



**NEIGHBORHOOD
SERVICES
DEPARTMENT**

To Preserve, Enhance & Engage Phoenix Neighborhoods



Community Development Block Grant (CDBG)

2023-2024 Public Services Grant Program

Notice of Funding Opportunity (NOFO)

NSD-NOFO-22-007

NOFO INSTRUCTIONS

NOFO Available: 5pm local time Friday, November 4, 2022

NOFO Due: 5pm local time Tuesday, December 20, 2022

Neighborhood Services Department
Administrative Services Division
200 W. Washington St., 4th Floor
Phoenix, Arizona 85003

Contact: Christina Edwards, Management Assistant II, nsd.procurement@phoenix.gov

**To receive the NOFO guidelines in alternative print/audio formats, contact the
Neighborhood Services Department ADA Liaison, 200 W. Washington St., 4th Floor,
Phoenix, AZ 85003**

Voice number 602-534-4444 | TTY 800-367-8939

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SECTION 1 – PUBLIC SERVICES GRANT PROGRAM NOTICE OF FUNDING OPPORTUNITY (NOFO)

Maximum Request = \$30,000

PUBLIC SERVICES GRANT PROGRAM FOR NON-PROFIT ORGANIZATIONS

Notice is hereby given to qualified applicants that the City of Phoenix Neighborhood Services Department is accepting applications for Community Development Block Grant (CDBG) funding, authorized by the U.S. Department of Housing and Urban Development (HUD). This Notice of Funding Opportunity (NOFO) process is designed to focus on funding new programs and services or the expansion of existing programs and services.

The proposed Public Services grants will support the needs of low- and moderate-income Phoenix residents. The purpose of the funding through this NOFO is to provide non-profit organizations that serve low- and moderate-income communities in Phoenix with funding to deliver critical programs and services.

1.1 PROGRAM BACKGROUND AND DESCRIPTION

The City of Phoenix, Neighborhood Services Department (NSD), which administers the city's HUD CDBG program, is issuing this NOFO utilizing CDBG funds. The CDBG program provides annual grants on a formula basis to entitlement cities and communities. The mission of the CDBG program is to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, primarily for low- and moderate-income individuals.

To compete for CDBG funding, applications must meet the low- and moderate-income CDBG National Objective and Limited Clientele activity for the Public Services priorities. Awarded agencies must provide direct services relative to eligible activity criteria based on the Public Services priorities. Programs that fail to meet the applicable tests will not be considered for funding.

For this NOFO, Applicants may submit more than one application for distinctly different programs with separate objectives and program beneficiaries. Applicants must develop separate applications for each application for which they are requesting funds.

1.2 HUD CDBG OBJECTIVE

As part of HUD funding requirements, applications must meet the low- and moderate-income CDBG National Objective and Limited Clientele activity for the Public Services priorities. CFR570.201(e); CFR 570.208(a). Eligible applicants must be an established, incorporated non-profit organization, in good standing with the Arizona Corporation Commission, that primarily serves low- and moderate-income Phoenix residents (e.g., beneficiaries). "Primarily" is defined as serving more than 51% low- and moderate-income Phoenix residents.

1.3 ELIGIBLE APPLICANTS

Non-profit Organizations – Applicants must be an established non-profit providing programs and services to low- and moderate-income Phoenix residents. **At the time of application submission, organizations must have a Unique Entity Identifier (UEI) number, provide proof of System for Award Management (SAM.gov) registration or proof they have**

initiated SAM.gov registration, be eligible to do business in Arizona and in good standing. The proposed program beneficiaries must be low- and moderate-income City of Phoenix residents and must meet the CDBG National Objective. Eligible applicants may also include:

- **Schools** – In addition to being an incorporated nonprofit organization, Public and Charter school applicants must be located in and contribute to revitalization strategies in one of the city’s targeted areas or the student population must primarily reside in a targeted neighborhood. Charter Schools are allowed to accept grants and gifts to supplement their state funding. However, the base support a charter school receives from a federal or state agency intended for the basic maintenance and operations of the school may be reduced if the school receives a CDBG award for the same dollars already provided by the State.
- **Faith-Based Organizations** – Faith-based organizations are an important part of the social service network. HUD issued a final rule amendment allowing faith-based organizations to compete for CDBG funding on the same basis as other nonprofits. However, faith-based organizations cannot use these funds to support worship, religious instruction, or proselytization. Religious activities must not be a part of the CDBG supported activity and cannot be a requirement for receiving funded services. Faith-based organizations that participate in this NOFO will retain independence from federal, state, and local governments and may carry out its mission provided CDBG funds are not used to support religious activities. Faith-based organizations that participate in this NOFO shall not discriminate against a program beneficiary on the basis of religion or religious belief.

2022-23 CDBG PUBLIC SERVICES AWARDEES

If an applicant was awarded CDBG funding in the previous 2022-23 Public Services RFP process, applicants wishing to submit for this Public Services NOFO must have a fully executed contract and must have submitted billing packets and been approved for reimbursement for at least 40 percent from the 2022-23 Public Services award by the application due date (*December 20, 2022*).

Timely contract execution and program expenditure of already awarded CDBG funds is an important component in demonstrating an applicant’s ability to perform and administer grant funds. Applications that do not meet the above contract execution and expenditure requirements per their most updated and approved program budget will be deemed ineligible. City staff will include these application requirements as part of their responsiveness and eligibility review of applications.

ELIGIBLE COSTS AND EXPENSES

Eligible costs may include but are not limited to, personnel and employee related expenses (ERE); professional and contracted services; mileage; rent; utilities; telephone; insurance; maintenance; fingerprinting; printing; program equipment, and materials or supplies. **Grant funding used for personnel and employee related expenses must only be used for positions providing direct services to CDBG eligible recipients. A resume and job description must be provided for each position that is partially or entirely grant funded.**

Any purchases being requested for reimbursement must follow applicable federal procurement requirements. A full list of eligible expenses can be found in 2 Code of Federal Regulations (CFR) Part 200 and Title 24 CFR Part 570. All budgeted costs must be reflected on the

application budget form and cannot exceed the total requested amount (maximum request is \$30,000).

FISCAL AGENT SERVICES

Applicants that meet certain eligibility criteria may request up to an additional 10 percent to reimburse for contracted fiscal agent services. (*Example: \$28,000 grant application request + \$2,800 fiscal agent services = \$30,800 total grant funding request*). Any requested fiscal agent services must be exclusive to the awarded CDBG Public Services grant program and cannot be used for other programs or services performed by the applicant/organization.

Applicants eligible to request these additional funds need to demonstrate the following:

- Applicant has not been required to submit a single audit in the past two fiscal years;
- Applicant will have an agreement in place with a fiscal agent for the 2023-24 CDBG Public Services grant funds;
- Fiscal agent has the resources, experience, and capacity to perform the services; and
- Fiscal agent has reported a single audit in the most recent fiscal year.

Fiscal agent services include, but are not limited to the following:

- Grant funding management
- Financial reporting
- General accounting practices
- Expense and reimbursement tracking and monitoring
- Grant billing and reimbursement documentation preparation

Applicants shall include the following with their completed application in order to request this additional funding:

- A quote or copy of an agreement or contract with a fiscal agent, which must include 1) the proposed cost/rate and 2) general scope of work to be performed for the proposed grant program;
- Copy of the fiscal agent's most recent single audit; and
- Total funding request for fiscal agent services itemized on the Budget Form

The City has the ability to request applicants submit additional documentation, if needed, to determine eligibility of this additional fiscal agent funding request (e.g., fiscal agent accreditations/licenses, list of existing and prior clients, and/or documentation demonstrating agent performs Generally Accepted Accounting Principles (GAAP)). If awarded, applicant will be required to show proof of an executed agreement with the fiscal agent within 45 days of entering into contract with the City. Failure to execute an agreement with the fiscal agent will require the applicant to demonstrate the organization's financial capacity to responsibly carryout the grant program and manage federal funds.

INELIGIBLE ACTIVITIES AND EXPENSES

- Equipment, fixtures, motor vehicles, furnishings or other personal property not an integral structural fixture is generally ineligible.
- Services that do not primarily serve Phoenix residents
- Services that do not primarily serve low- and moderate-income persons
- Political activities
- Income payments
- Stipends

- Marketing
- Fundraising
- Gifts/Awards/Scholarships
- Programs/services that promote religion
- Payment of debt or pre-program expenses
- Entertainment, furnishings, and personal property purchases

1.4 ELIGIBLE PUBLIC SERVICES PRIORITIES

This NOFO process is designed to focus on new programs and services **or** the expansion of existing programs and services for the following low- and moderate-income Public Services priorities in the City of Phoenix.

- **Low-Income Youth Services**

Applications submitted under this priority include services structured to provide safe, constructive environments, growth opportunities, strengthening of families and guidance for low- and moderate-income at-risk children or to augment educational opportunities for youth. This includes after school recreational activities, structured childcare and preschool education programs and violence prevention programs. Violence Prevention programs are defined as a broad-based community collaboration to address the root causes of violence, including changing the culture of violence, strengthening youth and parental support systems, expanding early intervention and access to quality childhood programs making Phoenix neighborhoods less hospitable to crime. The services may also include education through the arts. Program examples include after-school tutoring, literacy, reading, computers, music, and art programs that are development oriented. Children and youth are defined as school age to 24 years old.

- **Support Services for Persons with Disabilities**

Applications submitted under this priority include services that support self-sufficiency/ life skills and independent living, transportation services, case management, and other activities that promote a higher level of self-sufficiency for persons with disabilities in low- and moderate-income/ underserved areas.

- **Support Services for Seniors**

Applications submitted under this priority include services that support self-sufficiency/ life skills and independent living, transportation services, case management, and other activities that promote a higher level of self-sufficiency for seniors in low- and moderate-income/ underserved areas.

PROGRAMS NOT FUNDED IN THIS NOFO

- Housing counseling programs
- Economic Development programs
- Employment and training (workforce development) programs
- Housing programs
- Public facility improvement projects

SPECIAL TERMS AND CONDITIONS

1. Applicants must be an established non-profit organization or school, eligible to do business in the State of Arizona.

2. Programs must serve low- and moderate-income Phoenix residents.
3. The city requires \$2 million aggregate insurance coverage. In addition, programs that serve children and physically, developmentally disabled people or vulnerable adults must maintain sexual molestation coverage.
4. Fingerprinting is required for funded staff and contractors working with vulnerable populations (e.g., children, the elderly or vulnerable adults).
5. Congress created the CDBG program and federal regulations apply. Funded organizations will be required to comply with all federal regulations associated with the funding and will be required to submit documents demonstrating administrative and financial capacity to manage a CDBG program.
6. School applicants must be located within a City of Phoenix low- and moderate-income census tract. <https://hudgis-hud.opendata.arcgis.com/datasets/HUD::qualified-census-tracts/about>
7. Applications are reviewed through a competitive process.
8. Funded program records are subject to review by the City of Phoenix and HUD.
9. Affirmative action and nondiscrimination employment practices and ADA requirements apply; a Drug Free Workplace is required.
10. Organizations are responsible for Workers' Compensation benefits, or claims by employees, and must indemnify and hold the city harmless against any and all claims.
11. Funded organizations cannot be indebted to the IRS or any public entity nor have judgments or liens.
12. CDBG programs must comply with state and city licenses, zoning, permit and other related requirements.
13. Funded organizations must have a UEI number **and** provide proof they've initiated registration with SAM.gov prior to the NOFO application submission date (December 20, 2022). These can be obtained for free but can be a lengthy process. Contact the System for Award Management (SAM) at www.sam.gov. Organizations **must** be registered with SAM.gov prior to contracting with the City of Phoenix.
14. Organizations must not be party to any criminal activity or investigation. If funded, organizations are responsible to disclose any inappropriate and/or criminal activity that occurs during the NOFO evaluation process and/or during the contract period.
15. Funds must be expended by **June 30, 2024**. Grant funds will be administered on a reimbursement basis only, after submission of accurate invoices and required source documentation.
16. Program expenses incurred prior to City Council approval, environmental review, and execution of the CDBG contract are ineligible for reimbursement.

1.5 DELIVERY OF APPLICATION

Handwritten applications will not be accepted. **Applications are requested to be submitted in one (1) Portable Document Format (PDF) document and submitted in one (1) email.** The contents of the **one PDF** must include the completed NOFO Application/Budget form and all signed addendum(s).

Applications must be submitted electronically to the Neighborhood Services Department, at nsd.procurement@phoenix.gov on **Tuesday, December 20, 2022, no later than 5pm local time**. Enter the solicitation number on the subject line of the email (i.e., NSD-NOFO-22-007) when submitting your application. Applications will only be accepted through the Procurement email mailbox and will not be accepted through any other transmission format (postal, hand-delivered, etc.). Contact Christina Edwards at nsd.procurement@phoenix.gov if your PDF document exceeds the mail server's size limit, and your email cannot be sent.

Applications received after the deadline of 5pm (local time), Tuesday, December 20, 2022, will not be accepted regardless of the reason. Applicants are strongly encouraged to submit their applications early and request a "delivery and read receipt" notification.

1.6 RESPONSIVE APPLICATIONS

Applications must meet all the material requirements of the NOFO. Only those applications determined to be responsive will be evaluated and scored by the Community Development (CD) Review Committee in accordance with the NOFO evaluation criteria set forth in Section 2.3. Exceptions, conditions, reservations, or understandings are unacceptable, and an application that includes unacceptable exceptions, conditions, reservations, or understandings may be rejected as nonresponsive. The CD Review Committee makes funding recommendations to the Phoenix City Council. Applications are reviewed and scored based on the application contents and additional documents submitted for consideration. The order in which applications are received in the email inbox is not an evaluation factor the CD Review Committee uses when scoring applications. Only the highest scoring applications will be recommended for funding.

1.7 NON-RESPONSIVE APPLICATIONS

Applications deemed non-responsive, or ineligible will not be evaluated or considered for award. Examples of non-responsive Applications include:

- Applications that do not meet the CDBG requirements and regulations.
- Applications that do not meet the HUD National Objective.
- Applications that are not eligible or do not conform to the NOFO instructions.
- Applications that do not include all the required forms.

Applications submitted by an organization, which do not have valid certifications and/or licenses required by state, federal or local law or regulations to perform the service requested at the time of the submittal or are not registered in the state of Arizona at the time of the application submission date, will be deemed nonresponsive and will not be evaluated or considered for award.

1.8 QUESTIONS/INQUIRIES

Questions or inquiries that arise relating to this NOFO should be presented in writing and directed via email to Christina Edwards, Management Assistant II, at nsd.procurement@phoenix.gov. **The last day to submit questions is 3pm (local time) Friday, December 2, 2022.** Questions received after the deadline will not be considered. Responses to written questions or inquiries will be posted in an addendum on the solicitation website (<https://solicitations.phoenix.gov>) by 3pm (local time) on Tuesday, December 6, 2022.

Technical assistance is provided throughout the NOFO process. To request technical assistance email nsd.procurement@phoenix.gov. Technical assistance communication will only provide applicants with minor clarifications that will be immaterial to the NOFO Instructions, or Application. City staff will accommodate requests for Technical Assistance meetings as needed. Receiving technical assistance is not a guarantee of award funding.

NOFO ORIENTATION SESSION

All interested Applicants must attend the 2023-24 CDBG NOFO Orientation Session **on Wednesday, November 16, 2022, from 9:30 – 10:30a.m., via Cisco WebEx**. NSD staff will provide an overview of the NOFO process and answer any NOFO related questions to help organizations develop a viable application. **This orientation is mandatory**. To access the orientation, click the link below.

<https://cityofphoenix.webex.com/cityofphoenix/onstage/g.php?MTID=e491f764fda10c4c044660cbff04086f9>

Attendance at the orientation session is required in order to be deemed eligible to submit an application. An agency that does not attend the mandatory orientation session for good cause may be permitted to view a recording of the session. City staff will make the final eligibility determination.

1.9 WEBSITE / STAFF CONTACTS

Interested applicants may download the complete NOFO from <https://solicitations.phoenix.gov>. Any interested applicants without internet access may obtain this solicitation by contacting the Procurement Officer or picking up a copy **by appointment only** at the **City of Phoenix Neighborhood Services Department, 200 W. Washington St. 4th Floor, Phoenix, AZ 85003**. To make an appointment contact **Christina Edwards, Management Assistant II** nsd.procurement@phoenix.gov.

It is the applicant's responsibility to check the website, read the entire solicitation, and verify all required information is submitted with their offer.

1.10 SOLICITATION TRANSPARENCY POLICY

Beginning on the date the solicitation is issued and until the date the contract is awarded or the solicitation withdrawn, all persons or entities that respond to the solicitation for the Community Development Block Grant, (CDBG) Notice of Funding Opportunity (NOFO), including their employees, agents, representatives, proposed partner(s), subcontractor(s), joint venture(s), member(s), or any of their lobbyists or attorneys, (collectively, the Applicant) will refrain, from any direct or indirect contact with any person (other than the designated contracting officer) who may play a part in the selection process, including members of the City Manager, Assistant City Managers, Deputy City Managers, Department Heads, the Mayor and other members of the Phoenix City Council. If the solicitation is not discussed, Applicants may continue to conduct business with the city and discuss business that is unrelated to the solicitation with the city staff.

Applicants may discuss their application or the solicitation with the Mayor or one or more members of the Phoenix City Council, **provided such meetings are scheduled through NSD staff**, conducted by phone or virtually, and are posted as open meetings with the City Clerk at least twenty-four (24) hours prior to the scheduled meetings. The City Clerk will be responsible

for posting the meetings. The posted notice shall identify the participants and the subject matter, as well as invite the public to participate.

With respect to the selection of the successful Applicant, the City Manager and/or City Manager's Office will continue the past practice of exerting no undue influence on the process. In all solicitations of bids and Applications, any direction on the selection from the City Manager and/or City Manager's Office and Department Head (or representative) to the Application review panel or selecting authority must be provided in writing to all prospective Applicants.

This policy is intended to create a level playing field for all Applicants, assure that contracts are awarded in public and protect the integrity of the selection process. **APPLICANTS THAT VIOLATE THIS POLICY SHALL BE DISQUALIFIED.**

1.11 DISCUSSIONS

The Neighborhood Services Department staff reserves the right to conduct discussions with applicants for the purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the application to clarify an offer and assure full understanding of the organization's application.

1.12 APPLICATION WITHDRAWAL

An organization may withdraw an application by submitting a letter **via email** addressed to the Neighborhood Services Department, Administrative Services Division, Attention: Christina Edwards, 200 W. Washington St., 4th Floor, Phoenix, AZ, 85003. The email address is nsd.procurement@phoenix.gov. **The notice must be on agency letterhead, signed and submitted as a PDF document.**

1.13 CONFIDENTIAL INFORMATION

The City of Phoenix is obligated to abide by all public information laws. If an Applicant believes that a specific section of its Application is confidential, **the Applicant shall isolate the pages marked confidential in a specific and clearly labeled section of its Application.** The Applicant shall include a written basis for considering the marked pages confidential including the specific harm or prejudice if disclosed and the Procurement Officer will review the material and make a final determination. Marking documents confidential does not guarantee they will not be subject to a public record request.

1.14 APPLICATION REVIEW PROCESS

Staff will receive applications as they are submitted, on a first come, first serve basis. Each Applicant will receive an acknowledgement of receipt, including the time and date. The Procurement Officer will review the application for eligibility and responsiveness to ensure all items are included. Responsiveness will be based on application's conformity to the NOFO guidelines provided in Sections 1.3, 1.4 and 1.5.

Before completing the application, organizations should review the evaluation and scoring criteria (e.g., program description and need, program outcomes and objectives, program budget

and track record and capacity). The CD Review Committee will use these criteria to evaluate and score each application.

APPLICATION REVIEW PROCESS

- All applications will be reviewed by city staff for eligibility and completeness.
- Applications that are deemed ineligible will not be considered for funding and will not be forwarded to the CD Review Committee.
- Organizations that are not funded will be notified in writing and may be offered up to one technical assistance meeting to discuss areas of opportunity.
- Staff will develop Technical Reviews for all eligible applications. The Technical Review summarizes the program, notes application concerns, and includes agency past performance for future funding rounds.
- The organization/applicant will receive the application Technical Review via email. Technical Reviews will be emailed to the organization/applicant contact (*listed on page 1 of the Public Services NOFO Application, Applicant Information section, Prompt #8*).
- The CD Review Committee will review, evaluate, and score each application based on the NOFO Evaluation Criteria described in Section 2.
- The CD Review Committee may determine if a short list and/or presentation with interviews is needed to complete the final recommendations.
- The Committee will use all the information provided during this process (i.e., application package and application, staff Technical Review questions and Applicant responses, presentations, interviews) to score and/or rank applications and develop funding recommendations to City Council for final approval.
- If approved, awarded organizations must successfully contract with the City of Phoenix, which includes submitting all required pre-contract documents, detailed scope of work and approved budget.
- Organizations may not expend any federal funds until all pre-contract documentation is submitted, and a contract has been executed. Funded agencies will be required to submit all completed pre-contract documents within forty-five (45) days of award notification.
Organizations that fail to submit completed pre-contract documents within this timeframe may cause reason for the City to rescind their grant award.

CD REVIEW COMMITTEE

The members of the Community Development (CD) Review Committee are appointed by the Mayor and Phoenix City Council. The committee is comprised of members from the Human Services Commission, non-profit community, business community and the community at-large. Although the committee may represent a specific profession or geographic area, members provide recommendations based on the needs of the city of Phoenix. The primary purpose of the committee is to provide funding recommendations on CDBG grant applications that best address critical needs in the community.

CDBG PUBLIC SERVICES GRANT PROGRAM NOFO TIMELINE*

Notice of Funding Opportunity (NOFO) Opens	5pm (local time), Friday, November 4, 2022
NOFO Orientation (Mandatory)	Wednesday, November 16, 2022
Questions Due Date	3pm (local time) Friday, December 2, 2022
Response to questions posted	3pm (local time) Tuesday, December 6, 2022
NOFO Closes	5pm (local time), Tuesday, December 20, 2022
NSD Staff Eligibility Reviews	January 2023
Technical Reviews – City staff	January 2023
Technical Reviews – Agency response	January 2023
Applications Reviewed and Scored by Committee <ul style="list-style-type: none"> Agency presentations/interviews may be requested by the CD Review Committee 	February – March 2023
Subcommittee & City Council Approval	April - May 2023
Award Notification Letters Sent	May 2023
Agency Pre-Contract Orientation (Mandatory)	June 2023
Funding Available	July 1, 2023

***All dates are subject to change**

1.15 NEGOTIATIONS WITH APPLICANTS

NSD staff will review the award recommendation against the available funding amount. Staff may offer to increase or decrease the amount awarded based on the Applicant’s evaluation score and their proposed budget. The applicants that are offered new funding amounts will be provided seven (7) days to respond. The applicant may reject, approve, or request a reevaluation of the funding amount. If a reevaluation is requested, staff will consider the request and prepare a final offer within seven (7) days. The applicant will reject or accept the final offer within three (3) business days. All negotiated awards must be resolved before the recommendations are submitted to city council.

The City reserves the right to make an award to an Applicant whose application is the highest rated, best value, and most advantageous to the City based on the evaluation criteria, without conducting written or oral discussions with any Applicant and without negotiations.

1.16 COMPLAINT PROCESS

Any unsuccessful applicant may file a complaint no later than seven calendar days after the recommendation is made. All complaints shall be in writing, addressed to Spencer J. Self, Neighborhood Services Department Director, and include the following:

1. Identification of the NOFO or other solicitation number (NSD-NOFO-22-007)
2. The name, address and telephone number of the agency contact person;
3. A detailed statement describing the legal and factual grounds for the complaint, including copies of relevant documents;
4. The form or type of relief requested; and
5. Signature of authorized representative.

The Neighborhood Services Department will render a written decision within fourteen calendar days after the complaint is received by the Procurement Officer. Applicant must submit complaints to nsd.procurement@phoenix.gov. All resolutions will be deemed final by NSD.

1.17 APPLICATION PACKAGE FORMAT

A complete application submission includes the below specified items. Any missing items will deem the application as non-responsive.

1. **Application/Budget - Separate fillable Word document on the solicitation page**
 - Completed in its entirety
 - The budget will be utilized by the CD Review Committee to assist in evaluating the organization's readiness to proceed, capacity to successfully carry out the program, and program expenses are aligned with NOFO instructions.
 - Signed and dated - Authorizing signature from the organization's Chief Executive Officer/President, Executive Director, or designated representative (electronic signatures will be accepted).
2. **Signed Addendum(s) –** The City of Phoenix will not be responsible for any oral instructions made by any employees or officers of the City of Phoenix regarding this solicitation. Any changes and/or updates will be in the form of an addendum. **Applicants must acknowledge receipt of any/all addenda by signing and returning the document with the application submission.**

1.18 EVALUATION CRITERIA

All responsive Applications will be evaluated by the Community Development (CD) Review Committee based on the following criteria:

ORGANIZATIONAL CAPACITY

(UP TO 250 POINTS)

Points will be awarded based on the organization's ability to successfully manage grant funded programs and services that support its mission and its commitment to provide qualified key staff to this project. More points will be awarded to applications that demonstrate evidence of completed grant funded programs and services and key staff with qualified experience.

PROGRAM DESCRIPTION AND NEED

(UP TO 250 POINTS)

Points will be awarded based on the overall program description and need; the application must provide a clear description of the program activities and describe why the program is necessary.

The application needs to clearly explain if this is a new program or service **or** the expansion of an existing program or service. The program should align with the CDBG national objective, address unmet needs, provide direct service to the program beneficiaries, and provide opportunities for additional clients served by the organization and/or the City. More points will be awarded to application that demonstrate evidence of collaboration with existing programs and services and sustainability for future program years.

PROGRAM FEASABILITY (UP TO 250 POINTS)

Points will be awarded based on the organization’s ability to document results relative to the type of work being proposed and organizational capacity to implement the program. More points will be awarded to applications that demonstrate an organization’s history of managing federal funds, understanding of accountability of federal funds, and an understanding of expectations of federal rules and reporting requirements.

PROGRAM BUDGET (UP TO 250 POINTS)

Points will be awarded based on the overall program budget, including the amount of program leveraging of other resources. The funding request must be realistic, include a detailed listing of proposed expenses, budget/expenses must be reasonable, and the CDBG funds need to be an appropriate resource for this program. Programs must achieve closeout and final reimbursement by June 30, 2024.

TOTAL POSSIBLE POINTS 1,000 POINTS

1.19 FEDERAL REQUIREMENTS

NOTICE OF FEDERAL FUNDS AND REQUIREMENTS

This NOFO is funded by Community Development Block Grant (CDBG) funding from the U.S. Department of Housing & Urban Development. The following regulations will apply to any funding award made through this process.

CONFLICT OF INTEREST

Conflicts of interest (or appearance thereof) can negatively impact activities supported with federal funds. The general rule is that no employee, board member, officer, agent, consultant, elected official or appointed official of the recipients or sub-recipients that are receiving funds under a CDBG assisted program who have responsibilities with respect to the CDBG activities or are in a position to participate in decision making processes or have access to inside information with regard to the activities can obtain a financial interest or benefit from a CDBG assisted activity during their tenure or for one year thereafter (Federal Regulation 24 CFR 570.611).

CERTIFICATON

By signing the application form the Applicant certifies:

1. The submission of the offer did not involve collusion or other anti-competitive practices.
2. Applicant will not discriminate against any employee, or applicant for employment in violation of Federal or State Law.
3. Applicant has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted offer.

4. Applicant is financially stable and solvent and has adequate cash reserves to meet all financial obligations while waiting reimbursement from the city.

ENVIRONMENTAL REVIEWS

Environmental reviews are required to comply with National Environmental Policy Act (NEPA) and HUD's regulations. The review includes analysis of 13 federal laws designed to protect certain environmental areas. An environmental review must be performed on any program funded in part with CDBG dollars. Premature committing or expending any funds prior to the environmental review will jeopardize the eligibility of the program. This includes an agency's matching funds from other sources.

If the application is funded, NSD staff will initiate the review and the agency will be kept informed about the estimated length of time to clear the program.

PREMATURE COMMITTING OR EXPENDING FUNDS

Program expenses incurred prior to City Council approval, environmental clearance, and prior to July 1, 2023, are not eligible for reimbursement.

PROOF OF SITE CONTROL

If the site(s) where the program services will be conducted is not owned by the organization, a copy of a lease or use agreement must be submitted prior to the CDBG contract execution. The lease or use agreement must be valid through June 30, 2024.

ACCESSIBILITY TO PERSONS WITH DISABILITIES

Programs, information, participation, communications, and services must be accessible to persons with disabilities and comply with the Americans with Disabilities Act (ADA).

EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS

Any Applicant shall not discriminate against any worker, employee or applicant or any member of the public, Applicants must be in compliance with Phoenix City Code, Chapter 18, Article V, as amended, Equal Employment Opportunity Requirements. Any questions regarding these requirements should be directed to the Equal Opportunity Department, 602-262-6790. The City of Phoenix extends to each individual, firm, vendor, supplier, contractor and subcontractors an equal economic opportunity to compete for city business and strongly encourages voluntary utilization of small or disadvantaged businesses.

PUBLIC RECORDS

All applications submitted in response to the NOFO shall become the property of the city and shall become a matter of public record available for review pursuant to Arizona state law after the award notification. The City of Phoenix is obligated to abide by all public information laws.

LEGAL WORKER REQUIREMENTS

As mandated by Arizona Revised Statutes 41-4401, the City of Phoenix is prohibited after Sept. 30, 2008, from awarding a contract to any contractor who fails, or whose subcontractors fail, to comply with Arizona Revised Statute 23-214-A. That statute requires that employers verify the employment eligibility of their employees through the federal e-verify system.

In signing or performing any contract for the City, the Organization fully understands that any subcontractors it may use must comply with all federal immigration laws and with A.R.S. 23-214-A. The City is authorized by law to randomly inspect the records relating to an employee of the contractor or any of its subcontractors who work on the contract to ensure compliance.

SYSTEM FOR AWARD MANAGEMENT

The System for Award Management (SAM) is the Official U.S. Government system that tracks federal contracts, including City of Phoenix CDBG contracts. Selected contractors of the NOFO will be required to register in SAM.gov prior to receiving a city contract. A completed SAM.gov registration is NOT required to submit an application however **Applicants will need to provide proof they have initiated registration prior to the application submission deadline (December 20, 2022)**. Failure to attach proof of an initiated SAM.gov registration will result in the application being deemed nonresponsive and ineligible. Unsuccessful registration with SAM.gov after City Council award may result in the loss of grant funding.

1.20 INSURANCE REQUIREMENTS

If the application is funded, the organization will enter into a contract with the City of Phoenix. City contractors and subcontractors must procure insurance against claims that may arise from or relate to performance of the work hereunder by the contractor and its agents, representatives, employees and subconsultants.

The insurance requirements listed below are minimum requirements and the City in no way warrants that the minimum limits are sufficient to protect the organization from liabilities that might arise from carrying out the funded program. The organization is free to purchase additional insurance, as they deem necessary. Depending upon the program activities and the program beneficiaries, several types of insurance coverage will be required. This information is provided to help in the development of the overall operating cost of the proposed program and to ensure sufficient funds are set aside for insurance. Final insurance requirements will be determined after award and may vary depending on the size and scope of the program.

Minimum Scope and Limits of Insurance - coverage with limits of liability not less than those stated below are required for funded CDBG Public Services programs. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a “following form” basis.

1. Commercial General Liability – Occurrence Form

Policy must include bodily injury, property damage and broad form contractual liability coverage.

General Aggregate	\$2,000,000
Products – Completed Operations Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000

- a. The policy must be endorsed to include coverage for sexual abuse and molestation.
- b. The policy must name the City of Phoenix as an additional insured with respect to liability for bodily injury, property damage and personal and advertising injury with respect to premises, ongoing operations, products and completed operations and liability assumed under an insured contract arising out of the activities performed by, or on behalf of the Agency.
- c. There shall be no endorsement or modification which limits the scope of coverage or the policy limits available to the City of Phoenix as an additional insured.
- d. City of Phoenix is an additional insured to the full limits of liability purchased by the

Agency.

- e. The Agency’s insurance coverage must be primary and non-contributory with respect to any insurance or self-insurance carried by the City.

2. Automobile Liability

Bodily Injury and Property Damage coverage for any owned, hired, and non-owned vehicles used in the performance of the funded activities.

Combined Single Limit (CSL) \$1,000,000

- a. The policy must be endorsed to include the City of Phoenix as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Agency.
- b. City of Phoenix is an additional insured to the full limits of liability purchased by the Agency.
- c. The Agency’s insurance coverage must be primary and non-contributory with respect to any insurance or self-insurance carried by the City.

3. Worker’s Compensation and Employers’ Liability

Workers’ Compensation	Statutory
Employers’ Liability	
Each Accident	\$100,000
Disease – Each Employee	\$100,000
Disease – Policy Limit	\$500,000

- a. Policy must contain a waiver of subrogation against the City of Phoenix.
- b. This requirement does not apply when an agency or subcontractor is exempt under A.R.S. §23-902(E), **AND** when such contractor or subcontractor executes the appropriate sole proprietor waiver form.

NOTICE OF CANCELLATION: For each insurance policy required, the Agency must provide to the City, within two business days of receipt, a notice if a policy is suspended, voided, or cancelled for any reason. Such notice must be mailed, emailed, or hand delivered to Neighborhood Services Department, Administrative Services Division, Attention: Grants Administration, 200 W. Washington St., 4th Floor, Phoenix, AZ, 85003. The email address is grants.nsd@phoenix.gov.

ACCEPTABILITY OF INSURERS: Insurance is to be placed with insurers duly licensed or authorized to do business in the state of Arizona and with an “A.M. Best” rating of not less than B+ VI. The CITY in no way warrants that the above-required minimum insurer rating is sufficient to protect the Agency from potential insurer insolvency.

VERIFICATION OF COVERAGE: The Agency must furnish the City with certificates of insurance (ACORD form or equivalent approved by the City). The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and any required endorsements are to be received and approved by the City

before work commences. Each insurance policy required must be in effect at or prior to commencement of work and remain in effect for the duration of the program/project.

SUBCONTRACTORS: The Agency's' certificate(s) must include all subcontractors as additional insureds under its policies, **or** the Agency must furnish to the City separate certificates and endorsements for each subcontractor. All coverages for subcontractors must be subject to the minimum requirements identified above.

APPROVAL: Any modification or variation from the insurance requirements during the program/project period must be documented by an executed contract amendment.

1.21 REPORTING AND MONITORING REQUIREMENTS

Community Development Block Grant (CDBG) funds are distributed to nonprofit organizations throughout the city of Phoenix; however, the funds originate at the federal level, through the U.S. Department of Housing and Urban Development (HUD). The city of Phoenix is required to document the program accomplishments of each grant awarded to nonprofit organizations.

Organizations that receive CDBG funding will be required to submit **monthly** programmatic accomplishment reports (e.g., reporting beneficiary data), reimbursement requests, and supporting documentation by the 15th of each month. Programmatic accomplishment reports, reimbursement requests, and supporting documentation are **mandatory** and **must be submitted monthly**.

The following is a list of requirements expected from organizations funded in the grant period. This list can be changed at any time prior to contract execution, depending upon the guidelines given to the city of Phoenix from HUD. This list is therefore not exhaustive; it is simply a guide so organizations can be aware of any documentation that may be required for tracking clients (e.g., beneficiaries).

- Amount of money leveraged for the program (e.g., this includes how much money went into the program from the organization, total of CDBG funds awarded, and any/ all other public/ private funds).
- Total number of persons (e.g., beneficiaries) assisted, to include the number of Phoenix residents assisted.
- Area Median Income (AMI) levels of persons assisted. This includes the total number of very low (>30% AMI), low (30-50% AMI), or moderate (50-80% AMI), adjusted for family size, persons assisted.

AREA MEDIAN INCOME (AMI)
0-30% of median (Extremely Low Income)
31-50% of median (Very Low Income)
51%- 80% of median (Low/Moderate Income)
Above 80% of median (Non-Low/Moderate Income) - <i>NOT ELIGIBLE for CDBG ASSISTANCE</i>

- Race, ethnicity, and disability status of each persons assisted. Please note that HUD recognizes 10 races (see list below) and 1 ethnicity, Hispanic.
 - White,
 - Black/African American,
 - Asian,

- American Indian/Alaskan Native,
- Native Hawaiian /Other Pacific Islander,
- American Indian/Alaskan Native & White,
- Asian & White,
- Black African American & White,
- American Indian/Alaskan Native & Black African American, and
- Other Multi-Racial)

Monitoring:

The City of Phoenix is responsible for ensuring that subrecipients comply with all regulations and requirements governing their administrative, financial, and programmatic operations. This includes assuring that performance goals are achieved within schedule and budget, and for taking appropriate actions when performance problems arise. Monitoring is not a “one-time” event. To be an effective tool for avoiding problems and improving performance, monitoring must be an ongoing process of planning, implementation, and follow-up. Grants staff will coordinate with organizations to schedule on-site monitoring visits.

Programs awarded through this NOFO will be subject to monitoring of compliance requirements, including, but not limited to:

- National Objective and Eligibility;
- Conformance to the Subrecipient Agreement;
- Record-Keeping Systems;
- Financial Management Systems;
- Insurance;
- Procurement,
- Equipment and Real Property;
- Non-Discrimination; and
- Actions to Further Fair Housing.

Please note that each organization awarded CDBG funds will be assigned a project manager who will be available to provide technical assistance, particularly in the reporting/data collection process. Project managers will provide funded organizations with several tracking and reporting tools to help organizations submit timely and accurate monthly reports and supporting documentation.

SECTION 2 – APPLICATION INSTRUCTIONS

The application form is a fillable Word document. These instructions will guide you in the completion of the application.

2.1 APPLICATION INFORMATION

Prompts 1 through 3: *Self-explanatory*.

Prompt 4: Select a Council District. Find Council District here:
<https://www.phoenix.gov/mayorcouncil/find-my-council-district>

Prompts 5 through 6: *Self-explanatory*.

Prompt 7: Select either Non-Profit or Unit of Government.

Prompt 8: Provide information for the agency's main point of contact.

Prompt 9: Provide information for the agency's authorized signer.

2.2 PROGRAM INFORMATION

Prompt 10: Provide the program title; this will be the program title used on all city and federal documentation.

Prompt 11 and 12: *Self-explanatory*.

Prompt 13: Provide a summary, no more than 50 words, that introduces the scope of work to be performed through the requested funding to the evaluation panel.

2.3 EVALUATION CRITERIA

ORGANIZATIONAL CAPACITY

- Prompt 14: **Public Services Priority Clientele:** Identify the Public Services priority clientele the organization will serve with CDBG funding during the 2023-2024 program year.
- Prompt 15 **Organization's Mission:** Describe the organization's mission and the core services and/or programs provided, the number of years the organization has provided those services/programs, and how the organization's mission serves the identified Public Services priority clientele.
- Prompt 16: **Key Staff:** List of the program's key staff, experience with similar programs, and their capacity to provide/ work with the Public Services priority clientele. Provide names, titles, responsibilities, resources (if applicable), and time commitment to this program (e.g., what percentage of time will be devoted to CDBG programming). Also provide previous experience with program names, scopes, and budgets for each key staff listed (if applicable).
- Prompt 17: **Other Funding Experience:** Describe the organization's experience working with/ managing federal/ state/ local grant funding by completing the table.

PROGRAM DESCRIPTION AND NEED

- Prompt 18: **New Program or Service/ Expansion of Existing Program or Service:** This NOFO is designed to focus on funding new services and programs or the expansion of existing services and programs. Clearly indicate if this application is for a new service or program or the expansion of an existing service or program.
- Prompt 19: **Community Need:** Briefly describe the service or program and how the service or program addresses the community's needs. If this is an expansion of existing service or program, provide how many **additional** Phoenix clients (e.g., beneficiaries) will be served.
- Prompt 20: **Service or Program Delivery:** Describe how services and/or programs will be delivered (e.g., in-person, virtually, hybrid model; etc.), and list all service and/or program locations where services and/or programs will be provided.
- Prompt 21: **Beneficiary Income Data:** Describe how the organization will collect and report the required unduplicated beneficiary demographic data such as race and ethnicity, disability status, and Area Median Income (AMI) for each client (e.g., beneficiary). See reference tables below.
- Prompt 22: **Sustainability:** Describe how the organization will sustain the service and/or program for the foreseeable future.

PROGRAM FEASIBILITY

- Prompt 23: **Low- and Moderate-Income Beneficiaries:** Indicate the number of low- and moderate- income Phoenix clients (e.g., beneficiaries), at or below 80% Area Median Income (AMI), will the organization serve during the contract period (Area Median Income table provided above)? If this is an expansion of existing service and/or program, provide how many **additional** Phoenix clients (e.g., beneficiaries) will be served.
- Prompt 24: **Objectives and Outcomes:** List the program's objectives and outcomes and how each objective and outcome will best serve the beneficiary's needs. Please provide a **minimum** of three objectives and three outcomes. Please note from the NOFO instructions that service and/or program objectives establish criteria and standards against which you can determine program performance, and program outcomes are the changes you expect will result from the service and/or program.

PROGRAM BUDGET

- Prompt 25: **Program Budget:** The program budget will be scored based on resources leveraged, whether the budget seems reasonable and realistic, and whether CDBG funds are appropriate for the service and/or program. Please note from the NOFO instructions that the budget should have an appropriate ratio between direct service and personnel expenses, if applicable, and demonstrate the organization's understanding of how to effectively manage a service and/or program.
- Prompt 26: **Other Expenditures:** Please explain professional services, office equipment expenditures, or other cost components that require clarification, as indicated on the budget form. Your response will help the CD Review Committee evaluate the program budget.
- Prompt 27: **Fiscal Agent:** If requesting additional funding to contract with a Fiscal Agent, please provide additional explanation and justification of the organization's need. Please

do not include a budget for this line item if your organization does not meet the eligibility criteria as described on page 6 of the NOFO instructions.

- Prompt 28: **Matching Funds:** Please describe the sources of matching funds (Other Resources) the agency will utilize to operate the program. See Section 2.4 DEFINITIONS for further information on matching funds.

2.4 DEFINITIONS

LOW- AND MODERATE-INCOME OR LOW-INCOME HOUSEHOLD

The term low-income shall be defined as at or below 50 percent of the area median income and moderate- income as at or below 80 percent of the area median income, adjusted for family size for the area as defined in Section 102 of the Housing and Community Development Act of 1974, as amended.

AREA MEDIAN INCOME (AMI)
0-30% of median (Extremely Low Income)
31-50% of median (Very Low Income)
51%- 80% of median (Low/Moderate Income)
Above 80% of median (Non-Low/Moderate Income) - <i>NOT ELIGIBLE for CDBG ASSISTANCE</i>

Family Size	1	2	3	4	5	6	7	8
30% of AMI	\$18,550	\$21,200	\$23,850	\$26,500	\$28,650	\$30,750	\$32,900	\$35,000
50% of AMI	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$ 58,300
80% of AMI	\$ 49,500	\$ 56,550	\$ 63,600	\$ 70,650	\$ 76,350	\$ 82,000	\$87,650	\$ 93,300

CONFLICT OF INTEREST

Conflicts of interest (or appearance thereof) can affect activities supported with federal funds. The general rule is that no employee, board member, officer, agent, consultant, elected official or appointed official of the recipients or sub-recipients that are receiving funds under a CDBG assisted program who have responsibilities with respect to the CDBG activities or are in a position to participate in decision making processes or have access to inside information with regard to the activities can obtain a financial interest or benefit from a CDBG assisted activity during their tenure or for one year thereafter (Federal Regulation 24 CFR 570.611).

Organizations should maintain a written code of standards of conduct governing the purchase of materials, product, supplies, and services and awarding and administering sub-recipient contracts. Personnel involved in the procurement process must be trained to recognize situations that create conflicts of interest, or the appearance of a conflict of interest. The organization personnel should:

- Be familiar with the organization's code of ethics and potential conflict of interest issues
- Not take gifts or gratuities from persons or organizations associated with the procurement process.

CHILDCARE LICENSING

This information is provided to provide a general overview of types of programs requiring licensing and those that do not require a license. For additional information, contact the Arizona Department of Health Services, Office of Childcare Licensing at 602-364-2539 or azdhs.gov.

MATCHING AND IN-KIND FUNDS

Matching funds are other agency (non-CDBG) resources immediately accessible and firmly committed funding ready to be applied to the program. Matching funds can include a blend of cash, other funds or in-kind resources available for program costs. These resources must be firmly assigned and immediately available for the program. In-kind contributions must have a specific dollar value established in accordance with Generally Accepted Accounting Principles. The basis of determining the value for personal services and donated materials and supplies must be identified and documented in the application. Volunteer services may be counted if the service is an integral and necessary part of an approved CDBG-funded program. Rates for hours should be consistent with those paid for similar work. The value assigned to donated materials and supplies should be reasonable and should not exceed market value at the time of donation.

DISABLED

Under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 701), a disability is defined as follows:

1. An individual with a disability is any person who has a physical or mental impairment that substantially limits one or more major life activities. The term physical or mental impairment may include, but is not limited to, conditions such as visual or hearing impairment, mobility impairment, HIV infection, developmental disabilities, drug addiction, or mental illness. In general, the definition of “person with disabilities” does not include current users of illegal controlled substances. However, individuals would be protected under Section 504 (as well as the ADA) if a purpose of the specific program or activity is to provide health or rehabilitation services to such individuals.

The term major life activity may include, for example, seeing, hearing, walking, breathing, performing manual tasks, caring for oneself, learning, speaking, or working. This list is not exhaustive. Section 504 also protects persons who have a record of such impairment or are regarded as having such an impairment.

2. A developmental disability, as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. § 6001-6007) which reads as follows:

The term “developmental disability” means a severe, chronic disability of an individual 5 years of age or older that:

- A. Is attributable to a mental or physical impairment or combination of mental and physical impairments;
- B. Is manifested before the individual attains age 22;
- C. Is likely to continue indefinitely;
- D. Results in substantial functional limitations in three or more of the following areas of major life activity:
 1. self-care;

2. receptive and expressive language;
 3. learning;
 4. mobility;
 5. self-direction;
 6. capacity for independent living; and
 7. economic self-sufficiency; and
- E. Reflects the individual's need for a combination and sequence of special, interdisciplinary, or generic services, supports, or other assistance that is of lifelong or extended duration and is individually planned and coordinated, except that such term, when applied to infants and young children means individuals from birth to age 5, inclusive, who have substantial developmental delay or specific congenital or acquired conditions with a high probability of resulting in developmental disabilities if services are not provided.

SENIOR / CHILD / YOUTH

Senior: A person at the age of 62 or older.

Child: A person between the ages of 0–13.

Youth: A person between the ages of 14-24.

VULNERABLE ADULT

Vulnerable adult means an individual who is eighteen years of age or older and who is unable to protect himself from abuse, neglect, or exploitation by others because of a physical or mental impairment. Vulnerable adult includes an incapacitated person as defined in section 14-5101. A.R.S. 46-451(a)(10)