

HERNANDO COUNTY HOUSING & SUPPORTIVE SERVICES

Housing & Supportive Services (HSS) announces the availability of funds for Community Development Block Grant (CDBG) Public Services projects for Program Year (PY) 2024. Proposals for Public Services funding ending September 30, 2025, will be accepted from May 12, 2025 until May 30, 2025

Introduction

The CDBG program is administered by U.S. Department of Housing and Urban Development (HUD). Hernando County receives CDBG funding for the unincorporated areas of the County. The City of Brooksville receives its own CDBG allocation.

The minimum amount available for funding is \$20,000 and the maximum amount is \$45,000. Proposals over \$45,000 will not be considered.

Successful proposals must:

- 1) meet the guidelines provided in this Request for Proposals (RFP); and
- 2) be eligible activities that meet a National Objective under the CDBG regulations.

Interested agencies must submit all proposals by **5:00 p.m. on the date of deadline**.

At the discretion of HSS, funding provided under this RFP may be allocated from a funding source other than CDBG that is appropriate for the proposal. However, all proposals must be CDBG eligible, and proposers may not request funds from an alternative source.

Requirements:

Funds will be awarded to not-for-profit agencies (Agency/Agencies) for eligible public service activities that benefit low to moderate income areas or low to moderate income households/persons (80% Area Median Income or below) that are considered a priority under the County's Consolidated Plan.

Overall Proposal Rules:

- 1) If your Agency is submitting more than one proposal, you must prioritize each project/program by identifying all services/programs submitted in a prioritized order.
- 2) Please keep responses to questions as brief as possible. Please do not include information or attachments not related to the specific proposal or that are not specifically requested.

3) We request that you put your Agency's history, photos of past services, awards, and any other items you want to emphasize about your Agency on your Agency's website for the Review Committee to examine while they review your proposal.

Eligibility for CDBG Funding:

1. Eligible Proposers

- Eligible proposers must be ***non-profit entities*** that have been operating in good standing with the State of Florida for a minimum of two years. Any party on the Excluded Parties List System will be considered **ineligible** for funding.
- Agencies in a non-compliance status with any current funding agreement with Hernando County, as determined by HSS, are not eligible to apply.

2. Income Guidelines

Every proposal must benefit ***low to moderate income persons***, and Agencies awarded funds will be required to provide evidence that the beneficiaries of the Agency's project or program meet the eligibility and income guidelines. The majority (51%) of the project or program beneficiaries must meet HUD income guidelines and serve clients at or below 80% Area Median Income (AMI). The current income limit guidelines (published 4/2/24) are below:

Fiscal Year (FY) 2024 Income Limits Summary – Effective April 2, 2024

FY 24 Income Limit Area	Median Income	FY 24 Income Limit Category	1	2	3	4	5	6	7	8
Tampa-St. Petersburg-Clearwater, FL MSA (Hillsborough County)	\$92,000	30% AMI Extremely Low Income	20,100	22,950	25,820	31,200	36,580	41,960	47,340	52,720
		50% AMI Very Low Income	33,450	38,200	43,000	47,750	51,600	55,400	59,250	63,050
		80% AMI Low Income	53,500	61,150	68,800	76,400	82,550	88,650	94,750	100,850

3. Eligible Activities and National Objectives

A. Eligible Activities: All services/programs funded under this RFP must be eligible public service activities under the CDBG program regulations that will meet one of the following priorities of the County's Three-Year Consolidated Plan: affordable housing, homeless services/initiatives, or public services. More information on these eligible activities can be found in the "***Guide to National Objectives and Eligible Activities for Entitlement Communities***", which, along with other tools to review, is available on the website noted below:

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

B. The National Objective: The National Objective applicable to this RFP is to principally benefit low- and moderate-income persons whose household income is below 80% of area median income (AMI).

Under this RFP, the National Objective to benefit low/moderate income (LMI) persons can be met in the following ways:

a) Limited Clientele Benefit – Low Mod Limited Clientele (LMC): 51% of the beneficiaries of an activity must be LMI persons, at or below 80% AMI. Activities **must meet one of the following tests:**

- Benefit a clientele that is generally presumed to be principally LMI e.g., abused children, battered spouses, frail elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers; or
- Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI; or
- Have income eligibility requirements limiting the activity to LMI persons only.

b) Area Benefit – Low Mod Area Benefit (LMA) activity is one that benefits all residents in a particular area where at least 51% of the residents are LMI persons.

All proposals should ensure that the following parameters are clearly explained in the proposal:

1. LMI benefit activity selected.
2. Number of LMI persons to be served.
3. How LMI persons will benefit.
4. How LMI persons will be determined.
5. Percentage (%) range of LMI households served; and
6. Percent of qualifying LMI persons to be served.

C. New or Quantifiable Increase in Service: All proposals for **Public Service activities** must demonstrate **a new service or a quantifiable increase in the current level of service**. More specifically, *projects must demonstrate that new or increased funding does not merely replace other state or local government funding for an existing service.*

4. Performance Measures and Outcome Categories

All proposals will be reviewed by HSS Staff to ensure the proposals have performance measures and outcomes eligible for funding under the CDBG Program.

A. The Performance Measures are as follows:

1. *Suitable Living Environment*: Relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.
2. *Decent Housing*: Designed to cover the wide range of housing possible under CDBG. This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort.
3. *Creating Economic Opportunities*: Applies to the types of activities related to economic development, commercial revitalization, or job creation.

B. The Outcome Categories are:

1. *Availability/Accessibility*: This outcome category applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and moderate-income persons, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low- and moderate-income persons where they live.
2. *Affordability*: This category applies to activities that provide affordability in a variety of ways in the lives of low- and moderate-income persons. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or daycare.
3. *Sustainability*: Promoting Livable or Viable Communities. This outcome applies to services where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low and moderate income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

5. Consolidated Plan Priorities

The Hernando County Three (3) Year Consolidated Plan includes high priority activities. These include Public Facilities, Public Improvements, and Public Services. The Public Facilities and Public Improvements priorities are funded separately.

6. D-U-N-S Number Requirement / SAMS

1. D-U-N-S Number Requirement:

Every Agency must provide a D-U-N-S Number. Proposers can register with Dun and Bradstreet at the web address below to receive a DUNS number if needed.

<http://www.dnb.com/get-a-duns-number.html>

2. Systems for Award Management (SAM) Unique Identity ID Requirement:

All vendors, contractors, subcontractors, and agencies that wish to obtain Federally funded contracts must register in the System for Award Management (SAM). As of April 4, 2022, the Unique Entity ID from SAM.gov is now the authoritative identifier for those doing business with the *federal* government. The DUNS Number is no longer valid for *federal* award identification. The Unique Entity ID is generated in SAM.gov. If you are registered in SAM.gov (active or not), you already have a Unique Entity ID. It is viewable at SAM.gov. If you are new to SAM.gov and will be registering for the first time, you will get your Unique Entity ID (SAM) during registration.

7. Proposal Review

All submitted proposals are **final** and may not be amended or substituted, unless specifically requested or allowed by the County. The County, at its sole discretion, reserves the right to contact a proposer for additional information which may be necessary for the review process.

HSS staff will review each proposal to determine if it meets the eligibility and National Objective criteria. Proposals will be rejected if they are incomplete, submitted after the deadline or request a lesser amount than the minimum funding. Proposers will be notified if the proposal is rejected by the Hernando County Procurement Services Department. Ineligible items for which funding is sought will be removed from consideration if the overall project is eligible.

The proposer must demonstrate financial capacity to perform the requirements of this proposal, including the ability to secure all necessary financing to completely fund the project. The County's Office of Management and Budget (OMB) will review the proposer's financial ability of the organization to complete the CDBG project / activities within the timeline of the executed agreement.

HSS will be looking at committed funds external to your organization towards this project. Leveraging is calculated as - Committed External Funds / Total Project Cost = Leveraged % from your organization. The County may request additional information from the proposer to assist in this determination. The detailed requirements are outlined in the attached application.

All eligible proposals are evaluated by the Review Committee. The Committee will evaluate each proposal based on information provided in the submission but may request additional information for clarification purposes and may visit the proposal site(s).

8. Evaluation Criteria

Scoring. Proposals will be evaluated and ranked using an objective point system with 100 being the highest number of points and 0 being the lowest number of points. A total of 5 additional Bonus Points is available for projects located within 1 mile of mass transit or if the proposal eliminates transportation barriers for clientele. The project serving the greatest number of households in the 0-30% AMI range will break a tie.

9. Award Recommendations

The Review Committee will make initial recommendations for funding in accordance with the proposal criteria and funding allocation. If more proposals are submitted than funding available, the ranked list will determine any “Alternative Proposals” that may be funded if an awarded project is unable to proceed. HSS reserves the right to select multiple and/or other funding sources as listing in this RFP. All recommended Public Services Activities will be included in the PY 24 Annual Action Plan.

10. Disclaimer: HSS reserves the right to:

- a. use any available funding source appropriate for a project.
- b. accept or reject any or all proposals received
- c. waive any non-substantive deficiency or irregularity
- d. negotiate the project budget and funding source with a qualified proposer
- e. award a contract in what it believes to be the best interest of the County
- f. cancel this request, in part or its entirety, if it is deemed to be in the best interest of the County
- g. reject the proposal of any proposer who has previously failed to perform properly
- h. reject the proposal of any proposer who has failed to complete a former project within the specified timeframe
- i. reject the proposal of any proposer that is not in a position to fulfill a resulting contractual obligation.

This RFP does not commit the County to award any contract, pay any pre-award expenses, or pay any costs incurred in the preparation of the proposal. For projects that will not be able to move forward once a CDBG award is made (for reasons such as loss of leverage funds, loss of site control, or environmental review issues), the County has the right to redistribute the funds to other eligible projects.

Each proposer is to take no action on their project or activity until the funding agreement is fully executed. Proceeding with your project or activity prior to final approval by the County may result in ineligibility of your project and funding will not be awarded.

End of Instructions