



**Notice of Funding Availability**  
U.S. Housing and Urban Development  
(HUD) Community Development Block Grant  
CARES Act Funding  
Bonita Springs Food Insecurity Program

Notice of Funding Availability Released  
May 25, 2022

Applications Due  
June 28, 2022 by 5:00 p.m.

Questions should be addressed in writing to Elly McKuen at  
[elly.mckuen@cityofbonitasprings.org](mailto:elly.mckuen@cityofbonitasprings.org).

**Applications must be submitted to be considered:**

- ***Applications are due by June 28, 2022, 5:00 p.m.***
- It is the responsibility of the applicant to ensure application(s) arrive prior to the due date and time. Applications received after 5 p.m., determined by the time clock at the City of Bonita Springs will not be considered.

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The City of Bonita Springs  
 Notice of Funding Availability (NOFA)  
 Bonita Springs Food Insecurity Program

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## I. INTRODUCTION

The City received \$496,713 funding from the U.S. Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Coronavirus Aid, Relief, and Economic Security Act (CARES Act) through the Entitlement process with Lee County Human and Veteran Services. The City will allocate funds to assist local qualified non-profit food pantries to **provide services to citizens located in Bonita Springs** through a competitive process to prevent, prepare for, and respond to the coronavirus (COVID-19). Applicants must currently be registered as a 501(c)(3) or 501(c)(19) organization registered with the Internal Revenue Service (IRS)/U.S. Department of Treasury and the State of Florida.

All activities funded with CDBG funds must benefit persons of income levels at or below 80% of the area median income and as defined in the pertinent program requirements. All subrecipients must certify that the activity conducted under this program will meet the CDBG income eligibility requirements.

Family Size	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30% Income Limit	\$15,100	\$17,250	\$19,400	\$21,550	\$23,300	\$25,000	\$26,750	\$28,450
60% Income Limit	\$30,240	\$34,560	\$38,880	\$43,140	\$46,620	\$50,100	\$53,520	\$57,000
80% Income Limit	\$40,250	\$46,000	\$51,750	\$57,500	\$62,100	\$66,700	\$71,300	\$75,900

If you have any questions regarding the specifications for this Notice of Funding Availability (NOFA), or if you have procedural questions, please submit your questions in writing no later than five (5) business days before the application deadline to Elly McKuen, Public Works Senior Project Manager at [elly.mckuen@cityofbonitasprings.org](mailto:elly.mckuen@cityofbonitasprings.org).

**All organizations and citizens are hereby placed on notice that neither the City Council, nor any employees of the City of Bonita Springs, nor members of the selection committee wish to be lobbied either individually or collectively about this project. Organizations and their agents are hereby placed on notice that they are not to contact members of the City Council or staff members for such purposes as holding meetings of introduction, dinners, etc. to influence the outcome of the selection process.**

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## II. CRITICAL DATES AND TIMELINE

May 25, 2022	Notice of Funding Availability for 2022 CDBG-CV Food Insecurity Program Funds Published
June 21, 2022	Submitted questions deadline
June 28, 2022	<b>APPLICATION SUBMISSION DEADLINE</b>

### III. APPLICANT ELIGIBILITY

All local non-profit agencies currently **providing food services** in the City of Bonita Springs. Applicant must include proof of 501(c)(3) or 501(c)(19) status with application submission.

Applicant must also meet all the following requirements (*documentation should be included with submission and will be part of the evaluation process to determine agency's status.*)

- Direct client services for 12 months prior to application due date.
- Independent certified audited financial statement of the most recent or immediate prior fiscal year, including the management letter and written response.
- Current CPA's Peer Review letter.
- Most recent form 990.
- Monthly Financial Statements (within the last 60 days).

### IV. PROGRAM REQUIREMENTS

1. Program must produce realistic and measurable outcomes exhibiting a benefit to the client and meet a food insecurity need in the community.
2. Agency must provide direct services to clients.
3. Agency must track clients served for reimbursement. See pages 11 and 12
4. Services must benefit residents of Bonita Springs.
5. As a requirement of the HUD CDBG-CV funding source, activities are restricted to people legally able to reside in the U.S.
6. Minimum program application amount - \$25,000.
7. Maximum award to an agency will not exceed \$50,000.

### V. THRESHOLD REQUIREMENTS

City staff will review applications to ensure the submission does NOT contain any fatal flaws, as listed below. If the City determines the threshold requirements are not met, the project will be rejected, and the applicant agency will be notified by email. If the applicant and application are determined eligible, then the application will proceed to the application review, scoring and conditional selection process.

#### **Fatal Flaws**

Applications that commit the following will be considered as having a fatal flaw and will not be given consideration for funding:

- Applications received after the stated due date and time
- Applications received from an agency not eligible to apply (is not a non-profit with 501(c)(3) or 501(c)(19) status) and/or is listed on the Excluded Parties List)
- Application does not contain the contact information of the agency official designated to execute contracts

- Proposed program does not provide direct services to citizens of the City of Bonita Springs
- Amount requested from Bonita Springs for proposed program is less than \$25,000

## VI. APPLICATION REVIEW, SCORING AND CONDITIONAL SELECTION PROCESS

Applications that meet threshold criteria will be forwarded to the City’s Selection Committee for review, scoring and conditional selection. The Selection Committee Members will meet to review and score each project application in accordance with the evaluation process outlined below.

### Evaluation Process

The Selection Committee evaluates the accepted applications and makes funding recommendations to the City Council. The panel will consist of three members from City staff, local community and/or another local institution/government agency.

The applications will be evaluated and scored based on the contents of the narrative and supporting documentation. No clarification or dialogue will be permitted from the submitting agency after the application is submitted. The scoring criteria is located on pages 7 and 8 of this document.

Prior to final scoring and preliminary recommendations, the Selection Committee may decide to tour the potential applicant’s facilities if they choose. Adequate notice will be provided to the applicant prior to the visit.

Applicants will be notified of the Committee’s preliminary recommendations. A written summary of the funding recommendations will be forwarded to City Council and will not be final until approved by City Council at a regular Council meeting.

The Selection Committee meetings are open to the public in accordance with the Sunshine Law. Public comment will only be accepted by the Selection Committee after the preliminary recommendation has been made.

The City reserves the right to reduce, amend and/or rescind this NOFA at any time prior to the final award and approval of any contract for services by the City Council.

VII. Scoring Sheet

Sections	EXEMPLARY (8-10 PTS)	ADEQUATE (5-7 PTS)	MARGINAL (3-4 PTS)	MINIMAL OR MISSING (0-2 PTS)	Reviewer Score
<p><b>LEADERSHIP:</b> BOARD OF DIRECTORS OVERSIGHT COMPOSITION- KNOWLEDGE, EXPERIENCE, ABILITIES, DIVERSITY &amp; CUSTOMER RELATABILITY</p> <p><b>Maximum Points Available: 10</b></p>	<p>The narrative and documentation regarding the Board demonstrates that overall, the Board has EXEMPLARY qualifications and engagement to guide the fiscal and operational aspect of the program.</p> <p>The composition of the Board clearly reflects the diversity of participants served.</p>	<p>The narrative and documentation regarding the Board demonstrates that overall, the Board has ADEQUATE qualifications and engagement to guide the fiscal and operational aspect of the program.</p> <p>The composition of the Board somewhat reflects the diversity of participants served.</p>	<p>The narrative and documentation regarding the Board demonstrates that overall, the Board has MARGINAL qualifications and engagement to guide the fiscal and operational aspect of the program.</p> <p>The composition of the Board is not reflective of the diversity of participants served.</p>	<p>The narrative and documentation regarding the Board demonstrates that overall, the Board has MISSING OR MINIMAL qualifications and engagement to guide the fiscal and operational aspect of the program.</p> <p>The composition of the Board is not reflective of the diversity of participants served.</p>	
Sections	EXEMPLARY (50-60 PTS)	ADEQUATE (40-49 PTS)	MARGINAL (21-39 PTS)	MINIMAL OR MISSING (0 – 20 PTS)	Reviewer Score
<p><b>PROGRAM DESIGN, SERVICE DELIVERY AND EFFECTIVENESS:</b> Evaluates how well the application explains and defines the need for the services in the community; how the proposed services meet those needs; explains the target population and how the target population will be served by the proposed program. Specific attention should be given to data, needs assessment, goals and objectives that are provided.</p> <p><b>Maximum Points Available: 60</b></p>	<p>The need in the community is well defined with facts and data that demonstrates the community need.</p> <p>Provides and in-depth and thorough explanation to clearly explain the goals of the program, how the goals will be achieved and what the program will accomplish.</p>	<p>The need in the community is well defined with facts and data that demonstrates the community need.</p> <p>Provides an adequate explanation to explain the goals of the program but is not clear or detailed how the goals will be achieved and/or what the program will accomplish.</p>	<p>The need in the community is vaguely explained with little facts or data to demonstrate the community need.</p> <p>Explanation provided marginally explains the goals of the program and is not clear or detailed how the goals will be achieved and/or what the program will accomplish.</p>	<p>The need in the community is not explained and little or no facts or data provided which demonstrates the community need.</p> <p>Explanation regarding the goals of the program is not provided or is minimal. Little or no explanation of how the goals will be achieved and/or what the program will accomplish.</p>	

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Sections	EXEMPLARY (15-20 PTS)	ADEQUATE (10-14 PTS)	MARGINAL (5-9 PTS)	MINIMAL OR MISSING (0-4 PTS)	Reviewer Score
<p><b>OUTCOMES, MEASURES, PROGRAM PERFORMANCE</b></p> <p><b>Maximum Points Available: 20</b></p>	<p>Provides an in-depth and thorough explanation of how program performance will be evaluated. Provides a valid Outcome Measure that is specific, achievable, measurable, and clearly identifies how client will benefit from service.</p> <p>Prior performance: Prior year outcomes were achieved or exceeded.</p>	<p>Provides an adequate explanation of how program performance will be evaluated but is not clear or in-depth. Outcome Measure identifies how client will benefit from service but is not clear as to how it will be achieved and/or measured.</p> <p>Prior performance: Prior year outcomes were achieved.</p>	<p>Provides a vague explanation of how program performance will be evaluated. Outcome Measure ambiguous and does not clearly state how client will benefit from service or how it will be achieved and/or measured.</p> <p>Prior performance: Prior year outcomes were not achieved.</p>	<p>No explanation is provided on how program performance will be evaluated or is very unclear and confusing. Outcome Measure is not provided or does not state how client will benefit from service and/or how it will be achieved and/or measured.</p> <p>Prior performance: Prior year outcomes were not achieved.</p>	
Sections	EXEMPLARY (8-10 PTS)	ADEQUATE (5-7 PTS)	MARGINAL (3-4 PTS)	MINIMAL OR MISSING (0-2 PTS)	Reviewer Score
<p><b>PROGRAM BUDGET NARRATIVE</b></p> <p>Evaluate how well the budget defines the unit of service, how unit was determined, if expenses are reasonable, if revenue is sufficient to cover expenses; if program remains viable if City funding is not received.</p> <p><b>Maximum Points Available: 10</b></p>	<p>Provides a concise definition of the unit of service and how it was determined. Expenses are reasonable and realistic. Revenue is sufficient to cover expenses and program will remain viable if City funding is not received</p>	<p>Provides an adequate definition of the unit of service and how it was determined. Expenses are somewhat reasonable and realistic. Revenue may not be sufficient to cover expenses and it is unclear that the program will remain viable if City funding is not received.</p>	<p>Definition of the unit of service and how it was determined is unclear or questionable. Expenses are not reasonable and/or realistic. Revenue does not appear to be sufficient to cover expenses and it is questionable that program will remain viable if City funding is not received.</p>	<p>Definition of the unit of service and how it was determined is missing, confusing and/or questionable. Expenses do not appear to be reasonable and/or realistic. Revenue does not appear to be sufficient to cover expenses and it appears that program will not be viable if City funding is not received.</p>	
<p><b>Bonus Points: Each proposed program or service that is intended to benefit children or youth will receive 5 bonus points.</b></p> <p><b>Maximum Points available: 5</b></p>					
					<b>Total Score (Max Total Score = 105)</b>

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## VIII. POST AWARD REQUIREMENTS

Upon award, a contract will be executed by the City Council and administered by the City. The contract will be based upon information submitted in the application and all accompanying exhibits and attachments. Modifications and updates to application exhibits may be required prior to contract execution. The agency must provide a firm commitment of other cash revenue prior to the execution of the contract since this program is a **reimbursable program**. If the agency is unable to substantiate the amount of other funding or if the other revenue significantly exceeds the program expenses, the contract amount may be reduced or eliminated.

It is the responsibility of City staff to review, evaluate, analyze, address, and correct any inconsistencies, inaccuracies or misconceptions that become apparent after the review panel makes their recommendations and prior to or after the execution of the contract even if the discovery is made after City Council. The responsibility of staff to ensure that CDBG-CV (CARES ACT) entitlement funds are utilized in the most efficient, non-duplicative and equitable manner possible is not negated by the Selection Committee's recommendation to the City Council or the City Council approval of that recommendation if it is based on inaccurate information.

Appendix 1 in this NOFA is a draft of the standard contract used by the City. The standard contract will be used for all awards. Contract language is not negotiable. Successful applicants are expected to comply with all requirements of the request for application and City contract.

Failure to return requested information so that a contract can be issued within 60 days of funding approval or request for additional information can result in reduction or forfeiture of funds. Once funding is approved and a contract issued by the City, it must be returned by the agency for execution within 30 days. In addition, funds must begin to be drawn within 60 days of contract execution. Failure to return required information, signed contract or begin spending funds within the allocated time frame may result in reduction or forfeiture of funds. The City of Bonita Springs reserves the right to recapture and reallocate funds to alternate projects for any project where necessary information to prepare and issue the contract has not been provided by the agency within 60 days of request; where the contract has not been returned by the agency within 30 days of issuance; where funds have not begun to be spent within 60 days of contract execution or where the program is not progressing in a timely manner.

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## GLOSSARY OF TERMS

<b>ACTIVITIES</b>	Service(s) provided that are specific to the food insecurity program and make up the total program. Each activity should contribute to the program outcomes. All program funding must be spent on residents of the City of Bonita Springs.
<b>BUDGET</b>	Projection of total annual revenue and expenses for a specific program. Budget should be approved by Agency's Board of Directors. To determine total operating costs and unit costs for the program, budget must include <b><u>costs for entire program, not just the portion that the City of Bonita Springs will be funding.</u></b>
<b>CAPACITY</b>	The maximum number that can be served at a given point in time.
<b>FTE</b>	Full-time equivalent (i.e., 3 half-time employees equal 1 ½ FTEs).
<b>IN-KIND</b>	Non-cash donated goods or services that support the program
<b>OUTCOMES</b>	Statement that reflects <b><u>how the client benefits</u></b> from the service/program provided. It must show measurable and achievable benefits or changes for persons who are participating in the program. Measuring and reporting outcomes gives the opportunity to clarify what the program is trying to do, measure how well they have succeeded, improve their performance, and communicate their goals and accomplishments to others.
<b>PROGRAM</b>	An activity or set of activities to achieve an agency's outcomes.
<b>PROGRAM EXPENSES</b>	Direct and Indirect Costs that can be clearly identified and accounted for in the operation of a specific program.
<b>PROGRAM REVENUE</b>	All funds received or anticipated which support the program. Firm commitment of other cash revenue must be provided prior to contract execution.
<b>UNIT COST</b>	Program expenses, including overhead, divided by total number of units that will be provided.
<b>UNIT OF SERVICE</b>	An episode of program service delivery to a client (i.e., meal, hour of counseling, night of shelter, hour of case management, hour of service per child, etc.).
<b>UNIT RATE</b>	Compensation for a unit of service, agreed upon in contract.

**CLIENT INFORMATION**

*Successful applicants will be required to track, at a minimum, the following information in order for reimbursement of funds.*

*(\*) Required Fields*

**AGE GROUP**

<b>5 and under*</b>	
<b>6-12 years*</b>	
<b>13-17 years*</b>	
<b>18-30 years*</b>	
<b>31-50 years*</b>	
<b>51-61 years*</b>	
<b>62 and over*</b>	
<b>Age Group Not Collected*</b>	
<b>Total Age Group</b>	0

**GENDER**

<b>Male*</b>	
<b>Female*</b>	
<b>Gender Not Collected *</b>	
<b>Total Gender</b>	0

**RACE**

<b>American Indian or Alaskan Native *</b>	
<b>Asian*</b>	
<b>Black or African American*</b>	
<b>Native Hawaiian or Pacific Islander*</b>	
<b>White*</b>	
<b>Other Multi-Racial*</b>	
<b>Race Not Collected*</b>	
<b>Total Race</b>	0

**ETHNICITY**

<b>Hispanic*</b>	
<b>Not Hispanic Or Latino *</b>	
<b>Ethnicity Not Collected*</b>	
<b>Total Ethnicity</b>	0

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**LEGAL RESIDENCE AT REFERRAL**

<b>Bonita Springs (34133, 34134, 34135, 34136)*</b>	
<b>34133</b>	
<b>34134</b>	
<b>34135</b>	
<b>34136</b>	

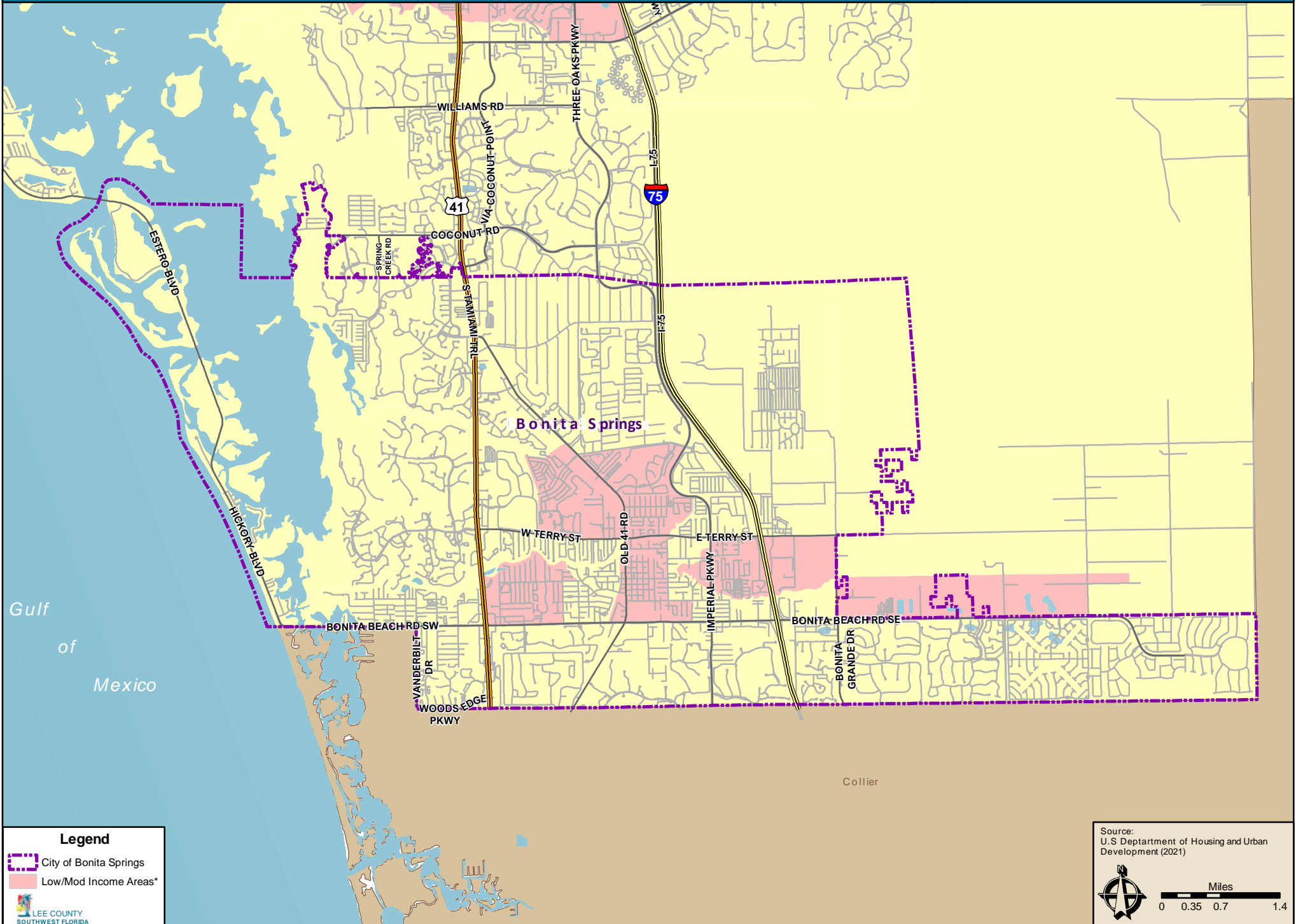
**INCOME LEVEL**

<b>Very Low (30% Of Median)*</b>	
<b>Low (60% Of Median) *</b>	
<b>Low/Moderate (80% Of Median) *</b>	
<b>Income Level Not Collected*</b>	
<b>Total Income Level</b>	

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**APPENDIX 1**  
**LOW/MODERATE INCOME AREAS (LMA)**

# Bonita Springs Census Block Groups



\*Low/Mod Income Areas are areas that are 80% or less of the (AMI) Area Median Income