

Department of Housing & Economic Development

NOFO HED.2026.1

CDBG Public Services

Presubmittal Workshop

February 12, 2026





Statement of Purpose

To select agencies to provide CDBG public service activities that will benefit persons of low and moderate income.



Proposed Schedule/Deadlines

March 2, 2026

Proposal Due Date

March 17, 2026

Selection Committee Meeting

April 28, 2026

**Tentative:
Funding Recommendations
to BCC**

July 7, 2026

**FY 26-27 Action Plan
Approval**



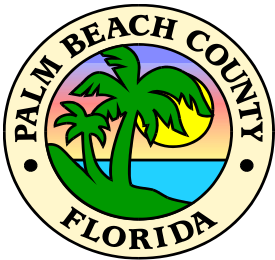
Funding Available

- **Federal Community Development Block Grant (CDBG) funds of approximately \$250,000**
- **\$50,000 maximum request**
- **One (1) proposal per respondent & one (1) activity per proposal**



Contract Period

- **Successful proposals awarded a one (1) year contract with option for renewal for up to two (2) subsequent years.**
- **Renewals contingent upon successful completion of contract requirements and BCC approval.**



Eligible Respondents

- **Non-Profit Organizations with IRS 501(c)(3) Federal tax-exempt status at the time of proposal application submittal.**
- **Organizations that have at least 2 years of filed Federal Income Tax Returns**



Eligible Public Service Activities

- Activities serving priority needs identified in the County's Five-Year Consolidated Plan for FYs 2025-2029.
- Activities include youth services, homeless activities, fair housing activities, services to the disabled, veteran services, and health services, among others (see NOFO for full list).



Eligible Costs

Costs directly related to the delivery of services to eligible clients:

- **Salaries**
- **Supplies**
- **Program materials**
- **Facility lease**
- **Operational costs of portion of facility where service is delivered**



Ineligible Costs

- **General administration/management**
- **Construction/rehabilitation of buildings**
- **Purchase of equipment**
- **Purchase or lease of vehicles**



CDBG National Objective

CDBG LMI National Objective:

Activities must meet the Low-and Moderate Income (LMI) National Objective.

Income Requirement

At least 51% of activity beneficiaries' incomes do not exceed 80% of Area Median Income (AMI).

Can be achieved one of two ways:

LMI Area Benefit Activities: Activities that benefit all residents of a particular area where at least 51% of residents are LMI.

Ex. Neighborhood food bank

OR

LMI Limited Clientele: Activities that benefit a limited clientele, at least 51% of whom are LMI persons.

Ex. Homeless services, childcare, senior services



Location Requirements

The activities must be located in Palm Beach County and serve residents of the PBC CDBG Program Jurisdiction:

unincorporated PBC and 32 municipalities that have inter-local agreements with the County.



PBC CDBG Program Jurisdiction

- **Does not include West Palm Beach, Boynton Beach, Boca Raton, Delray Beach, Jupiter, Wellington and Palm Beach Gardens.**
- **Activities located within these municipalities only eligible if $\geq 51\%$ of clients are from PBC CDBG Program Jurisdiction.**



Registration Form

A completed registration form for the NOFO is required to be submitted to HED in order to be eligible to submit a proposal. The registration form is located at: pbc.gov/hed


For detailed instructions on how to use the portal, please refer to the following link:

NOFO New Agency Application Manual Online:

<https://discover.pbc.gov/HED/PDF/Housing%20Bond/NOFO%20Agency%20Application%20Manual.pdf#search=NOFO%20manual>



NOFO
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 Register as Agency

Login

User Name

Password:

NOFO - Secured by Enterprise Connect
© 2014 Palm Beach County

 Login

[Forgot Password?](#)

User Registration



Palm Beach County - External User Registration

User ID: *

First Name: *

Last Name: *

Contact Phone:

Password: *

Confirm Password: *

Save

Close

Select: Community Development Block Grant Program (CDBG)



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Dashboard

Welcome, Alessandra Tasca



Community Development Block Grant Program

Apply for Nofo Contracts with the...

[+ Create New Proposal](#)





Proposal Tabs

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Eligibility

Application

Proposal

Acknowledgment

Eligibility

4 Questions that must be answered YES to advance

Application

Applicants' information (name, contact information, etc)

Proposal

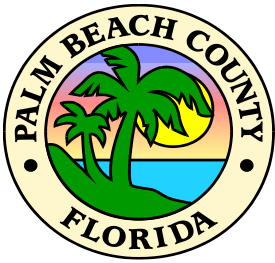
Upload answers/information as attachments

Acknowledgments

Acknowledge required certifications

Preview proposal

Submit proposal



Eligibility Tab



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Eligibility

Application

Proposal

Acknowledgment

Thank you for your interest in the Department of Housing and Economic Development's (HED) 2026-27 Community Development Block Grant (CDBG) Public Services Notice of Funding Opportunity (NOFO). Please review the attached documents (which include information about the NOFO process and federal CDBG requirements) and contact us if you have any questions about your application.

Fill out all sections completely. You may save your work and return to your draft application at any time, with your login information. Your application will not be considered submitted until you click the button "Submit Proposal" and you receive a confirmation email.

The deadline to submit a proposal is 4:00 pm on Monday, March 2, 2026.

NOTE: In order for your application or proposal request to be considered you must either register and attend the pre-application workshop or attest to fully reviewing the presentation once posted online on our website at <https://discover.pbc.gov/HED>. The presentation will be posted the day after the event.

Please review the documents below:

- [NOFO Process document \(PDF\)](#)
- [Program Requirements document \(PDF\)](#)

Eligibility Questionnaire	Select Yes or No
The applicant organization is a non-profit organization with IRS 501(c)3 Federal tax-exempt status at the time of application.	<input type="radio"/> Yes <input type="radio"/> No
The applicant organization has filed Federal income tax records for the last two (2) years.	<input type="radio"/> Yes <input type="radio"/> No
The services to be funded with Community Development Grant Block (CDBG) funds will be provided exclusively to Palm Beach County residents.	<input type="radio"/> Yes <input type="radio"/> No
Representative(s) from the applicant organization will attend/attended the mandatory pre-application workshop Thursday, February 12, 2026 at 1:30 pm or have reviewed/will review the presentation online at: https://discover.pbc.gov/HED	<input type="radio"/> Yes <input type="radio"/> No

[→ Create Proposal](#)



Application Tab



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Eligibility

Application

Proposal

Acknowledgment

* Legal Name of Agency as recorded with the Division of Corporations (SunBiz): (Required Upload)

Please [upload](#) Sunbiz document for Legal Name as a single file in PDF format.

Fictitious Name, (d/b/a), if applicable: (Required Upload if applicable)

* Federal Employer Identification Number (FEIN):

* Program Name:

* CDBG Eligible Activity:

-- Select Any --

* Program Status (existing or new):

-- Select Any --

* Mailing Address:

* City:

* State:

-- Select a State --

* Zipcode:

* Contact Person:

* Contact Email:

* Contact Phone:

* Name/Title of Person(s) Authorized to Legally Bind Agency (sign contract):

* Commission District(s) (more than one can be selected):

Search for District(s)

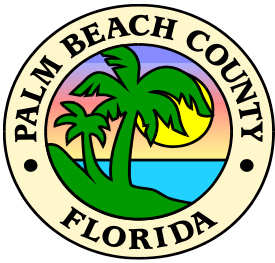
* Total Program Budget:

* Amount of funding request from PBC (maximum amount \$50,000):

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Proposal Tab



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Eligibility Application **Proposal** Acknowledgment

Note: Attachments CANNOT exceed 20MB

1 Attachments

- | | | |
|-----|---|----------|
| 1.1 | The organization's IRS 501(c)3 Determination Letter. Submit as Attachment 1.

Please upload documentation as a single/multiple file in PDF format. (Required Upload) | Comments |
| 1.2 | Provide a description of the activity to be undertaken and identify the need for assistance, location, and target population of the proposed activity. Describe services to be provided in detail, including population(s) to be served and how many members of the target population are anticipated to be assisted through the proposed activity. Identify location(s) where the activity will be carried out, and location of Respondent's main office if different from the activity location. Provide an estimate of the percentage of beneficiaries that will be residents of the PBC CDBG Program Jurisdiction and explain how estimate was formulated (not applicable to activities exclusively serving the homeless population).
Submit as Attachment 2. | Comments |

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Acknowledgement Tab



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Eligibility Application Proposal **Acknowledgment**

Applicant to check statements bulleted below to acknowledge and fill in signature, title, and date.

Attestations

☐

I attest that pursuant to section 286.101, Florida Statutes, as may be amended, the agency certifies that it has disclose any current or prior interest of, any contract with, or any grant or gift received from a foreign country of concern where such interest, contract, or grant or gift has a value of \$50,000 or more and such interest existed at any time or such contract or grant or gift was received or in force at any time during the previous five (5) years.

Certifications

☐

I certify that I am authorized to submit this proposal on behalf of this agency.

☐

I certify that the information provided in the proposal and the information provided in all supporting documents is true and accurate.

☐

I certify that the Agency agrees that all awards and funding pursuant to this NOFO are within the sole and absolute discretion of the Palm Beach County Board of County Commissioners without recourse.

☐

I certify that I have read and acknowledge the [Conflict of Interest Certification](#).

☐

I certify that I have read and acknowledge the [Drug-Free Workplace Certification](#).

☐

I certify that I have read and acknowledge the [Palm Beach County Lobbying Registration Ordinance](#).

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[Preview Proposal](#)

[Submit Proposal](#)



Proposal Requirements

- ☐ IRS 501(c)(3) determination letter
- ☐ Activity Description
- ☐ Identification of Need/Goals and Objectives
- ☐ Organization Capacity and Past Performance
- ☐ Budget and Cost Reasonableness
- ☐ Last 2 years Federal Tax Returns and last independent financial audit
- ☐ Certifications and acknowledgements

Submissions failing to include all requirements will be deemed non-responsive and will not be considered for funding.



Submittal

Deadline to submit NOFO

Monday, March 2, 2026, by 4:00pm

It is the responsibility of the proposer to ensure that all materials are successfully completed, uploaded and submitted by the deadline.

Proposals received after the deadline will be not be considered and will be returned without consideration for funding. Modifications to proposals will not be permitted after the deadline.

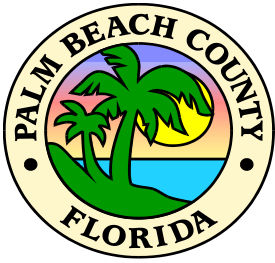
Once a proposal has been submitted, it is final and cannot be returned for changes.



Review/Selection Process

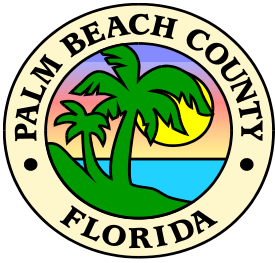
**Deadline to submit NOFO to online portal is
Monday, March 2, 2026 at 4:00pm**

- **Responsiveness review by HED staff
(Eligibility, National Objective, Attachments)**
- **Notification of responsiveness review results**
- **Protest period non-responsive determination –
3 calendar days to submit to NOFA contact
person**
- **Responsive proposals provided to Selection
Committee members for review**



Review/Selection Process cont'd

- During Selection Committee meeting (March 17, 2026), respondents are allowed to make brief oral presentations to the Committee.
- Respondent presentations may only reinforce or clarify information within the proposal and shall not supplement or revise the proposal.



Review/Selection Process cont'd

Selection Committee will discuss and score responsive proposals per NOFO criteria:

**25 Points – Activity Description and
Identification of Need**

25 Points – Activity Design and Approach

**25 points – Organizational Capacity and
Past Performance**

25 Points – Financial Viability



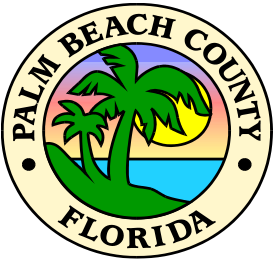
Review/Selection Process cont'd

- Selection Committee will recommend funding awards
- Notification of funding recommendations
- Protest period (file within 5 business days from notification)
 1. HED Director
 2. Special Master (\$3,000)
- Recommendations included in Annual Action Plan that will be presented to the BCC April 28, 2026



PBC Lobbyist Registration Ordinance

- “Cone of Silence” means a prohibition on any non-written communication regarding this NOFO between any Respondent or Respondent's representative and any County Commissioner or Commissioner's staff.
- The Cone of Silence is in effect upon the submittal deadline.
- The Cone of Silence terminates when the BCC approves a funding award or otherwise ends the NOFO process.
- Violation punishable with \$250 fine and makes a contract entered pursuant to the NOFO voidable.



Technical Assistance (TA)

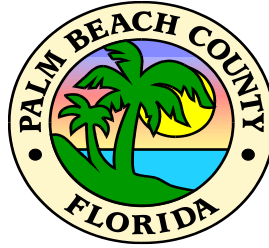
- TA is available and will focus on clarification of NOFO requirements and CDBG regulations.
- Staff WILL NOT review proposal drafts.
- To schedule TA call (561) 233-1298 or email atasca@pbc.gov



Questions?

This presentation and Q&A will be posted on the HED website.

pbc.gov/hed



Contact

**Alessandra Tasca, Division Director
Strategic Planning Division
Dept. of Housing & Economic
Development**

**100 Australian Avenue, Suite 500
West Palm Beach, FL 33406
(561) 233-1298**

atasca@pbc.gov
hed-submit@pbc.gov