



Orange County CDBG-DR Request for Applications (RFA)
Infrastructure & Public Facilities Program; Planning Program
Application Review Process

To ensure that projects are selected fairly, an evaluation committee composed of a variety of stakeholders will conduct an extensive review of all application submissions. The evaluation committee, which was formed in consultation with the Local Mitigation Strategy group to provide the technical expertise necessary for scoring the project submissions, will be responsible for reviewing and scoring projects based on the evaluation criteria listed in Program Policies and Procedures for each program.

To be eligible to serve of the evaluation committee, potential members must meet the following minimum criteria: (1) have experience in or a working knowledge of infrastructure, public facilities, and/or mitigation projects; (2) no significant involvement in the projects being proposed or submitted during the RFA process from the agency they represent; and (3) ability to either sign a Conflict of Interest statement or to recuse themselves if needed.

The evaluation committee will not exceed ten (10) members and may consist of representatives from the following organizations:

- Orange County Government (representatives from Public Works, Utilities, and Housing and Community Development)
- Local Municipalities
- East Central Florida Regional Planning Council
- Florida Department of Transportation
- A Water Management District
- A Special Interest Group (ex. hospitals, public schools, educational institutions, local utility companies, etc.)

The exact membership of the evaluation committee will be finalized prior to the RFA closing date, based on the recommendations of the Local Mitigation Strategy group and minimum criteria. Once the RFA closes, the evaluation committee will receive the applications packages for review, and members will be provided with an overview of the process and review of the evaluation criteria. The committee will be given the opportunity to ask Applicants questions regarding their project(s) during the agency presentations, which will be scheduled once the RFA closes. The evaluation committee will then meet again to submit individual scores for each project. Once all members have submitted their scores, the evaluation committee will discuss the scores, and all applications will be given an average score. The evaluation committee recommendations will be presented to the Community Development Advisory Board (CDAB) during their scheduled monthly meeting. The CDAB provides a general oversight of the CDBG-DR program and its implementation. Upon review of the evaluation committee recommendations, the CDAB will move to present the recommended projects and associated award amounts to the Board of County Commissioners for the final approval.