



City of Phoenix
NEIGHBORHOOD SERVICES DEPARTMENT



Community Development Block Grant (CDBG)

2022-2023 Public Service Grant Program

REQUEST FOR PROPOSALS

NSD-RFP-22-002

PROPOSAL INSTRUCTIONS

Proposals Available: 5pm local time Monday, November 22, 2021

Proposals Due: 5pm local time Tuesday, December 21, 2021

Neighborhood Services Department
200 W. Washington St., fourth floor
Phoenix, Arizona 85003

Proposal Contact: Christy Blake, Management Assistant II | grants.nsd@phoenix.gov

To receive the RFP 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 I – PUBLIC SERVICE GRANT PROGRAM FUNDING PRIORITIES AND ALLOCATION

Maximum Request = \$30,000

PUBLIC SERVICE GRANT PROGRAM FOR NON-PROFIT ORGANIZATIONS

Proposals submitted under this Request for Proposal (RFP) will utilize funding authorized by the U.S. Department of Housing and Urban Development (HUD), Community Development Block Grant (CDBG) program. This RFP process is designed to focus on funding new programs and services or the expansion of existing programs and services.

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

ELIGIBLE PUBLIC SERVICE PRIORITIES

• **Low-Income Youth Services**

Proposals submitted under this priority include services structured to provide safe, constructive environments, growth opportunities, strengthening of families and guidance for 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**

Proposals submitted under this priority include services that support self-sufficiency and independent living, transportation services, case management, vocational services and other activities that promote a higher level of self-sufficiency for persons with disabilities in underserved areas.

• **Support Services for Seniors**

Proposals submitted under this priority include services that support self-sufficiency and independent living, transportation services, case management, vocational services and other activities that promote a higher level of self-sufficiency for seniors in underserved areas.

Programs Not Funded in this RFP

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

As part of HUD funding requirements, proposals must meet the low- and moderate-income CDBG National Objective, Limited Clientele (LMI). Eligible applicants must be an established, incorporated non-profit organization, in good standing with the State of Arizona, that primarily serve low- and moderate-income Phoenix residents. "Primarily" is defined as serving more than 51% low- and moderate-income Phoenix residents. Funds may not be used for religious or political purposes. Proposals that fail to meet the applicable tests will NOT BE considered for funding.

Funds must be expended by **June 30, 2023**.

Successful applicants must demonstrate cost reasonableness and be responsive to the needs of the community. Applications will be reviewed for completeness and compliance with federal, state, and local regulations. Applications will be evaluated and scored by the Community Development (CD) Review Committee, with final recommendations presented to City Council (refer to the proposal evaluation criteria set forth in **Section 6**).

Please note: Grant awards will be administered on a reimbursement basis only, after submission of accurate invoice(s) and required source documentation.

SECTION 2 – INTRODUCTION TO COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

The City of Phoenix, Neighborhood Services Department (NSD), which administers the city's HUD CDBG program, is issuing this RFP utilizing CDBG funds. The CDBG program provides annual grants on a formula basis to entitlement cities and counties. 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 people.

To compete for CDBG funding, proposals must meet the low- and moderate-income CDBG National Objective and Limited Clientele activity for this Public Service priority. Awarded agencies must provide direct services and the eligible activity criteria. Programs that fail to meet the applicable tests will NOT BE considered for funding.

The proposal form and detailed instructions are available to assist in the development of the proposal. For RFP related questions, email grants.nsd@phoenix.gov. The last day to submit questions is **3pm (local time) Friday December 10, 2021**.

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 proposal submission, organizations must have a DUNS (Data Universal Numbering System) number, provide proof of SAM.gov (System for Award Management) 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.

- **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 RFP 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 RFP shall not discriminate against a program beneficiary on the basis of religion or religious belief.

CARES Act CDBG Grant Awardees

If a proposer was awarded CARES Act CDBG (CDBG-CV) Public Service funding, proposers wishing to submit a proposal must not have unexpended funds from the previous CDBG-CV Public Service award by December 31, 2021. All CDBG-CV reimbursement billing packets must be submitted, free of error, by January 15, 2022 to their assigned NSD Grants Compliance Project Manager for any remaining CDBG-CV funds as approved on their latest program budget.

2020-22 CDBG Public Service Awardees

If a proposer was awarded CDBG funding in the previous 2020-22 Public Service RFP process, proposers wishing to submit for this Public Service RFP must have a fully executed contract and must have submitted

billing packets and been approved for reimbursement for at least 25 percent from the 2020-22 Public Service award by the proposal due date (December 21, 2021).

Timely contract execution and program expenditure of already awarded CDBG funds is an important component in demonstrating a proposer's ability to perform and administer grant funds. Proposers 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 proposal requirements as part of their responsiveness and eligibility review of proposals.

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. Any purchases being requested for reimbursement must follow applicable federal procurement requirements. A full list of eligible expenses can be found in 2 CFR Part 200 and Title 24 Code of Federal Regulations, Part 570. All budgeted costs must be reflected on the proposal budget form and cannot exceed the total requested amount (maximum request is \$30,000).

FISCAL AGENT SERVICES

Proposers that meet certain eligibility criteria may request up to an additional 10 percent to reimburse for contracted fiscal agent services. (*Example: \$28,000 grant proposal 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 Service grant program and cannot be used for other programs or services performed by the proposer/organization.

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

- Proposer has not been required to submit a single audit in the past two fiscal years;
- Proposer will have an agreement in place with a fiscal agent for the 2022-23 CDBG Public Service 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 includes, 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

Proposers 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
- Total funding request for fiscal agent services itemized on the Budget Form

The City has the ability to request proposers 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, proposers 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 proposer 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

SEPARATE PROPOSALS

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

ENVIRONMENTAL REVIEWS

An Environmental Review is required for each program that receives federal funding. If the proposal is funded, city staff will initiate the required review and notify the organization when the program is cleared to proceed.

PREMATURE COMMITTING OR EXPENDING FUNDS

Program expenses incurred prior to City Council approval, environmental clearance and execution of the CDBG contract 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, 2023.**

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 Proposer shall not discriminate against any worker, employee or applicant or any member of the public, Proposers 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 proposals submitted in response to the Request for Proposal 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 works 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 RFP will be required to register in SAM.gov prior to receiving a city contract. A completed SAM.gov registration is NOT required to submit a proposal however proposers will need to provide proof they have initiated registration prior to the proposal submission date (December 21, 2021). Failure to attach proof of an initiated SAM.gov registration will deem proposers ineligible, and unsuccessful registration with SAM.gov after City Council award may result in the loss of grant funding.

SPECIAL TERMS AND CONDITIONS

1. Applicants must be an established non-profit organization, eligible to do business in the State of Arizona, providing programs and services to low- and moderate-income Phoenix residents.
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 or developmentally disabled people must maintain sexual molestation coverage.
4. Fingerprinting is required for funded staff and contractors working with vulnerable populations (i.e. 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 in within a City of Phoenix low- and moderate-income census tract.
7. Proposals 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 Work Place 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 DUNS number and provide proof they've initiated registration with SAM.gov prior to the proposal submission date (December 21, 2021). These can be obtained for free but can be a lengthy process. Contact DUNS at 1-866-705-5711 and 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 RFP evaluation process and/or during the contract period.
15. Organizations are responsible to ensure proposed program and services are in line with CDC guidelines, Governor's orders, and federal and state requirements and/or guidance.
16. Program expenses incurred prior to City Council approval, environmental review, and execution of the CDBG contract are ineligible for reimbursement.

SECTION 3 – PROPOSER INSTRUCTIONS

DELIVERY OF PROPOSALS

Handwritten proposals will not be accepted. **Proposals are requested to be submitted in one Portable Document Format (PDF) document and submitted in one email.** The contents of the **one PDF** must include the completed RFP Application/Budget form and all signed addendum(s). Proposals must be submitted electronically to the Neighborhood Services Department, at grants.nsd@phoenix.gov, on **Tuesday, December 21, 2021, no later than 5pm local time.** Enter the solicitation number on the subject line of the email (i.e., NSD-RFP-22-002) when submitting your proposal. Applications will only be accepted through the Grants email mailbox and will not be accepted through any other transmission format (postal, hand-delivered, etc.). Contact Christy Blake at grants.nsd@phoenix.gov if your PDF document exceeds the mail server's size limit and your email cannot be sent.

RESPONSIVE PROPOSALS

Proposals must meet all the material requirements of the RFP. Only those proposals determined to be responsive will be evaluated and scored by the CD Review Committee in accordance with the proposal evaluation criteria set forth in **Section 6**. The CD Review Committee makes funding recommendations to the Phoenix City Council. The highest scoring proposals will be recommended for funding.

LATE PROPOSALS

Proposals received **after the deadline of 5pm (local time), Tuesday, December 21, 2021**, will not be accepted regardless of the reason. Proposers are strongly encouraged to submit their proposals early and request a "delivery and read receipt" notification.

NON-RESPONSIVE PROPOSALS

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

- Proposals that do not meet the CDBG requirements and regulations.
- Proposals that do not meet the HUD National Objective.
- Proposals that are not eligible or do not conform to the RFP instructions.
- Proposals that do not include all the required forms (application/budget and signed addendum(s)).
- Proposals that do not include all the required signatures.

Proposals 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 incorporated in the state of Arizona at the time of the proposal submission date, will be deemed non-responsive and will not be evaluated or considered for award.

QUESTIONS/INQUIRIES

All questions or inquires that arise relating to this RFP must be presented **in writing** and should be directed via email to Christy Blake, Management Assistant II, at grants.nsd@phoenix.gov and must be received by the due date indicated in the RFP timeline (**see Section 6 of the Proposal Instructions**). 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 the due date indicated in the RFP timeline.

ORIENTATION/TECHNICAL ASSISTANCE

All interested proposers are invited to attend the 2022-23 CDBG Pre-Proposal Orientation **on Wednesday, December 8, 2021, from 9:30 – 10:30a.m., via Cisco WebEx**. NSD Grants staff will provide an overview of the RFP process and answer any RFP related questions to help organizations develop a viable proposal. This orientation is not mandatory but strongly recommended. To access the orientation, click the link below.

<https://cityofphoenix.webex.com/cityofphoenix/onstage/g.php?MTID=ed4a8553c97d709db08af543104d78b41>

Attendance at the orientation or acknowledgement/demonstration proposer has viewed the presentation slides of the orientation will be required in order to be deemed eligible. Staff will be reviewing the attendance log of the orientation.

The Grants Administration staff is available to provide technical assistance to help organizations develop a viable proposal. Staff reviews will consist of checking for eligibility, RFP requirements, and to ensure proposals are in compliance with the CDBG National Objectives established by HUD. Staff CANNOT provide assistance in developing a program or writing the application. The Grants Administration staff is available Monday through Friday, 8 a.m. to 5p.m. by appointment only. Specific appointment times or evening phone appointments are available by emailing grants.nsd@phoenix.gov or calling 602-534-9862. Individual technical assistance will only be available December 1 – 8, 2021 and must be pre-scheduled.

For RFP related questions, email grants.nsd@phoenix.gov. The last day to submit questions is **3pm (local time) Friday, December 10, 2021**.

WEB SITE / STAFF CONTACTS

Interested Proposers may download the complete RFP from <https://solicitations.phoenix.gov>. Any interested offerors 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, Christy Blake, 200 W. Washington St. 4th Floor**, Phoenix, AZ. It is the Offeror's responsibility to check the website, read the entire solicitation, and verify all required information is submitted with their offer.

Christy Blake, Management Assistant II
grants.nsd@phoenix.gov.

DISCUSSIONS

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

PROPOSAL WITHDRAWAL

An organization may withdraw a proposal by submitting a notice **via email** to the Neighborhood Services Department, Administrative Services Division, Attention: Christy Blake, Management Assistant II, 200 W. Washington St., 4th floor, Phoenix, AZ 85003. The email address is grants.nsd@phoenix.gov. **The notice must be on agency letterhead, signed and submitted as a PDF document.**

PROPOSAL REVIEW PROCESS

The Proposal Review Process is described in **Section 6** of the Proposal Instructions. Before completing the proposal submission, organizations should review the 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 proposal. City staff will review all proposals for eligibility and completeness. Only those proposals that staff determine to satisfy the RFP guidelines will be distributed to the committee for consideration.

PROPOSAL PACKAGE FORMAT

A complete proposal submission includes the following:

- **Proposal Application/Budget Form – 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 RFP instructions.
 - Signed and dated - Authorizing signature from the organization’s Chief Executive Officer/President, Executive Director, or designated representative (electronic signatures will be accepted).
- **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 will be in the form of an addendum. **Proposers must acknowledge receipt of any/all addenda by signing and returning the document with the proposal submission.**

SECTION 4 – DEFINITION OF KEY WORDS

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	\$16,600	\$19,000	\$21,350	\$23,700	\$25,600	\$27,500	\$29,400	\$31,300
50% of AMI	\$27,650	\$31,600	\$35,550	\$39,500	\$42,700	\$45,850	\$49,000	\$52,150
80% of AMI	\$44,250	\$50,600	\$56,900	\$63,200	\$68,300	\$73,350	\$78,400	\$83,450

CONFLICT OF INTEREST

Conflicts of interest (or appearance thereof) can plague 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 project. Matching funds can include a blend of cash, other funds or in-kind resources available for the project costs. These resources must be firmly assigned and immediately available for the project. 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 proposal. Volunteer services may be counted if the service is an integral and necessary part of an approved CDBG-funded project. 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:

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 one's self, 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—

(i) self-care;

(ii) receptive and expressive language;

(iii) learning;

(iv) mobility;

(v) self-direction;

(vi) capacity for independent living; and

(vii) 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)

SECTION 5 - INSURANCE REQUIREMENTS

If the proposal is funded, the organization will enter into a contract with the City of Phoenix. All City contracts require insurance and indemnification language so that the responsibility for paying claims is established with the organization and ensures that financial resources are available to pay claims. 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.

Minimum Scope and Limits of Insurance - coverage with limits of liability not less than those stated below are required for funded CDBG Public Service programs.

Commercial General Liability

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

Sexual Abuse and Molestation Coverage

- Policy endorsement required if the activities involve working with or caring for children or physically or developmentally disabled people

Automobile Liability - Combined Single Limit \$1,000,000

- Required only if activities involve the use of transportation in the provision of services
- Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles used in the performance of this contract.

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

Professional Liability - Errors and Omissions Liability

- Required only if activities involve providing professional services

Each Claim \$1,000,000

Annual Aggregate \$2,000,000

NOTICE OF CANCELLATION: Insurance policies must be the appropriate coverage for and shall not be suspended, voided, canceled, reduced in coverage or endorsed to lower limits.

ACCEPTABILITY OF INSURERS: Insurance is to be placed with insurers duly licensed or approved unlicensed companies 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 organization from potential insurer insolvency.

VERIFICATION OF COVERAGE: The City must receive certificates of insurance (ACORD form or equivalent approved by the City) as required. The certificates for each insurance policy are to be signed by a person

authorized by that insurer to bind coverage. The City of Phoenix must be listed as an additional insured (to the extent City is indemnified pursuant to the Indemnity Provisions herein) on all certificates of insurance.

PROFESSIONAL LIABILITY INSURANCE: Professional liability insurance protects against losses that occur when a "professional" fails to practice his or her art to the usual and customary standards of that profession. Therefore, there can be risks to the Organization associated with errors (or allegations of errors) in the professional's work product or judgment. In order to determine if your proposed program will need professional liability insurance, ask yourself:

1. Will the program employ professional licensed or certified workers (i.e. accountants, teachers, medical professionals, psychologist, etc.)?
2. Will the information developed by the professional be used in a decision-making process within the Organization that could create a liability?

If the answer is yes to either of these questions, then professional liability insurance would be required.

The types of losses that can occur under such circumstances are often excluded under general liability policies. They can be covered through separate professional liability insurance policies, also known as "errors and omissions" (E&O) liability insurance.

SECTION 6 – EVALUATION CRITERIA AND PROPOSAL REVIEW PROCESS

EVALUATION CRITERIA

All responsive proposals will be evaluated by the CD Review Committee based on the following criteria:

PROGRAM DESCRIPTION AND NEED (0 TO 250 POINTS)

Points will be awarded based on the overall program description and need; the proposal must provide a clear description of the program activities, clearly define the program activities, and describe why the program is necessary. The proposal needs to clearly explain if this is a new program or service or the expansion of an existing program or service. The program should be well-defined, 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 proposals that demonstrate evidence of collaboration with existing programs and services and sustainability for future program years.

PROPOSED OUTCOMES AND OBJECTIVES (0 TO 250 POINTS)

Points will be awarded based on the overall proposed outcomes and objectives. Program outcomes are the changes you expect to result from the program; program objectives establish criteria and standards against which you can determine program performance. Objectives or goals must be clearly defined and measurable and must align with HUD CDBG program objectives, purpose, and mission. There must be a direct correlation between the program/service to be provided, beneficiaries, and program outcomes.

PROGRAM BUDGET (0 TO 250 POINTS)

Points will be awarded based on the overall program budget, including the amount of program leveraging of other resources. The budget should have an appropriate ratio between direct service and personnel expenses and demonstrate an organization's understanding of how to effectively manage a program. The funding request must be realistic, the budget/expenses must be reasonable, and the CDBG funds need to be an appropriate resource for this program.

TRACK RECORD AND CAPACITY (0 TO 250 POINTS)

Points will be awarded based on the prior experience with documented results in the type of work being proposed and fiscal and organizational capacity to implement the program. More points will be awarded to proposals 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.

TOTAL POSSIBLE POINTS 1,000 POINTS

PROPOSAL REVIEW PROCESS

- All proposals will be reviewed by city staff for eligibility and completeness.
- Proposals that are deemed ineligible will not be considered for funding and not forwarded to the CD Review Committee. The organization will be notified in writing and offered technical assistance for future funding opportunities.
- Staff will develop Technical Reviews for all eligible/feasible proposals. The Technical Review summarizes the program, notes proposal concerns and includes agency past performance for future funding rounds.
- The organization/applicant will receive the proposal Technical Review via email. Technical Reviews will be emailed to the organization/applicant contact (listed on page 1 of the Public Service RFP Application, Applicant Information section, question 12).
- The CD Review Committee will review, evaluate, and score each proposal based on the RFP Evaluation Criteria described on page 18.
- 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., proposal package and application, staff Technical Review questions and Proposer responses, presentations, interviews) to score and/or rank proposals 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. Failure for organizations to timely 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 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 SERVICE GRANT PROGRAM RFP TIMELINE *

Request for Proposals (RFP) Opens	5pm (local time), Monday, November 22, 2021
RFP Orientation, Question and Answer Session	Wednesday, December 8, 2021
Questions Due Date	3pm (local time) Friday, December 10, 2021
Response to questions posted	3pm (local time) Wednesday, December 15, 2021
RFP Closes	5pm (local time), Tuesday, December 21, 2021
NSD Staff Eligibility Reviews	January 2022
Technical Reviews – City staff	January 2022
Technical Reviews – Agency response	January 2022
Proposals Reviewed and Scored by Committee <ul style="list-style-type: none"> • <i>Agency presentations/interviews may be requested by the Committee</i> 	February – March 2022
City Council Approval	April - May 2022
Funding Available	July 1, 2022
Award Notification Letters Sent	June 2022
Agency Pre-Contract Orientation	June 2022
Pre-Contract Documents Due Date	August 15, 2022

****all dates are subject to change***

SECTION 7 – REPORTING AND MONITORING REQUIREMENTS FOR FUNDED ORGANIZATIONS

Organizations that receive Community Development Block Grant (CDBG) funding will be required to submit **monthly** programmatic reports and reimbursement requests. Programmatic reports and reimbursement requests are **mandatory** and **due monthly**.

Why Accurate Reports are Necessary:

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 accomplishments of each grant given to nonprofit organizations.

What will be required of funded organizations:

The following is a list of requirements expected for 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 that organizations can be aware of any documentation that may be required for tracking clients.

- Amount of money leveraged for the program (how much money went into the program, total of CDBG and all other funds).
- Total number of persons assisted, to include the number of Phoenix residents assisted.
- Area Median Income (AMI) levels of persons assisted – total number of very low (>30% AMI), low (30-50% AMI) or moderate (50-80% AMI), adjusted for family size.
- Race, ethnicity and disability status of the persons assisted. HUD recognizes 10 races (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) and 1 ethnicity (Hispanic).
- Number of communities/neighborhoods assisted.

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.

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.

SECTION 8 – FREQUENTLY ASKED QUESTIONS

1. Who is eligible to apply for a Public Service CDBG grant?

Nonprofit organizations, public and charter schools located in or serving a City of Phoenix targeted area, and faith-based organizations.

2. My organization is not a 501(c)3, can we still apply?

Yes, organizations do not have to be a 501(c)3 to apply for CDBG funds through the City of Phoenix. However, at the time of submission, organizations must have a DUNS (Data Universal Numbering System) number, provide proof of SAM.gov (System for Award Management) registration (or provide proof they have initiated SAM.gov registration), be eligible to do business in Arizona and in good standing.

3. Can my organization apply for more than one grant?

Yes, for this RFP, proposers may submit more than one proposal for distinctly different programs with separate objectives and program beneficiaries. Proposers must develop separate applications for each proposal for which they are requesting funds.

4. Who should we list as the organization program manager/lead?

The city recognizes an organization may have multiple staff or a contracted grant writer assist in the preparation of the proposal submission, but it is critical for organizations to ensure their lead program staff are fully aware of the grant submission details and expectations after this procurement process concludes. The Program Manager/Lead should be the contact person their assigned City Grants Project Manager will be working with throughout the term of the contract period to successfully carryout the program.

5. How can I improve the clarity of my proposal?

Read all application instructions carefully and formulate clear, concise responses to each question. Do not leave any questions blank and edit applications for spelling, typos and grammar. Determine if your program meets the National Objective, Limited Clientele. Be specific regarding the goals and outcomes of your program. Funded proposals are public information.

6. If our proposal is funded, when will we receive our CDBG grant?

Funded organizations will enter into a contract with the City of Phoenix for their grant award. Contracts will execute after **July 1, 2022**. Grants are made on a REIMBURSEMENT basis. Funded organizations will be reimbursed monthly for expenses incurred after providing required back up documentation (invoices and receipts) and the monthly performance report, including demographic and Area Median Income (AMI) reporting.

7. What type of reporting will be required of our organization if we are funded?

Funded organizations are required to submit a detailed monthly report stating what program accomplishments have been achieved and the number of clients served, including race/ethnic and Area Median Income (AMI) breakout of the clients served. Detailed expense reports and back up information will be required for all expenses for which the organization is requesting reimbursement. Refer to Section 7 Reporting and Monitoring Requirements for Funded Organizations.

8. Can I receive technical assistance prior to the application submission deadline?

Yes, the Grants Administration staff will hold an orientation on **Wednesday, December 8, 2021, from 9:30 - 10:30a.m., via Cisco WebEx**. Staff will provide an overview of the RFP process and answer any RFP related questions to help organizations develop a viable proposal. This orientation is not mandatory but strongly recommended. To access the orientation, click the link below.

<https://cityofphoenix.webex.com/cityofphoenix/onstage/g.php?MTID=ed4a8553c97d709db08af543104d78b41>

The Grants Administration staff is available to provide technical assistance to help organizations develop a viable proposal. Staff reviews will consist of checking for eligibility, RFP requirements, and to assure proposals are in compliance with the CDBG National Objectives established by HUD. Staff CANNOT provide assistance in developing a project or writing the application. The Grants Administration staff is available Monday through Friday, 8 a.m. to 5p.m. by appointment only. Specific appointment times or evening phone appointments are available by emailing grants.nsd@phoenix.gov or calling 602-534-9862. Individual technical assistance will only be available December 1 – 8, 2021 and must be pre-scheduled.

For questions, please email grants.nsd@phoenix.gov. The last day to submit questions is **3pm (local time) Friday December 10, 2021**.

9. Can I attach additional pages or letter of support to my application?

No, do not include letters of support or other information not specifically requested.

SECTION 9 – OTHER REQUIRED INFORMATION

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) Request for Proposal, including their employees, agents, representatives, proposed partner(s), subcontractor(s), joint venturer(s), member(s), or any of their lobbyists or attorneys, (collectively, the Proposer) 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 Community Development (CD) Review Committee (RFP evaluation panel), the City Manager, Assistant City Managers, Deputy City Managers, Department Heads, the Mayor and other members of the Phoenix City Council. As long as the solicitation is not discussed, Proposers may continue to conduct business with the City and discuss business that is unrelated to the solicitation with the City staff.

Proposers may discuss their proposal or the solicitation with the Mayor or one or more members of the Phoenix City Council, **provided such meetings are scheduled through Christy Blake, Management Assistant II**, conducted by phone or virtually at 200 W. Washington St., Phoenix, Arizona 85003, and are posted as open meetings with the City Clerk at least 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 Proposer/Bidder, 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 proposals, any direction on the selection from the City Manager and/or City Manager's Office and Department Head (or representative) to the proposal review panel or selecting authority must be provided in writing to all prospective Proposers.

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

CONFIDENTIAL INFORMATION

The City of Phoenix is obligated to abide by all public information laws.

If a Proposer believes that a specific section of its proposal is confidential, the Proposer shall isolate the pages marked confidential in a specific and clearly labeled section of its proposal. The Proposer shall include a written basis for considering the marked pages confidential including the specific harm or prejudice if disclosed and the Department will review the material and make a determination.

CERTIFICATION

By signing the Application form the Proposer certifies:

1. The submission of the offer did not involve collusion or other anti-competitive practices.
2. Proposer will not discriminate against any employee, or applicant for employment in violation of Federal or State Law.
3. Proposer 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. Proposer is financially stable and solvent and has adequate cash reserves to meet all financial obligations while waiting reimbursement from the city.

PROTEST PROCESS

Any unsuccessful bidder may file a protest no later than seven (7) calendar days after the recommendation is made. All protests shall be in writing, filed with Spencer J. Self, Neighborhood Services Department Director, and include the following

- Identification of the RFP or other solicitation number;
- The name, address and telephone number of the protester;
- A detailed statement describing the legal and factual grounds for the protest, including copies of relevant documents;
- The form of relief requested; and
- The signature of the protester or its authorized representative.

The Neighborhood Services Department will render a written decision within fourteen (14) calendar days after the protest is filed.

SECTION 10 – LIST OF ASSURANCES

In submitting a proposal and signing the application form included in the RFP solicitation packet, proposer provides assurances to the following statements and the availability of required pre-contract documents. **Note: Funded agencies will be required to submit all completed pre-contract documents within forty-five (45) days of award notification.**

- The applicant organization is a registered non-profit organization.
- The applicant organization is eligible to do business in the State of Arizona and is in good standing.
- The applicant organization has on file a current staff organization chart, setting forth lines of authority, responsibility, and communication in accordance with policies established by the governing body and will provide said document prior to contracting with the City of Phoenix.
- The applicant organization must, at the time of proposal submission, have a DUNS (Data Universal Numbering System) number, provide proof of SAM.gov (System for Award Management) registration or provide proof they have initiated SAM.gov registration.
- The applicant organization has on file a current copy of Articles of Incorporation and By-Laws and will provide said document prior to contracting with the City of Phoenix.
- The applicant organization has on file a current and complete list of the names and addresses of all members of the Board of Directors and will provide said document prior to contracting with the City of Phoenix.
- The applicant organization has written procedures which require due process and the prompt resolution of any complaint of discrimination on the basis of age, sex, religion, race, national origin or handicap.
- The applicant organization has on file a copy of the most recent independent audit report, including the auditor's letter to management and will provide said document prior to contracting with the City of Phoenix.
- The applicant organization has on file its latest annual financial statement, including balance statement and income statement and will provide said document prior to contracting with the City of Phoenix.
- The applicant organization agrees to serve Phoenix residents with funds received from the City of Phoenix.
- The applicant organization agrees to keep client files for individuals served by CDBG funded programs. Client files must contain income verification/documentation, family size, address or location, and race and ethnicity. Client information must be made available to HUD and the City of Phoenix, upon request.
- The applicant organization understands funding will be on a reimbursement basis after accurate monthly invoice and required source documentation.
- The applicant organization agrees to comply with the requirement of Title 24 Code of Federal Regulations, Part 570 of the Housing and Urban Development regulations concerning Community Development Block Grant (CDBG), and all federal regulations and polices issued pursuant to these regulations.
- The applicant organization agrees to hold a current insurance policy in line with the City of Phoenix contract requirements.
- The applicant organization agrees that CDBG funded employees and subcontractors working with vulnerable populations are subject to a background check and fingerprint verification at the discretion of the City of Phoenix.
- The applicant organization agrees to follow all applicable federal, state, and local laws and with all applicable license and permit requirements.
- The applicant organization assures the contract services will be delivered at the location(s) stated in the application and can provide copies of current ownership or lease documents, valid through June 30, 2023, prior to the CDBG contract execution.
- The applicant's organization president, executive director or board president supports the submission of the proposal application.