

WELCOME

Universal Request for CDBG Application (RFA)

Technical Assistance: Economic Development

(updated 12/19/24)



Agenda

- Introduction
- General Application and Award Process
- Funding Guidelines and Eligible Activities
- Reimbursements
- Key Application Requirements
- Evaluation and Scoring
- Questions & Answers

General Application and Award Process

Award Process



Schedule of Events*

**Dates are subject to change*

- RFA Release December 5th
- Technical Assistance Workshops December 10th
 - Workshop Questions Due December 11th
 - Workshop Questions Responses Due December 12th
- Notice of Updates December 18th
- 2nd Technical Assistance Workshops December 19th
 - Workshop Questions Due December 20th
 - Workshop Questions Responses Due December 23rd
- RFA Submission Deadline *(all programs)* December 26th at 4:00pm EST
- Application Compliance Review *(internal)* December 20th
- Application Review and Recommendations January 13th at 2:00pm EST
City of Tampa City Center
2555 E. Hanna Ave, Tampa, FL 33610



Funding Guidelines and Eligible Activities

Funding Source

The Community Development Block Grant (CDBG) entitlement program allocates annual funding to larger cities and urban counties to develop viable communities by providing:



Decent Housing



A Suitable Living Environment



Expand Economic Opportunity

Funding is principally for low-moderate income (LMI = 80% AMI or below) individuals/households within the City of Tampa. More detailed information on the CDBG program can be found at www.HUDExchange.gov.

The City of Tampa is currently accepting applications for the following activities under CDBG Economic Development & Special Economic Development:

- Microenterprise – Start Up Incubator
- Microenterprise – Technical assistance
- Small Business – Scale-Up Services

Please note: If applying to more than one activity, please complete an individual application for each activity.

Contract Period:

- Two Fiscal Years (FY25/PY24 – FY26/PY25)
March 1, 2025* - September 30, 2026

**Date subject to change.*



Microenterprises

Technical assistance, advice, and business services to owners of microenterprises and persons developing microenterprises, such as startup support, developing accelerators/incubators and increase early-stage funding opportunities.

Minimum beneficiary eligibility criteria:

- Microenterprises with no more than 5 employees (including the owner)
- Microenterprise owner or person developing a new microenterprise must be LMI
- Established Microenterprises must be located within Tampa city limits
- Persons developing a Microenterprise must reside within Tampa city limits

Please note: Guidelines may differ for each project/program.

Microenterprise – Start Up Incubator:

Funding:

- Funding request limits: Minimum \$75,000 – Maximum \$125,000
- Minimum 100% match required

Number of proposed beneficiaries:

- Minimum of 40 microenterprises

Minimum Start Up Incubator requirements:

- Provide early-stage broad exposure to financing, marketing, operations, funding, networking, governance and business management among other business disciplines.

Microenterprise – Technical Assistance:

Funding:

- Funding request limits: Minimum \$50,000 – Maximum \$100,000
- Minimum 100% match required

Number of proposed beneficiaries:

- Minimum of 50 microenterprises

Minimum Technical Assistance requirements:

- Business technical assistance offered in packaged services
- Moderate consulting time (typically at least 20 hours per client)

Small Businesses Services

Technical assistance, advice, consulting, and business services to owners of small business delivered by subject-matter experts.

Minimum beneficiary eligibility:

- Small Business with 6 or more and up to 99 employees (including the owner)
- Small Business owner will need to be LMI

or

Small Business shall be located in an eligible LMI census tract within Tampa city limits

Small Business – Scale-Up Services:

Funding:

- Funding request limits: Minimum \$50,000 – Maximum \$78,611.35
- Minimum 100% match required

Number of proposed beneficiaries:

- Minimum of 16 small businesses

Minimum Scale-Up Services requirements:

- Technical assistance offered in packaged services
- Moderate consulting time (typically at least 50 hours per client)

Resources

- [Tampa City Limits Map](#)
- [Map of Eligible Census Tracts, where at least 70% of residents are LMI](#)
- [FY24 HUD Income Limits](#)



Reimbursement

Reimbursement

- All payments are made to subrecipients on a reimbursement basis (*no advanced payments*)
- Monthly if award is at or above \$100,000
- Quarterly if award is less than \$100,000
- A rate per service will be set during the post-award meeting
- All reimbursements are submitted via Neighborly

A blurred image of a city skyline at night, with various buildings and lights visible against a dark blue sky. The image is out of focus, creating a bokeh effect.

Key Application Requirements

Key Application Requirements

- Applications are due **Thursday, December 26, 2024, by 4:00PM EST**
- Applications **must be submitted online through Neighborly**. Incomplete, hand-delivered, emailed, mailed, faxed, or late applications will be deemed ineligible. Registration is required to access the link:
<https://portal.neighborlysoftware.com/TAMPAFL/Participant>
- Applications must meet all applicable grant requirements.
- City of Tampa will not reimburse costs incurred in applying for funding. Beginning projects before funds are officially released will result in project ineligibility and no reimbursement from the City of Tampa.
- Agency (applicant) must demonstrate it has been in business for no less than three (3) years.

Key Application Requirements

- Organizations must demonstrate the financial viability to operate a federally funded program strictly on a reimbursement basis.
- Applicants who previously received funding from the City must report the status of that funding, including actual accomplishments, previous Monitoring results and any outstanding findings or concerns. **Applicants with open Monitoring Findings with the City that are unable to be resolved prior to the deadline for funding will be ineligible to apply for this RFA.**
- Questions regarding the City of Tampa Small Local Business Enterprise (SLBE) and/or Woman/Minority Business Enterprise (WMBE) programs should be referred to: Minority and Small Business Development Office – Phone (813) 274-5522 Or EqualBusinessOpportunity@Tampagov.net

Evaluation and Scoring

Evaluation

- **City Staff** will review each application for eligibility and verify required support documentation is provided, and the application meets the minimum threshold.
- **Reviewers** will provide recommendations for award; however, staff will make the final funding recommendations.

Internal Evaluation

City Staff will review:

- Eligible Activity (*project location, activity type, beneficiaries*)
- Eligible Agency (*in business for no less than 3 years, no unresolved findings on current projects*)
- Meets a HUD National Objective for CDBG funding
- Geographic Location (*City of Tampa limits*)
- Submitted required documents
- Complete Budget (*total project costs to include administrative costs and funds for direct services*)
- Met minimum and maximum funding requests (*as applicable*)

Please note: Applications that do not meet the minimum threshold will be considered non-responsive.

EVALUATION COMMITTEE

- An Application Evaluation Committee will be established to review and evaluate all applications that meet the minimum threshold in response to this RFA.
- The Committee will consist of community subject matter experts.
- They will conduct a preliminary evaluation of all applications based on the information provided and other evaluation criteria outlined in this RFA.

EVALUATION COMMITTEE MEETING

- The Evaluation Committee Meeting is open to the public.
- It is not mandatory for applicants to attend, but it is recommended.
- Attendees will be in listen in mode only.
- The Evaluation Committee may ask clarifying questions to applicants in attendance.

Scoring Criteria

Points	Guidance
Maximum points	More than adequate response
Middle points	Adequate response, no special insights
No points	Inadequate or no response

#	Question	Points		
1	FY25/PY24 Consolidated Plan priority activity	0	5	
2	How well did the applicant describe the program/project? If renewing the project, did they identify any additional services to be provided.	0	3	5
3	Has the (applicant) agency ever had program and/or funding compliance challenges with City of Tampa programs?	0	3	5
4	Knowledge and capacity to develop, implement and administer proposed program/project. How will the organization sustain the project?	0	5	10
5	Does the agency have a history of successfully securing local, state, federal, and private dollars?	0	3	5
6	Organization's fiscal capacity to manage financial reporting, record keeping, accounting systems, policies and procedures, and audit requirements?	0	5	10
7	The agency provided a list of other agencies that provide the same services being proposed. Were partner and collaboration descriptions and letters included?	0	3	5

#	Question	Points		
8	Was the project timeline clear and sufficient and within the City's funding timeframe?	0	3	5
9	The Project/program goals, objectives and anticipated outcomes, beneficiaries and eligibility were clear?	0	5	10
10	The History of Organization is clear, and they provided the Agency's experience qualifying clients for a state/or federally funded programs?	0	3	5
11	Budget – Was budget table completed and the narrative in support of budget? Detailed budget attached?	0	5	10
12	Matched/leveraged Funds (as required, or as a % of total project/program costs) *A 1:1 Match is required within the budget for Public Services and 25% for Public Facility Improvements.	0	or	10
14	All forms completed and signed? If the agency has a disaster recovery plan, was that also uploaded?	0	3	5
Maximum score:			90	

Questions & Answers

- We will take questions at this time.
- If there are questions that cannot be answered during this meeting, then the questions will be recorded and answered through an addendum issued by HCD department.
- All questions after this workshop **MUST** be submitted in writing by December 20th at 11:59am (EST) to hcdinfo@tampagov.net
- Responses will be returned by close of business on December 23rd

THANK YOU

Mayor Jane Castor

**Transforming Tampa's
Tomorrow**     

*This presentation contributes to Mayor Jane Castor's
Transforming Tampa's Tomorrow initiative.*