

Request for Municipal Partner Proposals

FY2025-2026 COMMUNITY DEVELOPMENT BLOCK GRANT

POLK COUNTY BOARD OF COUNTY COMMISSIONERS
Housing and Neighborhood Development



Proposals are due by 12:00 NOON on Wednesday March 12, 2025
NO PROPOSALS WILL BE ACCEPTED AFTER THIS DEADLINE

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GENERAL INFORMATION

First, complete the cover sheet and assemble the required documentation. Next, develop the proposal using the following proposal guidelines. The two attachments must also be completed. To be considered for funding, one color copy must be emailed to the Community Development Supervisor (KellyCarter@polk-county.net) and one original (wet ink) copy of these collated materials must be mailed to:

Community Development Supervisor
Housing and Neighborhood Development
Post Office Box 9005, Drawer HS04
Bartow, FL 33831-9005

Or delivered to: The Housing and Neighborhood Development (HND) office located at 1290 Golfview Avenue, Suite 167, Bartow. Questions regarding this Request for Proposal (RFP) must be in writing and must be sent to the Community Development Supervisor, via email at KellyCarter@polk-county.net. A technical assistance meeting will be scheduled with each approved municipal partner once applications are received and contracts are drafted.

**Proposal submission deadline is 12:00 NOON Wednesday March 12, 2025.
NO PROPOSALS WILL BE ACCEPTED AFTER THIS TIME.**

Duration: FY 2025-2026, October 1, 2025 – September 30, 2026

Municipalities are required to provide sufficient opportunity for public comment on proposed projects. Input may be gained through a lay advisory board, a public hearing, or a meeting when the project is approved by the City Council. Notice of public comment should be formally advertised. Documentation of public participation must accompany the proposal.

Municipalities are encouraged to review the Federal regulations regarding administration of the CDBG. Special attention should be given to Federal and County reporting and procurement policies. The Federal government stresses accountability and achievement of measurable outcomes to meet identified needs in use of its funds by grantees and subrecipients.

PROPOSAL COVER SHEET

Name of City: _____

Address: _____ Zip Code: _____ - _____

Name of Contact Person: _____

Contact Person Title: _____

Contact Email: _____

Telephone Number: _____ Fax Number: _____

Unique Entity Identification Number (UEI #): _____

Cage Code# : _____

Project Title: _____

Project Location: _____

Estimated Clients Served for Project area: _____

Brief Project Description:

Name of City Manager/Authorized Representative: _____

Signature of Authorized Representative: _____

Title: _____

CHECKLIST OF REQUIRED DOCUMENTS

- _____ Proposal Cover Sheet
- _____ Checklist of Required Documents
- _____ Financial Audit (most recent year-end)
- _____ Completed proposal narrative with attachments
- _____ List of City Commissioners/City Council members
- _____ Organizational Chart
- _____ Job descriptions of service delivery positions for which salaries and benefits are requested
- _____ Certificate of Insurance (Polk County listed as certificate holder)

Polk County Board of County Commissioners
Housing and Neighborhood Development
330 W Church Street
Bartow, FL 33830
- _____ Construction plans (if applicable)
- _____ Appraisal report(s) for proposals involving purchase or renovation of building(s)
- _____ Documentation of public participation(Proof of ad publication, Board meeting minutes, etc)
- _____ Map depicting project's service benefit area
- _____ Procurement Policy (current/most recent version)

CERTIFICATION:

I hereby certify that all required information contained in this application is accurate and that I am authorized to submit the application on behalf of my organization.

Name of Authorized Person

Date

PROPOSAL GUIDELINES

A. Project Description/ Scope of Services

1. *Give a detailed explanation of what the municipality proposes to do. The description needs to include specifications such as types, sizes, and locations of buildings to be constructed or rehabilitated, materials used, how many feet of pipes, ditches, roadways, or sidewalks are to be installed or improved, types of recreational equipment or fencing installed, and other information such as professional services to be procured, and whether contract or city labor is to be used. Please provide site location information which includes, but is not limited to property address, Parcel ID number, Year the structure was built (for building renovation projects), and photographs of the subject property.*

The response to this question is the most important part of the proposal and will be the basis for the Scope of Services in the contract. It will be incorporated into a project description verbatim. Accordingly, the description should include the following specifics (when applicable):

1. **Building**-Size (square footage), type (concrete block, metal frame), doors/windows/floors (type and size), renovation (number of rooms, restrooms), roofing (fiber glass/warranty, metal), accessibility ramps (length, width, landing stations).
2. **Street** - New or reconstruction, type material (base and surface), length and width, curbing/sidewalks/driveways.
3. **Sewer** -New or upgrade, type and size of sewer line, length, mains, pumps, stations, manholes, house lateral and connections.
4. **Water** – New or upgrade, type and size of water line, length, mains, house lateral and connections.
5. **Drainage** - Type (reinforced concrete pipe), length and size, number of inlets, retention areas, pump stations, horsepower.
6. **Land** - Buy or lease, ownership, size (square footage), number of parcels.
7. **Playground** - Play set type (plastic - covered galvanized, wood), landing area type (sand, mulch, synthetic), number of play stations, activity courts, lighting, irrigation, number and size of bleachers, restroom, and picnic shelters.
8. **Fencing** - Type of fencing material, length and height, number of gates, usage.
9. **Equipment** - Rental (backhoe, trenchers, dozers), pumps, handrails, exercise equipment and stations.

10. **Professional services** - Architectural, engineering, appraisal, survey.
11. **Labor** - Contract or city labor or combination of both.

Discussion of budgets and project implementation should not be addressed in this section.

1. *Explain how the activity is part of a larger neighborhood improvement strategy in the municipality.*

Polk County encourages Municipal Partners to use CDBG funds to improve the quality of life in locally designated neighborhood improvement areas that have a long-term improvement strategy in place. Municipalities are required to designate such areas and to combine local and federal resources to fund the related improvements.

2. *If there is a distinct service area, please submit a map outlining the service area to ensure that the area contains predominantly low- and moderate-income persons.*

The service area may be a neighborhood, a street, a fire district, or an entire municipality, depending upon the nature of the proposal. Proposals involving public facilities or infrastructure often have a defined service area and could be designated as an area benefit project. This would qualify for funds even though many of its residents are not considered to be low/moderate income. However, in order for a project to be considered an "area-benefit project" under CDBG regulations, a majority (**51% or greater**) of the persons residing in the service area must receive low or moderate incomes. Submit a map outlining the project's service area to ensure it is a predominantly low- and moderate-income area.

A proposed project's service area may include a pocket of poverty within a block group that is not predominantly of low /moderate income. In this case, Housing and Neighborhood Development staff can assist in determining eligible service areas.

3. *Does your activity include the acquisition, rehabilitation, construction or reconstruction of land or building(s)? Yes ___ No ___*

Question 3 only applies if your proposed activity involves purchase of land and/or construction or renovation of buildings. **If not, skip to Section B.**

a. What is the current condition of the land/building?

This question asks for a narrative description of the current condition of the property. The intent is for the reviewers to 1) be aware of any land use constraints that may limit use of the property; 2) be aware of any unusual environmental conditions on the property such as the presence of wetlands or hazardous materials storage; and 3) be able to document to U.S. HUD that slum and blighted conditions exist if the project is to be eligible for funding under the CDBG National Objective of slum and blight removal.

Acceptable documentation for the latter situation consists of a report by a qualified inspector detailing the condition of the building and listing what needs to be done to renovate the structure.

b. Does the municipality own the site or building? Yes ___ No ___

Federal funds cannot be used for improvements to private property not owned by the subrecipient. Therefore, applicants must own all properties for which improvement funds are being requested. (This does not apply if funds are being requested for acquisition; however, funds cannot be spent for improvements until the acquisition is complete.)

c. *Does the activity involve construction or rehabilitation of a building(s)?*
Yes ___ No ___

If the activity involves construction or rehabilitation of a building(s), provide construction plans. This information is needed to ensure that the project and proposed time frames are feasible, and that the construction budget is realistic.

d. *For activities involving acquisition, has an appraisal been made?*
Yes ___ No ___

If yes, attach the appraisal report.

Fair market values must be paid for property acquired utilizing Federal funds. Fair market value is determined and documented through an appraisal and confirmed with a review appraisal.

e. *How many parcels are to be purchased?*

Information provided should clarify which parcels are being acquired.

B. Implementation Schedule

1. *What is the proposed time frame for implementation and completion? Use the attached Implementation Schedule to delineate time frames for completion of all major tasks.*

An implementation schedule is crucial to planning for the budget and proposed funding sources. The implementation schedule is the work program for completion of the project. Development of the schedule is a three-step process:

Step 1: Divide program objectives stated in the Project Description into subtasks. The project goal is considered to be a “destination on a map”. The objectives are a verbal description of the journey to reach that destination. The subtasks are the “roads” one would actually take to get there.

For example, a municipality is proposing to develop a park in a targeted neighborhood. The goal (the destination) is to revitalize or stabilize the neighborhood. The objective is to expand recreational opportunities (the description of the journey). The work program (subtasks) is what is needed to do to develop the park - acquire the land, prepare a site plan, develop construction plans and specifications, advertise, and receive bids for construction and equipment, and construct the facility.

Step 2: Next, attach a time frame to each of the subtasks identified in Step 1. Establish a sequence for the subtasks -- subtask 1 is followed by subtask 2, and so on. (Remember, that some subtasks can proceed concurrently.) Next one must decide how much time is needed to complete each task. This is largely done through prior experience and combining lag times (e.g., time between ordering and delivery of equipment and site furniture). Plot the subtasks against expected timelines next. Step 3 tells how to do this.

Step 3: The attached Implementation Schedule diagramming the project's sequence of tasks will be incorporated into the contract. To complete the form, first list each of the subtasks in the left-hand column. These subtasks were developed in Step 1 above in the sequence that they will be completed. The next twelve columns represent monthly increments in your contract period. Number the months. (For example, if the contract will extend for 12 months, number the columns A1" to A12".) Next, go across each subtask's row and make a mark each month when the subtask will be going on. For example, if the first task is to acquire land, write "Land acquisition" in the left-hand column. If it will take a month between signing the purchase agreement and the closing, mark the column labeled "1" after this first entry. Now repeat this procedure for all of subtasks. What emerges is a complete picture of how the proposal will be implemented and how the subtasks relate to each other. It can then be seen if completion of one task conflicts with another; if one has planned too much for a given month; and how the tasks overlap. Necessary revisions and refinements are easily made to both. Additional copies of this schedule may be needed to describe all the proposed activities.

- 2. List the milestones the municipality intends to use to ensure that the project will be implemented in a timely manner.*

The Federal government stresses accountability by measuring progress toward stated milestones. Accountability is the basis for the monitoring activities to which all grantees and subrecipients are subject. Consequently, the project must have built-in milestones. A milestone states up front that by a certain date, a certain task will be ongoing or completed. In the example given above, the milestone at the end of the first month of the contract period is the transfer of title on the land. Applicants must define the milestones of the project's implementation schedule and how its progress will be reported. **If a municipality is awarded funds, it will submit monthly reports documenting milestone completions to the Polk County Housing and Neighborhood Development Office.** Failure to do so will delay

reimbursements and may lead to termination of the contract. The monthly report is in a standardized format and will be an attachment to your contract.

3. *What provisions have been made to ensure that the project will be ready to start when funding becomes available?*

To circumvent start-up time delays, identify all tasks that may have unforeseen activities and constraints.

4. *Describe in detail the steps that will be taken to ensure the continued maintenance and operation of the proposed activity?*

In preparing the proposal, consider how the continued maintenance and operation of the activity will be financed. CDBG funds are intended for startup or seed money, not to subsidize an activity indefinitely. There is no guarantee that Federal funding will be maintained at existing levels in future years. **Thus, describe how provisions for future alternative funding sources have been established.**

C. Project Budget

1. *Provide a line-item budget using the attached Budget Summary.*

All proposals must contain line-item budgets. Should the proposal be funded, this budget will become part of the Agreement authorizing the expenditures. Be concise when completing this Summary, as it is crucial to the proposal. It will assist evaluators in discerning the projects' specific purpose and to examine its feasibility and cost-effectiveness. The budget also assists the municipality in planning details of the project.

The attached Budget Summary must be used. The first column labeled "Category" separates line items into related groups. The categories listed are typical expense groupings such as labor costs, materials, and supplies, etc. **Note that salaries and benefits can be paid for project related activities only.** The second "Line Item" column is for specific line items in each category. The next two columns are for the amounts for each line item listed under the appropriate funding source. The last column is for totaling the amounts of each line item. There is an additional row for totaling CDBG, and other funding sources amounts at the bottom of the chart.

2. *Will municipal resources be used to complete the project? Explain how this will be accomplished.*

Local resources should be used in combination with Federal funds to complete the project to ensure community reinvestment. In many cases, municipalities will contribute labor to construct public facilities or infrastructure. In answering this question, state the value of the match, as well as how the match will be accomplished. Specify this amount and all in-kind amounts such as volunteer services, donations, and city general funds, in the Budget Summary.

D. Outcome Measures

HUD, along with other public and private agencies, developed an Outcome Performance Measurement System for use by CDBG, ESG and HOME grantees. The system includes objectives, outcome measures, and indicators that describe outputs.

The objectives include:

- **Suitable Living Environment** - In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.
- **Decent Housing** - The activities that typically would be found under this objective are designed to cover the wide range of housing possible under HOME, CDBG or ESG. 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, since such programs would be more appropriately reported under Suitable Living Environment.
- **Creating Economic Opportunities** - This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

The outcome categories include:

- **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 people, 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 people where they live.
- **Affordability.** This outcome category applies to activities that provide affordability in a variety of ways in the lives of low- and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- **Sustainability: Promoting Livable or Viable Communities.** This outcome applies to projects 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.

The following questions should be addressed in this section of the proposal:

1. *Which objective fits the proposed project? (Select one)*

- Creating Suitable Living Environments
- Providing Decent Affordable Housing
- Creating Economic Opportunities

2. *Which outcome measure describes the proposed project? (Select one)*

- Accessibility/Availability
- Affordability
- Sustainability

List the output indicators that relate to the type of project being proposed.

Attached to this document is a standardized list of output indicators that grantees will report on as appropriate for their chosen objectives and outcomes.

IMPLEMENTATION SCHEDULE
Attachment 1

Implementation Task	Contract Month											

BUDGET SUMMARY
Attachment 2

Category	Line Item	CDBG Funds	Match/ Other Funding Sources	Total
Salaries & benefits (service delivery or labor costs only)				
Supplies & Materials				
Consultants & professional services				
Land acquisition				
Other expenses				
Totals				

Project Site Location Information Form

Property Address:

Parcel ID Number: (You may provide a copy of the property appraiser's information for documentation)

Boundaries of the project area if proposed project covers large area: (Names of the streets to north, south, east, and west of the subject property)

Property Owner:

Year Structure Built: (if project is a renovation of an existing building):

Please provide the following to assist staff in their review of your proposed project:

Location Map

Photos of Site

Census Tract:

SPECIFIC OUTCOME INDICATORS
Attachment 3

Please select the outcome measure that supports your proposal from the examples listed below.

1) Public facility or infrastructure activities

Number of persons assisted:

- with new access to a facility or infrastructure benefit
- with improved access to a facility or infrastructure benefit
- where activity was used to meet a quality standard or measurably improved quality, report the number that no longer only have access to a substandard facility or infrastructure

2) Activities are part of a geographically targeted revitalization effort (Y/N)?

If Yes (circle one)

- a) Comprehensive
- b) Commercial
- c) Housing
- d) Other

Choose all the indicators that apply, or at least 3 indicators if the effort is (a) Comprehensive.

- Number of new businesses assisted
- Number of businesses retained
- Number of jobs created or retained in target area
- Amount of money leveraged (from other public or private sources)
- Number of low- or moderate-income (LMI) persons served
- Slum/blight demolition
- Number of LMI households assisted
- Number of acres of remediated brownfields
- Number of households with new or improved access to public facilities/services
- Number of commercial façade treatment/business building rehab
- Optional indicators a grantee may elect to use include crime rates, property value change, housing code violations, business occupancy rates, employment rates, homeownership rates (optional)

3) Number of commercial façade treatment/business building rehab (site, not target area based)

4) Homeownership Units Constructed, Acquired, and/or Acquired with Rehabilitation (per project or activity)

Total number of units

Of those:

- Number of affordable units
- Number of years of affordability
- Number qualified as Energy Star
- Number section 504 accessible
- Number of households previously living in subsidized housing

Of those affordable:

- Number occupied by elderly
- Number specifically designated for persons with HIV/AIDS
- Number specifically for chronically homeless

- Number specifically designated for homeless
- Of those, number specifically for chronically homeless

5) Owner occupied units rehabilitated or improved

Total number of units:

- Number occupied by elderly
- Number of units brought from substandard to standard condition (HQS or local code)
- Number qualified as Energy Star
- Number of units brought into compliance with lead safe housing rule (24 CFR part 35)
- Number of units made accessible for persons with disabilities

6) Businesses assisted

Total businesses assisted

- New businesses assisted

Existing businesses assisted

Of those:

- Business expansions
- Business relocations

Unique Entity ID(UEI) number(s) of businesses assisted

(HUD will use the UEI numbers to track number of new businesses that remain operational for 3 years after assistance)

CDBG Regulations 24CFR 570

http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title24/24cfr570_main_02.tpl

Title 24	Housing and Urban Development	Part / Section	
Subtitle B	Regulations Relating to Housing and Urban Development	<u>100 – 4199</u>	
Chapter	Office of Assistant Secretary for Community Planning and Development, Department of		<u>500 – 599</u>
V	Housing and Urban Development		
Subchapter C	Community Facilities	<u>570 – 599</u>	
Part	<u>Community Development Block Grants</u>	<u>570.1 – 570.913</u>	
570			
Subpart	<u>General Provisions</u>		<u>570.1 – 570.5</u>
A			
§	<u>Purpose and primary objective.</u>		
570.1			
§	<u>Definitions.</u>		
570.3			
§	<u>Allocation of funds.</u>		
570.4			
§	<u>Waivers.</u>		
570.5			
	<i>Subpart B [Reserved]</i>		
Subpart	<u>Eligible Activities</u>		<u>570.200 – 570.210</u>
C			
Subpart	<u>Entitlement Grants</u>		<u>570.300 – 570.309</u>
D			
Subpart	<u>Special Purpose Grants</u>		<u>570.400 – 570.416</u>
E			
Subpart	<u>Small Cities, Non-Entitlement CDBG Grants in Hawaii and Insular Areas</u>		<u>570.420 – 570.442</u>
F	<u>Programs</u>		
Subpart	<u>Urban Development Action Grants</u>		<u>570.450 – 570.466</u>
G			
	<i>Subpart H [Reserved]</i>		
Subpart	<u>State Community Development Block Grant Program</u>		<u>570.480 – 570.497</u>
I			
Subpart	<u>Grant Administration</u>		<u>570.500 – 570.513</u>
J			
Subpart	<u>Other Program Requirements</u>		<u>570.600 – 570.615</u>
K			
	<i>Subpart L [Reserved]</i>		
Subpart	<u>Loan Guarantees</u>		<u>570.700 – 570.712</u>
M			
Subpart	<u>Urban Renewal Provisions</u>		<u>570.800</u>
N			
§	<u>Urban renewal regulations.</u>		
570.800			
Subpart	<u>Performance Reviews</u>		<u>570.900 – 570.913</u>
O			

Appendix A to Part 570

[Guidelines and Objectives for Evaluating Project Costs and Financial Requirements](#)