



**REQUEST FOR APPLICATIONS**  
**Community Development Block Grant – Disaster Recovery**  
**for Hurricane Irma**  
**Workforce Recovery Training Program**



Florida Department of Economic Opportunity  
<http://www.floridajobs.org>

**APPLICATION DEADLINE:**  
**JANUARY 10, 2020**  
**5:00 PM, EASTERN STANDARD TIME**

*NOTE: This grant opportunity is not a competitive solicitation subject to the notice or challenge provisions of Section 120.57(3), Florida Statutes.*

## SECTION A

### PROGRAM OVERVIEW

#### 1. Overview

The DEO Office of Disaster Recovery is the administrator of a Community Development Block Grant - Disaster Recovery (CDBG-DR) program funded by the U.S. Department of Housing and Urban Development (HUD) under Public Laws 115-56 and 115-123 to address unmet disaster recovery needs related to damage from Hurricane Irma. HUD provided further guidance for this funding in 83 Fed. Reg. 28 (February 9, 2018) and 83 Fed. Reg. 157 (August 14, 2018). DEO is implementing the program and allocating funding as provided in the *State of Florida Action Plan for Disaster Recovery (Action Plan)*.

\$20 million from this funding has been allocated for the Workforce Recovery Training Program (WRTP). This Request for Applications (RFA) is to solicit proposals from eligible applicants to provide workforce training projects that support Hurricane Irma recovery. Workforce training projects to be funded under this program include those related to construction trades, including, but not limited to, roofing, masonry, carpentry, concrete finishing, plumbing, HVAC (heating, ventilation, and air conditioning), electricity, heavy equipment operations, carpet laying, glass / window installation, plastering, welding, and / or customized training. Projects to be funded under this program must also include job readiness and job placement services.

**1.1 Funds Available:** \$20 million in CDBG-DR funding is available for WRTP projects. There is no minimum or maximum award.

**1.2 Award Period:** All WRTP projects must be completed by June 30, 2023.

#### 2. Project Requirements

Applicants must meet the full project requirements provided in the WRTP Guidelines, Part 2 Subrecipient Applicant Requirements, as published on [www.floridajobs.org/CDBG-DR](http://www.floridajobs.org/CDBG-DR). Information provided below is a summary only.

**2.1** WRTP projects must meet the following criteria:

**2.1.1** Conduct workforce training in construction occupations, including, but not limited to:

- a. Roofing;
- b. Masonry;
- c. Carpentry;
- d. Concrete finishing;
- e. Plumbing;
- f. HVAC (heating, ventilation, and air conditioning);
- g. Electricity;
- h. Heavy equipment operations;
- i. Carpet laying;
- j. Glass / window installation;
- k. Plastering;
- l. Welding; and / or
- m. Customized training.

- 2.1.2 Include job readiness and job placement assistance to support successful graduates of training in obtaining employment.
- 2.1.3 Support overall program requirement to spend 80% of funds in the HUD-identified most impacted and distressed (MID) areas for Hurricane Irma: Brevard, Broward, Clay, Collier, Duval, Hillsborough, Lee, Miami-Dade, Monroe, Orange, Osceola, Palm Beach, Polk, St. Lucie, and Volusia counties; and ZIP codes 32084, 32091, 32136, 32145, 32771, 33440, 33523, 33825, 33870, 33935, and 34266. 20% of funds may be spent in state-identified MID areas that received both an individual assistance and public assistance declaration.
- 2.1.4 Serve at least 51% low- and moderate-income (LMI) individuals, to meet the LMI national objective.
- 2.1.5 Meet HUD requirements for public service programs, which must be either a new service or a quantifiable increase in the level of an existing service above that provided through state or local funds in the year before the *Action Plan* was submitted.

**2.2 Eligible Applicants:** DEO seeks applications only from the following types of entities:

- LWDBs whose service area includes a portion of the HUD-identified MID counties and zip codes for Hurricane Irma. This includes LWDBs 8, 9, 11, 12, 13, 15, 16, 17, 20, 21, 22, 23, and 24;
- Educational institutions located within the HUD-identified MID counties and zip codes for Hurricane Irma. Educational institution is defined as any public school, center, institution, or any other entity that is part of Florida's education system under public K-12 schools, public postsecondary educational institution, and the Florida Virtual School; and
- Technical centers located within the HUD-identified MID counties and zip codes for Hurricane Irma. Technical center is defined as a public school or public technical center operated under a charter granted by a district school board or Florida College System institution board of trustees or a consortium, including one or more district school boards and Florida College System institution boards of trustees, that includes the district in which the facility is located, that is nonsectarian in its programs, admission policies, employment practices, and operations, and is managed by a board of directors.

**2.3 Use of Grant Funds:** All costs must be CDBG-DR eligible. All costs must comply with the requirements of 24 CFR 570 and 2 CFR 200.

**2.3.1** Eligible costs for the WRTP include, but are not limited to:

- Training;
- Job readiness and job placement services;
- Materials and supplies related to WRTP training activities;
- Support services;
- Participant outreach; and
- Program management and administration.

**2.3.2** Grant recipients may only be reimbursed for allowable project costs resulting from obligations incurred during the Agreement period.

**2.3.3** Further detail of eligible costs and ineligible costs is included in the WRTP Guidelines, Section 2.8 Eligible Costs, as published on [www.floridajobs.org/CDBG-DR](http://www.floridajobs.org/CDBG-DR).

**2.3.4** Other fiscal requirements may be provided in state or federal laws or regulations, or guidance from HUD or DEO.

**2.4 Submission of Multiple Applications:** A Respondent may be the prime Grant recipient for more than one Response. A Respondent may be a supporting partner for another entity's proposal.

### **3. Number of Awards**

DEO anticipates that multiple grant awards will be awarded pursuant to this solicitation. DEO will determine the number of grant awards, at DEO's sole and absolute discretion, based on the availability of funds and the quality of the submitted applications. DEO reserves the right to offer grant awards for less than the amount requested in the Respondents' responses as DEO deems is in the best interest of the State of Florida and DEO. The receipt of proposals in response to this RFA does not imply or guarantee that any one or all proposals will be awarded a Grant.

## **SECTION B SPECIAL INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF RESPONSES**

- 1. Solicitation Title**                      CDBG-DR Hurricane Irma Workforce Recovery Training Program
- 2. Solicitation Type**                      Request for Application
- 3. Issuing Office**                              Department of Economic Opportunity  
Office of Disaster Recovery  
Attn: Elisa Weber  
Caldwell Building, 107 East Madison Street, MSC-160  
Tallahassee, Florida 32399  
(850) 717-8407  
[workforcerecovery@deo.myflorida.com](mailto:workforcerecovery@deo.myflorida.com)

### **4. Calendar of Events**

Listed below is the calendar of important actions and dates/times by which the actions must be taken or completed. If DEO finds it necessary to change any of these dates/times, then DEO will include such changes in a subsequently-published addendum. The time referenced in the table below is Eastern Standard Time (EST).

Please note that any updates, addenda, and clarifications to this RFA will be posted as an addendum on DEO's website at [www.FloridaJobs.org/CDBG-DR](http://www.FloridaJobs.org/CDBG-DR). **It is the Respondent's responsibility to monitor DEO's website at [www.FloridaJobs.org/CDBG-DR](http://www.FloridaJobs.org/CDBG-DR) for any RFA updates.**

	<b>Estimated Calendar of Events</b>	<b>Date and Time</b>
1.	Initial RFA Posted for Viewing	October 14, 2019
2.	Pre-Response Webinar Posted for Viewing	No later than October 18, 2019
3.	Deadline for submission of Technical Questions ( <b><i>only</i></b> e-mail inquiries will be accepted)	October 25, 2019 5:00 PM EST
4.	Anticipated Posting of Questions and Answers	October 28, 2019
5.	RFA Issuance and Publication	October 28, 2019
6.	RFA Responses Due	January 10, 2020 5:00 PM EST
7.	Anticipated Threshold Compliance Check	January 17, 2020
8.	Anticipated Evaluation Period	January 24, 2020
9.	Anticipated Negotiations, if applicable	N/A
10.	Anticipated Posting of Award	January 30, 2020

## 5. Pre-Response Webinar

DEO will post a webinar providing an overview of the WRTP and the application requirements on the date specified in Section B.4., Calendar of Events. The webinar will be posted on the DEO website at [www.FloridaJobs.org/CDBG-DR](http://www.FloridaJobs.org/CDBG-DR). Respondents are strongly encouraged to view the webinar. Respondents are advised to review the solicitation documents and other supporting materials in this RFA prior to viewing the webinar.

## 6. Questions

Respondents must submit their questions concerning this RFA in writing via e-mail to: [workforcerecovery@deo.myflorida.com](mailto:workforcerecovery@deo.myflorida.com) by the date and time specified in Section B.4., Calendar of Events, and clearly identify the author of each such e-mail. Each Respondent must carefully examine the specifications set forth in this solicitation with respect to the work to be performed before submission of a question to DEO.

All questions and/or changes to the solicitation will be posted on DEO's website at [www.FloridaJobs.org/CDBG-DR](http://www.FloridaJobs.org/CDBG-DR). DEO shall not be responsible and legally liable for any delays and/or resulting impacts, associated with Respondents' failures to obtain the information made available through DEO's website at [www.FloridaJobs.org/CDBG-DR](http://www.FloridaJobs.org/CDBG-DR).

### **ORAL AND TELEPHONE INFORMATION**

Oral and telephone information shall not bind DEO. Respondents must not rely upon oral and telephone information.

## 7. Cost of Preparing Respondent's Response

DEO is not liable for any costs Respondent incurred in responding to this RFA, including, but not limited to, those for oral presentations, if applicable.

## 8. Disclosure and Ownership of Responses by the Department

A Respondent's response is a public record subject to the production, disclosure, inspection, and copy provisions of Chapter 119, Florida Statutes, and Section 24(a) Article I of the Florida Constitution. A Respondent's response, upon submission, and any resulting Agreement therefrom shall be DEO's property except with respect to those parts asserted with the formalities described in Section B.9., Respondent's Duties to Assert Exemption from Disclosure as a Public Record, to be confidential or exempt pursuant to Chapter 119, Florida Statutes. DEO, in DEO's sole and absolute discretion, shall have the right to use, reproduce, and publish all Responses and Agreements.

- 9. Respondent's Duties to Assert Exemption from Disclosure as a Public Record**  
Respondents must submit Responses' contents which are asserted to be exempted by law from disclosure as a public record on a page or pages separately from the rest of the Responses' submissions, and must clearly mark each such alleged exempted parts "exempt," "confidential," or "trade secret" (as applicable), including the statutory basis for each such claim of exemption specifically identified in writing on each and every such page by an authorized representative of the Respondent's organization with legal authority to make this determination on behalf of the Respondent. Failure to segregate and so identify any such content shall constitute a waiver of any claimed exemption as applied to the portion of the response submission or other document in which the content is set forth. Concurrently, Respondent must provide DEO with a separate redacted copy of its Response clearly titled "Redacted Copy," containing DEO's solicitation name, number, and the name of the Respondent. **If Respondent fails to submit a Redacted Copy with its response, DEO is authorized to produce the entire document(s), data or records submitted by Respondent in answer to a public records request.**
- 10. Type of Agreement Contemplated**  
Respondents should anticipate that all Agreements awarded hereunder will be paid on a cost-reimbursement basis. DEO reserves the right, in DEO's sole and absolute discretion, to award another type of Agreement if doing so will be most advantageous to DEO and the State of Florida, price and other factors considered.
- 11. Response Acceptance Period**  
DEO intends to execute the Agreement(s) as soon as practicable after posting of DEO's award decision. DEO, at DEO's sole and absolute discretion, may rescind DEO's award to Respondent and terminate discussions with Respondent(s) if Respondent does not sign the proposed agreement within sixty (60) days after the announcement of an award.
- 12. Laws and Permits**  
Respondents should anticipate that Respondents will be required to comply with all local, state and federal laws, rules, regulations and codes whenever work is being performed under resulting Agreements, and Respondents shall have the obligation to obtain and maintain all permits and licenses for the duration of the Agreements.
- 13. Submission of Responses**  
Responses must be in compliance with the instructions given herein. Respondents must submit their Responses to this RFA electronically to: [workforcerecovery@deo.myflorida.com](mailto:workforcerecovery@deo.myflorida.com) by the date and time specified in Section B.4., Calendar of Events.

**RESPONSES RECEIVED AFTER THE EXACT TIME SPECIFIED MAY NOT BE CONSIDERED.**

- 14. Submittal Requirements**  
Respondents shall submit one (1) complete, electronic copy of the signed original Grant Application Response, including all required attachments and documentation, compiled into a single file, and transmitted via e-mail as required in Section B.13., Submission of Responses. The original shall be labeled "Original WRTP Application Response."

As more particularly detailed in Section B.9., Respondent's Duties to Assert Exemption from Disclosure as a Public Record, if Respondent considers any portion of its Grant Application response to be confidential, the Respondent shall **also** submit one (1) electronic **redacted** copy of the response suitable for release to the public, transmitted via e-mail as required in Section B.13., Submission of Responses. The redacted copy shall be labeled "Redacted Copy" and must include a transmittal letter authorizing release of the redacted version of the response in the event that DEO receives a public records request.

## 15. Instructions for Preparation of the Response

Respondents must prepare Responses with the following items included, in the order outlined below:

- **Transmittal Cover Letter**

The Transmittal Cover Letter must include the following information:

- Solicitation Title
- Respondent's (organization's) name and address; and
- Name, title, address, telephone number, e-mail address, and original signature of a representative who is authorized to contractually bind the Respondent, as well as an alternate Respondent contact name and contact information. These individuals must have the authority to discuss the Respondent's response and must be available to be contacted by telephone and to attend meetings as may be appropriate.

In the event the Respondent submits a Response as a joint venture, each member of the joint venture must complete and sign a separate Transmittal Cover Letter.

- **Table of Contents**

The Table of Contents must contain section headings and corresponding page numbers for all documents included in the response.

- **Applicant Information Form** - Attachment A

- **Proposal Detail Form** – Attachment B

- **Proposal Budget Form** – Attachment C

- **Required Documentation**

**Each Respondent must include the following mandatory required documents for Evaluation as Attachments to the Application using the Attachments' titles referenced below.** Additional application attachments and appendices should be kept to a minimum.

- a. **Capacity Certification**

Certification from the Executive Director, Chief Executive Officer, or other senior employee or representative that the Applicant has, within the five years immediately preceding the application, received and successfully administered federal funding from HUD, the Department of Labor, the Department of Education, or another federal

agency without unresolved findings by that federal agency or the Office of Inspector General of that agency.

**b. Staffing Skill and Experience**

Listing of leadership, staff, and resources to support the proposed WRTP activities and documentation that the identified leadership, staff, and resources demonstrate the skill and experience necessary to implement the proposed activities relating to workforce training programs. An organizational chart may be provided in support of this portion of the application.

**c. Graduate Placement**

Certification from the Executive Director, Chief Executive Officer, or other senior employee or representative that the Applicant has, within the five years immediately preceding the application, established a statistically significant graduate placement rate.

• **Attachments**

Proposal responses to this RFA should include the following documents and certifications, if applicable:

- CMBE Certification. Attach a copy of your CMBE Certification, if certified with DMS.

**16. Respondent's Responsibility**

The Respondent hereby agrees to be solely responsible for obtaining all materials and determining the best methods that will be utilized to meet the intent of the requirements of this solicitation.

**17. Definitions**

- Agreement: A written agreement between DEO and the Subrecipient, including all documents, exhibits and attachments specifying services to be performed or provided by the Subrecipient, billing rates for these services and the manner in which the Subrecipient shall be reimbursed for these services, which shall be executed by both the Subrecipient and DEO.
- DEO: Florida Department of Economic Opportunity.
- Respondent: The person or entity submitting a reply in response to this RFA.
- Response: The offer extended to DEO in response to this RFA.
- Responsible Respondent: A Respondent who has the capability in all respects to fully perform the Agreement requirements and the integrity and reliability that will assure good faith performance.
- Responsive Reply: A reply submitted by a responsive and responsible vendor that conforms in all material respects to the solicitation.



- Responsive Respondent: A Respondent that has submitted a bid, proposal, or reply that conforms in all material respects to the solicitation.
- Subrecipient: The person or entity that enters into an Agreement with DEO to provide WRTP services.

## 18. **Strict Enforcement**

DEO reserves the right to enforce strict compliance with any requirement of this solicitation.

## **SECTION C EVALUATION AND AWARD**

### 1. **RFA Process**

The RFA process consists of four sequential phases: 1) Response Preparation; 2) Threshold Compliance Check 3) Evaluation; and 4) Award, as further delineated below.

**1.1. In the Response Preparation Phase**, the Respondents will prepare and submit a response to DEO based on the requirements identified in Section B.15., Instructions for Preparation of the Response, the WRTP Guidelines, and any addenda to the RFA.

**In the Threshold Compliance Check**, an evaluation team will review the responses according to the Threshold Compliance Criteria published in the WRTP Guidelines, Section 2.6 Award Determination, as published on [www.floridajobs.org/CDBG-DR](http://www.floridajobs.org/CDBG-DR).

**In the Evaluation Phase**, an evaluation team will evaluate and score the responses according to the Program Scoring Criteria published in the WRTP Guidelines, Section 2.6 Award Determination, as published on [www.floridajobs.org/CDBG-DR](http://www.floridajobs.org/CDBG-DR).

**In the Award Phase**, responses will be ranked by score and funds awarded based on ranking.

### 2. **Evaluation Criteria**

#### 2.1. **General**

- a. DEO reserves the right to accept or reject any or all responses received and reserves the right to make an award without further discussion or evaluation of the responses submitted;
- b. A non-responsive proposal shall include, but are not limited to, those that:
  - Fail to comply with any statutory or regulatory requirements;
  - Are not materially conforming with the requirements and instructions contained herein;
  - Fail to utilize or complete prescribed forms; or
  - Have improper or undated signatures.

- c. In determining whether a Respondent is responsible, DEO may consider any information or evidence which comes to its attention and which reflects upon a Respondent's capability to fully perform any resulting Agreement requirements and/or the Respondent's demonstration of the level of integrity and reliability which DEO determines to be required to assure performance of any resulting Agreement. DEO may deem the Respondent as non-responsible.

## **2.2. Evaluation Criteria**

For complete evaluation criteria, including Threshold Compliance Criteria and Program Scoring Criteria, see the WRTP Guidelines, Section 2.6 Award Determination, as published on [www.floridajobs.org/CDBG-DR](http://www.floridajobs.org/CDBG-DR).

## **2.3. Evaluation Committee**

The Evaluation Committee will evaluate Application responses and assign points based on the criteria described in WRTP Guidelines, Section 2.6 Award Determination, to assure Application responses are uniformly rated. Each Evaluation Committee member will prepare the initial Application response evaluations independently.

Respondents will be ranked numerically (1, 2, 3, etc.) from highest to lowest order based on the overall Application response score average. DEO may conduct site visits and reserves the opportunity to interview applicants and request follow-up clarification information. DEO will notify Respondents in writing if DEO intends to conduct site visits and / or oral discussions prior to the final determination of any prospective award with selected Respondents.

In the best interest of the State, DEO reserves the right to reject any and all responses or waive any minor irregularity or technicality in responses received.

## **3. Award**

Upon completion of the negotiations process, if applicable, the Evaluation Team will reach a consensus on which Respondent(s) it believes offers the best value to the State and recommend award(s) accordingly. Upon consideration of the recommendation, the Executive Director of DEO, or a duly authorized designee, shall make the award decision. DEO reserves the right to award any or all parts of the solicitation to a single or multiple Respondents.

WRTP awardees will be notified in writing by DEO.

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