



ADDENDUM # 2
RFP # FY 2015-2016-020
GRANT MONITORING SERVICES

Please ensure you check the City's website for the latest addendum released for this project before you submit your firm's response. Below find the link to the City's website:
www.cohb.org/solicitations.

ANSWERS TO QUESTIONS RECEIVED BY THE AUGUST 8, 2016 DEADLINE:

QUESTION #1:

How many CRA Community Partnership grants does the City currently have that need to be monitored under this contract?

ANSWER # 1:

There are a total of twenty-one (21) grants that will require monitoring under the Agreement:

1. Seven (7) Community Partnership City Grants – Grants in excess of \$10,000 with a three-year funding cycle administered by the City.
2. Two (2) CRA Grants – Grants in excess of \$10,000, with a three-year funding cycle administered by the Community Redevelopment Agency (CRA)
3. Nine (9) City Mini Grants – Grants under \$10,000, with yearly funding cycles administered by the City. The HBCRA does not participate in the mini-grant program.
4. Two (2) Matching Grants – Grants funds utilized as the local grant match required for the program with a yearly funding cycle.
5. One (1) Historical Grant– Grant funding to well-established organizations that are not required to go through the grant application process. Grants funding annually, with a three-year funding cycle.

QUESTION #2:

Approximately how many City Commission Meetings and CRA Board of Directors Meetings associated with Community Partnership grants occur each year that would require attendance?

ANSWER # 2:

Attendance to City Commission and CRA Board of Directors Meetings is not required. However, if a report is being presented at a meeting, the project manager may request the awarded firm's attendance.

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QUESTION #3:

What is the level of funding available for Monitoring Services?

ANSWER # 3:

The annual budget for the services requested in this RFP is \$70,000.

QUESTION #4:

How many Technical Assistance/Capacity Building workshops are expected annually?

ANSWER # 4:

Technical Assistance and organizational capacity building is key across all program areas, e.g., providing training and development sessions, providing coaching, supporting collaboration with other non-profits, etc. The City instituted the Hallandale Beach Capacity Building Initiative in support of Community Partnership Grant recipients. These are a series of quarterly 4-hour facilitator-led workshops covering areas of grant management including service delivery framework, programmatic monitoring, fiscal internal controls, performance and outcome measurements. Additionally, the Grant Monitor will conduct quarterly on-site monitoring visits. Grantees may be visited more frequently in order to assist with questions and check on program progress.

QUESTION #5:

Does the City provide the monitoring instrument to be used? If so, will you provide a copy when the Questions/Answers are posted?

ANSWER # 5:

A clear written record of the on-site visit is kept by using an on-site visit checklist and site visit form. Programmatic/Fiscal Monitoring Tools and Program Performance Report Templates will be customized for Community Partnership Grantees above \$10K. If you require these documents, please submit a Public Records request to the Procurement Department via email at tcamaj@cohb.org.

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Firm must provide this form signed by an authorized officer of your firm to acknowledge receipt of ADDENDUM # 2 and provide with your firm's response.

I acknowledge receipt of Addendum # 2:

Company	
Name	
Title	
Signature of authorized officer for the firm	
Date	

Sincerely,



Andrea Lues, Director, Procurement Department