RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

Florida's Dynamic Waterfront Community

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MEMORANDUM

TO: Honorable Chair and Members, CRA Board of Commissioners
City of Riviera Beach, Florida

FROM: Scott Evans, Interim Executive Director, Riviera Beach CRA

DATE: September 18, 2019

SUBJECT: Board Approval Authorizing A Request for Proposals for Grant Writing Continuing Services

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Request for Board Action

The Agency is requesting the Board of Commissioners to authorize issuance of a Request for Proposals for Grant Writing Continuing Services. The Agency does not have a current agreement with a grant writing consultant.

Summary

The Riviera Beach Community Redevelopment Agency ("CRA") continues to be at a critical crossroad in advancing its economic objectives. The Agency desires to have a grant writing firm or firms to provide grant services including: funding needs analysis, strategic outreach, grant funding research, grant preparation and submittal in several focus areas: Tax Credits, Healthy Food Financing, Roads and Infrastructure, Neighborhood, Housing and Commercial Development, Non-Profit, and Foundation Grants.

The primary task of the firm or firms is to provide complete grant services for all grants selected by the Agency to fund our highest priority projects. Our goal is to make application for an aggregate of $1 million or more in funding each year. In addition, we require the selected firm to monitor state and federal grant opportunities, coordinate with Agency lobbyist representatives, update the overall annual grant opportunity matrix, and provide the Agency with a bi-weekly Grants Report highlighting all new and existing grant opportunities that are coming up or newly announced. We work from a targeted list of grants (to be developed/updated) that are prioritized for the Agency's key projects and capital needs.

We propose that the term of these continuing service agreements will be for three (3) years, with two options to renew for one year each.

Background on Request for Proposals Process

In accordance with the CRA Procurement Policies (and new City policies), a Request for Proposals will be advertised, if approved, in the "Legal Notices" section of the Palm Beach Post on October 3, 2019 and the City of Riviera Beach/Riviera Beach CRA websites on October 3, 2019, to solicit qualified firms or individuals to provide grant writing services for the CRA projects, programs, and activities. In addition, invitations will be individually e-mailed or mailed via USPS to known grant writing firms to provide additional exposure and to ensure maximum competition. A draft of the RFP is attached as Exhibit "A".

Recommendation

Accordingly, Staff hereby recommends the Board of Commissioners to authorize issuance of a Request for Proposals for Grant Writing Continuing Services with a release date of October 3, 2019.

SE:aj