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CITY OF OLYMPIA – REQUEST FOR PROPOSALS
2014 Community Development Block Grant Program
SOCIAL SERVICES ONLY

FACT SHEET & SUBMISSION REQUIREMENTS

RFP released ????

Due back ?????

Paper or digital

Only Social Services activities are eligible:

This “*Request for Proposals*” is part of the public process to determine the second year of CDBG-funded activity for the City of Olympia’s Five-Year Consolidated Plan. Funding will be available starting September 1, 2014. The second-year plan of activities will be published as the “Olympia CDBG Annual Action Plan” in conjunction with the Five-Year Consolidated Plan. This Consolidated Plan is a regional approach to Federal Housing and Urban Development funding.

Attachments in this Request for Proposals Packet include the following:

- CDBG Request for Proposals Cover Letter
- CDBG Fact Sheet & Submission Guidelines
- CDBG Program Year 2014 Application

The City of Olympia is requesting proposals that address to address CDBG-eligible Community Development goals as identified below. The City of Olympia will provide up to **\$70,000** of one-time funding to develop and deliver a project or program that meets the following guidelines:

CDBG National Objectives

The proposal must fulfill at least one of the goals of the federally funded CDBG Program identified as the “CDBG NATIONAL OBJECTIVES” subcategories:

▪ **Activities to Principally Benefitting Low- and Moderate-Income People**

- Direct Benefit to Individuals or Families
- Area Benefit
- Limited Clientele
- Low and Moderate Income Housing
- Low and Moderate Income Jobs

2014 Community Development Block Grant Program Goals

The City of Olympia is initial requesting Social Services-only proposals that

Be advised that the City will address the remainder of anticipated CDBG funding in early 2014 by seeking proposals for Economic Development proposals, identified as the priority Consolidated Plan Strategy

For more information on the CDBG Consolidated Plan, please contact the staff listed below.

Criteria for Funding Priorities:

Funding priority will be given to projects that meet the following goals:

- **Agency Collaboration:** Proposals that incorporate collaboration with one or more agencies will be ranked higher than single agency applications.
- **Readiness to Proceed** – Applicant and project will be underway immediately upon receipt of funding
- **Demonstration of Need** – Documenting level of hardship and pervasiveness of need
- **Organizational Capacity** – Demonstrable experience in managing similar projects
- **Expected Impact** - Describes impact on direct beneficiaries, surrounding neighbors, and other stakeholders
- **Leveraging** - Budget documents committed funding from other federal, state, local or private funding sources

CDBG Release of Request for Proposals: ?????, 2013

The City of Olympia will release a “**REQUEST FOR PROPOSALS**” on , **????, 2013** to stakeholders and all potential applicants via email and paper copies.

Community Partner Meetings

The City will host two “Community Partner Meetings” to present information about the CDBG Program and the City’s goals for Program Year 2013 and the RFP process. These meetings will be held as follows:

Community Partner Meetings:

First meeting time and date: Noon, Thursday, **???, 2013**

Second meeting time and date: 5:30 p.m., Thursday, **??, 2013**

Location: City Hall, 601 4th Avenue E, 1st Floor, Room 112

Purpose: Opportunity to learn more about the CDBG Program, submission requirements, Council goals, to discuss potential proposals. Applicants will be primary attendees, but meetings will be open to the public.

Council Meetings

Council Study Session Or Committee Meeting:

Time and date: 7:00 p.m., Thursday, **???,**

Location: City Hall, 601 4th Avenue East, Council Chambers
Purpose: Opportunity to discuss proposals

Council Meeting – Allocations:

Time and date: 7:00 p.m., Tuesday, ????

Location: City Hall, 601 4th Avenue East, Council Chambers

Purpose: Action on proposal selection(s)

Council Public Hearing:

Time and date: 7:00 p.m., Tuesday, ??????

Location: City Hall, 601 4th Avenue East, Council Chambers

Purpose: Opportunity for the public to comment on the CDBG Program, Council’s CDBG goals for 2013 and to address specific proposals

CDBG Deadline for Submissions: 5 pm, ?????, 2013

All proposals for 2014 Olympia CDBG funding will be due by 5:00 pm, ???, 2013. Please see submission requirements below.

ELIGIBLE APPLICANTS: must have a proven record in providing the project, program or service. Multi-organizational submission is encouraged but not required. If a multi-organizational submission, the application should identify the lead organization and clearly explain the role(s) of partner organization(s).

APPLICATION FORMAT GUIDELINES:

Only complete proposals will be accepted as received in the format described below (no partial submittals) and by the deadlines stated above. Format guidelines include the following:

- **Application Cover Sheet** – Provides general information for applicant and proposal.
- **Narrative Questions** – Provide answers to explain how each of the program goals will be addressed; eligible funding activities and level of funding; list of targeted beneficiaries; and, how the program results will be tracked, managed and reported. (Cumulative maximum total of six pages for narrative answers - print size no smaller than 12 point).
- **Source documents** (if necessary) as attachments. If the source documents exceed two pages, excerpt or summarize them and note the source(s).
- **Letters of Support** and funding commitments, attachments documenting participation or support by sectors of the community, or letters verifying contribution of resources are appropriate.
- Other **Required Attachments:**
 - Agency or Business Brochure(s)
 - Proposed Budget (budget for proposal – inclusive of all related activities)
 - Last Fiscal Year Actual Agency Budget (full agency budget)

NON-DISCRIMINATION POLICY:

Applicants shall neither deny services to, nor otherwise discriminate in the delivery of services, against any person on the basis of race, color, religion, gender, sexual orientation, gender identity, age, national origin,

citizenship, ancestry, marital status, physical or mental handicap, or because such person is a recipient of federal, state or local public assistance.

We look forward to reviewing your RFP submission. If you have any questions or need further information, please contact:

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