

Hillsborough County Affordable Housing Department (AHD)
Community Development Block Grant (CDBG) Program
Request for Proposals (RFP) Funding Application – FY 2011 - 12

Frequently Asked Questions (FAQ) - Outside Agencies

*(as of March 16, 2011) **New Items are in blue***

- The County's web site contains guidance from the U. S Housing and Urban Development (HUD) on eligible activities and the National Objectives. Please refer to the guide at:
<http://www.hillsboroughcounty.org/affordablehousingoffice/rfq11.cfm>
- The CDBG Target Area Maps are on our web site at the following location:
<http://www.hillsboroughcounty.org/affordablehousingoffice/resources/publications/home.cfm>
- You are required to complete the budget forms - complete the Development or Operating Budget, depending on your project.
- Do not submit a blank form for a budget form you are not required to complete. Re-number the pages so they are numbered consecutively.
- The organization budget should be for the section, division or department within the agency which will be responsible for administering the project or program.
- Business plans submitted as part of the CDBG application must follow the business plan established by Hillsborough County policy. If your agency has a pre-existing business plan approved by your Board of Directors, you must re-format it into the BOCC approved outline.
- **The Business Plan Outline refers to capital construction and capital funds. Public service applicants should substitute service for capital in the business plan component.**
- If submitting more than one application, please prioritize applications.
- Please do not include the text portion of the RFP application in your submission, only the application.
- Projects such as public facilities or infrastructure improvements are considered an area benefit and as such must be located within a CDBG Target Area. **Exception: Facilities designed for use in providing shelter for persons having special needs are considered public facilities and not subject to the prohibition of new housing construction described in §570.207(b)(3). Such facilities include shelters for the homeless; convalescent homes; hospitals, nursing homes; battered spouse shelters; halfway houses for run-away children, drug offenders or parolees; group homes for mentally retarded persons and temporary housing for disaster victims. These may be located in any area of Unincorporated Hillsborough County, Temple Terrace or Plant City.**
- Projects or programs should be ready to proceed when funds are available in October 2011.
- Priority will be given to projects located within the Hillsborough County CDBG Target Areas.

- If an applicant is partnering with another agency, submit a Memorandum of Understanding (MOU) or letters of agreement in the application. The business plan should describe the relationship between the lead applicant and the partners.
- Applicants which propose to partner with other agencies are not required to submit the partner's budget, board or other information during this phase of the application process. If the applicant receives a preliminary approval, it is anticipated additional information regarding the partnership will be requested.
- 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 County in the twelve (12) calendar months before submission of the Action Plan. The amount of CDBG funds obligated within a program year to support public service activities cannot exceed 15% of the total grant awarded to the County.
- A public service agency can request funding for an existing service which is currently funded by the County. However, projects or activities which are currently funded by the County are not guarantee funding from this RFP cycle or other future funding. CDBG assistance is not intended to be a continual funding source for a public service agency or activity.
- AHD has been holding a number of public meetings during February and March as part of our Five Year Consolidated Plan process. During these meetings, we receive citizen input into how and where CDBG funds should be utilized. One of the recurring concerns identified at these meetings has been most service provider are located within Tampa and due to transportation issues, resources are not readily accessible. Being physically located in the City of Tampa does not preclude you from funding, but the County focus is on securing services in other areas of the County. This does not preclude us from approving assistance to an agency physically located in the City of Tampa. Documentation will be required to show clients that you serve with County CDBG dollars are residents of and live in unincorporated Hillsborough County, or within the City of Temple Terrace or Plant City.
- The County RFP cycle is currently an annual process.
- Attachments F and G will be supplemental information, to be submitted if your application receives a preliminary approval.
- If your project or program will be located at several sites, you should identify all those sites within your application.
- If you are not the legal owner of a site, that ownership should be provided.
- The list of Supplemental Information included within the application is just an example of the type of information we may request. Please ignore the item "Most recent two years of Audited Financials. You must submit what is outlined within the Business Plan component which is the most recent three years and this must be provided in this initial application.
- Phase One and Two Environmental Reports are not required for this application. They would be required as supplemental information if your project receives a preliminary approval.

- You must complete and sign all certification forms in the application, even if it does not relate to your project. Your application may be reviewed by staff and determined to be eligible in a different CDBG category than the one you submitted your application under.