



**COMMUNITY & ECONOMIC DEVELOPMENT**  
**Housing & Community Development Division**

Community Development Block Grant (CDBG) – Public Services  
October 1, 2023 – September 30, 2024

*CFDA No. 14.218 Community Development Block Grants/Entitlement Grants*

## Contents

<b>SECTION I - NOTICE TO POTENTIAL APPLICANTS .....</b>	<b>5</b>
<b>SECTION II- APPLICATION/PROPOSAL PROCEDURES .....</b>	<b>6</b>
<b>ELIGIBILITY .....</b>	<b>6</b>
<b>DISQUALIFYING CRITERIA .....</b>	<b>6</b>
<b>AVAILABILITY OF CDBG FUNDS .....</b>	<b>7</b>
<b>SINGLE AUDIT REQUIREMENT .....</b>	<b>7</b>
<b>SELECTION CRITERIA .....</b>	<b>7</b>
<b>APPEALS PROCESS .....</b>	<b>8</b>
<b>TECHNICAL ASSISTANCE .....</b>	<b>8</b>
<b>SECTION III - CDBG PROGRAM DESCRIPTION .....</b>	<b>9</b>
<b>5-YEAR CONSOLIDATED PLAN .....</b>	<b>9</b>
<b>ANNUAL ACTION PLAN .....</b>	<b>9</b>
<b>CITIZEN PARTICIPATION PLAN .....</b>	<b>9</b>
<b>THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM .....</b>	<b>9</b>
<b>A. Background .....</b>	<b>9</b>
<b>B. Overview of the Program Primary Objectives .....</b>	<b>10</b>
<b>C. City Of Palm Bay Requirements .....</b>	<b>13</b>
<b>D. Frequently Asked Questions .....</b>	<b>14</b>
<b>2022-2027 Consolidated Plan Community Development Priority Needs .....</b>	<b>16</b>
<b>2022 INCOME LIMITS .....</b>	<b>18</b>
<b>SECTION IV - PROPOSAL REQUIREMENTS .....</b>	<b>19</b>
<b>MINIMUM CRITERIA .....</b>	<b>19</b>
<b>SCORING CRITERIA .....</b>	<b>19</b>
<b>SECTION V - PROPOSAL APPLICATION &amp; SUPPORTING DOCUMENTATION .....</b>	<b>20</b>
<b>SUB-RECIPIENT ACTIVITIES APPLICATION COVER PAGE .....</b>	<b>20</b>
<b>BOARD OF DIRECTORS AND COMPLIANCE CERTIFICATION FORM .....</b>	<b>21</b>
<b>SOUND FISCAL MANAGEMENT CERTIFICATION FORM .....</b>	<b>22</b>
<b>CERTIFICATION REGARDING DEBARMENT AND SUSPENSION FORM .....</b>	<b>23</b>
<b>CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS FORM .....</b>	<b>24</b>
<b>CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE FORM .....</b>	<b>25</b>
<b>24 CFR 570.611 “CONFLICT OF INTEREST” FORM .....</b>	<b>26</b>
<b>CDBG PROGRAM ELIGIBILITY FORM .....</b>	<b>28</b>
<b>PROGRAM BUDGET FORM .....</b>	<b>29</b>

<b>NATIONAL PERFORMANCE MEASUREMENT FORM .....</b>	<b>32</b>
<b>PROPOSAL QUESTIONS .....</b>	<b>35</b>
<b>SECTION VI - PROPOSAL CHECKLIST .....</b>	<b>39</b>

# FY 2023-2024 CDBG FUNDING PROGRAM SCHEDULE

DATE	ACTIVITY
November 22, 2022	<b>ADVERTISEMENT</b> in Florida Today – Availability of Funding/RFA Publish Date
November 22, 2022	Requests for Applications published and applications available to public
November 28, 2022- December 19, 2022	Technical assistance provided by City staff
January 3, 2023	Application/Proposal Deadline <b>(Due no later than 12:00 PM)</b>
January 3, 2023- January 6, 2023	Staff reviews proposals for program eligibility
January 18, 2023	Evaluation & Selection by Community Development Advisory Board (scheduled & recorded) – <b><i>All applicants are required to attend this meeting.</i></b>
January 23, 2023	Notification of recommendations to agencies
January 25, 2023	5 pm Last day for Appeals
January 31, 2023	Advertise Public Hearing #1 ad (15 day advertisement)
February 3, 2023	Council agenda submitted to City Clerk for recommendations on funding
February 16, 2023	6 pm City Council meeting for first Public Hearing; Recommendations to Council, with agencies provided 5 minutes to present their program to City Council
April 3, 2023	Advertisement of FY 2023/2024 Action Plan for required 30 day public comment period and notification of final Public Hearing
May 4, 2023	30 day public comment period ends
May 5, 2023	Council Agenda submitted to City Clerk for final Public Hearing and Council approved of Action Plan with citizen comments.
May 18, 2023	6 pm final Public Hearing for FY 2023/2024 Action Plan City Council meeting
June-July 2023	Deadline for submission of Action Plan to County
August 1, 2023	Deadline for submission of Action Plan to HUD
October 1, 2023	FY 2023/2024 Funds become available.

**NOTE: Dates are tentative and subject to change.**

**NOTE:** Meetings held at the Palm Bay City Hall, 120 Malabar Rd. SE, Palm Bay, FL 32917. **Dates are tentative and subject to change.** If there are any questions, please contact the Community & Economic Development Department, Siphikelelo Chinyanganya, Housing Administrator at (321) 726-5616, between 8:00am-4:30pm, Monday through Friday.

## SECTION I - NOTICE TO POTENTIAL APPLICANTS

**The purpose of this Request for Applications/Proposals (RFA/P) is to provide public services to residents of the City of Palm Bay, consistent with Palm Bay City Council's approved CDBG plans and strategies.**

The City of Palm Bay's Housing Division of the Community & Economic Development Department is interested in funding a wide range of public services for the residents within the city limits of Palm Bay. Projects should enhance, expand, or create services that contribute to a continuum of care that is comprehensive and consistent with the City of Palm Bay's U.S. Department of Housing and Urban Development (HUD) approved FY 2022-2027 Consolidated Plan.

In growing numbers, service providers, governments, other funders, and the public are calling for clearer evidence that the resources expended actually produce benefits for people. Through the RFP process, the City utilizes evaluation criteria in the selection of programs and services to ensure a positive impact on communities and accountability. Applicants will be required to describe their proposed program in relation to the City of Palm Bay's pending FY 2022-2027 Consolidated Plan.

All applicants requesting funding under this RFA shall be initially reviewed by the City's Housing & Community Development Division for eligibility in accordance with HUD regulations. All applicants will be required to make individual presentations before the Community Development Advisory Board (CDAB) of the City of Palm Bay. The CDAB's recommendation shall be presented to City Council for final approval. This RFA/P contains information and the required forms for potential applicants to apply and compete for FY 2023-2024 grant awards. Potential applicants are advised to read the materials carefully, particularly the information on the types of organizations that are eligible to apply for these grants, suggestions on how to prepare an application, the selection criteria used by the reviewers to evaluate each application, and the other special program requirements.

## SECTION II- APPLICATION/PROPOSAL PROCEDURES

Submit the applications using a binder clip, three-hole punched on the left side. No staples or bound copies please. Applications must be received on or before **12:00 p.m. on January 3, 2023** to the following address: Siphikelelo Chinyanganya, Community & Economic Development Department, City Hall Annex, 120 Malabar Road SE, Palm Bay, FL 32907. Applications received after **12:00 PM on January 3, 2023** will not be accepted. Incomplete applications will not be considered for funding.

Only one program or service maybe be submitted per application. If an agency is submitting for more than one program or service, a separate application must be submitted. If an agency submits for more than one program or service, the agency must decide which program or service is to be considered.

### ELIGIBILITY

Applications and proposals may be made by the governing bodies of a 501 (c) 3, not-for-profit organizations, and governmental entities. Applicants must describe both their roles and responsibilities and that of any sub-grantees or contractors. This is not a pass-through grant program. The applicant will be legally, administratively, and fiscally responsible for the grant.

All proposals must address the selection criteria below. Narratives must be prepared on letter size 8.5 by 11 paper with size twelve (12) font, and no more than one (1) inch left and right margins.

- Introduction/Demonstration of Need
- Description of Target Clientele
- Measurable Outcomes
- Consolidated Plan Consistency
- Organizational Capacity and Capability
- Leveraging
- Financial Capacity
- Past Performance

### DISQUALIFYING CRITERIA

- Receipt of applications after 12:00 p.m. (based on clock in City Hall Community and Economic Development Dept. lobby) on January 3, 2023.
- Incomplete applications.
- Applications which do not provide services within the city limits of Palm Bay, meet a National Objective under the HUD regulations, or meet a strategy contained within the City's CDBG 5-Year Consolidated Plan.
- Applications that are for a continuation of a service for an existing public service but do **not** show an increased level of service.

## Request for Applications/Proposals for FY 2023-2024 CDBG-Public Services

- No grace period will be allowed for missing components to be submitted. NOTE: Supplemental information necessary for clarification will only be accepted if it is requested by city staff.

Providers of services must be in compliance with all local, city, and state licensing and/or accreditation and certification requirements. Additionally, all not-for-profit organizations must provide verification regarding past suspensions and debarments.

### AVAILABILITY OF CDBG FUNDS

The City of Palm Bay will advertise annually the availability of funds through this RFP process and shall review and award annually based on eligibility. All subrecipients shall enter into an Agreement with an effective date of the start of the City's Fiscal Year, October 1 through September 30. Funding to subrecipients is provided quarterly on a reimbursement basis and in accordance with the Agreement. **All funds must be expended prior to September 30, 2024.**

For Fiscal Year 2023-2024, the City of Palm Bay anticipates receiving approximately a **\$725,266\*** in **CDBG funding**, of which \$108,789.90\* or 15 percent of total CDBG award, can be allocated for Public Services. The City also has **CDBG CV 1 & 3 funds in the amount of \$150,046.16** available for Program Year 2019. CDBG-CV funds are to carry out activities to prevent, prepare and respond to covid.

*\*Funding levels will depend upon actual funding allocations and availability of funds.*

The CDBG program is administered by U.S. Housing & Urban Development (HUD) and provides annual grants to states and local governments to develop viable urban communities by providing decent housing and a suitable living environment by expanding economic opportunities, principally for low- and moderate-income persons.

### SINGLE AUDIT REQUIREMENT

Subrecipients are required to comply with the Federal Standards, 2 CFR Part 200 Cost Principles, and Audit Requirement for Federal Awards. Subrecipients will comply and agree to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation of all costs incurred.

Audits of States, Local Governments, and Non-Profit Organizations, specifically state that all non-federal entities that expend \$700,000 or more in a year in federal awards are required to have a single or program-specific audit conducted for that year. Guidance on determining federal awards expended is provided in section 205 of Subpart B, 2 CFR Part 200. The most current approved audit must be submitted. If it is not available, notate within the proposal as to why.

### SELECTION CRITERIA

All proposals must address the selection criteria shown in the Review Criteria section as listed below. Narratives must be prepared on letter size paper with twelve (12) point fonts, and no more than (1) inch left and right margins. A maximum of 10 single-sided pages may be used for the

narratives sections.

- Introduction/Demonstration of Need
- Description of Target Clientele
- Measurable Outcomes
- Consolidated Plan Consistency
- Organizational Capacity and Capability
- Leveraging
- Financial Capacity
- Past Performance

## **APPEALS PROCESS**

Applicants can appeal a decision if they believe the decision is arbitrary and prevents them from providing services to very low-, low-, or moderate-income households or if a proposal is approved with such conditions that providing services is infeasible. Applicants must be able to demonstrate that they have been unfairly denied approval of their application.

The appeal can be denied if the applicant does not meet applicable administrative and regulatory rules to meet federal, state and local requirements, city code or other conditions as determined by the City; or if the applicant does not exhibit financial stability or has a present financial audit finding, comments, or concerns; or due to limited funding or in cases when funds are not available.

All appeals must be submitted in writing within two (2) business days from notification of funding recommendation. Appeals shall first be referred for disposition by the Community & Economic Development Director who shall respond in writing within five (5) business days of receipt, where practicable. The City Manager will make final determination unless the determination warrants a legal opinion, in which case, the final determination will be made by the City Attorney.

## **TECHNICAL ASSISTANCE**

If there are any questions or if an individual technical assistance meeting is needed, please contact Siphikelelo Chinyanganya at (321) 726-5616, [siphikelelo.chinyanganya@palmbayflorida.org](mailto:siphikelelo.chinyanganya@palmbayflorida.org), between 8:00 am and 4:30 pm, Monday through Friday. A MANDATORY technical assistance workshop is required for any agency applying that has never received CDBG funds or has not received CDBG funds for more than two (2) years from the City of Palm Bay before, please contact Siphikelelo Chinyanganya to schedule from November 28, 2022 – December 19, 2022.



## **SECTION III - CDBG PROGRAM DESCRIPTION**

### **5-YEAR CONSOLIDATED PLAN**

The Consolidated Plan describes the minimum statutory requirements for the Community Development Block Grant (CDBG) and HOME Investment Partnership Grant (HOME) programs and is used as an instrument to guide the strategies and actions for a jurisdiction within a five-years period. The Consolidated Plan must be updated every five-years by the consortium or regional jurisdiction. The City of Palm Bay participates in the Brevard County HOME Consortium, which also includes the cities of Titusville, Cocoa, and Melbourne.

The Consolidated Plan is a collaborative process within a regional jurisdiction/consortium whereby each local government entity has an opportunity to provide input and shape various programs into effective and coordinated neighborhood and community development strategies and establishes a unified vision which serve to benefit each local jurisdiction and consortium/region as a whole.

### **ANNUAL ACTION PLAN**

Individually, each local government entity prepares an annual plan, known as the Annual Action Plan (AAP), which outline strategic actions by the entity to be undertaken within its local jurisdiction and shall address strategies and actions of the 5-Year Consolidated Plan, setting goals and performance benchmarks for measuring progress. The AAP is created annually with input from City staff based on the needs of the community, City Council, and citizens as well as this RFA/P process.

### **CITIZEN PARTICIPATION PLAN**

The Consolidated Plan also creates the opportunity for citizen participation and input. Each local jurisdiction must adopt its own Citizen Participation Plan (CPP) which outlines the process for public input, comments, appeals and procedures for amending strategies, actions, or funding amounts contained within the Consolidated Plan and Annual Action Plans. The CPP also informs the public process for this RFP.

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

### **A. Background**

The CDBG program was established by Congress through the Housing and Community Development Act of 1974, as amended, to provide local governments and residents with the funds needed to work in a comprehensive manner towards the improvement of the quality of life in low- and moderate-income areas.

## B. Overview of the Program Primary Objectives

The primary objective of the CDBG program is the development of viable urban communities. The Community & Economic Development Department of the City of Palm Bay works towards meeting this objective by engaging with local public service providers and resource partners to address fair and suitable living conditions and enhanced economic opportunities principally for citizens of low and moderate income.

### Eligible Activities in Public Services (Reference 24 CFR 570.201, 202, 203, 204, 205, and 206)

The full range of activities eligible for funding are described in 24 CFR 570.201, 202, 203, 204, 205 and 206 (a copy is found on the HUD Exchange Resource Website or is available upon request). In the area of *Public Services*, eligible activities include but are not limited to:

- providing services concerned w/employment
- crime prevention
- child care
- health
- drug abuse
- education
- fair housing counseling
- energy conservation
- recreational needs

*To be eligible for CDBG assistance, a public service must be either a **new service** or a **quantifiable increase** in the level of an existing service above that which has been provided by or on behalf of the city (through funds raised by the city or received by the city from the State in which it is located) in the 12 calendar months before the submission of the action plan.*

Another eligible activity includes *CDBG Non-Public Services*. *Activities for Non-Public Services* (to be proposed using a separate proposal (grant application packet) include but are not limited to:

- acquisition of real property,
- public facilities and improvements,
- housing services,
- technical assistance to non-profits,
- planning and administration
- disposition of real property,
- clearance and demolition,
- economic development including microenterprise assistance,
- rehabilitation and preservation,
- code enforcement

### Basic Federal Role

- Enact program and raise money to fund it
- Allocate program funds among communities based on a formula
- Establish minimum federal standards for the use and administration of program funds, including standards on eligibility, national objectives, citizen participation, equal opportunity, environmental protection, etc.

### Basic Local Role

Accomplish the following with citizens' involvement:

- Identify the community development and housing needs of the community
- Set short- and long-term community development objectives that are in accordance with the primary objective and the requirements of Title I

## Request for Applications/Proposals for FY 2023-2024 CDBG-Public Services

- Set local priorities in deciding, which of the large number of eligible activities are to be carried out
- Administer the implementation of the chosen activities in a manner consistent with national standards
- Monitor the use of program funds and the relationship of such use to the local and national objectives

### Public Services

To utilize CDBG funds for public services, the service must be 1) a new service, or 2) a quantifiable increase in the level of an existing service, which has been provided by the City of another entity on its behalf through State or local government funds in the 12 months preceding the submission of the City/grantee's Annual Action Plan to U.S. HUD.

### National Objectives

Each activity **must** address one of HUD's three national objectives to 1) benefit low- and moderate-income persons; 2) aid in the prevention or elimination of slums and blight; or 3) meet community development needs having particular urgency.

## **1. Activities to Benefit Low- and Moderate-Income Persons**

### Area Benefit Activities

An area benefit activity is an activity which is available to benefit all the residents of an area for which is primarily residential and at least 51% of residents are low- and moderate-income persons. Examples include street improvements, water and sewer lines, neighborhood facilities, and façade improvements in neighborhood commercial districts. The activity must meet one of the following qualifying criteria:

- a) A determination that there is a sufficiently large percentage of low- and moderate-income persons residing in the service area by using the most recently available decennial Census information, together with the Section 8 income limits that would have applied at the time the income information was collected by the U.S. Census; or
- b) A determination of the percent of low- and moderate-income residents by means of a current survey of the residents of the service area if the recipient believes that the Census data does not reflect current relative income levels in an area, or where Census boundaries do not coincide sufficiently well with the service area of an activity. The survey results must meet statistical reliability standards and be approved by HUD.

All activities which are funded by the CDBG program must include required documentation and maintenance of records, to include boundaries of the service area; income characteristics of families and unrelated individuals in the service area; data showing that the area qualifies under the exception rule if the percent of low- and moderate-income persons in the service area is less than 51%.

### Limited Clientele Activities

Limited clientele activity is an activity which provides benefits to a specific group of persons rather than everyone in a general area. The activity may benefit particular persons without regard to area in which they reside, or it may be an activity which provides benefit on an area basis but only a

specific group of persons who resided in the area. In either case, at least 50% of the beneficiaries of the activity must be low- and moderate-income persons. Examples include construction of a senior center, public services for homeless, meals on wheels for the elderly, and construction of job training facilities for the handicapped. The activity must meet one of the following qualifying criteria:

- a) The activity must benefit a clientele that is generally presumed to be principally low- and moderate-income such as abused children, battered spouses, elderly, handicapped, homeless, illiterate persons and migrant farm workers; or
- b) Information must be required on family size and income to document that at least 51% of the clientele are persons whose family income does not exceed Section 8 low- and moderate-income limit; or
- c) The activity must have income eligibility requirements which limit the activity exclusively to low- and moderate-income persons, for which documentation is required to be maintained (i.e. income, child support, bank statements); or
- d) The activities must be of such nature and in such location in order for it to be concluded that the activity's clientele will primarily be low- and moderate-income persons.

A special project directed for removal of material and architectural barriers, which restrict mobility and accessibility of elderly or handicapped persons, to publicly and privately-owned non-residential buildings, facilities and improvements, and the common areas of residential structures containing more than one dwelling unit.

All activities which are funded by the CDBG program must include required documentation and maintenance of records, to include documentation showing that the activity is designed for and used by a segment of the population presumed by HUD to be low- and moderate-income persons; documentation describing how the nature and, if applicable, the location of the activity establishes that it is used predominantly by low- and moderate-income persons; or data showing the size and annual income of the family of each person receiving the benefit.

## **2. Activities which aid in the prevention or elimination of slums and blight**

An activity which aids in the prevention or elimination of slums or blighted area. Examples include the elimination of faulty wiring, falling plaster, or other similar conditions which are detrimental to all potential occupants; historic preservation of a public facility; and demolition of a vacant deteriorated, abandoned building. The activity must meet the following qualifying criteria:

- a) The activity must be designated to eliminate specific conditions of blight or physical decay on a spot basis.
- b) The activity must be limited to acquisition, clearance, relocation, historic preservation, and/or rehabilitation of buildings. Rehabilitation is limited to the extent necessary to eliminate specific conditions detrimental to public health and safety.

All activities which are funded by the CDBG program must include required documentation and maintenance of records, to include a description of the specific condition of blight or physical decay treated; or for rehabilitation carried out under this category, a description of the structure, including the specific conditions detrimental to public health and safety, which were identified to include details and scope of the CDBG assisted rehabilitation.

**3. Activities designed to meet community development needs having a particular urgency.**

Examples of activities designed to meet community development needs having a particular urgency include major catastrophes or emergencies. The activity must meet **ALL** of the following qualifying criteria, to include conditions which:

- a) Pose a serious threat to the health or welfare of the community
- b) Are of a recent origin or recently became urgent
- c) The grantee is unable to finance on its own; and
- d) Other resources of funds are not available

**C. City Of Palm Bay Requirements**

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

**Operating Agreement**

Nonprofit agencies and organizations approved for funding will be required to sign a funding agreement with the City in order to ensure compliance with the appropriate program regulations. Funds may not be obligated until the funding agreement is accepted and signed by all parties. 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 (please identify match or leverage for the proposed project in the Agency budget). Match or leverage sources may be cash or in-kind, but must be in place at the time of application and available during the project period, October 1, 2023 to September 30, 2024.

**Readiness**

Projects must display evidence of readiness to proceed. Funding must be in place and all requirements met prior to executing the funding agreement. CDBG funds must be spent within the specified amount of time as determined for each project.

**Indemnification**

Nonprofit 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 to, the performance of the agreement.

**Insurance**

Nonprofit organizations approved for funding will be required to obtain insurance which shall contain a provision which forbids any cancellation, changes or material alterations without prior written 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 funding agreement. The city must be a named insurer "certificate holder". Types of coverage include: commercial general liability, automobile liability and worker's compensation.

### **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.

### **D. 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 funding agreement with the city of Palm Bay.
2. *What if something happens and applicant needs to change the budget, timeline, or goals?*  
An amendment to the funding agreement 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 RFA evaluation criteria. If your project is not viable without full funding, be sure to indicate this fact in your proposal (grant application).
4. *Is leveraging required?*  
**Yes**, due to the reduction in funding at the federal level, funding outside of the CDBG Program will need to be contributed to a project or activity. The applicant must demonstrate and document that the project or activity budget is funded with other federal, state, or local government funds or with funding from private sources.
5. *When will applicants know whether they will be funded?*  
The City anticipates making preliminary award notifications in January 2023, with funds available for commitment and expenditure on or about October 1, 2023. The receipt of a funding recommendation notice is not a final guarantee of funding.
6. *Can agencies spend money now and be reimbursed by CDBG funds later?*  
**No.** If you commit or expend funds before receiving a notice to proceed (signed funding 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 emailed, faxed or postmarked by the submission deadline?*

**No.** The City of Palm Bay Housing & Community Development Division must receive the original and two (2) copies of the signed proposal (grant application) no later than the submission deadline. Applications that are emailed, faxed or postmarked by the deadline will not be submitted to the Community Development Advisory Board for consideration. Please plan ahead, especially if you intend to hand deliver your application and allow sufficient time for delivery via mail.

**[Remainder of page left intentionally blank]**

**2022-2027 Consolidated Plan Community Development Priority Needs**

<b>PRIORITY COMMUNITY DEVELOPMENT NEEDS</b>	<b>Priority Need Level High, Medium, Low</b>	<b>Estimated Priority Units</b>	<b>Estimated Dollars to Address</b>
<b>PUBLIC SERVICES</b>			
03T Operating Costs of Homeless/AIDS	LOW		
05 Public Services (General) 570.201	HIGH		
05A Senior Services 570.201	MEDIUM		
05B Handicapped Services 570.201	MEDIUM		
05C Legal Services 570.201	MEDIUM		
05D Youth Services 570.201	HIGH		
05E Transportation Services 570.201	MEDIUM		
05F Substance Abuse Services	HIGH		
05G Battered and Abused Spouses	MEDIUM		
05H Employment Training 570.201	MEDIUM		
05I Crime Awareness 570.201	HIGH		
05J Fair Housing Activities	HIGH		
05K Tenant/Landlord Counseling	MEDIUM		
05L Child Care Services	MEDIUM		
05M Health Services	HIGH		
05N Abused and Neglected Children	HIGH		
05O Mental Health Services	MEDIUM		
05P Screening for Lead-Based Paint/Lead Hazards Poison 570.201	HIGH		
05Q Subsistence Payments	MEDIUM		
05R Homebuyer Downpayment Assistance – Excluding Housing Counseling, under 24 CFR 5.100	MEDIUM		
05S Rental Housing Subsidies	MEDIUM		
05T Security Deposits	MEDIUM		
05U Housing Counseling Only, under 24 CFR 5.100	MEDIUM		
05V Neighborhood Cleanups	MEDIUM		
05W Food Banks	MEDIUM		
05X Housing information and referral services	MEDIUM		
05Y Housing Counseling under 24 CFR 5.100 supporting homebuyer downpayment assistance (05R)	MEDIUM		
05Z Other Public Services Not Listed in 03T and 05A-05Y	MEDIUM		



**Please note that the estimated priority units and the estimated dollars to address these units has not been determined, therefore, those activities listed on that received a high or medium, one or more units will be completed with an estimated (\$1.00) value.**

Please refer to <https://files.hudexchange.info/resources/documents/Matrix-Code-Definitions.pdf> for detailed definitions. These matrix codes are used to indicate—but do not establish—activity eligibility. An activity must be eligible in accordance with the regulations at 24 CFR 570.201 – 570.207.

## 2022 INCOME LIMITS

### Annual Median Income (AMI)

<b><i>Family Size</i></b>	<b><i>30% Extremely Low</i></b>	<b><i>50% Very Low</i></b>	<b><i>80% Low</i></b>
<b>1 Person</b>	\$17,050 or less	\$17,051 - \$28,450	\$28,451 - \$45,500
<b>2 Persons</b>	\$19,500 or less	\$19,501 - \$32,500	\$32,501 - \$52,000
<b>3 Persons</b>	\$21,950 or less	\$21,951 - \$36,550	\$36,551 - \$58,500
<b>4 Persons</b>	\$24,350 or less	\$24,351 - \$40,600	\$40,601 - \$64,950
<b>5 Persons</b>	\$26,300 or less	\$26,301 - \$43,850	\$43,851 - \$70,150
<b>6 Persons</b>	\$28,250 or less	\$28,251 - \$47,100	\$47,101 - \$75,350
<b>7 Persons</b>	\$30,200 or less	\$32,201 - \$50,350	\$50,351 - \$80,550
<b>8 Persons</b>	\$32,150 or less	\$32,150 - \$53,600	\$53,601 - \$85,750
<b><i>Effective 06/15/2022</i></b>			

(limits change annually)

If income exceeds 80% AMI, the household is not eligible for assistance.

## SECTION IV - PROPOSAL REQUIREMENTS

Applications will be reviewed and evaluated according to the criteria below. The points noted for each criterion indicate the maximum number of points the reviewers may assign if the application is considered to have sufficient merit for scoring. The assigned points will be used to calculate a raw score that will be converted to the official priority score.

### MINIMUM CRITERIA

At minimum, all applications must meet the following threshold requirements:

- Agency must be a non-profit 501 (c) 3 organization
- Must address one of the three National Objectives as defined by HUD
- Must address one or more of the community development priority needs contained within the City's 5-Year Consolidated Plan
- Agency must document to the City how it will conduct its business in compliance with non-discrimination requirements of the City, State, and Federal regulations
- Agency must maintain accounting records in accordance with generally accepted accounting practices 2 CFR Part 200 Cost Principles and Audit Requirements for Federal awards.

### SCORING CRITERIA

- A. Introduction/Demonstration of Need: maximum of 20 points**
- B. Description of Target Clientele: maximum of 10 points**
- C. Measurable Outcomes: maximum of 10 points**
- D. Consolidated Plan Consistency/Priorities: maximum of 10 points**
- E. Organizational Capacity and Capability: maximum of 15 points**
- F. Leveraging: maximum of 10 points**
- G. Financial Capacity: maximum of 15 points**
- H. Past Performance: maximum 10 points**

## SECTION V - PROPOSAL APPLICATION & SUPPORTING DOCUMENTATION

### SUB-RECIPIENT ACTIVITIES APPLICATION COVER PAGE

Program Name		
Amount of CDBG Grant Funds Requested		Type of Application (check one) <input type="checkbox"/> Enhancement <input type="checkbox"/> Expansion <input type="checkbox"/> New
Number of Participants	Cost Per Participant	Type of grant funds requested: <input type="checkbox"/> CDBG <input type="checkbox"/> CDBG CV1 <input type="checkbox"/> CDBG CV3
Program Director's Name and Email Address		Program Director's Telephone Number & Extension
Mailing Address for Program Correspondence		Physical Program Address

Agency Name & Chief Executive Officer (CEO) Name	
Street Address	Mailing Address
City	Zip Code
Telephone Number & Extension of CEO	Email address
Federal Tax Identification Number or EIN	
Name of Fiscal Officer	Fiscal Officer's Telephone Number & Extension

**[Remainder of this page left intentionally blank]**

## BOARD OF DIRECTORS AND COMPLIANCE CERTIFICATION FORM

I do hereby certify that all facts, figures, and representations made in the application are true and correct. Furthermore, all applicable statutes, terms, conditions, regulations, and procedures for program compliance and fiscal control will be implemented to ensure proper accountability of grant funds. I certify that the funds requested in this application will not supplant funds that would otherwise be used for the purposes set forth in this project.

I, the undersigned, certify that:

1. The Agency's Board of Directors is aware of the submittal of this grant application to the city of Palm Bay and authorizes its submittal.
2. The Agency's Board of Directors meets monthly and at a minimum, quarterly.
3. Minutes of the Agency's Board of Directors meetings for the past six months are on file and available for review.
4. The information provided in this application is complete and accurate.
5. The applicant shall comply with all Federal and city policies and requirements affecting the CDBG program.
6. If CDBG funds are allocated to the applicant, sufficient funds will be available from non-CDBG program sources to complete the project, as described.

---

Type Authorized Official's Name

---

Authorized Official's Title

---

Authorized Official's Signature

---

Date

**[Remainder of this page left intentionally blank]**

## SOUND FISCAL MANAGEMENT CERTIFICATION FORM

I, \_\_\_\_\_ as the Executive Director, or President/CEO acknowledge that as a  
(Name)  
condition of receiving funds from the City of Palm Bay, the agency maintains sound financial and  
fiscal controls and management systems. I hereby certify that \_\_\_\_\_  
(Organization Name)  
has established internal controls which are adequate to safeguard the assets of the agency,  
monitor the accuracy and reliability of accounting data, promote operating efficiency and ensure  
compliance with written and approved policies and procedures.

\_\_\_\_\_  
Signature (Executive Director)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed or Typed Name

\_\_\_\_\_  
Signature (Chief Fiscal Officer)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed or Typed Name

**[Remainder of this page left intentionally blank]**

## **CERTIFICATION REGARDING DEBARMENT AND SUSPENSION FORM**

The undersigned (authorized official signing for the applicant organization) certifies to the best of his or her knowledge and belief, that the applicant, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

- a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;
- b) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Should the applicant not be able to provide this certification, an explanation as to why should be placed after the assurances page in the application package.

The applicant agrees by submitting this proposal that it will include, without modification, the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-- Lower Tier Covered Transactions" in all lower tier covered transactions (i.e., transactions with sub-grantees and/or contractors) and in all solicitations for lower tier covered transactions in accordance with 45 CFR Part 76.

---

Signature (Executive Director)

---

Date

---

Printed or Typed Name

## **CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS FORM**

The undersigned (authorized official signing for the applicant organization) certifies that the applicant will, or will continue to, provide a drug-free workplace in accordance with 45 CFR Part 76 by:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- b) Establishing an ongoing drug-free awareness program to inform employees about--
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) above;
- d) Notifying the employee in the statement required by paragraph (a), above, that, as a condition of employment under the grant, the employee will--
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- e) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), and (e).

---

Signature (Executive Director)

---

Date

---

Printed or Typed Name



## **CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE FORM**

F.S. 386.201 –212, the Florida Clean Indoor Air Act, has as its purpose to protect the public health, comfort, and environment by creating areas in public places and at public meetings that are reasonably free from tobacco smoke by providing a uniform statewide maximum code. This part shall not be interpreted to require the designation of smoking areas.

(1) "Public place" means the following enclosed, indoor areas used by the general public:

(a) Government buildings; (b) Public means of mass transportation and their associated terminals not subject to federal smoking regulation; (c) Elevators; (d) Hospitals; (e) Nursing homes; (f) Educational facilities; (g) Public school buses; (h) Libraries; (i) Courtrooms; (j) Jury waiting and deliberation rooms; (k) Museums; (l) Theaters; (m) Auditoriums; (n) Arenas; (o) Recreational facilities; <sup>1</sup>(p) Restaurants which seat more than 50 persons; (q) Retail stores, except a retail store the primary business of which is the sale of tobacco or tobacco related products; (r) Grocery stores; (s) Places of employment; (t) Health care facilities; (u) Day care centers; and (v) Common areas of retirement homes and condominiums.

(2) "Public meeting" means all meetings open to the public, including meetings of homeowner, condominium, or renter or tenant associations unless such meetings are held in a private residence.

(3) "Common area" means any hallway, corridor, lobby, aisle, water fountain area, restroom, stairwell, entryway, or conference room in any public place.

By signing the certification, the undersigned certifies that the applicant organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services as defined by the Act.

The applicant organization agrees that it will require that the language of this certification be included in any sub-awards, which contain provisions for services and that all subrecipients shall certify accordingly.

The City of Palm Bay strongly encourages all grant recipients to provide a smoke-free workplace and promote the non-use of tobacco products.

---

Signature (Executive Director)

---

Date

---

Printed or Typed Name

## 24 CFR 570.611 “CONFLICT OF INTEREST” FORM

**Please read and sign at the bottom of the next page, signifying that you have read and agree to abide by the following regulation. Also, on a separate sheet please disclose any potential conflicts including any boards or committees you are 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 provision 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 (1) year thereafter.

**(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, Housing and Urban Development (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 person 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.

***I agree to abide by the Conflicts of Interest regulations at 24 CFR Part 570.611.***

---

Signature (Executive Director)

---

Date

---

Printed or Typed Name

***Potential Conflicts:***

- ☐ No
- ☐ Yes (If "yes", attach an explanation)

---

Signature (Executive Director)

---

Date

---

Printed or Typed Name

## CDBG PROGRAM ELIGIBILITY FORM

*Please select only one for each of the following categories.*

**1. CDBG Request** ☐ New Project ☐ Continued Support\*

**CDBG CV1 & 3 Request** ☐ New Project ☐ Continued Support\*

\*Sub-Recipient of previous fiscal year CDBG

**2. National Objective Compliance**

☐ Benefit Low- and Moderate-Income Persons (incomes below 80% median income)

☐ Addressing slum and blight

**3. Low- and Moderate-Income Benefit**

☐ Area Benefit

☐ Limited Clientele

☐ Housing

*Please check one box within number 4 and 5 for the funding type you are requesting:*

**4. Public Service Priorities as set by the Community Development Advisory Board (CDAB)**

☐ Youth Services ☐ Transportation Services ☐ Substance Abuse Services

☐ Battered and Abused Spouses ☐ Crime Awareness ☐ Fair Housing Activities

☐ Tenant Landlord Counseling ☐ Abused and Neglected Children ☐ Mental Health Services

☐ Rental Housing Subsidies ☐ Other: \_\_\_\_\_

**5. Non-Public Service Priorities as set by the Community Development Advisory Board (CDAB)**

☐ Public Facilities and Improvements (General) ☐ Homeless Facilities (not operating)

☐ Youth Centers ☐ Abused and Neglected Children ☐ ED Assistance to For-Profits ☐ Economic

Development: Technical Assistance ☐ Other: \_\_\_\_\_

**6. Performance Measurement**

☐ New or continuing access to service or benefit

☐ Improved access to a service of benefit

☐ Receive a service or benefit that is no longer substandard

**[Remainder of this page left intentionally blank]**

**PROGRAM BUDGET FORM**

Section A – Public Services Budget Summary				
Program Name	City of Palm Bay Funding Request	Match/Leverage ONLY	Total (Public Service Request + Match)	
	\$	\$	\$	
Section B – Unit Cost Budget Breakdown				
Description of Unit	# Units	Cost Per Unit	Unit Program Cost	
		\$	\$	
		\$	\$	
Requested Community Development Block Grant Public Service Program Funding Total			\$	
Section C – Cost Per Unit Justification				
Section E – Community Development Block Grant – Public Service Leverage/Match				
CDBG funding request	Unrestricted Agency Cash	In-Kind Goods and Services	Other Sources Restricted Non- Agency Funds	Totals
	\$	\$	\$	\$

## SAMPLE PROGRAM BUDGET FORM

Section A – Public Services Budget Summary				
Program Name	City of Palm Bay Funding Request	Match/Leverage ONLY	Total (Public Service Request + Match)	
Agency ABC Safe Transitional Housing	\$19,800	\$5,200	\$25,000	
Section B – Unit Cost Budget Breakdown				
Description of Unit	# Units	Cost Per Unit	Unit Program Cost	
Night Stay in Transitional Housing Program	180	\$110	\$19,800	
		\$	\$	
<b>Requested Community Development Block Grant Public Service Program Funding Total</b>			<b>\$19,800</b>	
Section C – Cost Per Unit Justification				
<i>Cost per unit includes salaries and benefits for House Manager, supplies for operating transitional housing program, and contractual services for electric, water, and lawn maintenance bills for the transitional house.</i>				
Section E – Community Development Block Grant – Public Service Leverage/Match				
CDBG funding request	Unrestricted Agency Cash	In-Kind Goods and Services	Other Sources Restricted Non- Agency Funds	Totals
\$19,800	\$3,000	\$1,000	\$1,200	\$25,000

**MEASURING THE OUTCOME OF PUBLIC SERVICE ACTIVITIES  
HOUSING AND URBAN DEVELOPMENT (HUD)  
NATIONAL OBJECTIVES AND OUTCOMES**

Determine which of the three (3) objectives – ***Suitable Living Environment, Decent Housing, or Creating Economic Opportunities*** – best describes the purpose of the activity. For example:

**NATIONAL OBJECTIVES**

- **Suitable Living Environment**  
Public service activities that benefit communities and individuals by addressing issues that impact their living environment, *such as establishing an after-school program for high school kids to prevent/reduce crime in a target neighborhood.*
- **Decent Housing**  
Housing counseling activities that assist low- and moderate-income individuals or households resolve tenant/landlord disputes.
- **Creating Economic Opportunities**  
Activities that expand economic opportunities for low- and moderate-income persons, *such as offering job training and placement for persons with disabilities.*

Once the objective is selected, **choose one (1) of three (3) outcome categories** that best describe what will be achieved by funding your public service activity.

**NATIONAL OUTCOMES**

- **Availability / Accessibility**  
Activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and moderate-income people. *For instance, opening a day care center for students in a neighborhood high school so that educational opportunities remain available and accessible to young mothers.*
- **Affordability**  
Activities that provide affordability to low- and moderate-income persons. *For instance, providing free housing counseling to low- and moderate-income families to enable them to obtain such assistance without charge.*
- **Sustainability**  
Activities aimed at improving communities, to make them more livable or viable. *For instance, establishing programs in a local community center to provide neighborhood children with structured activities after school.*

**NATIONAL PERFORMANCE MEASUREMENT FORM**

Please complete the National Performance Measurement form. First circle an objective, then move across the page and circle an outcome.

Outcome➔	AVAILABILITY /ACCESSIBILITY	AFFORDABILITY	SUSTAINABILITY
Objective↓			
<b>Suitable Living Environment</b>	Public service activities funded to provide access to a suitable living environment.  <i>Example: An after-school program designed to address crime or juvenile delinquency in target neighborhoods</i>	Public service activities funded to support housing opportunities in a target neighborhood.  <i>Example: A housing counseling program</i>	Public service activity aimed at improving communities or neighborhoods.  <i>Example: Community policing program</i>
<b>Decent Housing</b>	Public service activities funded to increase accessibility to housing.  <i>Example: Fair housing counseling program</i>	Public service activities funded to make housing affordable.  <i>Example: Energy conservation training or education program focused on reducing energy costs for low- and moderate-income people</i>	Public service activities funded to sustain housing in neighborhoods.  <i>Example: Housing counseling program for existing low- and moderate-income homeowners to help them avoid predatory lending</i>
<b>Economic Opportunities</b>	Public service activities funded to provide access to economic opportunities.  <i>Examples: Operating costs for a jobs transportation program, job training program, literacy program</i>	Public service activities funded to support economic opportunities.  <i>Example: Free job training program for low- and moderate-income people</i>	Public service activities funded to sustain economic opportunities.  <i>Examples: Child care programs or day care centers, health services</i>





## PROJECT PERFORMANCE STANDARDS MODEL

GOALS	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
<p>Proposed solutions to problems or needs identified in the Consolidated Plan</p> <p>e.g., List program goals (at least two or three goals)</p>	<p>Resources dedicated to or consumed by the program</p> <p>e.g.,</p> <ul style="list-style-type: none"> <li>• Money</li> <li>• Staff and staff time</li> <li>• Volunteers and volunteer time</li> <li>• Facilities</li> <li>• Equipment and supplies</li> </ul> <p>Constraints on the program</p> <p>e.g.,</p> <ul style="list-style-type: none"> <li>• Laws</li> <li>• Regulations</li> <li>• Funders' requirements</li> </ul>	<p>What the program does with the inputs to fulfill its mission</p> <p>e.g.,</p> <ul style="list-style-type: none"> <li>• Feed and shelter homeless families</li> <li>• Provide job training</li> <li>• Educate the public about signs of child abuse</li> <li>• Counsel pregnant women</li> <li>• Create mentoring relationships with youth</li> </ul>	<p>The direct products of program activities</p> <p>e.g.,</p> <ul style="list-style-type: none"> <li>• Number of classes taught</li> <li>• Number of counseling sessions conducted</li> <li>• Number of educational materials distributed</li> <li>• Number of hours of service delivered</li> <li>• Number of participants served</li> </ul>	<p>Benefits for participants during and after program activities</p> <p>Quantify the Outcomes</p> <p>e.g.,</p> <ul style="list-style-type: none"> <li>• New knowledge</li> <li>• Increased skills</li> <li>• Changed attitudes or values</li> <li>• Modified behavior</li> <li>• Improved condition</li> <li>• Altered status</li> </ul>

PUBLIC SERVICES  
LOCAL FY 2023-2024 PROJECT PERFORMANCE STANDARDS FORM

GOALS	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Proposed solutions to problems or needs identified in the Consolidated Plan	Resources dedicated to or consumed by the program	What the program does with the inputs to fulfill its mission	The direct products of program activities	Benefits for participants during and after program activities



## **PROPOSAL QUESTIONS**

All applicants must answer all proposal questions in order for the proposal to be considered complete.

### **1. INTRODUCTION/ DEMONSTRATION OF NEED**

Describe the goals of your agency/organization, years in operation, types and sources of funding received last year, type of services provided, the number and characteristics of clients served. The applicant must have at least twelve (12) months experience in program for which they are applying.

Provide a detailed description of the proposed service/project to be carried out with the funds requested. Discuss how the service/project provides benefit to low-income persons and it addresses a community need(s). Describe the extent to which the proposed project will enhance, expand, or create available services and if the services currently available by your agency/organization. If the proposed project is a new service, provide in detail a description of how the new service will meet current unmet community need(s). If the proposed service/project is currently being provided by other service providers in the same area, describe all efforts made to partner with these entities.

Please complete Program Budget Form on page 29.

### **2. DESCRIPTION OF TARGETED CLIENTELE**

Describe the targeted recipients (number of persons to be served, demographics, special circumstances, etc.), and the goals and objectives of the proposed project. The objectives must indicate once of the three statutory CDBG objectives (creating suitable living environments, providing decent housing, and/or creating economic opportunities as described in CDBG Chapter 13: Performance Measurement, Reporting, Recordkeeping, and Monitoring” available for review at the following website: <https://www.hud.gov/sites/documents/CDBGCHAPTER13.PDF>.

Certain classes of individuals are presumed to be low-income and eligible for CDBG assistance as a group (not as individuals) identify if they are in one of the following categories: elderly/seniors, mentally or physically disabled persons, homeless persons, battered spouses, abused/neglected children, illiterate persons; migrant farm workers, and persons living with HIV/AIDS.

Please indicate whether the proposed assisted recipients will be paying a fee for the service, and the amount of said fee. Indicate total number of clients served \_\_\_\_\_ at a cost of \_\_\_\_\_ each for a total amount of \_\_\_\_\_.

### 3. MEASURABLE OUTCOMES

The steps involved in developing a performance measurement system are shown on the “*Project Performance Standards Model*,” which demonstrates the relationship between goals, inputs, activities, outputs, and outcomes. The same process can be applied to any activity to measure performance.

**Goals** are the proposed solutions to problems or needs identified by the City of Palm Bay Housing & Community Development Division during the consolidated planning process.

**Inputs** include resources dedicated to or consumed by the program such as money, staff time, equipment, and supplies.

**Activities** are what the program does with inputs to fulfill its mission. Activities include the strategies, techniques, and types of treatment that comprise the program’s production process or service methodology.

**Outputs** are the direct products of a program’s activities. They are usually measured in terms of the volume of work accomplished, such as number of classes taught, number of counseling sessions conducted, number of loan applications processed, number of units constructed or rehabilitated, linear feet of curbs and gutters installed, or numbers of jobs created or retained.

**Outcomes** are benefits that result from a program. Outcomes typically relate to a change in conditions, status, attitudes, skills, knowledge, or behavior. Common outcomes could include improved quality of life for program participants, improved quality of local housing stock, or revitalization of a neighborhood.

Most organizations monitor their inputs and outputs but may not examine the relationship between the two measurements. It is only through the assessment of inputs relative to outputs that an organization can know if its program is operating efficiently or if activities need to be modified. However, counting program outputs alone is not adequate since it does not indicate whether resources are being targeted towards the right activities or whether the intended goals are being met. As a result, organizations also need to measure outcomes.

Please complete National Performance Measurements Form on page 32.

Please complete Project Performance Standards Form on page 34.

#### **4. CONSOLIDATED PLAN CONSISTENCY/PRIORITIES**

From pages 15-16, identify the 2022-2027 Consolidated Plan Priority the proposed project will address and the priority need level of high, medium or low. Describe the extent to which the achievement of the project goals will support, expand, or enhance the capacity of the City of Palm Bay to carry out the strategies defined in the HUD 2022-2027 Consolidated Plan.

The Community Development Advisory Board has voted on the following priorities as their top priorities for this funding cycle and will be scoring these priorities, in no particular order, higher from the 2022-2027 Consolidated Plan Priorities:

- Abused and Neglected Children Services
- Battered and Abused Spouses Services
- Crime Awareness Services
- Mental Health Services
- Substance Abuse Services
- Transportation Services
- Youth Services
- Fair Housing Activities
- Tenant/Landlord Counseling

#### **5. ORGANIZATION CAPACITY AND CAPABILITY**

Describe the capacity of your organization to carry out the proposed project (financial resources, staff capacity and experience of the organization with similar projects and activities). If the project is a new activity or will require additional staffing and resources, describe how your organization will secure these resources in the time needed to carry out the proposed activity.

Provide detailed information on persons that will be assigned to this project/activity (job titles, prior experience, resumes of key staff, etc).

Identify whether your agency has a personnel policy manual with an affirmative action plan and grievance procedure. If not, explain why not.

#### **6. LEVERAGING**

The applicant must demonstrate that CDBG funds will be matched or leveraged from other federal, state, local, or private sources (please identify match or leverage for the proposed project in the required Budget Form). Match or leverage sources may be cash or in-kind, but must be in place at the time of application and available during the project period, October 1, 2023 to September 30, 2024.

**7. FINANCIAL CAPACITY**

As a separate attachment, attach the agency's latest Audit Report and Management Letter or Financial Statement for both the program and the agency. Identify any material weaknesses or findings and what the agency has done to clear them.

**8. PAST PERFORMANCE**

Identify any Palm Bay or other CDBG funds that have been awarded to your agency in the past five (5) years. If your agency has not been awarded CDBG funds in the past five (5) years, identify any other federal funds awarded to your agency in the past five (5) years. Specify the amount of funds awarded and how much was actually expended.

Identify the number of clients that the agency was contractually required to assist and how many were actually assisted. Identify if any monitoring issues which were identified by Palm Bay staff in annual monitoring reviews and actions taken to resolve the issue(s).

**[Remainder of this page left intentionally blank]**

## SECTION VI - PROPOSAL CHECKLIST

All of the items listed below must be included in the order and amount listed or the submitted application package is incomplete. No incomplete application will be considered for funding. A binder clip should be used to secure the copies together. **There is no need for “Index Reference Dividers” or “Folders” since the packages will be re-assembled by city staff.**

### PROVIDE NINE (9) COPIES OF EACH, THREE-HOLE PUNCH

- ✓ Completed Sub-Recipient Activities Application Cover Page
- ✓ Signed Board of Directors and Compliance Certification Form
- ✓ Signed Fiscal Management Certification Form
- ✓ Signed Certification Regarding Debarment and Suspension Form
- ✓ Signed Certification Regarding Drug-Free Workplace Requirements Form
- ✓ Certification Regarding Environmental Tobaccos Smoke Form
- ✓ Signed 24 CFR 570.611 “Conflict of Interest” Form
- ✓ Completed CDBG Program Eligibility Form
- ✓ Completed Budget Form (NOTE: Please use the form provided in the application packet. Include a balanced budget breakdown consisting of revenues, personnel and operating costs associated with this proposed program/project. If the program/project is 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 program/project inclusive of all funding sources. Therefore, the budget should include all sources of income and expenses including matching funds and in-kind donations on the worksheet form.)
- ✓ Completed National Performance Measurement Form
- ✓ Completed Project Performance Standards Form
- ✓ Response to Proposal Questions
- ✓ This Proposal Checklist

**PROVIDE ONE COPY OF EACH, THREE-HOLE PUNCH**

<b>Submission Requirements</b>	<b>Documentation</b>	<b>Check if Enclosed</b>
<b>1.</b> The applicant must <ul style="list-style-type: none"> <li>a. have nonprofit status for at least one (1) full year,</li> <li><b>or</b></li> <li>b. have two (2) full years of operating experience under another nonprofit entity</li> </ul>	<b>ATTACHMENT 1:</b> <ul style="list-style-type: none"> <li>• 501(c) (3) IRS Tax Exemption Letter</li> <li>• Articles of Incorporation</li> <li>• By-Laws</li> <li>• Organizational Chart</li> </ul>	<input type="checkbox"/>
<b>2.</b> Non-profit organizations must have an active Board of Directors within the last 12 months.	<b>ATTACHMENT 2:</b> <ul style="list-style-type: none"> <li>• List of Board Members</li> </ul>	<input type="checkbox"/>
<b>3.</b> The applicant must be registered to conduct business in the State of Florida at the time of application.	<b>ATTACHMENT 3:</b> <ul style="list-style-type: none"> <li>• Current certification from the FL Department of State. For assistance, please visit: <a href="https://www.dos.myflorida.com">https://www.dos.myflorida.com</a></li> </ul>	<input type="checkbox"/>
<b>4.</b> Each applicant must submit proof that the organization has registered with the U.S. System for Award Management. Visit <a href="http://www.sam.gov">www.sam.gov</a> .	<b>ATTACHMENT 4:</b> <ul style="list-style-type: none"> <li>• Proof of registration with the U.S. System for Award Management</li> </ul>	<input type="checkbox"/>
<b>5.</b> Each applicant must submit proof of insurance for the following types of insurance: General Liability, Auto Liability, and Worker's Compensation	<b>ATTACHMENT 5:</b> <ul style="list-style-type: none"> <li>• Certificate of Insurance*</li> </ul>	<input type="checkbox"/>
<b>6.</b> The Audit Report and Management Letter and Financial Statement for both the program and Agency.	<b>ATTACHMENT 6:</b> <ul style="list-style-type: none"> <li>• Organization's Most Recent Financial Statement (<i>including a balance sheet, income and expense statement</i>). The Financial Statement must be prepared by a Certified Public Accountant.</li> <li>• Most Recent Audit Report and Management Letter (<i>NOTE: Agencies expending \$750,000 or more in a year in Federal awards MUST have a Single Audit conducted in accordance with 2 CFR 200.501(a)</i>)</li> </ul>	<input type="checkbox"/>



# Request for Applications/Proposals for FY 2023-2024 CDBG-Public Services

7. Latest IRS Tax Form 990	<b>ATTACHMENT 7:</b> <ul style="list-style-type: none"> <li>Provide copy of the most recent IRS 990 files or reason for not having IRS 990 files.</li> </ul>	<input type="checkbox"/>
8. Project Staffing Information	<b>ATTACHMENT 8:</b> <ul style="list-style-type: none"> <li>Project Staffing (identify project staff, hours, salary) <i>Example: Project Director: 20 hours per week, \$35.00 per hour, 26 weeks per year</i></li> </ul>	<input type="checkbox"/>
9. Job Descriptions and Descriptions of Project Staff Credentials	<b>ATTACHMENT 9:</b> <ul style="list-style-type: none"> <li>Job Descriptions for staff position who will be involved in the proposed project</li> <li>Descriptions of Project Staff Credentials (e.g. resumes)</li> </ul>	<input type="checkbox"/>
10. Each applicant must submit a written copy of its financial management procedures, including staff responsibilities and required procedures.	<b>ATTACHMENT 10:</b> <ul style="list-style-type: none"> <li>Agency's written financial management procedures</li> </ul>	<input type="checkbox"/>

*\*(if awarded funding, agencies must have the City included as an additional insured on required insurance)*

Note: This checklist refers to the minimum documentation needed. Further documentation may be requested as required by the City to more fully and fairly consider your proposal.

### **Appeals Process**

Applicants can appeal a decision if they believe the decision is arbitrary and prevents them from providing services to very low-, low-, or moderate-income households or if a proposal is approved with such conditions that providing services is infeasible. Applicants must be able to demonstrate that they have been unfairly denied approval of their application.

The appeal can be denied if the applicant does not meet applicable administrative and regulatory rules to meet federal, state and local requirements, city code or other conditions as determined by the City; or if the applicant does not exhibit financial stability or has a present financial audit finding, comments, or concerns; or due to limited funding or in cases when funds are not available.

All appeals must be submitted in writing within two (2) business days from notification of funding recommendation. Appeals shall first be referred for disposition by the Community & Economic Development Director who shall respond in writing within five (5) business days of receipt, where practicable. The City Manager will make final determination unless the determination warrants a legal opinion, in which case, the final determination will be made by the City Attorney.

A written appeal must be received the Community & Economic Development Department office no later than 5:00pm on the second business day following the day of initial funding notification by the CDAB (January 25, 2023 at 5:00 pm).

**[Remainder of page left intentionally blank]**