

**AGENDA ITEM REPORT**

**DATE:** December 5, 2023  
**DEPARTMENT:** Human and Veteran Services  
**REQUESTER:** Roger Mercado  
**TITLE:** Award Contract for Community Needs Assessment

**I. MOTION REQUESTED**

- A) Award Request for Proposal No. RFP230204BAG, Community Needs Assessment to Elite Business Strategies, LLC for the community needs assessment services on an as needed basis, for an initial term of one year, as approved in the departments' annual adopted budget. Individual purchases in excess of \$100,000.00 will be presented to the Board for approval.  
 B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.  
 C) Grant the County Manager or designee the authority to renew the contract, for up to one additional one-year period, and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County, and there are no cost increases associated with the renewal.

**II. ITEM SUMMARY**

Awards a contract to Elite Business Strategies, LLC to complete a comprehensive Community Needs Assessment for Human and Veteran Services. As mandated by the Community Service Block Grant (CSBG) agreement and regulations from the Community Action Partnership Organizational Standards, a community needs assessment must be conducted every three years. This assessment will look at the underlying causes and conditions of poverty within the community and identify available resources to address the unmet needs of the community's vulnerable populations.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

- A) Board Action and Other History  
 Lee County is a recipient of entitlement resources from HUD in accordance with 24 CFR 576.3, and Section 106 of the Housing and Community Development Act of 1974. Pursuant to the 2020 Cares Act (PL 116-136), funding from HUD will be available to Lee County pursuant to that same formula in fiscal year 2020. 2020 CARES Act allocations were made by HUD on April 3, 2020. CDBG Cares Act allocations were accepted by the Board on June 16, 2020 (Agenda # 4) and a second allocation of CDBG Cares Act funding was accepted by the Board on December 15, 2020 (Agenda Item # 4).
- B) Policy Issues  
 Lee County procurement guidelines require individual purchases in excess of \$100,000.00 to be presented to the Board for approval.
- C) BoCC Goals  
 This initiative aligns with the 2023 Board of County Commissioners Legislative Agenda and meets the requirements of Community Services Block Grant (CSBG) funds.
- D) Analysis  
 This approval of this contract allows for Elite Business Strategies, LLC to complete a comprehensive Community Needs Assessment. This assessment will be completed with data collection methods including but not limited to public meetings in accordance with Lee County Administrative Code 15-2, interview transcripts, client surveys, and participation from community and faith based organizations. Data analysis for this assessment must examine the impact of a number of economic factors including Covid-19 and Hurricane Ian. Both qualitative and quantitative efforts will be undertaken to analyze the needs of the community.
- E) Options

**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	\$100,000
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	N/A
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: HUD CARES Act Fund Program: Human and Veteran Services Project: CDBG-CV Account Strings: 11124313920	

G)	Fund Type?	Other: Grant Funds
H)	Comments:	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

Human and Veteran Services staff will implement the contract after board signature. Expected completion is within 180 days.

**VII. FOLLOW UP**

Human and Veteran Services will oversee the management of this project and will continue to administer the CDBG-CV program in accordance with program guidelines.

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">Sunbiz</a>	11/8/2023	Backup Material
<a href="#">Executed Funding Package Part 1</a>	11/13/2023	Backup Material
<a href="#">Executed Funding Package Part 2</a>	11/13/2023	Backup Material
<a href="#">Executed Funding Package Part 3</a>	11/13/2023	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Human and Veteran Services	Isley, Rae	Approved	11/20/2023 - 2:56 PM
Human and Veteran Services	Mercado, Roger	Approved	11/27/2023 - 9:04 AM
Budget Services	Henkel, Anne	Approved	11/27/2023 - 11:17 AM
Budget Services	Winton, Peter	Approved	11/27/2023 - 1:21 PM
County Attorney	Swindle, Amanda	Approved	11/27/2023 - 2:16 PM
County Manager	Codie, Robert	Approved	11/27/2023 - 3:13 PM