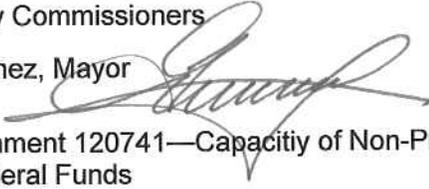


**Date:** August 22, 2012

**To:** Honorable Dennis C. Moss  
Board of County Commissioners

**From:** Carlos A. Gimenez, Mayor 

**Subject:** Directive Assignment 120741—Capacity of Non-Profit Organizations in the Competitive Process for Federal Funds

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At the May 1, 2012 Board of County Commission meeting you requested a report regarding the capacity of non-profit organizations competing for federal funds, noting efforts to empower such entities to successfully compete, resulting in projects in Neighborhood Revitalization Strategy Areas (NRSAs) having better chances of receiving funding.

**Planned Actions to Improve Capacity of Non-Profits:**

In response to the directive, staff will engage one or more training providers to conduct capacity-building training in each NRSA for any organization interested in competing for federal funds administered by the County through Public Housing and Community Development (PHCD). The department has submitted an emergency technical assistance request to Training & Development Associates (TDA), a U.S. Housing and Urban Development (US HUD) consultant to provide training to organizations that serve the community in the following areas: economic development, public service, housing, public facilities and capital improvements. The focus of capacity-building training will be in the following areas:

- Organizational Capacity—fiscal and operational requirements to carry out proposed activities
- HUD standards for use of federal dollars per activity—convey required outcomes for activities
- Quarterly and annual reporting requirements—timely and accurate reporting of progress
- Appropriate documentation for invoicing—submission of proper documentation for expenses reimbursement
- Developing successful funding applications – grant writing skills that clearly address funding application requirements
- Cost Principles – understanding what is eligible, allowable, allocable and reasonable

Addressing these issues would better position organizations to compete for award of federal dollars, and once awarded, to successfully complete projects in NRSAs. Staff will be working with TDA to develop a final scope of work for capacity-building training, which will be at no charge to the County. We hope to receive approval from US HUD by July 31, 2012 and implementing the training session(s) in August 2012. In the interim, as an alternative, PHCD anticipates issuing a Request For Quotes (RFQ) on July 25, 2012, with the same training provisions. In addition, should US HUD approve the emergency technical assistance request, then PHCD stands ready to cancel the RFQ and will continue to work with TDA to facilitate the training in August 2012.

**Current Actions to Improve Capacity of Non-profits:**

Annually, PHCD conducts technical assistance workshops at the commencement of each Request for Applications (RFA) process to explain the criteria for award and any special conditions that apply to the current year funding, such as priorities policies set forth by the Board in approval of the annual Action Plan. Additionally, the department meets quarterly with stakeholders of the various programs and the Community Advisory Committees to discuss process improvements that help recipients of funds successfully perform their contracts.

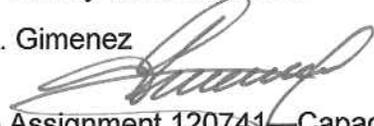
c: Honorable Joe A. Martinez, Chairman  
and Members, Board of County Commissioners  
Robert A. Cuevas, County Attorney  
Russell Benford, Deputy Mayor  
Gregg Fortner, Executive Director, PHCD

# Memorandum



**Date:** August 22, 2012

**To:** Honorable Barbara J. Jordan  
Board of County Commissioners

**From:** Carlos A. Gimenez  
Mayor 

**Subject:** Directive Assignment 120741—Capacity of Non-Profit Organizations in the Competitive Process for Federal Funds

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This report memorandum is in response to your directive at the May 1, 2012, Board of County Commission meeting. The information below details the scoring and allocation policy of other entitlement municipalities, and whether or not these municipalities were scored higher or lower, based on the fact they were entitlement municipalities.

The County (via Public Housing and Community Development) does not provide preference in scoring of applications submitted by entitlement municipalities. Included for your reference is a link to the FY 2012 Request For Application (RFA) Book One which includes the policy and procedures for applying for and receiving Community Development and Block Grant (CDBG) entitlement funds (pages 1-42) <http://www.miamidade.gov/housing/library/guidelines/rfa2012/book-1.pdf>. Other entitlement municipalities within Miami-Dade County were surveyed and those that responded indicated that they are only allowed to fund projects within their entitlement area. Accordingly, there is no question of different treatment in scoring of applications from entitlement municipalities.

We have inquired with other neighboring jurisdictions (Broward County and West Palm Beach County) that have participating (non-entitlement) municipalities included in their entitlements and have not found preference in their scoring policies. Below are links to each jurisdiction's most recent policy available on line regarding allocation of CDBG funds:

- Links to the documents are provided in an effort to conserve printing, as the documents are voluminous. Broward County's scoring policy is contained in the document entitled: "2012-2013 Request for Proposals (RFP) for CDBG, HOME Investment Partnerships (HOME) & Emergency Solutions Grants (ESG)."
  - <http://www.broward.org/Housing/Documents/20122013RFPforCDBGHomeESG.doc>.
- The Palm Beach County Department of Housing and Community Development policy for their allocation process is reflected in the linked document entitled "Subrecipient Orientation Manual FY2010-11: A Guide for Administering Count Sponsored Grants."
  - <http://www.pbcgov.com/hcd/pdf/FINAL%20Subrecipient%20Orientation%20Manual%202010-11.pdf>.

c: Honorable Joe A. Martinez, Chairman  
and Members, Board of County Commissioners  
Robert A. Cuevas, County Attorney  
Russell Benford, Deputy Mayor  
Gregg Fortner, Executive Director, PHCD