

RFP INSTRUCTIONS

These instructions are being provided to assist in the submission of proposals in response to Chesterfield County's Request for Proposals (RFP) for funds involving the following sources (Referred to here in as county funds).

- Community Development Block Grant (CDBG)

Proposals will only be accepted from the following organizations:

- Chesterfield Neighborhood Organizations
- Non-Profit Organizations
- For Profit Organizations
- Chesterfield Government Departments
- Community Housing Development Organizations

General Information

Please note: County funds will not be available for non-residential real estate acquisition.

Funding

Funds will be provided on a cost reimbursement & performance basis. No up front uses or expenses will be eligible for funding nor will county funds be permitted to fund 100% of any project. The proposal must demonstrate that other funding sources are available, committed and utilized prior use of any county funds. Failure to provide proof of other resources may eliminate proposal from consideration, competition and/or award.

Pre-Proposal Conference

A pre-proposal conference is scheduled for 2:00 pm on **Thursday, November 8, 2007** at the Community Development Building located at 9800 Government Center Parkway. For directions call (804) 318-8866. Attendance is not mandatory however it is strongly recommended. Questions, answers and issues will be addressed at that time. Staff assistance will not be available after this date.

Environmental Review

Preliminary environmental review will be performed for all proposals, regardless of funding recommendations or decisions. CDBG staff may contact you for additional information and/or photographs during the proposal review process. The environmental review will be finalized when proposals are selected for funding and will determine if modifications to the program design are necessary.

Submissions

The deadline for submission is **4pm on Tuesday, November 20, 2007.** Proposals must be submitted on 8.5 x 11 white bond paper. Ten copies, sealed, are required. Incomplete submissions have a life of five (5) workdays following the submission deadline. A letter indicating such must accompany incomplete submissions. Electronic submissions in any form will not be accepted. Mailed proposals must be received in the Chesterfield CDBG Department on or before the deadline date. The return of proposals following the final decision by the Board of Supervisors must be requested by the organization at the time of submission.

Criteria

Only those projects addressing **ONE** of the Broad National Objectives and at least **ONE** of the priorities identified in the Chesterfield County Five-Year Consolidated Plan will be considered for CDBG, HOME or ADDI funding.

Broad National Objectives

1. Elimination of Slums and Blight
2. Benefit Low and Moderate Income Persons
3. Address an Urgent Need

Chesterfield County Consolidated Plan Priorities (FY 2005-2010)

1. Improve Infrastructure and Public Facilities
2. Reduce Elements of Blight in Existing Neighborhoods
3. Support Programs that Enrich the Lives of Youth and Adults
4. Support Programs that Address Special Needs Populations
5. Stimulate Economic Development Opportunities

Compliance with the Chesterfield County's Strategic Plan

Projects requiring involvement of Chesterfield County departments **MUST** include a signed letter of approval from the director of the respective department(s) For example: proposals requesting funds for neighborhood sidewalks must be approved by the County's Director of Transportation, which is responsible for such projects; or correction of a drainage problem in a neighborhood must be approved by the County's Director of Environmental Engineering which is responsible for all county drainage activities). Letters from non-supportive departments may result in rejection of the proposal.

All submissions must include the following (when applicable):

- Verification of tax-exempt status (IRS determination letter)
- Support letters or endorsements
- Organization Chart

The following information must be included in each proposal

- A. Name, address and telephone number of organization submitting the proposal
- B. Name and telephone number of the organization's chief executive officer (CEO)
- C. Tax identification number
- D. Contact information (telephone number, fax number and email address) for individual completing the proposal
- E. Project Name and Location:
 - i. Census tract(s) affected by the actions in the proposal
 - ii. Magisterial District(s) to be impacted by the proposal
 - Bermuda
 - Matoaca
 - Midlothian
 - Cloverhill
 - Dale
- F. Amount of funds being requested (one per proposal)

Description of Proposed Project/Activity

- I. Need/Extent of Problem **(provide statistics support and resources).**

This section of the proposal should address the extent to which there is a need for your proposed project/activity. Specifically, identify a target area or population for your proposed project/activity. Document a need for your proposed project/activity in this target area.
- II. Project Summary

Describe the overall goal of the project, specific objectives to be accomplished, activities implemented to achieve the project, and desired outcomes of the project. The goal needs to be specific, measurable, attainable, relative and time-bound. Identify the number of persons expected to be served/impacted by the project. Describe how you will reach out to the target population.
- III. Project Description

Briefly describe proposed project, the population to be served and services to be provided, indicate if this is a new project/program or has received prior CDBG funding, and describe how the program/project will continue in the long-term, with or without CDBG funding.

- IV. Project Management
Describe specific steps to be taken to implement the project. Attached a proposed timeline or construction schedule, which identifies tasks, staff responsible, and target dates for completion. Identify any barriers to implementing the project and how these barriers will be overcome.
- V. Performance Measures
Include specific inputs (resources used), specific outputs (program activities) and specific outcomes (actual results of programs and services). Complete and submit the attached form. See [www. hud.gov/offices/cpd/about/performance/index.cfm](http://www.hud.gov/offices/cpd/about/performance/index.cfm) for more information on performance measures.
- VI. Ability to Meet Consolidated Plan Priorities
Explain how the proposed project is consistent with **ONE** of the priorities established in the Chesterfield County Consolidated Plan as highlighted on page 2 of this RFP.
- VII. Ability to Meet Broad National Objective
Describe, in detail how the project meets **ONE** of the following Broad National Objectives: (1) elimination of slums and blight; (2) benefit low and moderate income persons; or (3) address an urgent need. See www.hud.gov for more information on the Broad National Objectives.
- VIII. Organizational Experience
Please describe your organization's experience, success or history with your proposed project.
- IX. Project Budget.
Your proposal must include a project budget consisting of revenues, personnel, and operating costs associated with the proposed project. Please indicate the total cost of the proposed project.
- X. Financial Feasibility (additional sources of funding)
Include status of other funding application(s) and state whether or not the implementation of the project is contingent on receiving funds from other sources. Explain how the project would continue if it were funded for only one year. Provide award letter(s) for funding commitment(s) and date of funding availability.