City of Miami Gardens

Department of Community Development

2014-15 CDBG Public Services Program
Request for Proposals

Questions & Answers

1. **Q: Is it possible for us to receive the exact boundaries for the City of Miami Gardens?**
   A: A map showing the City of Miami Gardens corporate boundaries is available on the City's website. Please go to www.miamigardens-fl.gov and click on City Services at the top of the page, then Planning & Zoning from the drop down list, then City Maps.

2. **Q: What is the amount of maximum funding?**
   A: The total funding available for public services in Program Year 2014-2015 is $XXX,XXX. However, the City does not set a maximum funding limit per proposal. Each proposal is evaluated separately and funding is recommended based on what is requested, the overall program proposed, and the funding available.

3. **Q: Are there page limitations to the proposals submitted?**
   A: Yes, proposals must be submitted in the format provided as part of the RFP document. Responses to the questions are limited to the space provided. The following are the character limits for each question:

Question #	Character Limit
Organizational Experience & Capacity	
1a	3800
1b	2500
1c	2500
Program Objectives	
2a	2800
2b	1800
Program Description	
3a	3300
3b	1100
3c	1700
3d	1700
3e	5000
3f	2000
3g	2000

4. Q: Can an agency submit more than one proposal for separate programs?
A: Yes.

5. Q: Will there be a penalty if an agency expends all funds prior to the September 30, 2015 contract termination?
A: No

6. Q: Are administrative costs allowed? Is there a cap?
A: Yes, administrative costs are allowed. There is no cap on administrative costs.

7. Q: If an agency is part of a larger organization (ie: a department inside a larger organization), do you want an organizational chart for the department, or the larger agency, or both?
A: Please provide an organizational chart for the smaller department that will actually be implementing and managing the proposed program, as well as an organizational chart for the larger organization that shows where the department fits into the larger organizational structure.

8. Q: Are the forms, Board Members, Job descriptions, also required to be sequentially number along with the written proposal narrative?
A: Yes.

9. Q: Should the certification of funds reflect what was received in the agency's prior fiscal year or this year?
A: For the Certification of All Funds Received (Form 4), agencies should include information for the current fiscal year. The purpose of this form is for the reviewers to see all the agencies funding. For the Certification of Matching Funds (Form 5), agencies should include current fiscal year funding sources that will be used as matching funds, as well as funding that has been applied for but not yet awarded.

10. Q: How do applicants determine the match? Can applicants only include the exact proportion of funding from other grants that is specifically for use in Miami Gardens and during the CDBG timeline? Or can applicants list all organizational or program funding?
A: How applicants determine the match is up to each applicant. Please refer to page 5 of the RFP Instructions document for more information. For the purposes of determining the minimum 1:1 match, agencies should list only the portion of funding from other sources and/or in kind donations that will be used specifically for the proposed Miami Gardens program.

11. Q: Are MOUs required for the application? Or are MOUs only required if specific partners are listed in the application?
A: Applicants must provide copies of Memorandums of Understanding (MOU's), lease agreements, participating party agreements, etc. **ONLY IF** the applicant states that a partnership is in place or is needed in order to carry out the program. MOU's are not required if there is no partnership claimed.

12. Q: What types of programs has the City of Miami Gardens funded in the past?

A: Funded programs have included; an elderly home meal delivery program, after school tutoring and summer camp programs, wrap around services for youth aging out of the foster care system, services for youth and their non-offending families that have been victims of abuse, a seniors never alone telephone reassurance program, financial asset building program, youth summer training and employment program, foreclosure prevention program, and many others.

13. Q: How many agencies does the City of Miami Gardens fund?

A: The City does not have a limit on the number of proposals or agencies it funds. However, on average, the City has been funding approximately four to five programs each year.

14. Q: Can applications be mailed in or only submitted in person?

A: Applications can be mailed or submitted in person. Please refer to page 7 of the RFP Instructions document for delivery instructions and the address where the applications must be received. *Please note:* Regardless of delivery method, ALL PROPOSALS MUST BE RECEIVED BY THE DEADLINE; **4:00 PM ON MAY 16, 2014.**

REMINDER –

PROPOSALS ARE **DUE NO LATER THAN 4:00 PM ON FRIDAY, MAY16th** AT THE COMMUNITY DEVELOPMENT DEPARTMENT LOCATED AT 1515 NW 167 STREET, BLDG 4, STE 190.