



General Government Committee

Community Development Block Grant (CDBG) PY-2014 Request for Proposals and Process - Social Services Only

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Title

Community Development Block Grant (CDBG) PY-2014 Request for Proposals and Process - Social Services Only

Recommended Action

City Manager Recommendation

Develop recommendations for:

- 1) draft Social Services-only RFP packet;
- 2) process timeline for the social services RFP; and
- 3) criteria for reviewing CDBG proposals.

Body

Issue:

Council asked General Government Committee to develop a draft social services only RFP, including criteria and timeline, for CDBG Program Year 2014.

Staff Contact:

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Presenter(s):

Leonard Bauer, Deputy Director, CP&D

Background and Analysis:

Referral:

The Council made a referral to General Government Committee to quickly develop a Request for Proposals (RFP) for social services only to be conducted in order to release funds as soon as possible. The maximum this proposal may involve is 15% of anticipated CDBG funds (both new CDBG grant funds and CDBG program income) for Program Year 2014 (September 1, 2014 - August 31, 2013), currently estimated to be approximately \$70,000. Council directed the committee to develop a recommendation on the RFP process and timeline to ensure a timely release of funds. Council also directed the Committee to develop review criteria that includes higher ratings for proposals that foster agency collaboration rather than competition.

Social Services-Only RFP Timeline:

Following is a preliminary timeline for a Social Services-only RFP to be released quickly. Please note that conducting a social services-only RFP necessitates a required public comment period and public hearing prior to Council's funding approval. This means the City will need to conduct a second public comment period and public hearing once the Council determines when to allocate the remaining funds.

October

- Committee develops an draft RFP and timeline
- Council reviews and approves CDBG RFP and timeline

November

- City releases RFP
- Community Partner meetings held for potential applicants

December

- Proposals due
- Committee reviews proposals and develops recommendations
- Council reviews Committee recommendations and makes funding allocations.

January 2014

- Public comment period begins (30 days)
- Public Hearing is held

February 2014

- Council approval of funding recipients

July 15, 2014

- Funding Recommendations included in Program Year 2014 Annual Action Plan

Draft Criteria - from previous program year review materials.

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

Additional criteria?

- Are there other priorities you wish to propose?
- Do you wish to target applications to a specific strategic priority in the 5-year Action Plan, or request proposals that generally match one or more strategic priorities?