b>                                                                                                                               | Sunday, March 8, 2009                   |
| <b>RFP Application available online</b>                                                                                                         |                                         |
| <b>Pre- Proposal Conference</b>                                                                                                                 | Monday, March 16, 2009 - 10 a.m.        |
| <b>RFP Submission Deadline</b>                                                                                                                  | Wednesday, April 8, 2009 - 12 p.m./noon |
| <b>Proposals reviewed for feasibility by Internal City Departments (Planning, Permitting, Transportation, etc) and pre-case files initiated</b> | April 8 -29, 2009                       |
| <b>CDBG Review Committee Proposal Review &amp; Recommendations</b>                                                                              | April 30 – May 14, 2009                 |
| <b>Program Year 2009 CDBG Awarded Proposals Announced</b>                                                                                       | May 15, 2009*                           |
| <b><u>MANDATORY</u> – Awarded Recipients Program Requirements Meeting</b>                                                                       | Thursday, May 22, 2009*                 |
| <b>City Council Approval of Proposed Program Year 2009 Annual Action Plan</b>                                                                   | June 22, 2009*                          |
| <b>Submission of Program Year 2009 CDBG Annual Action Plan to HUD</b>                                                                           | August 1, 2009*                         |
| <b>CDBG Awarded Agency Activities begin</b>                                                                                                     | October 1, 2009                         |
| <b>CDBG Awarded Agency Activities completed</b>                                                                                                 | September 30, 2010                      |

\*All dates are subject to change



# CITY OF ORLANDO

## Program Year 2009 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING APPLICATION

Please check one activity: \_\_\_\_\_ PUBLIC FACILITIES IMPROVEMENTS \_\_\_\_\_ PUBLIC SERVICES

### ORGANIZATION INFORMATION

APPLICANT:

ORGANIZATION ADDRESS:

PHONE:

FAX:

YEARS ORGANIZATION IN EXISTENCE:

CONTACT PERSON/TITLE:

E-MAIL ADDRESS:

PHONE:

AGENCY WEBSITE: \_\_\_\_\_

### ACTIVITY INFORMATION

NAME OF ACTIVITY:

LOCATION OF PROPOSED ACTIVITY:

AMOUNT OF CDBG FUNDING REQUESTED: \$

AMOUNT OF FUNDING LEVERAGED AND SOURCE \$

TOTAL PROJECT COST: \$

### CERTIFYING REPRESENTATIVE

*(Person authorized to sign contract, if approved)*

NAME:

*(Please Print)*

*(Signature)*

TITLE:

DATE SIGNED:

**\*\*\*ALL SECTIONS MUST BE COMPLETED AND REQUESTED DOCUMENTS PROVIDED.  
INCOMPLETE PROPOSALS WILL NOT BE REVIEWED.**

**(Text boxes are expandable)**

|                                      |                  |
|--------------------------------------|------------------|
| <b>I. Organizational Information</b> | <b>10 Points</b> |
|--------------------------------------|------------------|

1. Is your organization a private non-profit with 501(c)(3) status?

Please attach:

- a. Copy of 501 (c)(3) Certificate from IRS
- b. Articles of Incorporation
- c. By-Laws
- d. Organizational Chart
- e. List of current Board of Directors.

2. Please provide mission statement and identify primary activities:

3. Explain how your organization has the capacity to carry out this activity (i.e. staffing, experience related to this type of activity, etc.)

4. Please provide verification of ownership (i.e. deed of property to be assisted).  
Are there any liens on the property? If so, provide documentation.

**\*\*\*ALL SECTIONS MUST BE COMPLETED AND REQUESTED DOCUMENTS PROVIDED.  
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(Text boxes are expandable)**

| II. Activity Description                                                                                                     | 10 Points |
|------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1. Provide a brief description of the proposed activity                                                                      |           |
| 2. What will the benefits of this activity be?                                                                               |           |
| 3. Who will benefit from this activity?                                                                                      |           |
| 4. What areas will benefit from this activity?                                                                               |           |
| 5. Explain how this activity will improve your level of service.                                                             |           |
| 6. Identify if the proposed activity is a new or existing service.                                                           |           |
| 7. Provide pictures of the activity area <b>and</b> a site plan. <i>(if applicable)</i>                                      |           |
| 8. Is this activity part of a phased project? If Yes, please describe the phases and include timeline of the entire project: |           |
| 9. Has any work begun on any part of the project <i>(not activity)</i> ? If Yes, please describe:                            |           |

**\*\*\*ALL SECTIONS MUST BE COMPLETED AND REQUESTED DOCUMENTS PROVIDED.  
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(Text boxes are expandable)**

|             |                                   |                  |
|-------------|-----------------------------------|------------------|
| <b>III.</b> | <b>Demonstrated Need/Outcomes</b> | <b>10 Points</b> |
|-------------|-----------------------------------|------------------|

1. What is the impact of the need/problem on our community?

2. Describe the service area/neighborhood and how you will reach out to the target population.

3. Describe your performance measurement outcomes of this activity. Provide logic model/template.

4. How many individuals and households do you currently serve?

Individuals\_\_\_\_\_

Households\_\_\_\_\_

5. Will this activity increase the number of clients served?

Is, by how many?      Individuals\_\_\_\_\_

Households\_\_\_\_\_

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(Text boxes are expandable)**

**IV. Readiness to Implement****15 Points**

1. Describe specific steps to be taken to implement the project.

2. If this is a construction activity, please submit a copy of the construction/conceptual plans. **This is mandatory.**

3. If this is a construction activity, please submit copies of competitive bids received.  
**This is mandatory.**

4. Please submit copies of contractor licenses for bids received.  
**This is mandatory.**

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(Text boxes are expandable)**

|           |                                             |                  |
|-----------|---------------------------------------------|------------------|
| <b>V.</b> | <b>Demonstrated Experience and Capacity</b> | <b>15 Points</b> |
|-----------|---------------------------------------------|------------------|

1. Please indicate if you have received funding from the following in the past five years:

|                                       |  |        |  |      |  |
|---------------------------------------|--|--------|--|------|--|
| Other Private Funding sources:        |  | Amount |  | Year |  |
| Other Federal Funding Sources:        |  | Amount |  | Year |  |
| Other State or Local Funding Sources: |  | Amount |  | Year |  |
| Any other Funding sources             |  | Amount |  | Year |  |

2. Was the activity successfully completed?

If no, please explain:

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(Text boxes are expandable)**

|            |               |                  |
|------------|---------------|------------------|
| <b>VI.</b> | <b>Budget</b> | <b>15 Points</b> |
|------------|---------------|------------------|

1. For all activities/projects, including rehabilitation or construction projects, include a work description and construction estimate, taking into account all **Federal prevailing wage requirements (Davis Bacon wages)**. Please visit <http://www.gpo.gov/davisbacon/fl.html> for the current wage decision.

| CDBG Project Budget  |      |                     |                         |         |
|----------------------|------|---------------------|-------------------------|---------|
|                      | CDBG | Other Federal Funds | Other State/Local funds | In_Kind |
| Acquisition          |      |                     |                         |         |
| Construction         |      |                     |                         |         |
| Architectural Design |      |                     |                         |         |
| Engineering          |      |                     |                         |         |
| Site Improvements    |      |                     |                         |         |
| Other                |      |                     |                         |         |
| Other                |      |                     |                         |         |
|                      |      |                     |                         |         |
| Total Project Cost   |      |                     |                         |         |

2. Budget Narrative: Please explain all related costs and provide documentation of bids to verify.

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(Text boxes are expandable)**

**VII. Financial Feasibility/Leveraging****15 Points**

**If awarded, CDBG projects will only funded for 75% of total project cost.  
Agency must provide verification of 25% balance as leverage.**

1. Indicate status of each funding application from other sources and state whether or not the implementation of the activity is contingent on receiving funds from other sources:
2. Please attach award letter and/or letter of intent for each funding commitment and date of funding availability.

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|                                         |                 |
|-----------------------------------------|-----------------|
| <b>VIII. Audit/Financial Statements</b> | <b>5 Points</b> |
|-----------------------------------------|-----------------|

1. Does your organization have an established accounting system?

Please provide a CPA certification from a Certified Public Accountant to that effect or a HUD-approved audit summary.

2. Attach a copy of each signed annual financial statements for the past two years.  
Please include your agency's fiscal year.

**\*\*\*ALL SECTIONS MUST BE COMPLETED AND REQUESTED DOCUMENTS PROVIDED.  
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(Text boxes are expandable)**

**IX. Environmental and Land-Use Documentation****5 Points**

1. Has this property had a Phase I or an ASTM site transaction screen within the last year? (Provide **one** copy of all environmental documentation)

2. Have you secured zoning verification?  
(Please call the Planning Division at the City of Orlando for assistance, 407-246-2269)

3. Will a variance or a conditional use be needed? If yes, please explain:

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